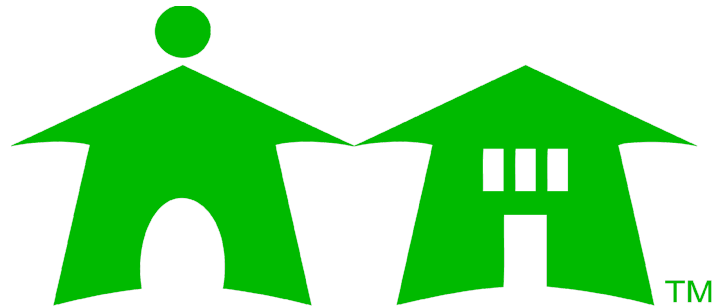


Housing and Residence Life

Edmonds College

Student Residence Hall Handbook



2023-24



EDMONDS COLLEGE
HOUSING AND
RESIDENCE LIFE



Services and Policies

Important Contact Info / Emergency

Police, Fire, Ambulance, Crimes		911
Poison Control Center		(206) 526-2121
Emergency Room (Swedish Hospital)		(425) 640-4100
24 Hour Nurse Hotline		(206) 215-2100
EC Campus Security	Woodway 214	(425) 640-1501
	Cell	(425) 754-0154

Resident Assistants (R.A.s)

Rainier Place		(425) 308-4665
Triton Court		(425) 308-0089

RA on-call after 5:00 p.m. Mon-Thurs, after 12 noon on Fridays, all day on weekends and holidays - contact the Housing Office front desk during business hours.

Housing Office (Office Hours 8:00 am to 5:00pm, Monday-Thursdays and Fridays 9am-12noon)

Housing Office Front Desk		(425) 640-1080
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Apartment Services (recommended as most students use them)

*Telephone/internet: Verizon Operator		1 800-483-4100
(Press "0" for next available Operator)		
*Telephone/cable/internet: Comcast		1 888-266-2278

Transportation

*Shuttle Express		(206) 622-1424
*Amtrak (train)		1-800-872-7245
*Greyhound (bus)		1-800-231-2222

Cleaning Services (recommended as most students use them)

*House Cleaning	Contractor Cleaning Service	(425) 299-6655
*Carpet Cleaning	Jeff's Carpet Cleaning	(425) 344-5926

Storage Locations

*Public Storage:	2216 196th ST S.W.	(425) 776-7564
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EC Campus Services

	Location	Phone
Dean, Student Life	Lynnwood Hall 127	(425) 640-1233
Ed Pass/Bus Pass	Lynnwood Hall 214	(425) 640-1143
Bookstore	Brier, 1 st floor	(425) 640-1672
OIP Office	Snohomish 301	(425) 640-1518
Counseling	MLT 145	(425) 640-1358



**Students have used these companies previously, but we are not making endorsements for them.
It is your choice whether or not to use the services of these companies*

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Housing Office Staff

There are several staff members who can help you during your stay at EC. To reach the **housing office**, call 425-640-1080, email housing@edmonds.edu, or come to **Rainier Place in person**.

Housing Director

The Housing Director manages the Residence Halls and the Homestay Program for EC. The Director also supervises staff, manages budgets, fee, and charges, and has full oversight for all activities, events, and maintenance of Resident Life and Homestay.

Homestay Coordinator, Associate Housing Director

This position arranges student placements and assists the Housing Director in managing Housing programs. Other duties include keeping the Homestay database up to date and working closely with the students and families with any questions or concerns.

Coordinator for Residential Education (CRE) – Residence Halls

This is the live-in-professional who supervises the RAs and supports them with any issues that come up. They help build community by planning events for the Residence Hall, enforce community standards and work with other departments on campus-wide events.

Resident Assistants (RAs)

RAs are students who live in each of the residence halls. They help students adjust to life at Edmonds College, and help build community in the residence hall. They are the primary resource for our residence hall students.

Front Desk Staff

We have student staff that work the Front Desk at our Housing Office. This staff will help you with: pick up your packages, checking out equipment, making appointments, answering everyday questions, etc.

Maintenance and Custodial Staff

Both Rainier Place and Triton Court have full time staff to help you with any maintenance needs in your apartment. Please email Housing@edmonds.edu. We also ask that you help keep public space clean and neat for the community.

Project Home

Housing Staff work with student volunteers to help raise funds to help support students who find themselves in financial hardship and can not pay for their housing. If you are interested in the program, email Housing@edmonds.edu.



RESIDENCE HALL (DORMITORY) SERVICES

Cleaning Supplies (vacuums/mops/soap)

You may check out cleaning supplies from the Housing Office, or the RA on call. **You will need your picture ID.** Please be sure to have equipment returned within **2 hours** for the next resident to use.

Game Room Equipment—Rainier Place (pool/ping pong)

You may check out equipment for the game room in Rainier Place from the Housing Office or from the RA on call. **Just bring your picture ID.** Equipment must be returned within **2 hours**. Only residents of the residence hall may use the equipment and the community room during non-office hours.

Internet Connection

Limited wireless internet is available at all properties and there are also two student computers available in the Rainier Place Community Room. This wireless access is designed for moderate use and you may experience lags with heavy use such as gaming, streaming, or large downloads. You may purchase your own internet from a provider of your choice in order to obtain faster connections, but the cost is your responsibility. You also need to cancel the service when you move out.

Laundry

For all properties, students must provide their own laundry detergent. If you are unsure how to operate the laundry machines, please ask your RA for assistance.

Rainier Place: Laundry machines are located on the 4th floor of Rainier Place. **Triton Court:** they are located on each floor. Please go to the on-line service to pay for laundry machines and to be able to get notifications when your laundry is finished.

Mail and Packages

In Rainier Place, each resident will have their own mailbox key. Students must not copy or give their keys to anybody for any reason. Replacement keys are \$50-\$100.

