



# DENMARK TECHNICAL COLLEGE

## RESIDENTIAL LIVING GUIDE

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# Introduction

First, Denmark Technical College welcomes you to a new and exciting academic school year. The Office of Residence Life exists to ensure that your stay on campus will feel like your home away from home; one that is Student-Centered and Quality- Driven. The Denmark Technical College Residential Living Guide incorporates appropriate policies, regulations, and expectations of the residents. All changes in policies and regulations made by the institution will be available in the Residence Life office.

Every student is responsible for the relationships that develop as a result of community living. In order for community living conditions to be peaceful, pleasant, and comfortable, residents must adhere to the policies set by the College and the Office of Residence Life.

Residents must also exhibit an attitude of respect and courtesy to all they encounter. This includes faculty, staff, and fellow students. Each student is expected to obtain and keep a copy of this guide on hand to refer to throughout the academic year. The Office of Residence Life hopes that the experiences you have and the relationships you build will be joyful ones that you remember for years to come.

# Denmark Technical College

## Guiding Principles

### Denmark Technical College Mission Statement

Leveraging its distinctive history, Denmark Technical College is an urban research college that transforms the lives of students and their communities by preparing citizen leaders to be problem-solvers through innovative learning programs; supportive interactions with faculty, staff, and students; exemplary scholarship; and purposeful service.

### Denmark Technical College Vision Statement

Denmark Technical College will increasingly become a dynamic 21st-century research college of choice for a diverse student body with enhanced student enrollment yields, success and global marketability.

### Denmark Technical College – Residence Life Core Values

Residence Life at Denmark Technical College subscribes to seven core values, guiding the ethical conduct of the institution as we go about achieving our vision and mission.

1. Promoting innovation and collaboration to unite and make significant contributions to the knowledge of humankind.
2. Upholding a student-centered ethos that is responsive to diverse student backgrounds, learning styles, and career aspirations.
3. Commitment to the pursuit of quality and excellence in service to all stakeholders.
4. Acting with personal and professional accountability and integrity in all we do.
5. Exhibiting respect for all individuals, workplace, and natural environments.
6. Practicing and nurturing ethical behavior and social responsibility in all endeavors and toward all constituents.
7. Embracing and supporting all forms of human diversity and inclusiveness in all of our actions toward the College Family and external constituents.

# Residence Life Guiding Principles

## Residence Life Mission Statement

The Office of Residence Life at Denmark Technical College, in support of the college's mission, purpose and strategic plan is committed to developing a safe and supportive living and learning environment, through the implementation of innovative learning programming and academic interventions. By embracing the promotion of an African Centered Ethos, a community of holistic students will be developed. Through this approach, students will have the opportunity to empower other students and altruistically engage in creating change in self and the greater community.

Our mission is accomplished by providing:

- Excellent customer service, high quality, prompt delivery of service
- Exceptional living conditions, safe, accessible and functional facilities
- Intentional educational programming to positively affect student maturing, retention, engagement, and academic excellence.

## Residence Life Vision Statement

The Office of Residence Life at Denmark Technical College will be a premier living-learning community that is recognized amongst all Universities and Colleges for its innovation, collaboration, and excellence. The Office of Residence Life at Denmark Technical College will strive to be the heartbeat of the college community, and essential in the development of its students.

# Living On Campus

## Community within the Student's Community

The residence halls represent a home at Denmark Technical College. It is a community within the DTC family. The residence hall community has a variety of people with varied backgrounds, likes, dislikes, and experiences.

Residents should get to know other residents within the residence halls and elsewhere on the campus. The residents will find that the more they learn about others, the more they learn about themselves.

Denmark Technical College reserves the right to implement policies from time to time as deemed necessary and appropriate for the safety and cleanliness of the premises, and for securing the comfort and convenience of all residents.

## Community Standards

The Office of Residence Life at Denmark Technical College is dedicated to the integrity and personal growth of each resident. Residents are expected to make positive contributions and to abide by a code of behavior. As a member of this community the student agrees to the following:

1. The student will respect the dignity of all persons, and will not demean individuals or groups by teasing, bullying, ridiculing, insulting, intimidating, harassing, or discriminating. The student will strive to learn from differences in people, ideas, and opinions; this includes actions on and off campus and on any form of social media.
2. The student will strive for personal integrity and academic achievement.
3. The student will demonstrate concern for others, their feelings, and their need for conditions that support their work and development.
4. The student will respect the rights and property of others.
5. The student will do all in their power to see that the residence hall is kept clean and attractive, knowing that such an environment is essential to both physical and mental health.

## Roommate Experiences

### Getting to Know You:

Residents might be surprised to find that the first thing they will need to learn more about when they arrive at DTC will not have anything to do with classes. The start of the semester is an important time to get to know their roommate.

Most people enjoy the company of others, and a roommate can be someone with whom one share interests, innermost secrets, and just plain old good times! However, sharing a room takes talent and ability. A good roommate uses the same skills they would use to get along with people in general. The key element to successful roommate relations is open and honest communication.

After the residents have settled into their room it's time to say goodbye to parents and begin a new chapter. A personal discussion with your roommate is a great place to start. Residents may find that their roommates have similar goals, space habits, and interests, while at the same time, are totally different. Learning about differences is what college is all about.

After breaking the ice, further discussion will probably lead into other personal areas. Here are some additional items to consider discussing:

- Communicating openly
- Being considerate
- Doing one's part
- Being reasonable and flexible
- Helping make the arrangements work
- Standing up for one's rights

### All About Roommates:

An important realization during one's stay in the residence halls is that the students do not just have a roommate; they are roommates as well. For many residents, sharing a room is a new experience. Your roommate can be someone to share opinions, interests, and good times. However, sharing a room can

sometimes result in a few problems or misunderstandings. Individuals who usually get along have spent time working at it.

