

Baker College of Port Huron



Welcome!

Dear Resident:

The mission of Baker College is to provide a quality education designed to enable students to compete successfully in an ever changing job market and to challenge them to contribute positively to society. In keeping with this mission, the College is committed to providing a residential living experience which will enhance intellectual, social, and cultural growth.

The residence hall living environment can have a profound impact on your personal and educational development at Baker College. It will become a “community” held together by shared values, shared beliefs and shared attitudes...IT IS YOUR HOME AWAY FROM HOME!

We want to extend a warm and sincere welcome to you with the personal invitation that you become an **active** part of your residence hall community. Please drop in or call us at any time if we can be of assistance to you while you are attending Baker College.

Best wishes for a great Baker College experience.

Sincerely,

BAKER COLLEGE RESIDENCE LIFE STAFF

Students at Baker College have access to official records and data pertaining to themselves, and the right to deny access to those records to others, as set forth in Section 438 of the Family Educational Rights and Privacy Act of 1974.

Students, parents and the entire campus community at Baker College have the right to view policy information and campus crime statistics compiled and published by the Campus Safety Office on an annual basis, as set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. www.baker.edu/safety

TABLE OF CONTENTS

CONTENTS

RESIDENCE HALL CALENDAR	6
SECTION 1: RESIDENCE LIFE PERSONNEL	8
1.01 RESIDENCE LIFE PERSONNEL	8
1.02 RESIDENCE HALL COORDINATOR (RHC)	8
1.03 RESIDENT ASSISTANT (RA)	8
SECTION 2: REQUIREMENTS	9
2.01 LICENSING AGREEMENT	9
2.02 CLOSING AND CHECK-OUT PROCEDURES	9
2.03 CONSOLIDATION	10
2.04 DEPOSIT	11
2.05 ELIGIBILITY TO LIVE IN RESIDENCE HALLS	11
2.06 RESIDENCE HALL COSTS	12
2.07 DEPOSIT REFUND	12
2.08 ROOM CHANGES	13
2.09 ORIENTATION	13
SECTION 3: RESIDENCE HALL LIVING	14
3.01 BEDS	14
3.02 BICYCLES	14
3.03 CANDLES AND COMBUSTIBLES	14
3.04 ELECTRICAL OUTLETS AND SMALL APPLIANCES	14
3.05 ENERGY SAVINGS	15
3.06 ENTERING RESIDENCE HALL UNITS	15
3.07 FOOD DELIVERY	16
3.08 FURNITURE	16
3.09 MAINTENANCE, REPAIRS, AND CLEANING	16
3.10 PETS	18
3.11 PICTURE ID CARDS	18
3.12 POSTERS, PICTURES, WALL HANGINGS, ETC	18
3.13 RESIDENCE HALL UNITS	19
3.14 RESIDENCE HALL UNIT ACCESS CARDS	19
3.15 ROOM INSPECTIONS	20
3.16 RESIDENCE HALL UNIT PAINTING	20
3.17 IMPORTANT TELEPHONE NUMBERS	20
3.18 WINDOW SCREENS	21
3.19 YOU AND YOUR HALL MATES	21
3.20 YOUR ON-CAMPUS ADDRESS	22
3.21 CAMPUS COOKING	22
3.22 MANDATORY COMMUNITY MEETINGS	22

3.23 TELEVISION	22
SECTION 4: PUBLIC AREAS	23
4.01 BUILDING HOURS	23
4.02 CAMPUS RECREATIONAL FACILITIES	23
4.03 COMPUTER USAGE	23
4.04 HALLWAYS	24
4.05 LAUNDRY ROOMS	25
4.06 STUDY LOUNGE USE	25
4.07 PUBLIC AREAS	25
4.08 STUDY ROOMS	26
4.09 BULLETIN BOARDS	26
4.10 HEALTH, SANITATION, AND SAFETY	26
4.11 RESPONSIBILITIES FOR LIVING AREA	26
4.12 RESPONSIBILITY TO HOUSING CONTRACT	27
4.13 STUDENTS AT RISK	27
SECTION 5: RESIDENCE LIFE POLICIES	28
5.01 COLLEGE INFRACTIONS	28
5.02 RESIDENCE LIFE INFRACTIONS	28
5.03 ALCOHOL	29
5.04 ABUSIVE LANGUAGE AND GESTURES	30
5.05 DRUGS	30
5.06 ILLEGAL ACTIVITIES	30
5.07 GUEST'S RESPONSIBILITIES	30
5.08 OVERNIGHT GUESTS	31
5.09 QUIET HOURS	32
5.10 RECREATIONAL EQUIPMENT	32
5.11 SMOKING	32
5.12 SOLICITATION/OPERATING A BUSINESS	32
5.13 DISCIPLINE	32
5.14 BAKER COLLEGE DISCIPLINARY APPEAL PROCESS	34
5.15 BAKER COLLEGE DISCIPLINARY JUDICIARY COMMITTEE	36
5.16 DISCIPLINARY RECORDS AND APPEAL DOCUMENTATION	37
SECTION 6: CAMPUS SAFETY	39
6.01 FIRE PROCEDURES	39
6.02 GENERAL CAMPUS SAFETY	39
6.03 INSURANCE AND LIABILITY	40
6.04 RESIDENCE HALL SAFETY	40
....6.05 SEVERE WEATHER/TORNADO PROCEDURES	41
6.06 EMERGENCY ALERT NOTIFICATIONS	41
....6.07 PARKING AND AUTOMOBILES	41

