

**WELCOME TO TRINIDAD STATE JUNIOR COLLEGE
RESIDENCE LIFE!**

Dear Residence Hall Student:

Welcome to Trinidad State Junior College and the Residence Life.

We want to provide every student with a safe and comfortable place to live, study and socialize. The friends that you make at TSJC will follow you forever.

At TSJC, residence hall life is a big part of the overall educational process. You will have the opportunity to experience life away from home and meet new and exciting people. We want our residence halls to become a place that you can call home. We hope your experience will help you to develop self-discipline and responsibility.

The residence halls are your extended home for the next nine months. We expect each resident to respect the rights of other residents. Treat others the way you want to be treated. We expect you to follow the rules and policies outlined in this document. We also expect you to respect the staff and the work they do for you.

Again welcome to Trinidad State. We are pleased that you chose TSJC. We will do everything possible to make sure that your time here at Trinidad State is meaningful and productive. We are looking forward to a fun and exciting year.

Best of Luck,

**Andrew Orta
Director of Housing**

RESIDENCE HALL OCCUPANCY

The College maintains four residential halls. Students living in college housing are required to be full-time students, enrolled in at least 12 credit hours. The only exception is during the summer session. The College has the right to refuse housing to students who are not well suited to residence hall living. The College reserves the right, through the housing office, to make or change space assignments of students. The same rules and policies govern all residence halls and occupants. To reserve a room for campus housing, a one hundred and fifty dollar (\$150) damage deposit is required, of which fifty (\$50) is non refundable, in addition to the deposit, a completed Resident Hall Reservation form must be submitted to the Director of Housing. All rooms are furnished with a twin-size bed, dresser, closet, desk and chair. Residents must provide their own bedding, towels and personal articles. The Residence Hall Room and Board Contract does not cover occupancy during Christmas Break, Spring Break, or Summer Break. Students who choose to stay during this time will work 15 hours per week for the housing staff.

The deposit will be returned only after exit of the student and verification that the room, floor and residence hall is left in the same condition as when the student arrived.

Assessment of Penalty

Conditions, which allow for the termination of the Resident Hall Contract with penalty assessment to the student:

- If the student is dismissed or suspended from the college and/or the residence hall for disciplinary reasons.
- If the student drops below full-time status (12 credits) or 6.0 credits during the summer semester.

VISITORS AND CURFEW

Visitation Hours for all Residence Halls are:
11:00 a.m. until midnight Sunday - Thursday
11:00 a.m. until 1:00 a.m. Friday and Saturday

Quiet Hours for all Residence Halls Begin at:
8:00 p.m. through 11:00 a.m. Sunday - Wednesday
9:00 p.m. through 11:00 a.m. Thursday, Friday, and Saturday

All Visitors to the residence halls must be 18 years old or older, and must have a valid picture ID to enter the residence halls.

Arrangements for overnight same sex guests can be made more than two (2) days in advance with the Director of Housing or Assistant Director of Housing. A fee of \$15 per night without linen or \$26 with linen is required. If the Director of Housing or Assistant Director of Housing is not informed two (2) days prior to arrival, a fee of \$25 per night without linen or \$36 per night with linen will be charged. Guests are not permitted to stay beyond three (3) days and three (3) nights. The student host will be responsible for any actions, damages or charges incurred by the guest.

MEAL PLANS AND SCHEDULES

Students residing in a residence hall must purchase a meal plan. It is the responsibility of each student to carry his or her I.D. at all times and present it to the food service checker at each meal. Failure to do so may result in refusal of service. The card cannot be loaned or given to any other person as this can jeopardize your dining hall privileges. Colorado Sanitation requirements state that persons must be fully clothed (including shoes) while in the Dining Hall.

Cooking is prohibited in the residence halls, with the exception of electric coffee pots, popcorn poppers, small microwaves and refrigerators.

Students who are unable to eat their meals in the Dining Hall because of illness or injury may obtain a meal form from the RA, Director of Housing or Assistant Director of Housing. Arrangements will be made to have your meal delivered.