Rainier Place: Mailboxes are near the elevators inside the north entrance. Packages are delivered to the front desk. If you have a package, you will receive an email from the office with information about how to claim your package.

Triton Court: In Triton Court, each apartment shares one mailbox key. Keep the mailbox key on the designated hook by the front door to avoid losing the key and/or being charged. Mailboxes are near the elevators inside the main entrance. Packages are delivered to Amazon boxes and you should receive an email from Amazon (if after hours, they should call you).

Students agree to hold harmless EC Housing Office and give permission for Housing to sign and accept packages/parcels from US Mail, UPS, Federal Express and any other delivery agents attempting to deliver in their name. In addition, students relieve Housing and its agents from all responsibility in accepting any delivery in the event of loss/damage or theft. It is further agreed that if said **packages are not claimed within a seven (7) day period** by student, that Housing reserves the right to return said deliveries without notice.



For perishable packages, such as meal delivery boxes, the package must be claimed and picked up from the office or lobby spaces within 48 hours of being dropped off or else it may be disposed of or returned.

Maintenance Service

Please report any maintenance issues right away. For most instances, submit a maintenance request using the process below:

Email housing@edmonds.edu with your **name, room number and the specific problem**. You can also contact the front desk with the information. If it is an emergency requiring immediate attention (such as leaking water, broken windows, damaged locks on front doors, etc.) call the Housing Office, or the RA on duty for your building, as soon as you discover it.

By requesting maintenance service, you are giving appropriate Housing Staff permission to enter your room for the purpose of repairs or inspection in order to address the request.

Parking

In order to park on campus, you must register your car with the Security Office and obtain a **Student Parking Permit**, as well as a **Housing Tab** from the Housing Office. This permit allows you to park in any student-designated lot on campus, including the lot next to Rainier Place. If you do not have a parking permit displayed on your car, you may receive a ticket and fine.

- Guests must get a guest permit from the Housing Office if they are staying during weekdays or weekends.
- Cars that are **not working or not used** may be considered abandoned and removed at the owner's expense.
- No major repairs are allowed on campus property.
- Foul balls from Triton Field often reach the parking lot. Anyone who parks near the field accepts the risk of property damage.
- Parking in the Triton Court garage is not permitted unless you are quickly unloading items or if you are assigned one of the labeled spots. If you would like to inquire about getting one of the spots please reach out to housing@edmonds.edu.

Telephone

Most students simply use their cell phone as their only phone and the College does not provide separate telephone service to students' rooms. If you want landline service to your room or apartment you may arrange service with any phone provider you choose. This service will be at your own cost and it is your responsibility to disconnect phone service when you move out.

TV/ Cable

Cable in Living Rooms or Bedrooms: We do not provide service at this time. Each apartment is wired for cable and you may arrange for service from any provider you choose, at your own cost.



RESIDENCE HALL POLICIES

Edmonds College believes students can learn through educational and social experiences outside of the classroom. Student Housing offers students an experience in independent living within an educational community.

EC Student Housing uses a guiding philosophy called “responsible freedom.” **This means residents have freedom to make individual choices and decisions, but must also respect their roommate and the Community. Residents are responsible for the decisions they make.** All students have rights, but with these rights come certain responsibilities, especially for those living as guests in someone’s home. Violating Housing Policies will result in a judicial process (see Judicial Process for more detail) to discuss and address student behavior and choices.

Violations that will result in immediate removal from Housing:

- Possessing, using or selling drugs (including marijuana)
- Fighting
- Bullying, harassment, intimidation, or threatening behavior
- Breaking a State or Federal law – being convicted of a criminal offense
- Sexual Assault
- Possession of firearms (including guns, rifles, BB guns, paint guns, and pellet guns), explosives, illegal knives, dangerous chemicals, or other dangerous weapons
- Repeated issues with any of the Residence Hall policies (*see complete policies in Residence Hall Handbook*)

Alcoholic Beverages

Alcohol is prohibited in Rainier Place and Triton Court Housing (even if you are 21 and older). Washington State law prohibits the consumption of alcohol by persons under the age of 21. Alcoholic beverages are defined as having more than 0.3% alcohol by volume. State law also prohibits the resale of alcoholic beverages, drinking or holding alcohol in public. Students who are found consuming or possessing alcohol in Housing could be subject to immediate removal or to the Structure for Success (S4S) program. If you appear under the influence of drugs or alcohol, you may be subject to a health and wellness room inspection.



DO NOT:

- Drink or possess alcohol in Housing (including Homestay).
- Sell alcohol or give it to people under age 21
- Advertise alcohol on printed materials, flyers or posters when displayed outside a residence hall building, room, or anywhere on campus.
- Host a party or gathering with alcohol
- Bring kegs or other common-source containers of alcohol, whether empty or full
- Have guests who violate the alcohol policy (residents are responsible for their guests)

Amnesty Policy:

Housing and Residence Life place the health and safety of our residents and campus community as our highest priority. The amnesty policy is that Housing and Residence Life will not pursue conduct violations for alcohol and marijuana if the resident, or another person, is reaching out to address an immediate health and safety concern. Immediate health and safety concern includes: someone who is extremely intoxicated, has experienced sexual violence, is having suicide ideation, etc.

This policy is meant to put health and safety first by attempting to eliminate a barrier to reaching out for help, which is the fear of receiving disciplinary actions with Housing for having alcohol or marijuana.

Bicycles

Bikes should not be stored inside the apartment at any EC Housing property nor can they be left blocking any walkway or entry. Residents can use the designated bike racks for free or come to the front office to inquire about renting a bike locker.

Bulletin Boards and Posting

Bulletin boards are for notifying residents about activities, issues, and events. Approved Student Programs and other general campus notices will be posted. All other flyers/posting must be approved by the Housing Office and will be posted by Housing staff. Commercial or obscene material will not be posted. All posted material must be placed in areas approved by the Housing Office. Items that are improperly posted, and/or not current, will be removed.