RESIDENCE HALL CALENDAR

Fall 2015

Residence Hall Opens	Sat., Sept 28
Student Orientation	Sat., Sept. 28 – Sun. Sept. 29
Fall Quarter Classes Start	Mon, Sept. 28
Room Condition Forms Due	Week 1
Roommate/Apartment Negotiation Due	Week 1
24 hr Quiet Hours in effect	Sun, Oct. 25 - Fri, Oct. 30
Register for Winter Quarter	Week 7
Intent to Return Forms Due	Week 8
Residence Hall Closes	Fri, Nov. 20 @ 3pm
Thanksgiving Break	Mon, Nov. 23 - Fri. Nov. 27
Resident Hall Opens	Sun, Nov. 29
Last Week to Drop a Class	Week 9
24 hr Quiet Hours in effect	Sun, Dec. 6 - Fir, Dec. 11
Tenth Week of Quarter/Finals	Mon, Dec. 7 - Thurs. Dec. 11
*Residence Hall Closes	Fri, Dec. 11 at 5pm

Winter 2016

Residence Hall Opens	Sun., Jan. 10
Winter Classes Start	Mon, Jan 11
Room Condition Forms Due	Week 1
Roommate/Apartment Negotiations Due	Week 1
24 hr Quiet Hours in effect	Sun, Feb. 7 - Fri, Feb. 12
Register for Spring Quarter	Week 7
Intent to Return Forms Due	Week 8
Last Week to Drop a Class	Week 9
24 hr Quiet Hours in effect	Sun, Mar 13 - Fri, Mar 18
Tenth Week of Quarter/Finals	Mon, Mar. 14 - Fri. Mar. 18
*Residence Hall Closes	Fri, Mar. 18 at 5pm

Spring 2016

Residence Hall Opens	Sun., Apr. 3
Spring Classes Start	Mon, Apr. 4
Room Condition Forms Due	Week 1
Roommate/Apartment Negotiations Due	Week 1
24 hr Quiet Hours in effect	Sun, May 1 - Fri, May 6
Register for Summer and Fall Classes	Week 7
Intent to Return Forms Due	Week 7
Last Week to Drop a Class	Week 9
Order Day	Sat., June 4
24 hr Quiet Hours in effect	Sun, Jun 5 - Fri, Jun 10
Tenth Week of Quarter/Finals	June 6-10
*Residence Hall Closes	Fri, June 10 at 5pm
Graduation	Sat, June 11

Summer 2016

Residence Hall Opens	Sun., June 26
Summer Classes Start	Mon., June 27
Room Condition Forms Due	Week 1
24 hr Quiet Hours in effect	Sun, Aug 21 - Fri, Aug 26
Ninth Week of Quarter/Finals	Aug 22-26
*Residence Hall Closes	Fri, Aug. 26 at 3pm

*Those with Friday afternoon or Saturday classes will be given an extended check-out time.

SECTION 1: RESIDENCE LIFE PERSONNEL

1. RESIDENCE LIFE PERSONNEL

Many people are involved in the development of the residence hall community. All Residence Life personnel have been trained to provide support services for residents. They are responsible for the operation of their building, enforcement of Baker College (herein referred to as College) guidelines and regulations, and the development of the residence life community.

1. VP OF STUDENT SERVICES

The Vice President of Student Services is a professional staff member who is responsible for the supervision of the Residence Hall Coordinator (RHC) and the overall operation of Residence Life. If you have any questions or concerns that cannot be handled by the RHC, please contact the VP of Student Services

1.02 RESIDENCE HALL COORDINATOR (RHC)

Residence Hall Coordinators are professional staff members who reside in the residence hall facilities. They are responsible for the supervision of residence hall staff and overall operation of the residence halls. If you have questions or concerns regarding Residence Life policy or procedure, contact the RHC.

1.03 RESIDENT ASSISTANT (RA)

Resident Assistants (RAs) are student staff members who reside in the residence hall facilities. Each resident is assigned a Resident Assistant (RA) who provides leadership and has had training in dealing with human relations. RAs are responsible for providing support and assistance to all residents in creating an atmosphere conducive to growth and learning.

Some of their areas of responsibility are to:

1. Get to know each resident in his/her community.
2. Communicate with each resident regularly and frequently.
3. Assist residents with peer guidance and conflict resolution.
4. Guide residents in need of special help and counseling.
5. Be visible in the his/her community and available to all residents.
6. Develop concepts of “community responsibility”.

If you have any questions about ANYTHING at Baker College, your RA is the person to contact. If he/she does not know the answer to your question, the RA will know how to find someone who does.

SECTION 2: REQUIREMENTS

2.01 LICENSING AGREEMENT

The Residence Hall Licensing Agreement, which must be signed each year, obligates a student to live in a College residence hall for the entire academic year (Fall, Winter, and Spring quarters). All returning students must sign a new Residence Hall Agreement each school year. Residence Hall fees are not refundable if the departure is during a quarter whether termination is voluntary or a function of dismissal for academic or disciplinary reasons. Illness or other extenuating circumstances may be allowed as an exception by the College on a case-by-case basis. If summer quarter housing is available, it may be added as a supplement to the licensing agreement. This is in accordance with regulations of the College as specified in the Residence Hall Guidelines and the Baker College Residence Hall Licensing Agreement.

