

# Southwestern College Housing Contract

Southwestern College hereafter called "the College," agrees to provide housing accommodations in accordance with the provisions of this contract. The Student agrees to abide by all terms of this contract. Housing accommodations are rented for the purpose of personal residence. They may not be sublet or used by residents or outside agencies for any commercial purposes without the written permission of the Director of Residence Life. Students living on campus must be registered at Southwestern College as a full-time student or must have approval from the Dean of Students.

The current residency policy states: All full-time students are required to live on campus except those who are married, veterans, twenty years old or older AND reached senior status, or live with their parents or legal guardians (within 50 miles of campus).

In the Fall of 2021 the policy will state: All full-time students are required to live on campus except those who are married, veterans, twenty-one years old or older AND reached senior status, or live with their parents or legal guardians (within 50 miles of campus).

Students who are 24 years and older are exempt from residency requirements. This contract is not transferable.

**Contract Period** - This contract is for the academic calendar year except when the student completes graduation requirements midyear, or except when the student withdraws or is withdrawn from the College at the conclusion of a semester, or except when the student enters into the contract at the beginning of the second semester. The contract period excludes the break between the fall and spring semester and Spring Break except for students living in Honors and Warren apartments. The student will not be able to occupy a room prior to the official opening dates or after the closing dates as listed on the official college calendar. The student shall move into the assigned room no later than 5:00 p.m. the first day of classes each quarter. If the student cannot move in by this day, the student agrees to furnish prior written notice of late arrival to the Office of Residence Life.

**Housing Deposit** - All resident students are required to make and maintain a \$150.00 room deposit upon receiving a key. Against this deposit damages will be charged as described by the housing policies of the college. Upon checkout, the room/apt. the condition will be checked against the room inventory form for damages incurred. The room deposit remains permanently on account until the student moves off campus, withdraws from college, or graduates.

**Assignments** - The College reserves the right to make assignments and reassignments of accommodations. The college reserves the right to require single occupants of rooms to move together. These moves must be completed in accordance with procedures established by the Director of Residence Life.

**Cancellation of Contract** - The student may cancel this contract by giving written notice to the Director of Residence Life. The college reserves the right to terminate this contract under any of the conditions described herein. Any refunds for payments will be made in accordance with provisions of this contract.

If a student requests a room for a forthcoming semester and then cancels that reservation later than June 1 for the fall semester and the December hall closing date for the spring semester, a \$150 penalty is charged against the room deposit. After residence halls open for the term, a \$300 penalty may be charged to students who cancel their reservations before moving in. Students who move in and then decide to leave are charged the full room rate, but the room deposit is refundable.

The student may terminate this contract if officially withdrawing from the college. The student may terminate this contract to move off campus, if eligible, by giving written notice to the Director of Residence Life. No adjustment of charges will be made when a student remains at the college but moves off campus.

The college may terminate this contract if the student fails to fulfill financial obligations, or if the student violates any of the terms of this contract, any published college or housing policy, or if the student loses status as an enrolled student for any reason. The college may terminate this contract if, in the opinion of the Director of Residence Life, the room or residence hall should become untenable because of damage or destruction by fire or other casualty. In such case, the resident will be charged the room and board fees for the number of days in residence.

**Policy on Refunds** - Any student vacating campus housing before the end of his/her contracted period will be required to pay for the entire period. The marriage of a student during the semester and a desire to move out of on-campus housing will not be accepted as a basis for a refund. A resident who is suspended or expelled by the college or removed from campus living is not entitled to any refund.

**Vacating** - Upon termination of this contract for any reason, the student must vacate the apartment and/or residence hall within 24 hours. Contract period deadlines for vacating are listed on the official college calendar. Upon vacating, the student must follow official check out, procedures as stated in the "Residence Policies" section in the Code of Student Conduct listed online at [www.sckans.edu/policy](http://www.sckans.edu/policy).

**Guests** - Anyone not assigned to a specific room/suite/apartment is considered a guest. The student host is responsible for guests observing hall and college regulations. All guests must be escorted through the building by the resident host. Guest must be over the age of 18. Residents may have overnight guests of same gender in their room or apartment for a maximum of three nights and with the permission of the resident director. All policies regarding guests apply to family members. Babysitting is not permitted in residence halls and on-campus apartments.

**Upkeep** - The student is responsible for keeping the assigned room and its furnishings clean and orderly, for cooperating with roommates in the common protection of property, and for advising the college through established procedures of any deterioration or malfunction of facilities. The student shall neither disassemble nor remove any furniture or fixture provided with the room/suite/apartment. Further, the student agrees to utilize public areas of the campus and campus equipment and furnishings in a careful and proper manner and to contribute to its cleanliness and orderliness.