Meals are provided for the students and should be eaten in the Dining Hall of the Sullivan Student Center. There will be no portable stereos or CD players without personal headphones during meal. DO NOT take food, dishes or utensils from the Dining Area. Complaints or problems with Food Services should be reported to the Food Services Manager, Food Services Committee or the Director of Housing.

Meals and Serving Times:

Monday-Friday

Breakfast	7:00 am - 8:00 am (Regular Line)
Lunch	11:30 am - 1:00 pm
Dinner	5:00 pm - 6:00 pm

Saturday and Sunday

Brunch	11:00 am - 12:30 pm
Dinner	5:00 pm - 6:00 pm

Meal Dates will be posted in every dorm and in the cafeteria.



MAIL AND MAILING ADDRESS

Your mailbox number will be the same as your room number. The Director of Housing or Assistant Director of Housing will distribute your mail to your mailbox. All incoming mail should be addressed in the following manner. Please make sure there is a residence hall name and room number on your mail.

Student's Name
Residence Hall Name and Room Number
600 Prospect Street
Trinidad State Junior College
Trinidad, CO 81082
Phone Number: 719-846-_____

PHONE SERVICES

There is phone service in every room for resident's personal use; resident must provide phone to use this service. The phone number is already assigned to your room and cannot be changed. No long distance service is provided, but phone cards may be used and are available in the bookstore. A service fee will be charged to each student, irregardless of utilization of service to off-set 911 phone service.



COMPUTER LABS

There are two computer labs in the residence halls, one in Huggins Hall, Room 207 and the other in O'Connor Hall, Room 216, which may be used for educational purposes. Lab hours are posted for your use, seven days a week. Misuse or damage to the labs will cause the labs to be shut down for a period of time to be determined by the Director of Housing or Assistant Director. The computer labs are to be used only by residence hall residents. Wireless capability is available in all dorms. Damage to wireless hubs will result in a fine for dormitory occupants and may result in loss of wireless capabilities. No food or drink allowed in computer labs.

COLLEGE'S RIGHTS

- The College reserves the right to reassign a resident's room to another student if that room has not been occupied for three weeks and/or if the student has not properly checked out of the assigned room. A reasonable effort will be made to contact the student before reassignment.
- The College reserves the right to enter a resident's room without permission in order to perform maintenance, check for cleanliness or to ensure the health and safety of each resident.
- The College reserves the right to evict a student or students.

RESIDENCE HALL SAFETY

The College provides residence hall supervision for your protection, but the best security available is for you to lock your deadbolt and windows when you leave your room and while you are sleeping. At no time whatsoever should an entrance door be propped open, as this is a safety hazard. Any individual caught by security, an RA, Director of Housing or Assistant Director of Housing propping open an entrance door or letting a person or group of people in after curfew will face disciplinary action and be fined \$20. When a door is found propped open and no one takes responsibility, then that entire floor will be fined. Please report infractions immediately to the RA.

FIRE ALARM/EVACUATION PROCEDURES

The fire alarm system in the Residence halls is for the protection of residents and their guests. Tampering or misuse of the alarm is prohibited. Anyone guilty of misuse or tampering with the fire alarms will forfeit privileges and be expelled from the Residence Hall. The Director of Housing, Assistant Director of Housing and RA are available to assist you. However, in case of a fire, activate the nearest fire alarm and proceed to vacate the building.

WHEN THE FIRE ALARM SOUNDS, EVERYONE MUST VACATE THE RESIDENCE HALL

For safety reasons, leaving any open flame or candles unattended is not allowed.

Due to fire or safety hazard, bicycles and motor-driven bikes or cycles may not be brought inside the residence halls or parked in areas where they may cause injury.

The following steps are to be carried out for all Residence Halls in case the fire or smoke alarm is sounded.

- The entire building will be evacuated immediately.
- In case designated exits are blocked, use the nearest exit available.
- All individuals will remain at least 100 feet away from the vacated building.

- No one is to re-enter any building where the alarm was set off until a thorough inspection by an authorized person has been completed and there is general assurance that the building is safe.
- A fire drill will be conducted every semester.

Fire ladders will be located in the RA rooms on the 2nd and 3rd floors. Designated areas for each residence hall are in the following locations:

Huggins Hall

Fire ladders are located in rooms 213 East, 222 West, 301 & 313 East, and 322 West.