Sub-leasing of rooms or living spaces is prohibited.

2.02 CLOSING AND CHECK-OUT PROCEDURES

At the beginning of each vacation period (Thanksgiving break, Fall, Winter, Spring, and Summer quarter endings) all residents are required to officially check-out with their Resident Assistant. At that time, the RA will inspect each room to ensure that all garbage has been disposed of and that the room is clean. The College retains the right to adjust this policy for individual circumstances solely at the College's discretion. Failure to follow proper check-out procedures is in violation of College regulations and will result in additional charges or disciplinary action.

The residence halls officially close on the last Saturday of each quarter. Students are expected to leave the residence hall within 24 hours after their last exam at the end of the quarter or at the designated hall closing time, whichever comes first. Students not registered for future quarter classes, or students who fail to properly check-out at the close of each quarter will be considered in violation of our guidelines and a non-resident. Property left behind will be removed and discarded by the College, at the owner's expense. **Baker College does not assume responsibility for property that is abandoned, damaged, lost or stolen.**

It is the responsibility of each student to find temporary housing during regularly scheduled vacation periods (see calendar). Residence hall check-out procedures will be posted. Baker College of Port Huron will not be responsible for those items left in a vacated room after forty-eight (48) hours and may discard these items.

A proper check-out includes, but is not limited to, checking out with the RA, completing all cleaning duties, returning all keys, and having no damages in the room. The fee for an improper check-out starts at \$25.00.

Break Accommodations

There are absolutely no break accommodations for residential students. Residential students are expected to find temporary housing during all College breaks and to arrange any necessary transportation in a timely fashion.

Order Day

In an effort to ease the emptying of the residence halls at the end of the year, Residence Life has designated the Saturday of week #9 in the spring as Order Day. Residence Life asks students to bring units to their original state as found upon arrival to the halls.

- All Baker College provided furniture (beds, dressers, desks, chairs, tables) should be accounted for, and returned to its original position within the unit.
- Items adhered to the walls should be taken down.
- Remove large personal belongings to be compliant during week #10 Quiet Hours and to lessen the workload on move-out day.
- Unopened, non-perishable food items (canned and boxed goods) should be gathered in preparation of the collection that will occur week #10. Pantry donations may also be dropped off to the Residence Hall Coordinator at your convenience.

2.03 CONSOLIDATION

Baker College reserves the right to consolidate students into under-assigned units as a matter of fairness and for energy savings. Once classes begin each quarter, students who don't live in a designated single unit, but find themselves without a roommate during the first four weeks of the quarter (at no fault of their own), may be subject to room consolidation. Students in these circumstances will be given these three options:

1. Have another student who is living alone move in with him/her.
2. Move into a room that is occupied by another student(s).
3. The student will be responsible for working with his/her RC to find a new room/roommate (the student must keep the unoccupied portion of the room in such condition that it will be possible for a new roommate to move into the room at any time).

Every effort will be made to notify the student immediately if the need for consolidation arises. If conflicts about moving occur, the student with the least number of earned credits will be required to move. Any student's attempt to block, discourage or add undue pressure to a roommate specifically assigned a

given space may result in disciplinary action, including cancellation of his/her Residence Hall Licensing Agreement. Students who lose their roommate(s) after the fourth week of the current quarter will not be subject to consolidation.

2.04 DEPOSIT

A room reservation/damage deposit of \$50 is required of all students and is due at the time of application for admission to Residence Life. If a deposit is not on the student's account at the time of signing a new Residence Hall Licensing Agreement, one will be added.

2.05 ELIGIBILITY TO LIVE IN RESIDENCE HALLS

To live in a Baker College residence hall:

- i. Residents must be full-time (12 or more credits) enrolled students at Baker College to move into the residence hall. Residents are not allowed to take more than 50% of their classes on-line per quarter without prior RHC approval.
- ii. Students wishing to reduce their credit load to less than 12 credit hours must submit a "Permission to Enroll Part-Time" form to your RHC, for a final decision regarding that student's eligibility to remain in the halls.
 - a. Students may be allowed to be under 12 credit hours once per academic year, with RHC approval. Students who wish to live in residential facilities with less than 12 credits for more than one semester must submit an additional "Permission to Enroll Part-Time" and will only be approved on a case-by-case basis.
 - b. If a student is allowed to be under 12 credits hours for one quarter due to special circumstances (e.g. graduating, program change, program restrictions, Satisfactory Academic Progress (SAP), etc.) the student may not drop additional credits for that quarter. If a student drops additional credits within the same quarter, the housing contract will be considered void for the remainder of the academic year.
- iii. Students who do not register for, or who withdraw from all classes will be ineligible for College residency. A non-student already in a residence hall will be required to vacate the room immediately and is responsible for all damage charges incurred to that point.
- iv. An applicant having a conviction resulting from a felony charge and/or Criminal Sexual Conduct (CSC), or has a pending charge, will not be accepted or allowed to remain in Baker College residence halls.
- v. Students who have been academically suspended must formally re-apply to Residence Life after at least one full quarter following their suspension. Students reinstated to the College are not automatically readmitted to residence halls.