**Damage** - The student is responsible for the assigned room and its contents and will be charged for any damage occurring during the term of occupancy. Students who damage college property through negligence or willful actions will be financially liable and subject to disciplinary and legal action. If the identity of the person responsible for damage to college property in public areas cannot be ascertained, the Director of Residence Life may prorate the cost to repair such damages among all or any portion of the residents of the hall or apartments. All damage charges will be assessed to the room deposit.

**Room Search Policy** – The Director of Residence Life and/or their designees as well as hall directors and security personnel has the right to enter any room or apartment and search its contents when there is reason to believe that there is potential danger to a person or property or when a violation of policy has occurred or is believed to have occurred. The student will receive verbal or written notice to indicate his or her room was entered. In addition, the housing staff has the right to enter rooms during breaks to unplug appliances and check for damages.

### **Facilities and Properties**

**Use of Facilities-** The College will, when necessary or desirable;

- a) Require students to move to other accommodation in order to vacate a building, floor, or wing.
- b) Change room assignments when vacancies occur in a double room. It is the student's responsibility in cooperation with the Residence Life Office to find a new roommate if his/her roommate moves out. If a roommate is not found, the remaining student must consolidate with another student or assume an increased rate. The college will not assume any financial responsibility due to room or roommate changes.
- c) Control the use of rooms, with medical direction, in the event of an epidemic.
- d) Have a staff member inspect all rooms for purposes of inventory, fire protection, sanitation, safety, maintenance, and policy enforcement.
- e) Change room assignment (1) for reasons for health, safety, or repair services; (2) for disciplinary reasons caused by student; or (3) for reasonable incompatibility of roommates.

### **Services by College**

The College agrees to provide utilities (including cable, and computer network service) at no additional charge to the student. The student agrees to use the utilities in a conservative, economic and efficient manner.

**Food Service** - All residents, except those residing in Warren and Honors apartments, must have a board contract. Meal service dates are listed on the official college calendar.

**Laundry Services** - All residential students will be assessed a laundry fee each semester. Each residential building has a laundry facility available for the building's residents.

**Disruption in Service** - The College will not be liable for disruptions in service which are beyond college control and which are restored within a reasonable period of time.

**Personal Injury** - The College will not be liable for injuries (including death) which occur in its buildings or on its grounds. Students and their parents are encouraged to carry appropriate insurance.

### **College Liability**

**Personal Injury** - The College will not be liable for injuries (including death) which occur in its buildings or on its grounds. Students and their parents are encouraged to carry appropriate insurance.

**Property** - The College will not be liable for theft, loss, or damage to any property belonging to, or in the custody of the student, including loss from fire, flood or wind storm. This applies whether such losses occur in student rooms, public areas, storage areas, or elsewhere in the hall or apartments. The student should keep doors locked to secure private property. Further, the college will not be liable for any property left in the building after a student vacates or is expected to vacate. The college reserves the right to dispose of such property through sale, donation, or in any other manner it deems appropriate. Students are encouraged to carry appropriate insurance (i.e. renters insurance).

### **Rules and Regulations**

*Upon the signing of this contract, the student agrees to abide by all college and residence life office rules, regulations and policies, including those contained in the Residence Policies section of the student handbook and the college catalog.* These rules, regulations and policies, along with any reasonable alterations, additions and modifications as might be made by the residence life office and properly communicated to residents, will be considered a part of this contract with the same force of effect as though written herein. Failure to observe residence life policies or general campus rules may result in eviction when deemed necessary by the Director of Residence Life. Notice of revocation of the contract will be made to the student in writing. After the college has made a reasonable effort to contact the student, and the student is not available to receive notice of revocation of the contract, the notice may be posted on the door to the student's room.

**Violation Penalty Agreement-**In the event that I incur penalties or fines associated with violations of campus policies (for example, \$150.00 fine for failure to complete assigned judicial sanction) or damage to campus property, I hereby give permission to Southwestern College to place said charges on my student bill.

I further acknowledge that I will read the student policies found on the Southwestern College website:  
(<http://www.sckans.edu/policy>).

### **Contract Enforcement**

**Waiver** - The failure of the college to insist upon a strict performance of any term or condition of this contract or to exercise any right conferred by this contract will not be considered a waiver or relinquishment of the right to do so.

**Validity** - If any section or subsection of this contract becomes invalid, the validity or enforcement of the remainder of the provisions of the contract will not be affected.

**Renewal** - This contract shall automatically renew at the end of each fall semester unless the student notifies the residence life office by the semester end.



**RESIDENCE LIFE  
HANDBOOK**



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## **WELCOME FROM RESIDENCE LIFE**

Convenience, support, and a fun community are just a few of the things residential living has to offer. The residence life staff promotes success in and out of the classroom and emphasizes community building, holistic learning, multicultural understanding, campus engagement, and leadership.