Designated Area: Field in front of Huggins Hall

Johnson Hall

Fire ladders are located in rooms 213 & 313.

Designated Area: Tennis courts east of Johnson Hall

O’Connor Hall

Fire ladders are located in rooms 206, 215, 306, & 316.

Designated Area: Grass area north of the Berg Building

Romero Hall

Fire ladders are located in rooms 208 & 217.

Designated Area: Grass area north of the Berg Building

RESIDENCE HALL COUNCIL (RHC)

The RHC has been established to serve as the primary disciplinary body for the Residence Halls and Dining Hall at TSJC. The council will review: appeals, violations (three or more points) and disputes. Please refer to Residence Hall Policies (page 6).

Officers of the Council

The Residence Hall Council shall be composed of one student from each residence hall, one Student Government Officer (who must reside on campus), and the Director of Student Life. The Council will be made up of eight students living in the residence halls. The officers of the Council shall be: Chair, Deputy Chair and Secretary. The Director of Student Life shall serve as Parliamentarian and will not have a vote in the Council’s deliberations. The chair shall serve as the presiding officer and schedule inquiries at the appropriate time. The chair shall vote only in case of a tie. The Deputy Chair shall assume the duties of the Chair in his/her absence. The Deputy Chair will serve as timekeeper. The Secretary shall record all proceedings and consult with the Director of Student Life and the Council Chair on language in the decisions rendered. All matters presented before the RHC will be reviewed and kept on file for a year in the Student Life Office.

The RCH will convene monthly to review complaints, policies and procedures, and appeals, violations and disputes.

The RCH will meet within 24 hours of any appeal.

Each member shall have one vote. In cases where a member of the RHC is involved in the inquiry, then that member must relinquish his/her seat and voting privileges for that particular situation. The Council Chair and members will be appointed by the Director of Housing, in consultation with the Student/Residence Life Staff.

Filing of Complaints, Charges or Appeals

Complaints against another resident(s) must be filed in writing to the Resident Assistant (RA), Director of Housing (DH) or Assistant Director of Housing (ADH). The RA, DH and ADH can file charges of violations of residence hall policy. Appeals to decisions must be filed in writing to the RHC within 48 hours of the decision. Verbal charges or appeals will not be accepted.

Director of Housing: Andrew Orta – 846-5458

Assistant Director of Housing: Tammy Shaible – 846-5497

POLICY ON PERSONAL HEALTH CONDITIONS

We want to make every effort to ensure that you live in healthy, safe and caring conditions. Please notify the Director of Housing if you have any medical needs or conditions that may require further assistance. All medical information will be kept confidential.

RESIDENCE HALL POLICIES

The goal of the college staff is to provide a comfortable and safe living environment, which is conducive to study. With these thoughts in mind, TSJC has established rules and policies that are essential for successful group living in the TSJC residence halls. Disregard for the established rules and policies, or behavior that is incompatible with the maintenance of an orderly residence hall, may result in corrective action. This action may include, but is not limited to: personal counseling, imposition of restrictions, reprimands or referral to the RHC for action or termination of residence hall living.

Group living presents certain limitations that require cooperation and understanding. Keep in mind that others share the facility with you and that there should be mutual respect for each other's needs. **ALL RESIDENTS MUST FOLLOW RESIDENCE LIFE AND COLLEGE POLICIES, PROCEDURES AND REGULATIONS.** Failure to follow policies and regulations will carry the following sanctions:

Each offense will have a point value ranging from one to six, with six being the worst offense. The value for each offense will be posted in the residence halls and on file in the residence hall offices and the office of the Dean of Student Services.

All incidences will be turned over to an investigative committee. That committee will assess points and disciplinary action within 24 hours of the incident. The investigative committee will consist of the Director of Auxiliary Services and the Director of Housing or Assistant Director of Housing.

You will have 24 hours from notification to appeal a decision in writing to the coordinator of student activities.

All appeals will be heard by the Residence Hall council. You may appeal the decision of the RHC to the Vice President of Students.

If you receive six points you will be expelled from the residence halls permanently.