It is expected that residents engage with the bulletin boards and posting appropriately. This includes not damaging the postings in any way or contributing to them inappropriately. Doing so may result in charges or other consequences for violating policy.

Candles, Open Flame, Heaters

Open flame or heat sources are not allowed in any EC housing unit. This includes, but is not limited to: candles, incense burners, oil or kerosene lamps, space heaters, halogen lamps, hotplates, barbecues and burners of any kind.

Changing Rooms or Apartments

No room changes will be allowed during the first two weeks of each academic quarter. The Housing Staff must approve all room changes and will do so only after all mediation and reconciliation attempts have been tried. You will be charged a room change fee. See the Fee Schedule addendum at the end of this handbook.



Checking Out (see also Moving Out)

It is important that you formally check out of your unit as the last step in moving out. If you do not follow the steps below, you may be charged an Improper Checkout fee (see the Fee Schedule addendum at the end of this handbook). Checking out includes:

- Responding to your Move-Out Notice from the Housing Office.
- Cleaning: vacuum, take out all garbage, clean your portion of common areas
- Take all items out - including: garbage, empty boxes, leave no items behind
- Communicating with your roommates to make sure all areas of the apartment are clean upon check out and any shared expenses (Cable, Internet, etc.) are taken care of.
- Doing, or attempting to do, an official walk through with a Resident Advisor once you are ready to check-out.
- Turning in your keys. (You will be charged for lock changes if you do not return all keys)

Commercial and/or Promotional Use

Students may not use their rooms or any of the building facilities for commercial or illegal purposes, or soliciting or distribution of published or web-published materials. Fundraising in the residence hall may only be conducted in accordance with College Policy and with the pre-approval of the Housing Office. No signs of any kind shall be posted in or about any EC Housing property without prior written consent of the Housing Director.

Common Areas

Apartment common areas are shared by all roommates and residents should avoid continually having visitors and dominating the use of the shared spaces in the apartment. Overnight guests may not sleep in the common areas without permission from all roommates, and Housing. The length of stay should be no more than 3 consecutive nights or 7 total nights per quarter (see **Guest Policy**).

Common areas in each apartment are considered shared with the College management and the College reserves the right to enter common areas at all times (see Entering a Student Apartment/Room)

Community Room/Rainier Place

The Community Room and common areas of Rainier Place are to be used for meetings, programs, and individual student needs (watching television, playing pool, studying, etc.). Permission for organized gatherings, which are not directly related to a staff program, requires the approval of the Housing Staff. Non-residents may only use the common areas when accompanied by a resident outside of office hours. In that case, the resident is responsible for the guest's actions and will pay for any damages caused by that guest. (See **Guest Policy**)

Private Functions: Residents may reserve the Community Room for private functions such as birthdays, parties or other social gatherings approved by the Housing Office. Private functions must be reserved between the hours of 9am-10pm, Monday through Saturday. Residents must come to the front desk to request approval to use the space at least 2 weeks before the planned event. The host of the event is responsible for cleanup and restoring the Community Room to its original state, otherwise a \$100 cleaning fee will be charged.

Outdoor Patio: The outdoor patio is for the general use of Rainier Place as well as programming put



on by the Housing Office or for private functions. Barbeques must be authorized and have written approval by the Housing Office Staff. The same cleanup policies for the Community Room apply to the outdoor patio.

Credit Load

Students must be full time (currently defined as 12 or more credits each quarter) in order to live in any Edmonds College Student Housing, unless approved by the Housing Office. You may have one quarter off each academic year in which you do not take classes as long as you are registered for classes the following quarter. For many students this will be during the summer quarter, but it does not have to be. Students must provide immediate proof of registration following the approved quarter in non-student status.

Community Cleaning/Cleanliness

It is expected that Community Spaces (lounges, hallways, lobbies, trash rooms, laundry rooms, etc.) are kept reasonably clean. Things that are not reasonably clean include: leaving trash outside of trash cans, spills on the floor/carpet, damage to community spaces (walls, flyers, carpet, etc.), etc. If the spaces are not kept reasonably clean this may result in an extra cleaning charge for individuals or the community.

Damages

You are responsible for any damages to your individual room. Common area damages to the apartment will generally be billed equally to everyone in that apartment, unless we are told which person is responsible for damages. A list of the current prices for replacing damaged and missing furniture can be found in the **Fee Schedule** at the end of the handbook.

Decorating/Personalizing Your Space

Do not cause damage to your apartment by putting up stickers, creating holes, or hanging other decorations. Due to fire codes and safety standards, you may not construct lofts, platforms or other bunking structures. Students may not paint their rooms. If the painted walls in the room are in need of repair, please submit a maintenance request. Do not intentionally or negligently destroy, deface, damage, impair, remove or otherwise alter any part of the Unit, the facilities, equipment, furniture, furnishings, window coverings, and appliances. Do not permit any family members, invitee, licensee, or other person to do so. Installation of items such as antennas, satellite dishes, clotheslines, wind chimes, etc. is prohibited without prior written permission of the College. Wallpapering, painting, staining, etc. of the Unit is prohibited. Pictures and other wall decorations must be hung using items that do not cause damage. No nails, screws, tacks, etc. are to be used to affix anything to the walls.

Demonstration Policy

Campus Safety and Security registers persons or organizations who want to promote, either through verbal or written means, a message. The person or organization must be in compliance with EC policies, regulations and State as well as Federal laws. The college determines time, place and manner for the persons and/or organizations to deliver their message. Demonstrations that materially and substantially disrupt the work or normal operations of the college are prohibited.