If conflicts do arise, one should talk with his or her roommate first before the situation gets out of hand. Give the roommate the courtesy of speaking about the problem first, before getting a third hand from someone else on the floor.

If communication does not work and the problem cannot be resolved, then one should talk with his or her Resident Assistant. The Residence Life Staff is experienced in dealing with these problems and can give advice. Remember; speak with the roommate first.

Please discuss with the roommate what his or her reactions would be to different situations. Successful roommates who enjoy living with one another usually have a pretty good ability to read and understand each other's feelings. Try these situations out with one another:

- When I am happy I . . .
- If I am under pressure, I usually . . .
- When I want to be alone, I'll . . .
- I get annoyed when . . .
- The best way to tell how you feel is to . . .

### Visitors:

It is important to agree on how to deal with visitors, this includes family, friends, and significant others. Roommates may not have problems with this, but the student should come to terms about guests at the beginning of the semester. The residents should determine when guests should not be in the room and figure out how to let each other know if someone has overstayed his or her welcome. Make certain the roommates set ground rules for visitors when a roommate is studying.

### Tips on Being A Good Roommate:

- Communicate-- You and your roommate should sit down and discuss habits, preferences, moods, and values. Even if the person is your best friend, surprises do occur when discovering his or her preferences regarding



personal items, music volume or borrowing clothes. Talk directly to one another about concerns at an early stage in order to come to a mutual agreement. Initially, it might be awkward, but a quick discussion often saves hurt feelings and big problems.

- **Establish Rules--** Develop a basic set of ground rules regarding the use of the room, going to bed, getting up, using each other's belongings, room cleaning, entertaining guests, or all-night studying. This is a joint effort and requires some compromise and flexibility from both people.
- **Respect Privacy--** Sharing ideas and discussing situations are an integral part of life in the residence hall but be aware that excessive interruptions can sometimes result in irritations and frustrations. Give the roommate space when it is needed.
- **Resolve Conflicts--** If conflicts arise, speak to your roommate first; talk the problem through before it becomes a major conflict. If you cannot agree on a compromise, select a third party to lend some assistance to mediate a solution. You can get assistance from a Resident Assistant (RA) and/or the Assistant Director. While the hall staff cannot always solve the problems, they are experienced and trained to assist the residents.
- **Remember--** Give your roommate the courtesy of speaking about the problem first before getting it third hand from someone else.

## Resources for Roommate Mediation

These are some resources to contact for peer/roommate mediation concerns:

- Resident Assistant
- Assistant Director
- Dean of Students/Director of Residence Life
- Counseling Referral
- Public Safety

# Residence Life Staff

The residence hall program at Denmark Technical College is part of the College's educational process. Each residence hall has a trained staff. The residents have access to people who can lead and direct them towards the wealth of resources that Denmark Technical College has to offer.

## Resident Assistant

A Resident Assistant (RA) is a student leader who can help one make the transition to collegiate life. The RA is an upper-class student who is trained in leadership, programming, conflict resolution, and peer advising.

Resident Assistants are assigned to each floor in a residence hall and are responsible for assisting a core group of residents called a “cluster.” The RA is responsible for the safety and the well-being of the hall's residents and is an excellent resource for many aspects of campus living.

The RA will meet with the residents in the cluster through floor meetings in an effort to keep residents abreast of what is happening in and around the hall and at Denmark Technical College. This includes things such as floor outings, parties, cultural events, and educational programs.

## Assistant Director of Residence Life

Each residence hall has an assigned Assistant Director. The Assistant Director (AD) is a live-in, full-time staff member who is responsible for managing the residence hall. This person supervises the Resident Assistant staff and ensures that residents' needs are being met. The AD will work towards creating a safe, team-orientated, academically centered, socially just, and environmentally responsible environment for residents to live and, learn. The AD is responsible for implementing all Residence Life and College policies. The AD also handles conflicts, disciplinary problems, outstanding maintenance issues, and various administrative projects. Additionally, the AD will develop and implement programs that enhance the place of residence halls as living and learning communities in support of student development, retention, and graduation.

## Dean of Students & Director of Residence Life

The Dean of Students Director of Residence Life is responsible for fostering a student-centered living/learning environment on-campus. The incumbent is charged with developing a community that encourages academic excellence, individual growth, and social development. The Director of Residential Life is responsible for programmatic and administrative management of all facets of on-campus housing and residence life, both undergraduate and graduate student housing. The Director will serve as the Chief Residential Housing Officer,

overseeing all aspects of the housing and residence life program. The incumbent will recruit, train, and evaluate all professional staff for the department. The Director engages in short and long-range planning that reflects institutional goals and aids in the support and realization of these goals through day-to-day housing operations and programs. The incumbent should be well-versed in Federal and State laws related to higher education, Title IX, Clery Act, and other relevant regulations. The Director of Residence Life is responsible for coordinating with the Admissions, Registration, Student Accounts and other offices regarding enrollment, housing needs and assignments, and residential facilities maintenance. As well as managing the delivery of services, educational programs, administrative policies and procedures and relevant information. Structure standard operating and working practices and monitor staff to ensure standards compliance.

### Leadership Opportunities

One of the most rewarding experiences one can have at DTC is to take advantage of the many leadership opportunities available in the residence halls.