Residence life strives to provide an atmosphere that nourishes the learning, growth, and personal development of each resident within a cooperative community. In addition to the services and facilities provided, there are many activities, programs, and leadership opportunities available to students. The residence halls are an excellent place to develop knowledge, skills, and friendships that will last a lifetime!

We are excited to welcome you to the Southwestern Community. Please do not hesitate to call upon our staff. We are here to help you!

Sarah Hallinan  
Assist. Dean of Students/Director of Residence Life

## **GET INVOLVED!**

A fun and successful year in the residence halls and apartments depends on students involvement and support. Residence life programming offers students an opportunity to actively participate in decision making, planning and implementing events. This is your community and you have the right and responsibility to help make it what you want it to be.

To become involved in programming, please see your RA or RD and look for flyers and banners publicizing meetings and events.

Hall meetings are a chance for each residence hall or apartment to come together and discuss issues and events that affect that area. Topics discussed at the meetings might include announcements of upcoming programs, current problems in the halls, ideas for activities, and any other issues that have an impact on life in your community.

The RAs and RDs are here for you, the students of Southwestern. We are here to listen, to help out, from conflict mediation to noise control, and we are also the holders of the toilet paper.



## **OFFICE OF RESIDENCE LIFE**

The Office of Student Affairs and Office of Residence Life all work together to provide an environment that encourages community and promotes success.



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**Vice President of Student Affairs**  
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**Assist. Dean of Students**  
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**Student Affairs Administrative Assistant**  
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## **RESIDENT DIRECTORS (RD)**

Resident directors, also known as hall directors, are part-time professional staff members who live in the residence halls. RDs supervise the student hall staff members, manage hall facility maintenance, and provide a safe and educational environment for residents.

## **RESIDENT ASSISTANTS (RA)**

Resident assistants (RAs) are full-time students who live in the residence halls to assist the residence hall community. RAs receive intensive training to help them assist their residents. New resident assistant selection takes place each spring for the following fall semester. Joining the residence life staff is a great way to get involved in the Southwestern community.



## **HOW TO RESERVE A ROOM**

Freshmen and transfer housing applications are available on Self-Service. Click the Housing/Meal Plan Form link on the main page.

To complete the application you must have paid your \$100.00 tuition deposit and be scheduled to enroll in your classes. Please contact your admission counselor if you have not paid or scheduled for enrollment.

*We ask that students fill out the housing application on their own.* There are a series of questions that include hobbies, study habits, smoker/non-smoker, and room cleanliness. We use these questions to match them with roommates.

Please make note of any illnesses or disabilities the residence life should be aware of on your housing application (physical, psychological, wheelchair access, asthma, etc.). Also note any needed accommodations. If you have questions about special accommodations contact the residence life office at 620-229-6392 or [residence.life@sckans.edu](mailto:residence.life@sckans.edu).

## **CANCELLATION DATES, CHARGES, REFUND**

**Deposit/charges:** To apply for on-campus housing a student must first make a \$100 tuition deposit. This deposit is applied to the student's \$150 housing deposit. All students who reside on campus will be billed the remaining \$50 housing deposit. Damages or fines may be charged against it.

**Key replacement charge:** Students are issued entrance and room keys at residence hall check in. Lost room keys will result in a \$25 replacement charge. Lost residence hall entrance keys will result in a \$250 recore charge.

**Cancellation fees:** If a student requests housing for a forthcoming term and then cancels that reservation, the following charge schedule will apply. Before residence halls and apartments open, a \$150 penalty may be assessed against the room deposit. After residence halls open for the fall term, a \$300 penalty may be assessed for cancellations. Students who move in and then decide to move off campus are charged the FULL housing rate, but the room deposit is refundable. When students move out they must schedule a check-out appointment with hall staff 24 hours in advance. Failure to do so will result in a \$50 improper check out penalty.

**Refund:** The room deposit remains permanently on account until the student withdraws from college, graduates, or is given permission to move off campus,

**Students who move in and then later decide to move out will be charged the FULL SEMESTER ROOM RATE.**

## **ROOMMATE ASSIGNMENTS**

All freshmen are required to have a roommate for their first semester. After the first semester, any student may request to live in a private room or switch roommates. Because of space limitations there is no guarantee that a student will be able to receive a private room on request.

If you have a roommate in mind, please make sure you note the roommate on your application (and they note you on their application).

*Housing assignments will be mailed out the third week in July.*

Housing assignments include room number and roommate information (address, phone number, and e-mail address).

## **ROOMMATE CONFLICT**

Problems in a shared living environment are inevitable. Student's success will be determined by how they respond to these conflicts - not on their ability to avoid conflicts (or ignore them). We define students as adults and as such, place responsibility on them to act in a mature fashion. Our staff members are present to assist as coaches by helping to set parameters and mediate conflicts. Students should feel free to ask for assistance from these staff members at any time.