- vi. Class attendance will be monitored each week and reviewed with residents as needed. Residents are encouraged to maintain a 100% attendance rate, with a minimum of 85% required. Residents placed on academic agreements must meet required attendance rates or risk dismissal from the halls.
- vii. Any student dismissed from the residence halls for disciplinary reasons must vacate the premises within the time period stated in the terms of the dismissal and will not be allowed visitation privileges. Abandoned property will be removed and/or discarded by the College.
- viii. Applicants younger than 17 or 25 years of age or older will not be allowed residency in traditional housing units, except by permission of College Administration.
 - i. Single family housing units are not available.
 - ii. Baker College has the sole right to determine who may live in College owned facilities.
 - iii. All applicants are required to undergo and pass a criminal background check.
 - iv. Students of the opposite gender will not be assigned to the same housing unit, regardless of marital status.

A background check must be completed for a student's first quarter in the halls, and anytime a student leaves the halls for at least one quarter and requests re-admittance. Residents placed on Academic Probation or who have lower than a 2.0 cumulative G.P.A. are considered for residential eligibility on a case-by-case basis by the RHC.

2.06 RESIDENCE HALL COSTS

Residence hall fees are payable in advance to Financial Services. Residence hall rates are subject to change at the beginning of any quarter.

The residence hall rate for a four-person apartment is \$1000/student/quarter. Two-person apartments are \$1,200/student/quarter.

2.07 DEPOSIT REFUND

If a student leaves in good standing at the end of the school year, or graduates, the \$50 deposit will be refunded within 45 days of the student's departure by Baker College Financial Services. The deposit and/or residence hall fee will be forfeited if the student withdraws from the residence hall and/or College, is dismissed for disciplinary/academic reasons, or does not provide written notice of cancellation by:

Fall: September 1
 Winter: December 1
 Spring: March 1
 Summer: June 1

Upon leaving, charges for any damages will be withheld from the deposit. If the student has an outstanding balance with the College the deposit will be applied directly to that amount. All payments must be completed with 30 days of the adjusted date set by Baker College Financial Services or be subject to a \$50 finance charge, at which time all damage charges will be final and not eligible for appeal.

If a student leaves during a quarter for any reason including, but not limited to, expulsion, dismissal, voluntarily, there will be no refund of deposit or room fees for that quarter.

2.08 ROOM CHANGES

Part of the value of residing in housing is learning to live with and among people from a variety of backgrounds who may possess different values. A conscious effort should be made by all students to resolve any differences which may arise. If this cannot be done, contact the Residence Coordinator. He/she will work to assist in the resolution. If the result necessitates a room change, a "Room Change Request" form must be filled out and approved by the Residence Coordinator. Under no circumstances may a student change rooms without prior consent by the Residence Coordinator. Unapproved room changes are prohibited and will result in disciplinary action. Requests for changes of room assignments made on the basis of race, color, sexual orientation, or religion violate the College's anti-discrimination policy and **will not** be considered.

Room change request forms will be accepted after the start of each quarter; however, authorized room changes will not occur before week 3 or after week 7. Room change request forms submitted after week 7 will be processed during the following break period. Final determination for all room changes will be at the discretion of the RC. Room change requests will not be considered for students placed on behavioral contracts or who have current year discipline in their files.

Cohabitation

Cohabitation at Baker College is defined as occupying space within the residence halls without assignment. Only residents assigned to a room/apartment are allowed to live there and keep belongings in that room. The presence of someone else's clothing, toiletries, etc. can be interpreted as cohabitation and is subject to disciplinary action and additional housing fees. Also prohibited are any incidents which violate his/her roommate's right of entry into their room or ability to study and/or sleep within the room or which disturbs, interrupts or interferes with other students peaceful enjoyment of their living and learning environment, because of a guest or non-resident's presence.

2.09 ORIENTATION

The Baker College of Port Huron Orientation program has been designed for all

new residence hall students as they transition from high school to College. The Department of Residence Life will serve as hosts during the two-day program which begins the Saturday before classes start each Fall Quarter. Students will have the opportunity to connect with one another and to acclimate to the Port Huron campus while also being introduced to practical skills. Orientation is a required part of each student's orientation to the residence halls on the Baker College of Port Huron Campus

3.01 BEDS

Personal beds, lofts, and waterbeds are considered a potential safety hazard for

SECTION 3: RESIDENCE HALL LIVING

student rooms and are prohibited. Beds may not be un-bunked without help from facilities personal, or block room entrance or windows. Any device used to prop or elevate furniture is not permitted.

3.02 BICYCLES

Bicycles are permitted on campus and must be secured in designated areas at all times. Bike racks are provided on campus and bicycles should be locked to bike racks. Bicycles are prohibited inside the residence halls except those stored on the provided bike rack. Bicycles must be removed at the end of the academic year.

3.03 CANDLES AND COMBUSTIBLES

The use or possession of fireworks, other explosives, combustible materials and/or potentially harmful chemicals in the residence halls or the immediate vicinity thereof is prohibited. Candles, candle/tart warmers, oil lamps, incense, and any other open flame devices are strictly prohibited. Candles are prohibited whether they are lit, unlit, or has a wick or no wick.

3.04 ELECTRICAL OUTLETS AND SMALL APPLIANCES

Electrical wall sockets are designed to handle only two residential type plug-in devices. Do not overload electrical circuits as it can cause fire. All electrical appliances should be UL tested and safe. Approved surge protector power strips are permitted. Open coil heat producing devices such as hot plates, toaster ovens, and electric heaters are prohibited. Appliances such as microwave, fridge, blender, coffee pot etc. are not to be located in the bedrooms.