- **Hall Council:** Hall Council is the student government of your residence hall. Each hall has a council that plans and implements activities for the hall and promotes community living.
- **Resident Assistants:** These challenging positions are available to students interested in helping others and developing a community. One of the best ways to develop leadership skills, build your resume, help others, and have fun is to be an RA. The RA position is the backbone of the DTC Residence Life program. Applications for the positions are available at the beginning of each semester.

## Activities and Programs

One of the many advantages of living in the residence halls is the great number of activities and programs offered to the residents. The Office of Residence Life has adopted a holistic approach to programming and student development. Our new format of programming is called DECALS (Diversity, Emotional, Community Service, Academics, Life Skills/ Leadership Development, Spirituality) to better reflect the vision and mission of the University and the department. These new attributes touch on many of the components listed below:

- Intrapersonal Effectiveness, which is the dimension that deals with the development of one's personal identity. Growth within this dimension includes clarifying one's values, taking responsibility for one's actions, and for accepting one's strengths and weaknesses with a sense of self-esteem.
- Interpersonal Effectiveness, which is concerned with one's ability to relate to others appropriately and comfortably in a variety of situations. Development within this dimension includes an increased awareness and appreciation of human interdependence and an appreciation for differences among humans as individuals and as members of various cultures.
- Intellectual Development, which focuses on one's acquisition of knowledge and critical thinking skills, as well as one's involvement, initiative, and interest in the learning process.
- Life Management, which is the dimension that focuses on the development of skills that allow one to effectively manage both progress and setbacks in life. Growth in this dimension includes learning how to organize one's daily life, planning, and effectively utilizing resources.

The goal of the Residence Life program is to ensure that residents are offered a variety of developmental programs to ensure that every aspect of student development is enhanced. Early in the year, residents will find a number of programs designed to get them involved in their community. As the year progresses, programming is expanded to meet all the developmental needs.

Examples of programs conducted are Theme Parties, Ice Cream Socials, Resume Writing Workshops, Healthy Relationship Workshops, Cultural Differences,

Choosing a Major, Dress for Success Seminars, The Dating Game, Improving Your Study Skills, and Healthy Living.

# Community Standards

## Residence Hall Discipline

Living in a residence hall at Denmark Technical College means one is living in a community of students. This community is a dynamic group made up of many different people, values, cultures, and attitudes. This community, like most communities, is maintained by policies and regulations, which are designed to protect your rights and privileges. Community living requires a high degree of consideration on the part of each resident living in the community. As long as there is more than one person occupying space in a community, an individual does not have the right to total freedom of behavior. Behavior that violates the regulations of the community and/or infringes upon the rights of any single member of that community is considered inappropriate and irresponsible.

The basic assumption of discipline in the residence halls at Denmark Technical College is that the student is accountable for their behavior. In cases where individuals make errors in judgment, decisions, and actions, it is important that these errors be self-corrected with the help of the community and its staff. What is expected, however, is that the student takes responsibility for their own behavior and make correction in or restitution for behavior which violates the rights and privileges of the community and its members. As a member of a community, residents share part of the responsibility to ensure effective community growth.

The Department of Residence Life at Denmark Technical College expects the discipline process to be educational. Discipline is not seen as punishment, but rather as prevention, correction, accountability, and re- education. To accomplish these educational goals, the department has set up a series of behavior standards. These standards outline expected student behavior within the residential communities. These standards include processes and procedures that address individuals and groups who may forfeit certain privileges due to inappropriate behavior.

## Residence Life Violations and Associated Fines\*\*

<b>Violation:</b>	<b>Fine:</b>
Air Condition Cover	\$35.00
Ceiling Tiles	\$10.00
Light Cover	\$25.00
Room Door	\$125.00
Closet Door	\$89.00
Stacking Chairs	\$27.00
Upholstered Chairs	\$15.00
Replacement Chair	\$110.00
Beds	\$299.00
Mattresses	\$98.00
Paint (Closet, Walls, Doors)	\$20.00
Two Seater Lounge Chair	\$180.00
Three Seater Lounge Chair	\$400.00
Single Upholstered	\$300.00
Wood Desk	\$361.00
Refinished Desk	\$75.00
Window Panes	\$66.00
Key	\$50.00 (Per Room Key)
Other-Dirty Rooms	\$25.00 (Per Room Check)
General Breakage Fee Assessment (All Students)	\$50.00
Lost Student I.D.	\$15.00
Possession of Alcohol (First Offense)	\$150.00
Possession of Alcohol (Second Offense)	\$300.00
Possession of candles, incenses, wax-burners, etc.	\$25.00
Providing Alcohol to Minors	\$150.00
Removal of Furniture	\$50.00
Smoking in Room (First Offense)	\$200.00
Smoking in Room (Second Offense)	\$400.00
Unauthorized Appliances	\$50.00
Unauthorized Discharge of Fire Extinguisher	\$200.00
Unauthorized Entry/Exit through Emergency Door	\$250.00

\*\* Fine amounts are subject to change without notice.



## Guidelines and Policies

The Office of Residence Life reserves the right to take administrative action against residents who fail to adhere to the rules and regulations of the College as stated in this Guidebook and the Student Handbook.

## Residence Hall Meetings

The Dean of Students/Director Residence Life and Assistant Director hold Residence Hall Meetings at least once a month. Attendance is expected because the residents are held responsible for being knowledgeable of all College policies, services, and events. The Assistant Director or Resident Assistant determines the most convenient time for the meeting by receiving input from the residents. Residents who cannot attend the meeting are to contact the Assistant Director, Residential Life Supervisor or Resident Assistant for the meeting information. Residents should notify staff in advance about possible absence from that meeting. If a resident does not notify the staff of an absence or residents who routinely miss hall or floor meetings may be subject to disciplinary action.