It is imperative that students address these issues themselves. If a roommate conflict occurs, first, try to work things out with your roommate. Although parents may be tempted to take care of the problem for them by contacting Residence Life staff, the roommate, or the roommate's family, this will not help students learn to deal with similar situations in the future. In addition, if parents feel they must intervene in some way, we ask that they not do so without your student's knowledge. In almost all cases, in order for a successful resolution to the situation, the student must be involved. If a student needs assistance, encourage him or her to contact the RA first, and if necessary, the Hall Director.

## **CONSOLIDATION**

If a student loses a roommate during the semester or they were not assigned a roommate due to an uneven number of students they may be asked to consolidate. Hall directors will contact students when there is an option to consolidate. At that time the student will have the option to pay for a single (unless they are a first semester freshmen) or consolidate with another student. To be assured the double rate, a student may elect to consolidate with another student or be assigned a roommate. They will either have a new roommate move in with them or they will move in with another resident.

If a roommate is not available at this time you will be elected odd man out and will receive a roommate when one becomes available.

If you refuse a roommate at that time you will be charged for a private room for the semester.

## HALLS AND APARTMENTS

Studies have shown that not only do students who spend at least their first couple of years living on campus receive better grades than those who commute, they also tend to persist (and finish their degrees) in higher numbers than those living off campus (Kuh, Gonyea, & Palmer, 2001).

By living on campus you become a member of a diverse community of active students. On-campus living also provides the convenience of being within walking distance of the library, classrooms, and dining hall. By living on campus at SC you have put yourself in the middle of everything. That's why we think it's important for students to take advantage of campus housing. It's not just about having a place to sleep; living on campus is about community, friends, and learning about one another.

**Currently:** All full-time students are required to live on campus except those who are married, veterans, twenty years old or older AND reached senior status, or live with their parents or legal guardians (within 50 miles of campus).

**In the Fall of 2021:** All full-time students are required to live on campus except those who are married, veterans, twenty-one years old or older AND reached senior status, or live with their parents or legal guardians (within 50 miles of campus).

## AMENITIES

All of Southwestern housing facilities have air conditioning, cable TV, and wireless internet. Toilet paper is also available upon request.

We ask that students bring their own cleaning supplies (mop, broom, vacuum, bathroom cleaner, etc.)

**Safety and security:** To further students' safety all outside entrances to campus housing are locked 24 hours a day. Campus security officers are also available to students if they are locked out or have an emergency situation.

**Laundry fee:** Each residential building has a laundry facility available for the building's residents. All residential students will be assessed a \$75 laundry fee each semester.

**Furnishings:** All residence halls and apartments are furnished. Each student is provided with:

**All College furniture must stay in designated room at all times.  
There will be no swapping or storing furniture.**

## COLE HALL



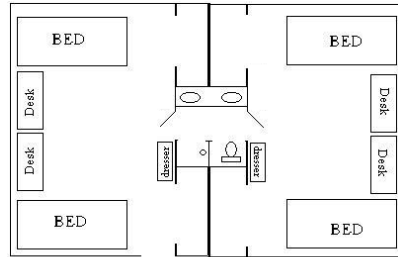
Cole Hall houses first-year women (and upperclassmen women when space allows). Cole Hall boasts spacious (14' x 21' 4") rooms, private baths, an elevator, and 3 lobbies. Each room contains bunkable/loftable beds (available upon request), 2 dressers, 2 file cabinets, 2 desks, and 2 chairs.

A meal plan is required in all residence halls.

All residence halls are closed during semester breaks.



## WALLINGFORD



Wallingford houses first-year men. Each room is 16' x 10' with an adjoining bathroom. Loft kits are available upon request. Each resident has his own closet and a 2-drawer dresser. Each room has an individually controlled heating and air-conditioning unit. Wallingford hall has a community kitchen, and two lobbies with a ping pong table.

A meal plan is required in all residence halls.

All residence halls are closed during semester breaks.



## **BROADHURST HALL**



Broadhurst is an upperclassmen co-ed community consisting of double suites with an adjoining bathroom shared between two/four students. This hall has 24 hour visitation. Each room is 15' x 10'; two of which are handicap accessible. In addition, there is a community kitchen available for student use.

A meal plan is required in all residence halls.

All residence halls are closed during semester breaks.



## **SUTTON HALL**



Broadhurst is an upperclassmen co-ed community consisting of double suites with an adjoining bathroom shared between two/four students. This hall has 24 hour visitation. Each room is 15' x 11' and has an individually controlled heating and air-conditioning unit.

A meal plan is required in all residence halls.

All residence halls are closed during semester breaks.