Disruptive Behavior

Cooperate with the Housing Staff, Security, and other college officials at all times. Do not interfere with, annoy, disturb or obstruct any other student or staff member of the college by means of noise, abusive language or any other nuisance. Students who verbally abuse, or fail to cooperate with college officials (i.e., Housing Director, Office Staff, Residents Advisors or Security) acting in the performance of their duties, will face disciplinary action. The following civil laws are applicable in this area as well: disorderly conduct, malicious mischief, harassment (racial, sexual etc.) whether by phone, on-line, or in person, and reckless endangerment.

Drugs

A student connected to the use, sale, or possession of drugs or drug paraphernalia may be immediately evicted from housing and face criminal consequences. If not evicted, students will be required to take part in Housing's Structure for Success Program (S4S Program). If you appear under the influence of drugs or alcohol, you may be subject to a health and wellness room inspection.

DO NOT:

- Use, possess or sell illegal drugs (including marijuana and medical marijuana)*
- Allow guests to use, possess or sell illegal drugs

**Although marijuana is legal for personal use in Washington for those who are 21 and older, it is still illegal federally. EC receives funding from the U.S. government, so marijuana (including medical marijuana) is strictly prohibited - this includes in both residence halls and homestay.*

Electrical Appliances

As a means of fire prevention, it is necessary to restrict the use of electrical devices with exposed heating elements in EC Housing; this includes the use of space heaters. Since electric blankets are not designed to sit on, you are strongly urged not to use them.

Emergency Equipment

- Do not tamper with fire alarms, sprinklers, hoses, fire doors, or any other emergency equipment. Doing so may have both legal consequences and Housing sanctions.
- Do not give, transmit or sound a false alarm
- Use fire extinguishers and alarms only when there is a fire. The cost of refilling a misused fire extinguisher, as well as any damages resulting from an extinguisher being discharged unnecessarily, will be charged to the responsible person.

Entering a Student Apartment/Room

EC respects students' privacy; however, authorized personnel of the college maintain the right to access a housing unit for the purpose of inspection, repair, emergencies, conduct violations, and health and wellness concerns for students and/or community. The Housing Staff will, in most cases, give 24-hour prior to entering a bedroom. Common areas in each apartment are considered shared with the College management and the College reserves the right to enter common areas **at all times**.



Evacuation

Evacuate the building whenever the fire alarm sounds or when instructed to do so by staff members. Even if you think it is only a drill or test, all students **MUST** evacuate using the closest staircase or exit and go to the nearest designated area and await instructions from college staff.

DO NOT USE THE ELEVATOR during evacuation for any reason.

Fireworks and Explosives

Firecrackers and other explosives are not permitted on or around the college campus, including all EC Housing properties. Possessing, igniting and/or throwing fireworks or explosives in or around a college residence apartment is prohibited. Any student involved in this behavior can expect a residential conduct sanction (up to removal from Housing) and/or civil proceedings.

Flying Objects

Objects of any kind may not be thrown from the building, windows, balconies, or any place from which something can be thrown. In addition, throwing items at the building, such as, but not limited to, snowballs or water balloons, may result in appropriate disciplinary action or sanctions. Throwing objects, or engaging in water fights, in any interior public area within the building is also prohibited due to the danger to residents and the resulting damage to the facility.

Furniture

Each apartment is furnished with: beds, desks, dressers, nightstands, bar stools, coffee table and couch. If any furniture is damaged or lost, students in the apartment will be fined for the loss. Students may bring in their own personal furniture as long as there is space, but may be charged for any personal furniture that is left behind after moving out.

Waterbeds: Due to their weight and risk for water damage, waterbeds are an exception to this allowance and are not permitted in any EC Housing unit.

Students should not remove any college furniture, including that in any common area such as the Community Room at Rainier Place. Any student who does move furniture may be charged to move the items back or replace them as needed.

Garbage and Litter Laws

Litter includes throwing food, oil from cars, garbage and cigarette butts on the ground and garbage bags outside of your apartment door. If you litter or if we take your garbage to the dumpster for you, there will be a charge. Put garbage in the appropriate containers (dumpsters). If one dumpster is full, take your garbage to a different one. Do not place trash in a designated recycling container. Garbage should be bagged in plastic and removed from the apartment at reasonable and regular intervals. Recycling should be separated from the trash and all boxes need to be broken down. Residents will assume all costs of extermination and fumigation for infestation caused by Student's failure to follow policy.

In Triton Court, the trash rooms in Triton must remain clean and clear of trash at all times. If the trash doesn't fit in the chute or the chute is full, the trash needs to be brought to the dumpster area outside. If trash rooms are consistently accumulating garbage this may result in trash rooms being closed and/or charges for individuals or the entire floor.

Leaving trash in the lobby or hallways is not allowed in our buildings. Doing this may result in



individual or community charges.

Guest Policy

Guests are individuals who do not have a lease in EC Residence Halls. Each guest must have a host and be escorted while in the building or on the property. The host is responsible for the behavior of their guest(s) and guests must follow all the State, Housing, and College regulations and policies. Non-residents will be asked to leave the apartment and EC Student housing property if they do not have a resident host. Guests of residents may be required to leave if they are violating policies, damaging property, or show the potential to cause harm to themselves or others. If such guests are also known EC students, they may also be referred to the college judicial system for related Student Code of Conduct violations.

Allowed Number of Guests: Residents may have up to **3 guests at one time**, but each apartment has a maximum occupancy of 10 people (including assigned residents). Keep in mind that if every resident in an apartment has guests at the same time, it may exceed 10 people so you will need to negotiate this with your roommates.

Length of Stay: Only the people assigned to a room may stay in that room except... If you have a roommate you share a bedroom or studio with, overnight guest are only permitted with the permission of that roommate. Overnight guests may not stay more than three (3) nights in a row and seven (7) nights per quarter.

Excessive guests or unauthorized guests **will result in an overnight guest charge added to the account of the host** and possible restrictions on hosting future guests. Residents and all GUESTS must have a VALID ID to get in. Housing works closely with EC Campus Security which will be present Friday and Saturday nights in Rainier Place and in Triton Court to enforce our guest policy and protect the Housing community. All guests must enter and exit through the main door in each building (for Rainier Place that is the door next to the Housing Office, for Triton Court that is the door in front of the desk).