## Drugs

The use of illicit drugs erodes the quality of a student's life. Experience shows that drugs and alcohol have a negative impact on a student's ability to perform well and act responsibly. The consequences of drug use, such as cocaine, crack, and marijuana can have long-term physical effects. Throughout the year, drug education and prevention seminars will be held. The College will not tolerate the use, sale, or distribution of illicit drugs. Any student in violation of this regulation will be subject to severe disciplinary sanctions.

## Smoking

Denmark Technical College holds a commitment to a wholesome life, underscored and supported by the College's unique environment, policies, and practices.

With no intention of making a moral judgment, but rather for reasons of expense and harmful effects on health, smoking at Denmark Technical College is considered undesirable. Therefore, Denmark Technical College has joined hundreds of similar institutions around the nation in a concern about the harmful effects of the use of tobacco products by those in its campus community.

Students, faculty, and staff are not permitted to smoke in any residential facility at Denmark Technical College. This policy has been adopted out of consideration for the safety and well-being of the entire College community and out of a concern for the maintenance and sanitary conditions in the University's buildings and other facilities. The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers.

### Candles and Similar Items

Candles, incense, wax burners, etc. are not allowed in the Residence Halls. Due to the fire hazard associated with the flame and the hot plates and overheating of electrical outlets, and burn hazard associated with hot wax, these items are strictly prohibited. If found in the residence halls, these items will be confiscated.

### Confiscation Policy

If an item that violates the Housing Contract, Community Standards of Conduct or University Student Code of Conduct is found in a student's residence hall room, the item will be confiscated immediately. The confiscated item will be labeled and stored until the scheduled move out day for the semester in which the item was confiscated. If the item is not claimed by the day of move out, it will be disposed of without further notification.

### Conducting Business from Resident's Room

Residents are not permitted to carry on any organized business for remunerative purposes from their apartment/room or inscribe or affix any sign, object,

advertisement, or notice on any part of the inside or outside of the building premises or use their room or department telephones for business purposes.

### Weapons, Firearms, and Explosives

All firearms, explosives, firecrackers, bottle rockets, smoke bombs, and related paraphernalia are strictly prohibited in and around the residence halls. This includes but is not limited to BB guns, pellet guns, air guns, stun guns, starter guns, brass knuckles, pocket knives, pepper spray, etc.

### Confrontations

A confrontation occurs any time a resident or non-resident becomes physically or verbally abusive to a staff member or fellow resident. A confrontation also occurs at any point when a person refuses to comply with a staff member's request that is directly related to his or her job.

### Fighting

Fighting is not allowed or tolerated in the residence halls. Action will be taken swiftly and carefully by the Residence Life Staff to prevent any injury to individuals and damage to the facility. Persons fighting in the halls will be subject to immediate loss of housing.

### Theft

Theft can be a serious problem in any residence hall. While the loss of property can be a major problem in and of itself, a larger problem is the dissemination and accusations that arise on the floors where the thefts have occurred. All accusations of theft are, therefore, to be treated seriously, and will be subject to investigation by the Departments of Campus Safety and Residence Life. If any student is found guilty of theft, he is subject to eviction from the residence hall, restitution, and prosecution.

## Vandalism

Acts of vandalism will not be tolerated in residential facilities. Violators will be subject to disciplinary actions, restitution, and prosecution. If we are not able to determine the violators, those in the campus community will incur a community fine to repair the damages.

## Trash Removal

Each student is responsible for removing his/her trash from residence hall rooms to the dumpster or designated hall location (main-campus trash rooms). No trash may be placed in the hallways, bathrooms, or stairwells. Residents will be subject to a fine of up to \$50.00 if garbage is left in those locations. Residents will also face disciplinary action. Should the hall staff not be able to identify one individual responsible for failure to remove trash, a community fine up to \$50 will be imposed on all residents in the suite, on the responsible floor, or the entire building.

## Emergency Exits

Use of emergency exits is strictly prohibited except in the case of an actual emergency. Residents found in violation of this policy will be subject to a \$250.00 fine.

## Roof Areas

Residents and their guests are not permitted to use the roof or ledge of any building for any purpose. Only maintenance personnel is allowed in these areas for business-related purposes.

## Musical Instruments

Playing any musical instrument in the residence hall is prohibited. Residents should use designated practice areas to use such items.

## Noise And Quiet Hours

Community living requires that residents be considerate and respectful of others. This means that all residents and visitors must observe the individual's right to study at any time desired. A reasonable degree of quietness is always essential in the residence halls. Televisions, iPods, and other MP3 music equipment may be played in the student's room at moderate levels that do not disturb others. Violation of these standards is considered a serious offense to the pursuit of education, which is the primary purpose for attending Denmark Technical College. While residents should be considerate at all times, quiet hours should be observed, without fail, during the following hours:

- Sunday-Thursday: 11:00 p.m.-7:00 a.m.
- Friday and Saturday: 12:00 Midnight-7:00 a.m.

## Windows And Screens

Windows and screens must not be unfastened or removed (main campus housing). In air-conditioner halls windows are not to be opened. The following guidelines should also be considered:

- Food may not be stored between windows and screens or outside of the window at any time. This help to prevent an issue or concern with pest control.
- Residents are prohibited from orally communicating from their windows.
- The staff will remove displays in windows that are deemed inappropriate by the hall staff if not removed by the resident(s). The resident will be billed for this service.
- Under no circumstances will the throwing of objects from any windows in the residence halls be tolerated. Such conduct poses danger to the health and safety of other residents. Such activity can result in eviction.