If you are unsure whether or not an appliance is permitted in the residence halls please contact the RHC. Also, be aware that you and your roommates/suitemates

will be sharing outlets thus bringing a large number of appliances is highly discouraged.

3.05 ENERGY SAVINGS

During break periods and between quarters, all electrical appliances must be unplugged in all unoccupied rooms. This includes clocks, stereos, etc.

3.06 ENTERING RESIDENCE HALL UNITS

1. Residence Life staff may enter and/or permit other College personnel to enter students' rooms at any time.
2. Facilities personnel may enter for inspection of physical equipment, repair, refurbishing, or replacement.
3. College personnel may enter when there is probable cause that a College guideline has been violated.
4. College personnel may enter when there is an indication of danger or hazard.
5. During non-contracted periods, such as between quarters and/or holiday breaks, College staff will conduct inspections and maintenance activities.

The College reserves the right to remove from the room, without the resident's permission, any object or material which constitutes a health or safety hazard, is the property of the College, or is a violation of College guidelines. Upon inspection of a student's room, if the College finds any violations of federal, state, local, or College guidelines and regulations, the occupants of the room will be referred for legal or disciplinary action and damage charges will be assessed. Rooms will be inspected randomly and at the end of each quarter by the Residence Life or Facilities staff. All maintenance and housekeeping deficiencies will be noted and charges will be assessed.

The College will not assume responsibility for personal items that are abandoned, damaged, lost, or stolen.

3.07 FOOD DELIVERY

Delivery personnel must call student upon arrival to building and student will

Attention: Unannounced room inspections by campus Residence

meet outside the apartments. Delivery persons will not be allowed in building.

3.08 FURNITURE

Students are responsible for the College-supplied furnishings in their rooms. The

furniture should be in the same condition at move out as it was at check-in.

The furniture in the studies is for the use and enjoyment of all residents. **DO NOT REMOVE FURNITURE FROM THE STUDIES.** Any student found with public area furniture may be charged a fine to return the furniture. Students possessing College property such as chairs, cushions, tables, etc. will be referred for disciplinary action.

College owned furniture may not be removed from the apartment. If furniture is moved around within the apartment it must be returned to the same bedroom or main room when you move out. Furniture may be rearranged within the lobbies for study groups or group meetings but no damage can occur and the furniture must be replaced in its original arrangement. If for any reason your furniture gets broken or damaged during the course of the school year, you must report it to the RHC or RA. If you do not report the damage, charges will be applied to you or split among your suitemates.

There is no storage space available on campus for students' personal use. Furniture is provided by the College for each apartment.

3.09 MAINTENANCE, REPAIRS, AND CLEANING

For routine maintenance, please submit a maintenance request form to the RHC or contact Facilities. In case of emergency, please contact the RHC or Campus Safety.

Custodial service is available for all common areas of the residence halls only. Authorized personnel are available for removal and sanitation of hazardous materials. Please contact your RHC for assistance.

Any residence hall unit needing repair should be reported to the RHC. This information will be forwarded to Facilities staff. Each resident is responsible for the general orderliness and cleanliness of his/her room.

Dumpsters are provided outside the residence hall facility for disposal of trash. It is the students' responsibility to dispose of all garbage properly directly to the dumpsters; garbage cans and bags are not permitted in the hallways. If found, the unit will be charged for removal.

Please follow these guidelines on at least a weekly basis:

1. Remove all papers (including newspapers), magazines and garbage from all areas including bedrooms and living room areas.
2. Remove all empty beverage and food items that are not sealed.
3. Vacuum or sweep all floors and carpets. Damp mop linoleum floors.
4. Thoroughly wash all dirty dishes and cooking appliances in the room.
5. Thoroughly clean the bathroom area in and around all toilets, sinks,

- showers, and mirrors.
6. Clean the outside as well as the inside area of the stove/oven and refrigerator.
 7. Dust all surfaces including tables, chairs, desks, dressers, etc.
 8. Periodically wipe the refrigerator shelves with a damp wash cloth.

Store all open food and drink products properly in the kitchen.

Cost for damages to, or misuse of College property will be determined by the appropriate College administrators. If a contractor needs to be brought in for repair, a \$50 - \$70/hr flat rate could apply. The following list provides some, but not all, *estimated* costs for damages or misuse of College property:

Access panel locks.....	\$15
Apartment cleaning per room/per unit.....	\$100/1,000
Baseboard (Vinyl) – Per linear ft.....	\$5
Bathroom Tile.....	\$200
Bathroom cleaning.....	\$15/hr
Bathroom door.....	\$300
Bathroom mirror.....	\$100
Bathroom shower head.....	\$25
Bathroom sink.....	\$140
Bathroom countertop.....	\$200
Bathroom cabinets.....	\$800
Bed frame repair or replacement.....	\$200
Bulletin Boards.....	\$150
Cabinet (Kitchen).....	\$150
Cabinet door repair.....	\$135
Carpet cleaning per room.....	\$80
Carpet replacement per room.....	\$500