Inspections

EC respects students' privacy; however, the college maintains the right for authorized personnel to access a housing unit for the purpose of inspection, repair, emergencies, conduct violations, health and wellness concerns for a student and/or community, and for Structure for Success follow ups. In addition, all apartments have quarterly cleaning inspections where staff will check common areas (kitchen, living room, bathrooms). During breaks between quarters, we are required to conduct security/fire/safety inspections.

Keys/FOBs

Your room, apartment, mail keys, and building FOB are your responsibility. **No key is to be duplicated, loaned to other people, or given to those not entitled to have them for any reason!** Any related costs can be found in the **Fee Schedule**.

Damaged Key: There is a charge to replace a damaged key, but if you still have the damaged key we will not need to replace the entire lock (which is more expensive).

Lock-outs: If you lock yourself out of your apartment or room, contact an RA or the Housing Office. We will let you in twice without charge, but there is a lock-out fee for each occurrence after



the 2nd. Excessive lockouts may result in a required meeting with Housing Staff and possible sanctions.

Lost Key: If you lose a key, you should report the loss immediately to a Housing Staff member. You will be issued a temporary key until a lock change can be completed and the replacement cost will be charged to your account. If you find your keys after reporting them lost, you may still be charged for the replacement cost unless we are able to stop the lock change order. Any key not turned in at checkout time is considered lost and charged accordingly

Maintenance Requests

Maintenance requests should be submitted to Housing@edmonds.edu or front desk at the Housing Office if it is an emergency. If it is before 9am or after 5pm Monday through Friday, as well as on the weekend, please report any emergency maintenance issues to the RA On-Call in your community. The Student may be held responsible for any damage caused by a failure to notify the Housing Office of any maintenance or repair needs in a timely manner. When you ask for this service, the maintenance staff will enter your apartment/room on their schedule in order to get the work done.

Moving out (see also checking out)

- If your lease is ending, you must complete the questionnaire sent by the Housing staff. If your plans change you must notify the Housing Office of your intent to move out or renew your lease **30 days** before the lease ends.
- Remember that your lease is a formal contract, if you move out before your lease ends, you will need to find another student to take over your lease or else you may still be responsible for the amount due on your entire lease. Do not stay past the last day of your lease unless you sign a new lease or receive permission from the Housing Director to stay extra days. If you do stay extra days, you may be charged for those days.
- Students wishing to break their lease must speak to the Housing Office and provide all needed proof of how your situation changed since you signed the lease (formal proof from doctor, transfer paperwork...) at least 30 days before the end of the quarter. This does not guarantee they will be able to.
- If you want to learn more about what the Check-out process must entail, please see Checking Out section.

Obstructing College Officials/ Campus Security/ Police

Cooperation with College Officials, Campus Security and the Police is important for your protection and for the safety of the entire campus. If a student knowingly gives untrue statements, hinders, delays, or obstructs College Officials, Campus Security or the Police in the capacity of their official duties, the student could be charged with obstruction. Remember, everyone in campus Housing is required to show a photo ID (usually an EdPass) when requested by College Officials, Campus Security, and the Police.

Payments:

All Housing charges, including your Quarterly Housing Fee, are placed on your student account and payments should be made via ctcLink or at the Cashier's Office in Lynnwood Hall. New students should pay the first week they arrive. Continuing students should pay on the established due date



the month before the new quarter. Reminders will be sent to your email address on file and any payment made after the due date is subject to a late fee.

Personal Property

The College shall not be liable to the student for damage resulting from any cause to the assigned room or for damage to or loss of personal property belonging to the student contained therein. We strongly suggest purchasing renters insurance in order to cover your personal property. Should you elect not to carry any insurance coverage, you are held personally and financially liable for any claims that may occur as a result of your residence in the unit. As noted prior, you are responsible for any damages to your assigned room, its contents, or any other room in the residence hall caused by your negligence.

We recommend using NSSI Insurance. You can get a quote here: www.nssi.com/individual-quote

Pets

Pets are not allowed inside any EC Housing property at anytime. This includes (but is not limited to) dogs, cats, rodents, lizards, reptiles and fish. Residents who have any unauthorized animals will need to find another home for the animal within 8 hours 1.) will be fined a penalty according to the **Fee Schedule**, 2.) be charged for any additional or related cleaning costs, 3.) and may face additional sanctions.

Psychological/Personal Crisis

- Any student who exhibits behaviors indicating he/she may be at risk for self-harm or a danger to others may be referred for a psychological, psychiatric, or alcohol and drug evaluation. The results of this evaluation will be used to determine the best course of action for the individual and the residential community. A student may also be required to enter into a behavioral contract with the Housing staff in order to continue residency in our housing system. The College reserves the right to communicate with family/emergency contacts in emergency situations.
- The College has contact with a number of trained professionals who can provide counseling and support if you are experiencing difficulties in your day-to-day lives on campus. If you are experiencing difficulties (such as depression, suicidal thoughts, or alcohol and drug dependence/abuse) please contact the Housing Office immediately, so that we may get you in contact with the right resource.

Quiet Hours

Quiet hours apply to all apartments, rooms, and community space. Residents experiencing noise problems may call the RA on-call phone to report the activity. Repeat noise complaints and Quiet Hours violations may result in a meeting with the Housing Director and more severe sanctions.

- 10pm – 10am, Sunday through Thursday
- 12am – 10am Friday & Saturday

Finals Week, all properties: there is a strict **24 Hour Quiet policy** at all EC Housing properties. This covers the entire week even if your personal finals are complete.

Courtesy Hours: EC Housing believes that the right to study or sleep supersedes the right to make excessive noise at any time. Noise that can be heard beyond the walls of your apartment may be considered excessive and constitute a violation of the Quiet Hours Policy regardless of the time of



day. This also applies to all common areas.