Punishment will range from continued probation, fines, specific sanctions or expulsion from the Residence Halls and possibly Trinidad State Junior College.

The following are rules for ALL residence halls

Alcohol & Drug Policy

(This will apply to all students, employees and guests including those over 21)

Providing a positive environment in which students can study and live securely and comfortably is a priority in Trinidad State Junior College's residence halls. The halls support and encourage social activities, but these are secondary to the rights of students to live in an atmosphere that supports academic success and personal well-being. Alcohol and drug use negatively impacts the hall environment. Consequently, the following policies address the use of drugs and alcohol in the halls.

Alcoholic beverages are NOT permitted in any state building or state property including the residence halls (Huggins, O'Connor, Johnson and Romero) and surrounding grounds. Any student or guest possessing or consuming alcohol, possessing empty alcohol containers in the residence halls or elsewhere on campus will be subject to residence hall disciplinary sanctions which could lead to suspension from residence halls or total expulsion from campus.

The sale, dispensing, use or possession of illegal drugs (including marijuana) in residence halls or on school grounds, is in violation of State and Federal Laws.

Exceptions to the rule would be a medical physician's prescribed medication.

- Trinidad State Junior College students are expected to comply with state law regarding the purchase, possession, and consumption of alcoholic beverages and illegal drugs.

- The sponsor of a social event could be held liable in a civil suit if state or local laws are violated (i.e., supplying alcohol to underage persons or supplying alcohol to an intoxicated person).
- A violation of the residence hall alcohol/drug policy or state law will result in disciplinary action.
- Alcohol/drug violations within a residence hall room will result in student conduct hearings with the residence hall council for all involved.
- Arrest for underage possession and consumption of alcohol or illegal drugs may result in the issuance of a summons and complaint followed by immediate release from police custody. The police also may choose to refer the student to Housing/college discipline rather than take formal police action.
- Residence hall students are expected to abide by federal, state, and city laws and ordinances with respect to the use of dangerous drugs and narcotics.
- Students who break these laws will receive no immunity from arrest or prosecution because they live in the residence halls.
- Disorderly conduct or behavior that is abusive or offensive to other residents, staff or guests.
- Theft of or damage to college-owned or resident's property is prohibited.
- Excessive noise or rowdy behavior.
- No pets are allowed in TSJC Residence Halls.
- Unauthorized entry to or use of the residence hall facilities.
- Restrooms are gender specific and are OFF LIMITS to members of the opposite sex.
- Disregard for noise levels. Any music that can be heard at the end of the hallway will be considered excessive and therefore will not be tolerated.
- Having unauthorized guests will result in visitation privileges being revoked for one month.
- Gambling is not allowed.
- Only four visitors per room.
- Tampering or misuse of smoke, fire alarms and fire extinguishers is prohibited. Those individual will be responsible for the cost of recharging and/or replacement of the fire extinguishers.
- The burning of any incense is prohibited.
- Failure to maintain a clean room will result in probationary actions.

- Effective July 2006, state law prohibits smoking in state buildings. Therefore Smoking is not permitted in the residence halls. Smoking is not permitted in public gathering areas in or around the residence halls
- Physical abuse and fighting, conduct that threatens or endangers the health or safety of any person on college property or at any function sponsored or supervised by the College will not be tolerated.
- Weapons of any type (guns, knives, bats, heavy chains, etc.) are not allowed in the residence halls. Items will be confiscated and returned when the student checks out of the residence halls or turned over to local authorities.
- NOTE: Any charge, fine or penalties will be resolved ASAP.
- Any damages done to common areas of the residence halls will be divided and charged to each resident if no one comes forward.

ILLEGAL WEAPONS 18-12-101 DEFINED

18-12-101 Definitions: As used in this article unless the context requires otherwise.