Ceiling tile replacement.....	\$6/ tile
Chair (kitchen or desk) replacement.....	\$155
Clean and Defrost Refrigerator.....	\$25
Cigarette butt and trash removal	\$150
Desk replacement.....	\$175
Door card access.....	\$200
Door Lock Repairs.....	\$100
Door Replacement (bed or main).....	\$450
Exterior door replacement	\$325
Fire alarm – smoke head and strobes.....	\$150
Fire exit sign.....	\$100
Fire extinguishers re-charge.....	\$75
Fire pull-station.....	\$100/service call
Furniture removal, personally owned	\$250
Furniture replacement (wardrobe, table).....	\$100 – 500
Heater (whole unit boiler).....	\$400
Hole repair/painting per wall	\$30/130
Interior door replacement	\$200
Light fixtures, broken/removed	\$50
Light switch/plug.....	\$7.50
Mattress replacement.....	\$110
Network hub.....	\$50
Painting per room (all walls + ceiling)	\$400/600
Peepholes.....	\$25
Range.....	\$400
Range hood filter	\$20

Rangehood.....	\$100
Refrigerator.....	\$400
Restroom repair/fixture replacement	\$25 - 200
Screen repair/replacement of frame	\$75
Screen repair/replacement of screen	\$45
Security camera	\$1,000
Shower rod	\$45
Smoke detector batteries removed (tampering)	\$100
Stove or refrigerator replacement	\$475
Thermostat replacement	\$25
Toilet.....	\$175
Toilet paper holder	\$15
Towel bar	\$25
Wall washing.....	\$30 – 100
Wardrobe Repair.....	\$50
Washer/dryer repair.....	
Window blind panels replacement.....	\$55
Window replacement.....	\$150
Window screen replacement.....	\$35
Window washing	\$50

Maintenance Staff Rate for Repairs

Cost per hr for reg. business hours.....
\$15

Cost per hr for emergency calls.....
\$25

3.10 PETS

All pets, including but not limited to dogs, cats, birds, snakes, rodents, and other similar animals, are prohibited within residence halls. Residents are permitted to have fish on campus with roommate(s) approval. A maximum 10 gallon tank is allowed, but only with prior RHC approval. Only one 10 gallon tank per apartments is permitted. Fish that are aggressive and dangerous are not allowed. Residents may not allow guests to bring pets inside the residence halls.

3.11 PICTURE ID CARDS

Students are strictly prohibited from using another person's card or loaning their card to another person. All residence hall students are required to have a picture identification card issued by the College which will be required when a request is made to enter the halls. All students should carry their picture ID at all times and be prepared to present it at the request of College personnel. There is a \$5 fee to replace a lost or damaged picture ID which must be paid in cash at the Port Huron Campus when issued a new ID. Lost, damaged, or stolen IDs must be replaced immediately. To have a new ID printed go to the ARC. Once a new ID is issued students must go to campus safety and have their card activated for access to housing.

3.12 POSTERS, PICTURES, WALL HANGINGS, ETC.

Any permanent change to your room or apartment is not allowed and will result in fines or possible disciplinary action. If you want to hang posters, pictures, etc., please make sure that they can be easily removed and will not damage the walls. Sticky-Tac adhesive is the only approved material that should be used to adhere anything to the walls or doors in your room. Other hanging devices such as tape, nails and/or screws are prohibited and will result in a fine.

Under no circumstance should anything be hung from the brick walls. Any decoration that covers more than half of a wall, even if removable, is not allowed. Also, any washable paint, markers, or crayons are not to be used on the walls of your housing unit.

3.13 RESIDENCE HALL UNITS

Your residence hall unit will be the center of your activities in the residence hall. Your residence hall unit is not just a place to keep your belongings and sleep. It can also be a study room and a place where you will live with other people and practice cooperative living. You and your roommates will negotiate with your RA times for studying, sleeping, visitation and relaxing in order to live together successfully.

In order to maintain the safety and security of all hall residents, as well as personal property, no propping of residence hall apartment/suite/bedroom doors is permitted.

In decorating your room, common sense is essential for a safe and attractive living environment. Decorations should not block entrances or cause a fire hazard. Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or on any fire safety equipment. Any decorations that are offensive to students or staff will be addressed accordingly, which may include removal. Any damage to your residence hall room during the course of the year will be billed accordingly. The Residence Hall Coordinator must approve all changes to your room in writing. Be sure to fill out and sign a “Room Inventory/Checklist” form within the first week after moving into your residence hall unit. You will complete the checkout portion of this form upon your departure from the residence halls.

3.14 RESIDENCE HALL UNIT ACCESS CARDS/KEYS

Residents are issued keys and/or access cards to enter the building and individual living spaces. **Loaning or duplicating of access cards or keys is expressly prohibited and will result in disciplinary action,** up to and including dismissal, as well as a \$75 fee to replace keys, access cards and/or locks. Keep the items in your possession at all times. Students who fail to carry their access cards are not assured immediate access to their living space or mailbox. A fee will be charged for lost access cards and/or keys. Lost access cards should be reported immediately to the RHC. If a student misplaces or loses a key and/or access card or if the student is locked out, Residence Life staff can unlock the student’s door for a fee. If the staff member is not at Housing, residents can expect to wait.

Residence Life staff and Campus Safety will provide lockout services to residential students. To help encourage student responsibility and independence, free lockout services are limited. Each residential student is allotted a specified number of lockouts per quarter that is dependent upon how long the student has resided in the residential facility. Lockout allowances is as follows:

- First quarter living in residential facility: 3 lockouts
- Second quarter living in residential facility: 2 lockouts
- Third quarter living in residential facility: 1 lockout

Should a resident exceed the number of allowed lockouts during the specified quarter, Residence Life staff and Campus Safety retain the right to charge the resident for additional lockouts.