Room Consolidation

The College reserves the right to reassign the student in order to make the most effective use of available accommodations. During the first two weeks and finals week of each academic quarter, room changes within units and between units WILL NOT BE PERMITTED.

Skateboarding & Shopping Carts

- Skateboarding (skateboards, longboards, razor-scooters, etc.) is specifically prohibited inside Residence Halls or around the buildings. Please carry your skateboards while on campus.
- Shopping carts are not allowed in or around any property and it is a violation of Washington State Law RCW 9A.56.270 to take them from their respective establishments. If not returned upon request, appropriate action will be taken, including criminal prosecution and/or fines.
- Hoverboards are not allowed on campus or in the Residence Halls.

Smoking

EC Housing is smoke free. Smoking is also strictly prohibited inside any EC building and on campus. The ONLY designated smoking area on-campus, and for Housing residents, is under the covered smoking area located near the dumpsters outside of Rainier Place. Smoking outside the Residence Hall designated smoking area is a violation of Washington State Law RCW 70.160 and subject to criminal prosecution and/or fines and sanctions from the Housing Office. Residents smoking in the designated area should be prepared to show their Housing ID. If a resident is found to have littered cigarettes, cigars, pipes, lighters or any other smoking device, a cleanup fee will be assessed. Specific fines can be seen in the Fee Schedule (page 26).

Use of Hookahs, E-Cigarettes, and vaporizers is also defined by the College as smoking and these actions are subject to the same restrictions and prohibitions. Students caught smoking in housing will have to pay fines and/or could be evicted from Housing.

Structure for Success (S4S) Program Outline

The decision to use alcohol and drugs on campus could have dramatic impacts on a student's future academically, socially, and financially. The Housing Office works closely with Counseling, Tutoring, the Healthy Relationship Team, Behavior Intervention Team (BIT), the Student Conduct Officer, and Security as well as with other campus departments to ensure community safety and student success. Housing, in collaboration with these departments, offers a Structure for Success (S4S) intervention program which gives students found responsible for drug-related activity a chance to remain in housing (drugs includes alcohol and marijuana). This program is designed to provide a structured and educational supportive environment that will lead towards academic and personal success.

Students caught selling marijuana, using other types of drugs, or not keeping to the S4S program will be removed from Housing in as soon as 24 hours. EC, as determined by the Housing Director, also retains the right to remove anyone from Housing after the first offense depending on the seriousness of the violation.



S4S Student Responsibilities:

- Meet on a regular basis with a Housing staff member
- Sign FERPA waiver to allow for consistent monitoring of grades, academic progress and class attendance as well as connecting with family on these matters
- Mandatory and random drug tests by a mutually agreed upon service with results submitted to Housing (at the Student's expense)
- Taking part in ECheckUp To Go (Online assessment tool, costs \$50 per module)
- Meeting with the Counseling Center
- Meeting with the Tutoring Center
- Expectation to get involved with College student organizations (clubs, Housing Ambassador Program...)
- Agree to random room inspections
- Researching drug use and health and then make a program for the Residence Hall
- Written reflection paper examining the S4S experience and impacts
- Expectation to abide by all college policies and guidelines

Solicitation and Commercial Activity

- Door-to-Door Solicitation: Door-to-door solicitation is an uninvited attempt to make contact with a student in an apartment. Door-to-door solicitation for commercial, political or other purposes is prohibited at all EC Housing properties.
- Other Commercial or Political Activity: Commercial activity of any kind is prohibited in the common areas of any EC housing property. Political activity by candidates for local races and Student Government candidates may occur in common areas one-week prior to the date of the election. Candidates must register with the Housing Office and be in accord with the hall's common area use policy.

Utilities

Basic utilities are included in your housing fee, but apartments with excessive utility costs (over \$300 a month) will be charged for the difference. It is uncommon for utility bills to reach that amount, especially if you follow these tips for energy conservation:

- Close windows & doors when the apartment heat is on
- Turn off all appliances and lights when you are not using them
- Take shorter showers and only one a day
- Wear warmer clothes and use more bedding instead of turning up the heat
- Open blinds and curtains during cold days to take advantage of the sun; close them at night to keep the warmth in.
- Use natural daylight as much as possible

Weapons

Firearms (including guns, rifles, BB guns, paint guns, and pellet guns), explosives, illegal knives, dangerous chemicals, or other dangerous weapons are prohibited anywhere on the EC campus, including all Housing properties. Possession of such items violates Housing Policies and the EC Student Code of Conduct and may also include external criminal sanctions.



Housing Incident Response and Review

Edmonds College encourages students to act independently and maturely while living in our housing program; either Residence Hall or Homestay. Living in a group situation is not always easy since everyone comes from a different background and has different expectations for living in a residential community. "Policies and Procedures" are established for both Residence hall and Homestay residents to outline standards by which all members of the Housing and Residence Life community can live together. The Housing Office has designed an Incident Response and Review process, which addresses inappropriate or illegal behavior with the goal of changing future behavior and which complements the College's formal student conduct process. Housing conduct review will be based upon the Housing contract and lease as well as the Housing Specific Policies and Procedures. The College's judicial process is based upon the EC Student Code of Conduct.

Students are responsible for their actions and will be held accountable for violations of state and federal laws as well as both Housing and College policies and procedures. The procedures outlined here are designed to ensure due process, but should not be confused with a court of law. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless such deviation shows significant prejudice to a student. We are committed to protecting individual rights, as well as the rights and interests of all community members.

An Incident Report will be written to document events involving violations of policies. The student will be notified to meet with Housing Staff. At this meeting, the staff member will (1) discuss whether a violation has occurred; (2) ask for the student's explanation; (3) determine the degree to which the student was involved; and 4) assign a sanction if appropriate. The student shall receive a written notification of the conduct officer's decision generally within ten (10) working days of the conduct meeting.