## REID HALL



Reid Hall, located across from Stewart Field House, allows students the options of living by themselves, with one, or three other roommates. Private studios, one-bedroom suites, and two-bedroom suites are available. Private studios are extremely limited and first come/first serve. The suites include a common living room and bathroom for one to two bedrooms, shared by two or four students. The suites have a sink area with a space for a mini fridge. Students may bring couches and chairs to make their suite as comfortable as they like.

A meal plan is required for all residents in Reid Hall.

**Suites without kitchens are not allowed any kitchen appliances with heating elements, except for coffee pots with automatic shut offs.**



**Reid Hall is closed during semester breaks.**

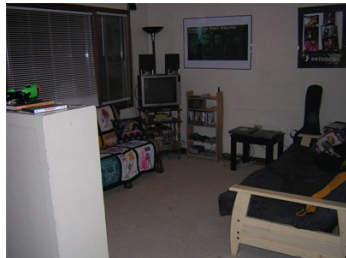


## HONOR APARTMENTS



Tucked away behind Beech Science Center are the Honor Apartments. These one bedroom apartments, for two people, come with an electric range/oven and refrigerator, and one full bath. Students may bring couches and chairs to make their apartments as comfortable as they like. Honor Apartments are open during semester breaks and can be reserved for summer housing.

Honors residents are not required to purchase a meal plan.



## **WARREN APARTMENTS**



Located on the southeast edge of the campus, Warren apartments are split-level apartments for up to 4 residents. Each apartment comes with 1 1/2 baths, an electric range, and a refrigerator/freezer. Beds, desks, and dressers are also provided but students may bring couches and chairs to furnish the rest of the apartment.

Meal plans are not required for Warren residents.

## **STUDENT WELLNESS**

### **WELLNESS SERVICES**

Our Wellness Coordinator, Mary Ann Smith is available to meet with students over the lunch hour, in the evenings and on weekends to help students with stress, relationship conflicts or other issues they may want to discuss. Mary Ann Smith is a Licensed Masters Social Worker (LMSW) who works full time at DCCCA (Douglas County Citizen's Committee on Alcoholism). Her office is located at the top floor of Sutton Hall.

This service is provided to students at no cost, no insurance is required. Students can contact her for appointments by e-mailing her at [MaryAnn.Smith@sckans.edu](mailto:MaryAnn.Smith@sckans.edu) or by calling her at 620-222-4311.

All emergencies and referrals are handled by Four County Mental Health. Students can call them at 620-221-9664.

## **MENINGITIS**

Meningococcal meningitis, is a rare but sometimes deadly disease that strikes college students. The disease spreads quickly and within hours of the first symptoms can cause organ failure, brain damage, amputations of limbs, or death. Parents and students should learn more about meningitis and consider immunization. Vaccination can prevent most cases of disease on college campuses.

### **Facts About Meningococcal Meningitis**

Each year, the disease strikes about 2,500 Americans and 10 to 15% of them will die. Up to 20% of survivors have long-term disabilities, such as brain damage, hearing loss, or limb amputations. The disease can take one of two forms: swelling of the membranes that surround the brain and spinal cord, or a more deadly infection of the blood.

### **College Students at Special Risk**

College students, particularly freshmen living in dormitories, have a higher risk of getting this contagious disease. Lifestyle factors common among college students seem to be linked to the disease. The disease is spread through air droplets and direct contact with someone who's infected. That includes: coughing, kissing, and sharing cigarettes, utensils, cups, or lip balm – anything an infected person touches with his or her mouth. Freshmen living in dormitories are up to six times more likely to get the disease than other people.

### **Be Alert: Early Flu-Like Symptoms**

Meningococcal meningitis is often misdiagnosed because its early signs are much like those of the flu or migraines. Symptoms may include high fever, headache, stiff neck, confusion, nausea, vomiting, and exhaustion. Later, after the disease has taken hold, a rash may appear. If any of these symptoms are present and are unusually sudden and severe, contact a physician.

### **Consider Immunization**

Immunization can prevent up to 80 percent of meningococcal meningitis cases in adolescents and young adults. Protection lasts approximately three to five years, the length of time most students are away at college.

## **SOUTHWESTERN IMMUNIZATION RECOMMENDATIONS**

The College does not require vaccination records but does strongly recommend the following vaccinations:

- Measles, mumps and rubella vaccinations.
- Primary series of tetanus-diphtheria and a booster shot within the last ten years.
- Primary series of polo immunizations.
- Meningitis (Menomonee or Menactra) immunization
- The College also strongly recommends that students are immunized against Tuberculosis, Hepatitis A and B as well as HPV (Gardasil or Cevaxix).