## Co-Ed Visitation (For All On-Campus Residence Halls) (This includes All DTC Residence Halls)

Scheduled hours for co-ed visitation are:

- Monday-Thursday: 5:00 p.m.-11:00 p.m.
- Friday-Saturday: 10:00 a.m.-12midnight
- Sunday: 10:00 a.m.-11:00 a.m.

Any individual who does not reside in the residence hall he or she is visiting, is considered a visitor, even if said individual lives in another residence hall on campus. A visitation log is provided in each residence hall and must be signed by nonresidents who enter the hall during visiting hours. Visitors must present a current picture ID card to the staff person on duty. The staff person will hold the ID card until the visitor departs from the residence hall. The visitor must be met by the resident in the lobby and be escorted to the room. If the resident is not available, the visitor will not be allowed to remain in the hall.

The following guidelines will apply:

- All guests must leave by the designated hour.
- All visitors must check in at the main desk. Visitors must know the full of name of the person to be visited. A visitor must be signed in and out by the resident of the hall and escorted from the main desk to the room being visited.
- Visitors must be escorted at all times.
- A resident is permitted to sign in a maximum of one visitor at a time. Visitation privileges are secondary to a resident's rights of privacy within his/her room. The presence of guests should in no way interfere with the rights of the roommates or other residents.
- In the interest of providing increased protection of persons and/or property, the residence hall staff may implement additional regulations. Residents will be advised of such development.
- Visitation privileges do not alter other residence hall regulations, including quiet hours.
- Visitors and hosts alike are responsible for knowing and abiding by all regulations. Residents and DTC students who violate the policy will be subject to disciplinary action. Violators will be reported to the residence hall staff for appropriate action.
- Late night visitation of the opposite sex is not permitted.

- Visitation will end on the last day of classes each semester.

\*\*Visitation Policy applies to family members and parents also.

The Dean of Students and Director of Residence Life will implement the procedures for coed visitation and all related policies as outlined in the Student Handbook, Housing Contract, and the Student's Guide to Residential Living. Any violations of these policies will be reported to the Assistant Director. The Assistant Director will report persons with repeated violations to the Department of Residence Life and Student Development and/or the Judicial Board.

### Social Gatherings

A staff member will ask those gathered in a room to lower their voices, music, televisions, etc. only once during an evening. If a staff member is required to visit a room a second time during an evening, all except the assigned occupants of the room will be required to leave. Room occupants must realize that they will be held accountable for the action of their guests. Residents consistently responsible for noise problems in the residence halls will be subject to dismissal from the residence hall.

### Illegal Entry

Failure to enter a residence hall at the front entrance according to visitation or routine guidelines is prohibited. Violators and accessories to the act will be charged with criminal trespass.

### Time Away From Campus

Residents, who plan an extended regular weekend away from campus, should leave a destination and/or telephone number. While the College assumes no responsibility in such circumstance, the availability of that information could be extremely helpful in the event of an emergency.

### Room Keys



Every resident receives a room key at check-in. All keys issued to the residents are the property of Denmark Technical College and must be returned at the time of checkout. Duplication of the keys is prohibited.

Lost keys must be reported to the Assistant Director. If room keys are lost, residents will pay a replacement fee based upon the residence hall. Lost key charges and fees can be obtained from hall staff. Key replacement costs must be paid in full before a new key is issued.

## Lockout Policy

The following lockout policy has been adopted to meet the following objective:

- Minimize the occurrences of the RA leaving the Main Desk area for lockouts, thus keeping the Main Desk area staffed and available for residents during its hours of operation.

There will be a \$25.00 service charge assessed to the account of residents who require assistance getting into their rooms.

In the event that a student becomes locked out of his or her room during regular RA office hours, the Resident Assistant will take the following steps:

1. The Resident Assistant will ask the student for some form of identification if the RA is not sure of the identity of the student.
2. The RA must determine whether the student does live in the room they are requesting entrance to by checking the building roster.
3. The RA will have the student sign the Lockout Sheet.
4. Upon entrance to a room, a resident is expected to produce his room key and/or identification card.
5. A fee of \$25 will be charged for each lockout

In the event that the student does not have the identification and the RA cannot verify the identity of the student, he or she will not be allowed access to the room.

Habitual "lockouts" are viewed as nuisances and can be inconvenient for the staff. It is the responsibility of the resident to keep up with the room key issued.

## Room Inspection and Search Policy

The College reserves the right to enter each room or unit under the following conditions:

- Where there is a reason to believe the occupant's life is in danger (Wellness Check)
- When there is cause to believe that the room or unit is being used for illegal activity
- When the maintenance staff needs to enter the room or unit to make repairs
- To inspect for cleanliness (i.e. Health and Safety Inspections)
- When there is a reason to believe hall policies are being violated

Each student is responsible for cleaning his room and keeping the room in good condition. Inspections will be made periodically to determine the condition of the room or unit. The following inspection procedures are observed in all residential facilities:

- The Assistant Director will knock before entering. The staff member will give the student ample time to respond to the knock at the door.
- Upon entering the room, the Assistant Director will state the specific reason for entering.
- Assistant Directors and Resident Assistants will record non-routine room checks and file results with their supervisor for future reference. In cases where a thorough inspection of waste receptacles, drawers, and other personal belongings is necessary, Assistant Directors will request assistance from Public Safety.

Entry by College authorities into occupied rooms in residence halls will be divided into three categories: Inspections, Room Search, and Emergency Inspections.

- **Inspection:** the entry into an occupied room by College authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs, or to perform cleaning and

custodial operations. During the inspection, there will be no search of personal belongings.