There are three general categories of incidents that Housing students may be involved in.

1. ***The student violates a Housing policy that specifically relates to the Housing Agreement or Housing Policy only.*** This could be anything from violating guest policy in the Residence Halls to moving out of your room without proper notice. This student will only interact with the appropriate Housing staff member, and may be given a Housing-only sanction.
2. ***The student violates both Housing and College Policy.*** Some examples include any situation involving drugs, alcohol, or violence on campus. In this case, the student would most likely meet with Housing staff in addition to being referred to the College Conduct System.
3. ***The student may violate the Student Code of Conduct somewhere else on campus with no connection to the Housing Office.*** The student would be referred to the College Conduct System, which may or may not have consequences for the student's housing status. For example, a student who plagiarizes will likely have some sort of sanction or warning from the college that would not affect their housing. Another student, however, might be evicted from the college for fighting in the classroom. Being a student is a requirement for living in Housing so this would affect the student's ability to live in housing.



It is important to understand that the Housing Office's Policy and Procedures and the College's Student Code of Conduct might overlap in many places, but they are separate documents with separate processes. EC also utilizes a Behavioral Intervention Team that helps coordinate information and response across campus. This means that even if an incident involving a student is Housing or College only, it is part of the student's overall record and will be considered if any new incidents occur.

Banned From Housing

A resident or non-resident may be banned from Housing if they knowingly enter or remain in or upon the premises of another or if instructed to leave either by a student or Housing Staff. Guests and un-hosted guests may be banned if suspected of being involved in behavior that violates College Housing policies. If you knowingly and willfully house or harbor a "banned" individual, you may be subject to disciplinary action.

Housing Sanctions

Sanctions are imposed as an educational means of holding students accountable for their actions. These sanctions include, but are not limited to:

1. **Warning:** verbal or written notice that future misconduct may/will result in more severe disciplinary action.
2. **Meeting with Campus Group:** students may be required to meet with offices such as: Dean's Office, counselor, and the Judicial Coordinator.
3. **Probation:** written notice that further infractions of policies will most likely result in removal from the apartments, with the possibility of being removed from the College system.
4. **Removal from the housing program:** this is reserved for those students who indicate either by one or more serious offenses or by an ongoing series of more minor offenses they are not willing and/or able to live within this type of community.
5. **Relocated to a new apartment or host family:** in some cases where an incident is the result of interpersonal conflicts, students may be removed from their current apartment or homestay and reassigned within the housing program instead of being removed entirely.
6. **Referral to the College Conduct System:** may also be referred to the College conduct system (Office of Vice President for Students Services) for any additional conduct action. This conduct system can ultimately remove a person from the College.
7. **Restitution:** The student is required to make payment to the College or to other persons (such as host families), groups, or organizations for damages for which he/she is responsible; whether the action was intentional or an accident. If it was intentional, another sanction might also apply
8. **Fines/Fees:** The student who has a habit of negative behavior may end up paying a fine/fee. One such behavior would be repeated alcohol offenses, noise, smoking in apartments, littering, etc.
9. **Programs:** A student may be required to attend a program on an appropriate topic, or they may be required to give back to their community by organizing a program.



10. **Community Service:** The student is assigned a community work project requiring them to give something back to the community. This can include garbage pickup around the apartment complex.
11. **Restrictions:** The student may be restricted from certain privileges such as having guests.
12. **Structure for Success (S4S):** Intervention program for students found responsible for alcohol or drug-related activity.

Proceedings/Failure to Appear

As indicated above, students involved in an incident will be called in to meet with the appropriate housing staff. A student who fails to appear for this meeting is not excused from pending action. Housing staff will still review all evidence and documentation concerning the incident and make a decision. The student will be informed of that decision, and any associated sanctions, in writing.

If a student contests the decision of the Housing staff, they can submit a written appeal and explanation. Housing staff will review the appeal and the student may be asked to meet with the Director of Housing or the Dean of Student Success. At this time, any sanctions may be reversed, amended, or upheld.



Housing Success Strategies

Email Notices

Be sure you are regularly checking your email account as we will send important Housing notices every quarter. You will also learn about many great events and opportunities on campus through your email. You can visit the START office on campus for help with accessing student email, and can even have it forwarded to a personal email account for your convenience.

Living With Roommates

Some of the most important people in your College experience are your roommates. They can be the source of either deep friendship or chronic aggravation, depending on how you get along. Here are a few suggestions that might make a difference:

- **Arrange Your Study Schedule:** If you plan to do most of your studying in your room, let your roommate know. Do you study best with a radio or television on, or is silence most conducive? Agree on some general hours and change only after discussion.
- **Be Honest:** It can be hard to balance being honest and trying not to give offense, but many roommate conflicts are the result of not being honest when communicating and/or trying to ignore problems. This often means that little problems never get addressed and eventually turn into big problems.
- **Communicate Regularly:** Chances are good that if something about the living situation is bothering you, it is also bothering your roommate. Be tactful and remember that your roommate is a human being too. Be upfront and do not let problems or questions fester. Do not be nervous to use English. Try your best and keep practicing. If you are uncomfortable talking in English, talk to your RA who can help mediate discussions or find an interpreter.
- **Discuss Your Visitors:** You will need to decide when and how long friends can visit. Roommates need to give permission for overnight guests.
- **Divide the Chores:** Conflicts over dirty dishes, messy bathrooms, taking out the trash, and the like often cause feuds. Divide up all the cleaning responsibilities and if someone is not carrying his/her share of the load, discuss it with them rationally and calmly, before it becomes a major irritation.
- **Explain absences:** If you are going to be away from the complex for an extended period of time, let your roommates know of your plans. That way we know that you are safe and not missing.
- **Get to Know Your Roommates:** It is easier to live with a friend than to coexist with an enemy. Share your mutual interests and discuss your differences.
- **Guidelines for Sharing:** How do your roommates feel about loaning his/her possessions? Find out and make sure your roommate knows how you feel.
- **Meet Other People:** Do not depend on your roommate to satisfy all your social needs. Make other friends and get involved in activities that take you out of your room or residence hall.
- **Roommate Agreement:** One of the most important things you can do is create a Roommate Agreement by using all of these ideas and creating a contract with your roommates. The Housing Office has a roommate agreement form that you can use and your RA can help you with this very important process. (Your RA will give you an Apartment Agreement



form to fill out with your roommate(s). The RA can also help you and your roommate(s) fill out the Apartment Agreement if you would like)