- Blackjack – includes any Billy Club, sand club, sandbag or other hand-operated striking weapon, baseball bats or an encased piece of lead or other heavy substance with a handle end, a strap or spring shaft that increases the force of the impact.
- Bomb – any explosive or incendiary device or Molotov-cocktail as defined in section 9-7-103, C.R.S 1973.
- Firearms Silencer – any instrument, attachment, weapon or appliance for causing the firing of any gun, revolver, pistol or other firearms to be silent or intended to lessen or muffle the noise of the firing of any such weapon.
- Gas Gun –a device designed for projecting gas-filled projectiles that release their contents after having been projected from the device and includes projectiles designed for use in such a device.
- Gravity Knife/Knife –any knife that has a blade released from the handle or sheath thereof by the force of gravity or the application of centrifugal force, that when released is locked in place by means of a button, spring, lever or other device.
- Knife - means any dagger, shank or stiletto with a blade over three and a half (3 ½) inches in length.

- Machine Gun – means any firearm whatever its size and usual designation that shoots more than one shot automatically, without manual reloading by a single function of the trigger.
- Short Rifle – means a rifle having a barrel less than sixteen inches long or an overall length of less than twenty-six inches.
- Switchblade Knife – means any knife blade which opens automatically by hand pressure applied to a button, spring or other device in its handle. (Source: R & RE, L. 71, p.481, S 1: C.R.S. 1963, S 40-12-101; L. 73, p.540. S 12.)
- ANY COLLEGE AUTHORIZED INSTRUCTIONAL PROGRAM REQUIRING THE USE OF FIREARMS AND/OR WEAPONS MUST ABIDE BY THE INTENT OF THE COLORADO HOUSE BILL NO.1245 AND TRINIDAD STATE JUNIOR COLLEGE FIREARMS POLICY.

Trinidad State Junior College Firearms Policy

Colorado House Bill No. 12145, effective April 15, 1989, states that it is unlawful for anyone to bring, or cause to bring, any weapon in or on the grounds or buildings of any educational institution, public or private.

Policy Statement

No person shall have in his/her possession any firearms, ammunition, explosive devices, including fireworks or illegal weapons as defined in Colorado Revised Statutes Section 18-12-101. Gunsmithing students are to be aware of the section of “Safety Procedures for Gunsmithing Students Residing in Residence Halls.”

Authorized Use

The College’s Gunsmithing Department and CLETA (Law Enforcement Training) Program shall develop procedures and regulations pertaining to the use of firearms as part of the only recognized programs of instruction that require access to a firearm as an integral part of the instructional program.

CONDITIONS UNDER WHICH FIREARMS WILL BE ALLOWED ON THE TRINIDAD STATE JUNIOR COLLEGE CAMPUS:

- To present an authorized public demonstration or exhibition pursuant to instruction in conjunction with an organized school or class or to participate in an authorized extracurricular activity or

athletic team. Students must obtain prior written approval from the proper authorities.

- Specified repair/modification or to be used at the TSJC Prator Gun Range.
- By authorized law enforcement officers while in performance of their duties.
- For purposes of storing firearms in a college vault and instructional purposes in the Gunsmithing or CLETA programs. Gun safes are NOT ALLOWED to be kept in rooms.

Sanctions

Persons in violation of this policy shall be subject to appropriate action under disciplinary policies and procedures in effect at TSJC.



ROOM RESPONSIBILITY

- It is the responsibility of the student assigned to the room to maintain the room (sweep floors, vacuum carpet and empty garbage). Cleaning equipment and supplies are available upon request from Director of Housing, Assistant Director of Housing, or janitorial staff. Please immediately return the equipment and supplies after each use.
- The student's personal hygiene and grooming should not create an unsanitary condition or become offensive to others. The Director of Housing or Assistant Director of Housing, with a Resident Assistant, will inspect rooms on the second Monday of each month for health and safety violations.
- Windows and/or screens are not to be removed from the residence hall windows. There is a service fee for repair and/or replacement of windows and screens. Window ledges are not to be used to store items. Trash and other items should not be thrown from the windows. This could result in a fine or probation.
- Cable television is available in each room. Students wanting to bring their own TV and cable may do so. There are TV lounges provided in each hall for those students who do not to have a TV in their assigned room.
- Space Heaters are not allowed in the residence hall rooms.
- Air conditioners are not allowed in the residence hall rooms. You may have box fans, or oscillating fans.
- Only one six strip electrical strip per resident will be allowed in the residence hall rooms.
- Students may bring their own refrigerators as long as it meets the following requirements:
 - Must be registered with the supervisor.
 - The unit specifications are not to exceed the maximum of 2.5 cubic ft. Appliances cannot exceed 115 volt, 60 cycles AC 100 watt. The appliance must be electrical and UL approved.
 - The College reserves the right to inspect refrigerators for unsanitary conditions.