## **WHAT TO BRING**

As you prepare to move into the residence hall, here are some things you may want to bring:

- Linens** – (Extra-long twin sheets)
- Towels**
- Trash Can**
- Laundry Supplies**
- Desk Lamp** (Halogen lamps are not permitted)
- Cleaning Supplies (mop, broom, vacuum, bathroom cleaner, etc.)**

Discuss with your roommate, who might bring the following:

- Stereo** (not to exceed 50 watts)
- Television**
- Microwave** (not more than 900 watts)
- Mini Fridge**
- Shower Curtain**

Other items:

- Approved Appliances:** Coffee pots (with auto shut-off), crock pots/rice cooker, tea kettle, George Foreman Grill.  
(All other appliances must be approved by the Director of Residence Life)  
Limit combined electronic usage to 1000 watts per student at one time.
- Carpet:** *Special State of Kansas Fire Regulations:* Our students are allowed to bring carpet for their rooms except in any building where rooms are already carpeted (Warren). Usually a piece of carpeting 10' x 10' will work. Rugs cannot cover more than 50% of the floor space unless they are fire-proof (flame spread # no greater than 75, fire code class B).
- Extension Cords** (may not be longer than 6 ft and must be surge protected)  
Extension cords can not be plugged into extension cords/surge protectors. Multi-outlet boxes are not allowed.

## **THINGS TO LEAVE AT HOME**

**Appliances** (Instant pot, air fryer, toasters, toaster oven, hot plates, electric skillets, any appliance with a exposed heating element, etc.)

**Candles/Incense/Candle Warmers (including Scentsy)**

**Halogen Lamps**

**Weapons (including paint Guns, air soft guns, bb guns, decorative swords or knives)**

**Fireworks or explosives of any kind**

**Electric Space Heater**

**Alcohol and Drugs**

**Extra Furniture**

**Pets**– No furry pets or pets that must have a heat source (heat lamp or rock). All pets must receive advance permission from the director of residence life before bringing them on-campus.

For more information please contact the director of residence life at (800) 846-1543 ext.6392.

## **FREQUENTLY ASKED QUESTIONS**

### **Is alcohol allowed on the SC campus?**

The possession of alcohol containers (regardless of contents) and the use or distribution of alcoholic beverages or illicit drugs by students or employees on the Southwestern College campus is strictly prohibited. If a student is caught with alcohol on campus, he/she will be documented and sanctioned appropriately.

### **I want a room to myself, what do I need to do?**

All freshmen are required to have a roommate for their first semester. After the first semester, any student may request to live in a private room or switch roommates. Because of space limitations there is no guarantee that a student will be able to receive a private room on request. To move out of your current room you need to first talk to your resident assistant or resident director.

### **Can housing staff enter my room/apartment without my consent? (room searches)**

The director of residence life, housing staff, apartment manager, or security personnel have the right to enter any room in the residence hall when there is reason to believe that there is potential danger to a person or property or when a violation of policy has occurred. Students' rooms are also entered to conduct health and safety checks once a month.

### **I want to bring my own furniture; will Southwestern take their furniture out of my room before I get there?**

When you arrive on campus you will find that your room is furnished with basic furniture - a bed, dresser, desk, and chair. Furniture storage is not available.

### **Can I move in early?**

Unfortunately, no. Residence life staff is preparing to make your move-in exceptional. Due to time constraints, early check-in is not an option.

### **Help! I've lost my key.**

When a room key is reported missing or is unaccounted for, we will replace the lock core to ensure your security and the safety of others. If you lose your key(s), for safety sake you must notify your RA or RD. You will be charged \$25 for replacing a room door key and \$250 to replace an outdoor key.

### **How do I get mail?**

You should receive this information with your housing confirmation. Upon moving into the residence halls your new mailing address will be:

Your Full Name  
1820 Warren Ave #\_\_\_ (mailbox number)  
Winfield, Kansas 67156-2499

## **FAQ CONTINUED**

### **Why was I billed for damages to my room?**

If you accidentally or intentionally damage residence hall or apartment property, you will be expected to pay for the cost of repair or replacement. Charges for room damages are divided equally between roommates, unless one person accepts or is found responsible. Damages to public spaces in the halls or apartments can be divided equally among all residents, if no one person or group is found responsible.

### **I'm a smoker, can I smoke in the residence halls?**

No smoking or tobacco use (including chewing tobacco) is permitted inside any campus building, including the residence halls and apartments. Candles and incense, as well as anything else that has an open flame, are fire hazards and are not allowed.

### **Can I bring my pet cat, or dog, or hamster?**

Sorry, students can not have furry pets on campus. Approval must be received in writing from the director of residence life for any pets. If a student is found in violation of this policy, they will be asked to remove the pet from the residence hall/apartment, and will be documented and sanctioned appropriately.