Medical Insurance and Information

- International students at EC have medical insurance through Lewermark. Your welcome packets will provide the details, and it is important to go online and print off your insurance ID card. The packet will also have a list of local clinics and doctor's offices you can go to. The OIP office can also help you with any questions or concerns you might have.
- It is also important to tell the Housing Office and your roommates about any medical issues you may have, including allergies or special needs. We hope that accidents and illnesses never happen, but talking about these things ahead of time makes it easier for someone to get you the appropriate help if you are in need.

Personal Safety and Public Transit

- Know your bus route and schedule, but understand that these schedules are often not exact. American buses are commonly a few minutes early or late, so plan ahead.
- Find well-lit bus stops and or stops in very public areas.
- Stay alert at all times. Do not wear headphones or use your phone, etc. to the point of distraction. Always look and listen so you are aware of people, things, and activities around you. This is also true when walking around, whether you are in your familiar neighborhood or exploring a new part of the city. Keep all valuables in your possession at all times.

Safety in the Kitchen

Your apartment will have a stove, oven and a microwave. Most also have garbage disposals in the sink. If you are unfamiliar with different appliances, please ask your RA or roommates to show you. Some other safety tips are as follows:

- Do not put large items or food pieces in the disposal or else it may clog or damage the blades. Also, be sure to always run water when you use the disposal.
- Do not leave the kitchen area while you are cooking
- Do not throw water on a grease fire
- Do not set a hot pan on a bare countertop as it will leave scorch marks
- Do not put metal of any kind, including tin foil, in a microwave
- Do not put something in the microwave with a tight lid as it will explode
- Make sure your container is microwave safe. Many plastics will melt.
- Food cooks much faster in a microwave than a conventional oven, so set the microwave for less cooking time. One to three minutes is enough time to heat most foods.

Safety in Public and on Campus

- You are expected to obey local, state and federal laws. City, county, state and federal law enforcement officials have jurisdiction on campus and EC Student housing at Housing properties. The College maintains its own Security department, which is composed of full-time officials and part-time student helpers.
- Campus Security can provide an educational program and a discussion concerning measures you can take to protect your property and take steps against theft and vandalism,



as well as information on personal safety. You can also contact Campus Security for an escort across campus if you feel unsafe for any reason. They will walk with you to the campus bus stop, your car, or Resident Hall. This can be nice if you have a late evening class on the other side of campus.

- Remember the emergency number for the United States is **911**. Call this number to report fires, accidents, medical emergencies, dangerous situations, or anytime you need to reach emergency services. You can call **911** from any phone, anywhere.

Security of Personal Property

- Personal property can be damaged by accidents and unexpected natural events, such as sudden weather changes. Property can also be stolen if not properly safeguarded. Students are strongly urged to take precautions to protect their own personal property. **Students are encouraged to purchase renters insurance.** This insurance can help replace any of your personal property as well any damaged items that you may need to reimburse the Housing Office for.
- The College assumes **no responsibility** for loss or damage to any resident's personal property from any cause. Students are urged to take valuable personal property home with them at quarter breaks. **DO NOT** leave valuables unsecured in rooms and keep your room doors locked at all times when you are away. Also make sure that you are locking the door to the apartment if you are the last one to leave at any time.



Fee Schedule

This is a partial list of sample charges. Replacement, cleaning, and repair fees will be based on actual costs and may vary from the amounts here. Fines may be changed at any time.

Doors and Locks:

- Door \$200
- Door Jam \$125
- Molding \$60
- Door Handles \$250
- Door Knob \$90
- Door Lock \$50
- Lost keys \$150

Cleaning:

- Clean Bedroom Carpet \$50
- Clean Common Area Carpet \$100
- Clean Entire Unit Carpet \$200
- Deodorize Carpet \$50
- Garbage Pickup per incident \$50
- Extensive Cleaning Up to \$65/hour
- Fumigation due to pets \$100
- Extra Community Space Cleaning varies

Replace Furnishings*:

- Mattress \$300
- Desk \$400
- Night Stands \$200
- Beds \$600
- Bar Stools \$100
- Sofa \$1500
- Coffee Table \$300
- Smoke Detector/Tampering \$100
- Globes at light fixtures \$30

**Additional fee for delivery/ unpacking/ assembly will be charged*

Plumber:



- Per-trip Charges \$65 minimum
- Paint damage - example, stars on ceiling \$125+
- Carpet damage at % of overall cost
- Sofa damage % of overall cost
- Hourly Charge (one hour minimum) \$67

Breaking Lease:

- Improper Check Out \$200
- Lease breakage fee \$200 (deposit)

Must find someone to take contract/space as well

Room Changes

- Required by Housing Office \$0
- Students requests to move \$200 (new cleaning fee)

Smoking in Apartment:

- Each violation \$100

Lockouts:

- Third lockout & each occurrence thereafter: \$25

Shopping Carts:

- For bringing a shopping cart on campus: \$100

Guests:

- Overnight visitors in guest room or unauthorized overnight visitors (+conduct sanction)
\$25/night

Late Payments:

Each late payment \$100

Water Damage: \$200 and up

Pet Penalty and clean up: \$250

Structure for Success (S4S) Program \$50 per module