- **Room Search:** the entry into an occupied room by College authorities for the purpose of investigating suspected violations of College regulations and/or city, state, or federal law. During a room search, drawers, closets, and personal belongings may be thoroughly searched. A room search will not be conducted unless there is probable cause for doing so.
- **Emergency Inspections:** an emergency condition exists when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building. In such cases, campus authorities may enter the room immediately.

NOTE: Permission to search is not required from residents nor College authorities when contraband to be confiscated is in view of College authorities when reasonable cause exists to suspect that a violation is occurring or has occurred.

### Health and Safety Inspection

To ensure the health and safety of all residents, residence hall rooms and apartments are checked twice a month by the Residence Life staff- one inspection will be announced and one inspection will be unannounced. Room cleanliness, arrangement, and hygiene issues that interfere with the comfort, safety, security, health, or welfare of the residential community will be addressed during these inspections.

## Soliciting

For the resident's protection against fraudulent sales and annoyance, soliciting is not permitted in the halls. The floor Resident Assistant or the main desk personnel should be notified should a solicitor be seen in the building. Permission for any soliciting must be obtained through the Office of Student Services and Campus Life.

## Babysitting

Residence facilities do not lend themselves to babysitting. The facilities are not designed nor equipped to meet the needs of young children. Children in the facility create a hazard to themselves and a disturbance for residents. Therefore, except during move-in and move-out periods, their presence is not allowed. Violators will be subject to disciplinary action.

## Sports Activities

To create a safe environment, athletic events are prohibited in or around residence halls including courtyard areas unless there is a court specified for such play, such as a designated basketball or volleyball court. Propelling objects, including but not limited to footballs, softballs, baseballs, and snowballs, in or around residence halls, and courtyard areas are prohibited.

## Animals In Residence Halls

Except for documented cases of physical disability, animals are not allowed in the residence halls. Health and sanitary precautions necessitate that residents strictly adhere to this regulation.

## Harassment and Assault

The College community is one that fosters the education and development of all its members. In creating and fostering this sense of community, individuals are

afforded the right to privacy and a peaceful existence. In keeping with this, harassment or assault on another individual will not be tolerated. Violators will be subject to disciplinary action in accordance with the College Code of Student Conduct.

- Assaults or threats of assaults on another person whether sexual, physical, written or oral will not be tolerated; this is to include the use of social media as well. Abusive language or harassment toward any College staff member will not be tolerated.

# Services and Resources Center

## Living And Learning Centers

Many of the residence halls are equipped with computer resource rooms. Residents who wish to use the computers must log in at the residence hall office.

## Office

Each residence hall has an office near the lobby or front entrance. The office is open according to the posted schedule. Staff in the office provides the administration of the building and assist individual residents with concerns and problems. The office is not a social area.

## Mail Delivery and Packages

Picking up packages and letter mail:

- All residents must pick up mail from the Division of Student Affairs

For those who wish to have mail delivered to Denmark Technical College, below is the address that should be used:

Student's Name

1126 Solomon Blatt Blvd.

Residence Hall and Room Number

Denmark, SC 29042

**\*\*NOTE:** Never send cash through the mail.

### Storage

Unfortunately, there is no adequate and secure space to store personal items. Local storage facilities that rent by the month are available near campus.

### Dining Facilities

All food services facilities are open to all residents regardless of the hall they are assigned. Food services are located in:

- Thomas N. Rhoad Cafeteria

### Laundry

All residence halls laundry facilities are for residents only. Contact the residence life staff if a dryer or washer is broken or not working properly.



## Televisions

All residence hall lobbies are equipped with a television for use by the residents and their guests. Personal televisions may be used in each room. Televisions are not to be moved from the lobby area.

## Facilities Usage

Common areas in the residence halls are designated for the use of the residents of that building. No outside groups are allowed to reserve residence hall facilities.

## Announcements

The Office of Student Leadership and Engagement must stamp and approve all posters and flyers to be posted in residence halls.

## Housekeeping

Residents are responsible for the cleanliness of their rooms. All public areas of the residence halls are cleaned on a regular basis by the Housekeeping Services staff.

Cooperation from the residents with staff members will aid in making the environment a more attractive and pleasant place to live. The facilities staff cleans common area bathrooms daily.

## Maintenance

The College provides maintenance service for all the residential facilities. Residents should report maintenance problems in writing to the Residential Hall Supervisor or Assistant Director. A work order request will then be submitted and completed by the Facilities Department. Below is a list of conditions requiring work orders:

(Note: Food items should be wrapped, and surfaces cleaned; store garbage in plastic trash bags and discard immediately.)

- Emergency Conditions
  - Plumbing:
    - Commode blockage is considered an emergency. Requests to unblock sinks, showers or bathtubs will be tended to on the next scheduled workday.
    - A broken water line is an emergency.
    - A water leak is considered an emergency only when the leak cannot be contained.
  - Heating/Air Conditioning:
    - Loss of heat is considered an emergency only when the outside temperature is below 55 degrees Fahrenheit.
    - Loss of air conditioning is considered an emergency only when outside temperature is 95 degrees Fahrenheit.
  - Carpentry:
    - Broken windows are considered emergencies when they affect the safety of residents.
    - Structural damage is considered an emergency when it affects the safety of residents.
  - Electrical:
    - A power outage is considered an emergency.

- Broken light fixtures, switches, and receptacle are considered emergencies and should be reported.

If there is no response to a routine maintenance request within three days, residents should inform the Assistant Director who will follow up the initial request with the appropriate office.

**\*\*NOTE:** Residents should report emergency requests to the Assistant Director or Residence Life Staff.

### Vending Machines

Students requesting refunds from vending machines should report to the residence hall's front desk, providing name, box number, and the specific vending machines. All vending machines that are out of order should be reported to the main desk. This will help to provide a better service to the students.