Unauthorized Entry

Unauthorized entry or permitting unauthorized entry into the residence facility or into individual apartments by any means is strictly prohibited and may result in disciplinary action.

3.15 ROOM INSPECTIONS

Each time a student moves out of a room, a room inspection will be conducted. Regular and random room inspections will take place during the quarter to check for compliance with routine housekeeping duties, safety, security, and College Residence Hall Guidelines. A room may be searched at any time without the student/resident being present. During the break periods and between quarters, College Facilities will inspect each room. Damages assessed at this time will be charged to student accounts. Miscellaneous items will be assessed accordingly. All charges are subject to change. Any charges for damages will be assessed to all residents who occupy the room(s) and/or building if the person responsible cannot be determined.

3.16 RESIDENCE HALL UNIT PAINTING

Students are prohibited from using paint and/or other coloring/marker substances on the walls of their residence hall unit. Paneling walls is not permitted because it is a fire hazard.

3.17 IMPORTANT TELEPHONE NUMBERS

Residence Life Office	810-989-2114
Campus Safety	810-989-2366
Lisa Cawley – RHC	
RA on Duty	

3.18 WINDOW SCREENS

Residence hall room window screens must remain properly installed on the windows at all times. Residents who remove their window screens will be charged accordingly and referred for disciplinary action. In case of fire, ground-level window screens may be removed as a fire exit for residents.

3.19 YOU AND YOUR HALL MATES

The following [Residence Hall Considerations List](#) articulates some basic components of good relations between hall mates. It is a good idea for roommates to discuss how each would like to deal with issues such as personal property, cleaning responsibilities, food purchase and preparation, study times, visitation, etc. at the beginning of each quarter and when new roommates are assigned to your residence hall unit. Each set of roommates must thoroughly complete the Roommate Negotiation Workbook by week one of each quarter. Each apartment must also thoroughly complete a Negotiation Workbook by week one of each quarter.

CONSIDERATIONS LIST

Resident students should be able to:

1. Read and study free from undue interference in one's room. Unreasonable noises and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from noise, roommates, guests of roommates, other residents, etc.
3. Expect that a roommate and/or other residents will respect one's personal belongings.
4. Have a reasonably clean environment in which to live.
5. Have free access to one's room and facilities.
6. Have some personal privacy.
7. Host an approved guest with the expectation that guests are to respect the rights of the host's roommate(s) and other residents.
8. Openly communicate in the resolution of conflicts.
9. Be free from fear of intimidation, physical, and/or emotional harm.
10. Expect reasonable cooperation in the use of any shared amenities.

Violation of any of the above by residence hall students may result in disciplinary action.

3.20 YOUR ON-CAMPUS ADDRESS

Mail is delivered to the residence hall facility each weekday in the area provided for mailboxes (mail is NOT delivered during breaks or on the weekends). Incoming mail should be addressed as follows:

Students wishing to send outgoing mail should take the mail to the Port Huron Main Campus and place it in the Post Office mailbox located outside the campus main entrance on _____.

3.21 CAMPUS COOKING

It is recommended that all students use caution when cooking with ovens and stove tops. Improper cooking will result in smoke alarms being activated. Consistent misuse of kitchen appliances may result in disciplinary action.

3.22 MANDATORY COMMUNITY MEETINGS

Mandatory community and hall meetings occur regularly, usually at the beginning and end of each quarter. Residence life considers these meetings to be of the utmost importance and requires students to attend.

Residents who do not attend mandatory hall meetings, without approval 24 hours in advance by the RA, risk disciplinary action. The Office of Residence Life also regularly communicates important information via flyers, campus postings and/or email. Students are expected to read all such information and respond accordingly

23. TELEVISION – DIGITAL SATELITTE SERVICE

Residents are provided with 100% digital cable television service through Privatel Inc. Privatel offers over 65 digital channels to select from including several High Definition (HD) channels. The College is providing each apartment unit with a 40” television which will be connected to the cable service. No additional channels or upgrades are available.

If you experience any difficulties with your Digital Cable Service provided by Privatel Inc., call 800-801-3323, or go to help.baker.edu and fill out an ITSC trouble ticket by selecting Service Request then Residence Halls. Include the following: description of the problem, your on-campus address, and a phone number where you can be reached.

SECTION 4: PUBLIC AREAS

4.01 BUILDING HOURS

Residents have 24 hour access to common areas on each floor. Main entrances are locked at all times. Card access is necessary for main entrances and apartment access.

4.02 VISITATION

A guest is defined as a person, whether a student or non-student, who is a non-resident of the residence facility. Guests must be properly signed in upon arrival. All hosts are responsible for all actions of their guests. Unless otherwise determined by the RHC, visitation hours are as follows:

Visitation Hours:

8:00 a.m. – 12:00 a.m.	Sunday – Thursday
8:00 a.m. – 2:00 a.m.	Friday – Saturday

Visitation Hours for visitor under the age of 18:

8:00 am – 10:00 p.m. Sunday – Saturday

(reference **5.07 GUEST’S RESPONSIBILITY** for more information)

4.03 COMPUTER USAGE

All residents are expected to abide by Baker College’s Acceptable Usage Policies for all computer usage. This includes computers in labs and personal computers registered on the Baker network. Routers are **not** to be used in conjunction with the College’s network at any time. Violations of these policies will result in disciplinary action. The Acceptable Usage Policy can be found on our website at:

<http://www.baker.edu/media/ckfinder/files/BC%20Acceptable%20Use%20Policy.pdf>

The use of computers, cell phones, or any other media devices for the production and/or distribution of inappropriate materials, including but not limited to obscene/pornographic materials, is prohibited.