PERSONAL PROPERTY

The College will not assume responsibility for the theft, destruction, loss of money, valuables or other personal property belonging to or in the custody of the student. To help insure the safety of your belonging please lock your deadbolt and shut your windows when you are not in the room. This policy is in effect whether such losses occur in the resident's room, storage area, public areas or elsewhere in the hall or campus, including the baggage handling area related to shipment storage. Personal property left in the residence hall beyond 10 days of the check-out date or last day of school will be considered abandoned and disposed of by the college staff.



KEYS

Room keys are issued to residents when they check in and sign a Residence Hall Contract. You are urged to exercise extreme caution in safeguarding your keys. Room keys may not be duplicated. Any lost or misplaced keys must be reported at once to your Director of Housing or Assistant Director of Housing. The cost of replacing lost keys is: room keys \$25, mail keys \$25, and resident hall entry keys \$100. Keys not returned to the residence hall supervisor within five (5) working days after checking out will be considered lost and the student will be charged accordingly. If keys are misplaced, or if you lock yourself out of your room, the Director of Housing or Assistant Director of Housing can unlock the room for a fee of \$5. Residents should not rely on residence hall personnel to perform this service on a regular basis. If you happen to leave your keys at home, you will be issued another set for \$2 per day until you can retrieve your original set.

FURNISHINGS

No furniture or furnishings are to be removed from the rooms. Charges will be assessed accordingly.

The lounges and other common areas of the residence halls are designed and equipped for the use of all residents and their guests. Lounge furniture is not to be taken from the lounge areas. Students with lounge furniture found in their room will be charged accordingly.

TEMPERATURE CONTROL

Thermostats are not installed in individual rooms but are in various rooms throughout the residence halls. A thermostat in a room will control heat in four other rooms. Please refer to the thermostat control chart posted nearby to determine which rooms hold the temperature control for your room.

Students **must not** attempt to adjust a thermostat without speaking to the residents in the connecting rooms. Understand that any alteration to a thermostat affects those in the other rooms. Please notify the Director of Housing or Assistant Director of Housing if heat control becomes a problem. If a resident causes a thermostat to malfunction, the resident will be held responsible for that thermostat unit. The average cost will be \$125 to the student.

Space heaters and air conditioners are not allowed in the residence hall rooms.

FACILITIES AND MAINTENANCE

No unauthorized painting of the rooms is allowed. All facility or maintenance problems are to be reported to the Director of Housing or Assistant Director of Housing right away. They will then contact the maintenance department to fix the problem in a timely fashion.



MOVE-OUT PROCEDURES

Any room left dirty and requiring additional cleaning at the termination of the contract will be assessed up to \$100.00 against the student's residence hall deposit. If a student leaves during or at the end of a semester and does not check out properly, he/she will be charged accordingly.

In order to qualify for refund of all or part of the residence hall deposit, you must:

- Inform your Director of Housing or Assistant Director of Housing that you are checking out.
- Complete a checkout card with the Director of Housing or Assistant Director of Housing. All keys must be turned in to the Director of Housing or Assistant Director of Housing.

DIRECTORY

Campus Security Phone	845-6042
Maintenance Phone	845-6047
Physical Plant Office	846-5618
Library	846-5593
Director of Housing	846-5458 (Work)
Andrew Orta	846-5646 (Home)
Assistant Director of Housing	846-5497 (Work)
Tammy Schiable	846-5488 (Home)
Food Services Manager	846-5629
Maggie Greenwood	
<i>Residence Assistant's names, phone numbers and room numbers will be posted in each residence hall.</i>	
Vice President of Student Affairs	846-5559
Sandy Veltri	
Student Services	846-5621
Bernadine DeGarbo	
Coordinator of Student Activities	846-5517
Charlene Duran	
Police Department	846-4441
Fire Department	846-2432
Emergency Room (Hospital)	846-9213
*Emergency	911
* 911 Calls Can Be Traced	