# Room Assignment Policies

## Room Assignments

Rooms are to be occupied only by the student assigned to them by the Residence Life Office. These assignments are not transferable, and subletting/renting is not permitted. Violation of the residence hall policies may lead to eviction as well as other charges/fines. The College reserves the authority to terminate a student's housing assignment any time if the student does not abide by the policies described in detail in the Residence Hall Contract or other publications, regardless of the number of infractions a student has received.

## Room Consolidation

During the semester, a roommate may move off campus or to another room within the residence hall. This means space is available in a room. If the Office of Residence Life is unable to assign another person to fill the open space, it becomes necessary for residents to consolidate who do not have roommates if they do not wish to pay a single room fee. Two choices are available for residents: residents may choose to move into another room or another resident may move into the room with the resident.

In the event a resident does not obtain a roommate, the Assistant Director will consolidate that resident with another resident. If the resident refuses to move, a

charge of single room rate will be attached to their student account, as well as possible other violation charges.

## Room and Hall Changes

Approval will NOT be granted for requests that are based on the following:

- Considerations of race, nationality, sexual orientation, or religious preference
- Conflicts related to an individual's personal habit or lifestyle preference that is discriminatory and/or deemed resolvable.

The Department of Residence Life is committed to helping residents resolve conflicts by use of conflict mediation. Therefore, residents are encouraged to attempt to resolve disputes by working with the staff before requesting a room change. This method will always be used before residents are granted a room change.

Once the request to move has been approved, the resident checks out of his or her present assignment with a residence hall staff member and return all keys. Proper instructions for completing the move will be sent with notification of approval.

## Illegal Residence

Students residing in a residence hall must pay the required room rent according to the University's fee schedules. Any student found illegally living in a residence hall will be removed from housing, charged for the length of time in which he stayed, and charged with trespassing.

## Unauthorized Moving

Unauthorized moving is prohibited. Disciplinary action will be taken with any resident found in violation of this policy. Even if all parties involved agree to the move, it will still be considered unauthorized. Permission must be obtained for the Assistant Director or a member of the Residence Life Staff.

## Room Decoration

While there is a chance for residents to express individuality in decorating their rooms, all decorations must be removable without damage to surfaces. It is essential that residents observe good taste in decorating their rooms. No articles are to be displayed in the windows. Decorations (posters, photographs, etc.) may not be affixed with any bonding agent that will mar or deface walls, doors, or woodwork. For that reason, scotch tape and adhesive tape, nails of any kind, thumbtacks, paste, paint, and staples are prohibited. If residents have questions as to whether an item is acceptable for decorating, consultation with the Assistant Director is welcomed. Students will be assessed and charged the amount it takes to repair damaged woodwork, walls, etc. from a recognized school vendor.

## ATTACHMENTS

Residents should not install or attach any of the following in their rooms:

- Locks
- Decals or transfer pictures
- Outside antennas
- Additional electrical wiring
- Attachment to the telephone
- Shades, blinds, awnings, or window guards
- Air-conditioning or heating units

## Furniture

Lounges, reception lobbies, study rooms, computer resource centers and other public spaces in each residence hall are equipped by the College for the comfort and convenience of residents. Furniture, therefore, is not to be removed from the building or to another unit in the building without prior consent from the Assistant Director.

The residents may rearrange individual room furniture in the residence hall when it is not attached to the walls. All room furniture must remain inside the room. Residents who are in possession of such items are subject to disciplinary action. Furniture unaccounted for at year-end inventory will be replaced at the expense of the residents.

## Room Cleanliness

Each student is responsible for helping maintain a clean safe environment. At the beginning of each semester, roommates are to determine who will be responsible for specific chores in their rooms. Schedules should be posted among roommates/suitemates to determine who will clean suite bathrooms. Resident Assistants are available to assist in coordinating cleaning schedules. Unsanitary conditions will not be tolerated. Room inspections are conducted monthly, some announced and some unannounced. Failing a room inspection can result in a fine.

## Interim Housing

Halls will close at 5:00 p.m. on the day after the last scheduled final exam. Graduating seniors may stay until 1:00 p.m. on graduation day. Although it is recommended that residents take their valuables, residents are not required to completely remove all of their belongings from the room at the end of the first semester. Residents who do not leave by the scheduled departure dates and times will be subject to fines and/or disciplinary sanctions.

## Check-In Procedures

- Residents occupy and vacate their rooms according to directions issued by the Office of Residence Life. During check-in, a resident is issued a room key and a Room Condition Inventory Form. It is the resident's responsibility to thoroughly examine their room and its contents, indicating the room condition and the absence or presence of its furnishings. The signed form should be returned to the staff of the assigned facility during the day of check-in.
- Whenever needed, a staff member will accompany the resident to the assigned space and assist the resident with any questions or concerns as the resident examines their space during the check-in process. No resident will be held responsible for conditions, damages, or shortages which existed prior to the time they assumed occupancy provided these items are noted on the room condition report at the time of check-in. Failure to return the completed form may result in charges for room deficiencies for which the new occupant is not responsible.
- All residents will be asked to complete a Personal Data form and other forms, which are kept in the hall files.

## Check-Out Procedures

If during the school year the student is released from the housing contract or obtains approval for a room or hall change, the student will be required to check out of the present assignment with a residence hall staff member.

The following steps are necessary for proper checkout.

- Residents are required to check out themselves. A roommate or friend cannot complete the process. Residents being unavailable to complete their own checkout process will result in an improper checkout.
- Clean and vacate your room completely. This includes sweeping the floor, removing trash, and returning the room to the condition it was at the time of check-in. Fine amounts for rooms left in unacceptable condition can be found in the fine section.