### **It's hot! It's cold! What can I do to the temperature in my residence hall room?**

The heating and cooling systems in some of our residential facilities only provide heat OR air conditioning, and not both at the same time. A decision is made by the director of plant operations as to when the switch is made. Your patience is appreciated. Have any questions? Talk with your hall director.

### **May I have visitors overnight?**

If you have prior permission from your hall director (and your roommate), you may have friends or family stay (who are over 18) the night with you in your room (for a maximum of 3 nights), if they are your gender.

## **GENERAL RESIDENCE POLICIES**

As hall staff, we work to ensure that your experiences with us is as comfortable and enjoyable as possible. In order for an atmosphere to be maintained that is conducive to a positive living environment for all residents and guests, it is necessary to follow certain rules and regulations. (Please refer to the Student Policy Manual at [www.sckans.edu/policy](http://www.sckans.edu/policy) web site for all rules and regulations).

**Notification:** Residents are responsible for reporting any violation of hall policy. Because your room is a shared environment, **you** are partially responsible for your roommate's actions as well. If you are **aware** of any violation, report to an RA/RD immediately upon discovery.

### **DRUG/ALCOHOL REGULATIONS**

Southwestern College prohibits the unlawful possession, use, manufacturing and/or distribution of drugs or alcohol by its students on its property or as part of any activity associated with the college. **This includes drug paraphernalia or any empty or "decorative" alcohol containers.**

### **DECORATIONS**

- Nothing should be hung from the ceiling, over sprinklers, or covering smoke detectors.
- Decorations featuring alcohol or drugs or adult content must not be seen from outside the room.
- Wallingford, Sutton, Cole, and Honor should use putty tacks to hang poster. Reid, Broadhurst, and Warren residents should use regular tacks (not nails) to prevent paint peeling and staining.

### **FIRE ALARMS**

False alarms are a major threat to resident safety. If you pull one, there better be a fire. If not, you could go to jail.

If the fire alarm sounds students should assume that there is a real fire and evacuate the building. Failure to leave the building will result in a judicial sanction. Students are not allowed to reenter the building until an "all-clear" signal is given and the alarm is reset.

### **FURNITURE**

**Room furniture is not to be moved from the rooms!**

Students will be fined if furniture is moved.

- The college will not store any furniture of personal items. Furniture and personal items can not be placed in the hallways. Any items in the hallways will be removed.
- Commons area furniture is for the entire hall, not for personal rooms.

### **HALLWAYS/WINDOWS**

- No items should be placed in the hallway as it is considered a violation of fire code. Shoes, trash, etc, should remain inside the room at all times.
- Do not place bikes under stairwells or in hallways blocking fire escape routes.
- Do not obstruct windows; do not attempt to exit room through windows.
- Do not place items on outside window ledges (Wallingford/Reid/Sutton)

### **HEALTH AND SAFETY**

Health and safety inspections will be conducted through out the school year. Typically 24 hours notice will be given if a hall-wide inspection will be conducted. A search can be performed at any time if there is probable cause of a policy violation. Residents will be notified if hall staff or Campus Safety and Security have entered their room.

Rooms should be clean with no concerns of personal health or resident safety.



## GENERAL POLICIES CONTINUED

### MAINTENANCE CONCERNS

Email any room issues that need to be fixed (ex. light bulb, slow draining sink, noisy shower head, broken dresser drawer, difficult lock, etc.) to [fixit@sckans.edu](mailto:fixit@sckans.edu). You can also call maintenance at 620-229-6321.

Issues dealing with water leakage are emergency situations. Call maintenance at 620-229-6321, if no contact is made call security at 620-229-0012.

### PETS

No furry pets and all other pets must be approved through the director of residence life.

### PROPPING DOORS

Outside doors should not be propped for any reason. You risk your safety and the safety of others. Propping an outside door is a serious issue and will result in a level 2 violation.

### QUIET HOURS

An environment quiet and free from excessive noise, in accordance with our academic mission, is required in residential buildings; accordingly, the following “quiet hours” are established: 10:00 pm – 10:00 am (note: 24 hour “quiet hours” are expected during final exam days) **24 hour courtesy hours – be respectful of fellow residents**

### SMOKING—VAPING REGULATIONS

No smoking, vaping, or use of smokeless tobacco is allowed in the residence halls or apartments.

### TRASH

Room trash should be taken to the dumpster. Trash left in hallways or in commons areas may result in individual or community judicial sanctions.

### VISITATION HOURS

Broadhurst, Honor, Reid, Sutton, and Warren have 24-hour visitation. Visitation is allowed in residence hall rooms and hallways by members of the opposite sex during the following hours:

9:00 a.m. – midnight Sunday – Thursday

9:00 a.m. – 2:00 a.m. Friday – Saturday

\*Lobby Hours:

9:00a.m. – 2a.m. Sunday – Thursday

24 hours Friday – Saturday

You are responsible for the behavior of individual guests you’ve invited on campus.