- Return key(s) to the staff member responsible for checkouts in the area. This staff member will check the room for damages or missing items.
- Students will be responsible for any damages caused to their room. In addition, if there are any damages to community areas, such as lounges, hallways, bathrooms, and/or access doors, the residents of the residence hall will be held responsible if an individual cannot be identified for the damage.

### Improper Checkout

Failure to check out properly will result in an improper checkout fee; please see fine section for specific amounts. Residents must sign up for a checkout time with a Resident Assistant at least 24 hours in advance of checkout. Generally, there will be a schedule posted near the RA's room door.

### Cleaning Instructions

The following should be cleaned prior to departure: doors, floors, bathroom, cabinets, windows, beds, study desks, closets, chairs, dressers, and walls (cleared of decals).

In addition, the room door must be left open, and all stickers, posters, tape and poster putty must be removed from the furniture and the walls. Windows must be locked, and beds must be reassembled, with mattresses in place. Drawers must be emptied, and half opened.

### Withdrawals

Students who withdraw or are dismissed from the College are required to remove belongings from the residence hall and return keys to hall staff within 24 hours of the time the withdrawal or dismissal.

### Vacation Periods

The student-housing contract is for the academic year when Denmark Technical College classes are in session. The buildings will close for winter and spring break.

# Safety & Security

Safety and security are important issues in the Office of Residence Life and Student Development and the Department of Public Safety. Denmark Technical College is generally a safe campus; however, each resident must be aware of and abide by security regulations to protect themselves and others.

Unfortunately, no wall exists around the College to protect the campus from the same types of dangers existing in the surrounding city and county. Absolute safety cannot be guaranteed to anyone, including residence hall students. However, with a minimal amount of time and effort, students can incorporate preventive measures into their daily routine, which will enhance personal safety as well as help to protect property. To assist students in learning about and being more aware of safety issues, residence hall staff members, with the help of Public Safety, offer a variety of educational programs. Topics may include self-defense, crime prevention, fire prevention, and acquaintance sexual assault. Resident Assistants are on hand to answer questions that may arise regarding safety.

In all emergency situations, students can receive assistance from Campus Safety (803-793-5114) and from the residence hall staff. Please contact both immediately in an emergency.

## Personal Property/Renter's Insurance

The College is not responsible for the loss of money, valuables, or damages to the property of residents. Although a resident may be covered under an existing family policy, it is recommended that they purchase Renter's Insurance. Residents can obtain such insurance at a minimal cost annually.

As an added security measure, students are encouraged to engrave their student ID'S on personal property (clothes, iPhones, iPads, iPods, Laptops, jewelry, textbooks, etc.). In the case that property is stolen, it is strongly suggested that students keep a picture of the serial number of their items. In the case that property is in fact stolen, this allows for public safety officers to better reclaim said property as well as receive an alert if said property is trying to be sold.

Residence hall security involves the responsible actions of each resident.

Residence halls are equipped with door locks. Residents are responsible for:

- Keeping the room door locked.
- Using the proper entry key at the door.
- Never propping an entry door open.
- Allowing only personally invited guests into the living areas of the building.
- Escorting guests always.
- Never lending or duplicating room or door keys. Residents who violate this policy are subject to disciplinary action by the Residence Life Staff.
- Reporting missing keys immediately.
- Reporting suspicious persons or unescorted individuals immediately to the Department of Public Safety.

## Safety Provisions

- **Emergency Preparedness:** Residents must comply with all fire and safety regulations and guidelines and must participate in all emergency drills. Residents shall pay special attention to information given regarding emergency exiting from buildings and are expected to know their locations and the procedure for their use.

- The Emergency Exit Door: All residence halls are equipped with emergency exit doors that are to be used only in case of emergency. The main exit should be used for regular exits and entrances to the building. Those who violate this regulation by placing a wedge in the door admitting others to the building through the panic door may be suspended or dismissed from the residence hall.

## Security Doors

Doors to all outside entrances, living areas, and individual rooms in the residence halls provide privacy and security for residents. All doors leading to the exterior of the building will be locked 24 hours a day.

## Vehicle Registration

All automobiles must be registered with Campus Safety to park on campus. Contact Campus Safety at (803) 793-5114 for more information.

## Electrical Power

The use of too many appliances may result in a loss of power to the room. Residents are urged to pay special attention to the directions for using appliances so as not to overload circuits. Items that can be used safely in the room include the following:

- A television set
- An electric fan
- A refrigerator up to 5 cubic feet and 2.0 amps
- Small electrical items such as a hairdryer, curlers, electric clock and a lamp
- Laptops, Smartphones
- Extension cords that meet the following requirements:
  - All extension cords are to be 14 gauge or better (1, 2, 1, 0 etc.; the lower the number, the higher the gauge).
  - All extension cords are to be intact with no exposed wires or frayed ends.
  - No more than one extension cord can be plugged in per socket.
  - Safety fused extension cords are permitted. This must be plugged directly into an outlet, using an adapter for a three- prong outlet switch if the residence hall is not equipped with three prong outlets. Appliances must be plugged directly into the power strip.

Please Note:

The information in this document is subject to change when necessary, without warning, for the safety and well-being of Denmark Technical College and its residents.

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The Office of Residence Life wishes you a successful year. If you have any questions or concerns regarding on- campus living, please contact us using the information below:

Denmark Technical College  
Residence Life  
1126 Solomon Blatt Blvd  
Denmark, SC 29042  
803-793-5154 (Office)