If a guest (same sex only) stays overnight for more than one night the RD must be notified.

Visitors must be 18 years of age unless they are family members

### ITEMS PROHIBITED:

*Flammable:* candles (unless wick is cut, or unlit), incense, candle warmers (**including Scentsy**), halogen lamps, heat lamps, space heaters. Kitchen appliances, such as instant pot, air fryer, hot plates, electric skillets, toasters, and toaster ovens are **only** allowed in Honor and Warren apartments.

*Others:* road signs and weapons (knives, guns, pellet guns, explosives, fireworks, etc.).

**Housing Prices 2019-2020 Academic Year (per semester, per student)  
(includes utilities, air conditioning, phone, Internet & cable TV)**

<b>RESIDENCE HALL ROOMS (bedroom and adjoining bathroom)</b>				
	<i>Double</i>		<i>Private</i>	
Cole, Wallingford	\$1,890		\$3,785	
Broadhurst and Sutton	\$1,810		\$2,375	
<b>STUDIO SUITES (private studio room with private bathroom)</b>				
Reid Private Studio			\$3,790	
<b>1 &amp; 2 BEDROOM SUITES (bedroom/s, living room, bath)</b>				
	<i>Quad</i>	<i>Triple</i>	<i>Double</i>	<i>Private</i>
1 Bedroom Suites - Reid			\$2,825	\$5,650
2 Bedroom Suites - Reid	\$2,825	\$3,765		
<b>1 &amp; 2 BEDROOM APARTMENTS (bedroom/s, living room, bath/s, kitchen) meal plan optional</b>				
	<i>Quad</i>	<i>Triple</i>	<i>Double</i>	<i>Private</i>
Honor 1 Bedroom Apt.			\$3,450	\$6,900
Warren 2 Bedroom Apt.	\$3,330	\$4,445		

**DINING HALL**

17 meals/week + \$50 Flex	\$2,165	Traditional
14 meals/week + \$75 Flex	\$1,985	Traditional
<b>10 meals/week + \$550 Flex</b>	<b>\$2,165</b>	<b>High Flex!</b>
<b>7 meals/week + \$575 Flex</b>	<b>\$1,985</b>	<b>High Flex!</b>
Commuter/Apt. Plan: 10 meals/week + \$100 Flex	\$1,810	Traditional

## MEAL PLAN OPTIONS

Southwestern College uses Fresh Ideas food service to provide meals for students, faculty and staff on campus.

Students who live in the residence halls are required to choose a meal plan. Each meal plan has a different amount of meals allotted. Each time the student uses the cafeteria, the meal will be deducted from their weekly total. (10, 14, or 17 meals/week) The meal credits are only used in the cafeteria and only one meal credit can be used per meal period (If a guest is eating with you, you may use your flex dollars). Unused meals credits do not roll over to the next week.

The cafeteria offers breakfast, lunch, and dinner Monday through Friday and brunch Saturday and Sunday.

The Java Jinx snack bar offers made to order items including specialty sandwiches, salads, pizzas and snacks. The Stir and Bustle offers coffee, specialty drinks, and grab and go food items. The Java Jinx and Stir and Bustle use “flex dollars” and Declining Cash Balance (DCB). Flex dollars are included with the meal plan and is similar to debit card in that money will be seen as a declining balance. Flex dollars do not roll over from semester to semester. The Declining Cash Balance Program is additional money that can be added on your card. DCB money can be rolled over from fall to spring, but goes away at the end of the spring semester. Flex dollars and DCB can be used in the cafeteria in addition to meal credits, but the Java Jinx and Stir and Bustle only takes Flex and DCB.

Meal Plans		
17 meals/week + \$50 Flex	<b>\$2,165</b>	<i>Covers all Cafeteria meals</i>
14 meals/week + \$75 Flex	<b>\$1,985</b>	
<b>10 meals/week + \$550 Flex</b>	<b>\$2,165</b>	<i>Most Popular</i>
<b>7 meals/week + \$575 Flex</b>	<b>\$1,985</b>	
Commuters Plan (10 meals +\$100 Flex) (For commuters & Warren/Honors)	<b>\$1810</b>	

## **RETURNING STUDENT HOUSING SIGN-UP**

Returning students reapply each spring for the following fall semester. For more information about returning student housing sign-up visit [www.sckans.edu/residencelife](http://www.sckans.edu/residencelife) and clicking on “returning student housing sign-up.”

Returning student housing selection begins in the spring with a room/ roommate selection through self-service. Upperclassmen have priority in room selection in both processes.

**All full time students must reside on campus for three years  
except those who are married or veterans  
or live at their parents primary residence within 50 miles of campus.**