Peer-to-Peer (P2P) File Sharing at Baker College: Baker College is committed to reducing the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus or residence hall networks.

Students and employees need to be aware that such illegal distribution of copyrighted materials may subject them to criminal and civil penalties. Baker College prohibits the use of all P2P applications such as BitTorrent and Limewire. In compliance with this policy these technologies are blocked and anyone attempting to circumvent the block is in violation of this policy. Users in violation of College policy are subject to disciplinary action in accordance with their position at the College.

If you are using Baker College’s computer network, including any classrooms or laboratories, offices, residence halls, or College-provided wireless connections, the College is your Internet Service Provider (ISP). The Digital Millennium Copyright Act of 2001 requires Baker College to block access to copyrighted materials in a timely fashion when notified that users on its network are sharing copyrighted files.

Complaints typically arrive directly from software, music, and motion picture associations, law firms, and copyright holders in the form of inquiries requesting the College to respond with the name of the user that was on the network at the time the computer was performing certain actions. Sometimes these complaints come in the form of “Early Settlement Letters”.

Baker College network officials forward these inquiries or letters to the supervisor of the identified user or, in the case of occupants of residence halls, to the Residence Coordinator. Baker College will not release the name of the student or employee to the alleged copyright holder unless served with a proper subpoena, court order, or other legal process.

By forwarding these inquiries or letters to the supervisor or the Residence Hall Coordinator Baker College has made no determination as to whether the student or employee has engaged in copyright infringement, or that the user should enter into an early settlement with the copyright holder. Baker College believes that users should seek legal counsel before responding to these letters. When the user has removed the offending P2P software the user's network access is automatically restored.

4.04 HALLWAYS

All public area hallways should be used in an appropriate manner that does not interfere with the rights of residents. The noise level in the hallways should be kept at a normal conversational level at all times. Hallways are not areas for public gatherings or recreation.

4.05 LAUNDRY

Each residence hall offers laundry facilities for the convenience of the residents. When using the washers and dryers, stay nearby to take care of your clothes promptly. It is your responsibility to clean the washer and dryer, as well as the lint filter, after you have used them. **The College is not responsible for abandoned, damaged, lost or stolen items from the laundry.**

On-site laundry facilities will be available for residents use only.

4.06 STUDY LOUNGE USE

The second floor has a study lounge area which students are encouraged to use. The quiet study area contains tables and chairs and the lounge area contains casual seating.

All residents are responsible for the care and upkeep of lounge and public areas. No furnishings or equipment may be moved or removed without staff approval. Violators will be charged and referred for disciplinary action.

Students are encouraged to use discretion when bringing food and beverages into the lounge areas. It is the responsibility of the student to clean the lounge after use. If furniture has been re-arranged, it is the responsibility of the student to move all furnishings back to their original location. Students found in violation will be charged accordingly.

Lounge areas and study rooms and the equipment in them are for residence hall students only. Do not remove any equipment from the rooms.

If you find that a piece of equipment is broken, please report it to a Residence Life staff member. Please respect the rights of others and use the study rooms for quiet study time only.

4.07 PUBLIC AREAS

Each residence hall has designated public areas. They may include: reception areas, lounges, study rooms, hallways, stairwells, restrooms, laundry areas, and recreational areas. These areas are for the use of the residents and their designated guests only. The furnishings and public area equipment are all property of the College and should not be removed or abused. Violators of this policy will be charged for damages and referred for disciplinary action.

All residents will be held accountable for the condition and upkeep of all public areas and furnishings.

Any undetermined damage or vandalism will be divided and billed equally among all residents. After final check-out, all damages will be billed against the residence hall room reservation/damage deposit. All residents are expected to promote building safety, security, and prevent guests from damaging public areas.

Residents and guests are expected to be in appropriate dress while in public areas. Public areas within the residence halls are available on a first-come, first-serve basis, with campus events taking precedence.

4.08 STUDY ROOMS

Study rooms and the equipment in them are for residence hall students only. Do not remove any equipment from the rooms. If you find that a piece of equipment is broken, please report it to the Residence Hall Coordinator. Please respect the rights of others and use the study rooms for quiet study time only.

4.09 BULLETIN BOARDS

Vandalizing or removing bulletin boards is prohibited. Bulletin Boards are created and maintained by Residence Life staff for educational purposes, and are for your benefit. They often contain information that is helpful in a variety of spheres, including academics, wellness, societal issues, community or social life.

4.10 Health, Sanitation and Safety

Residence Life staff will ask residents to clean areas (including their own room)

if the lack of cleanliness could subject others to health/safety risks, pests or extreme discomfort. If residents fail to clean the room when asked by staff, the staff can request the room be cleaned by housekeeping staff and the residents will be charged for labor and material costs. Resident Assistants and/or the Resident Hall Coordinator conduct safety checks of every resident room regularly.

4.11 Responsibility for your living area

Students, along with their roommate(s), are fully responsible for activities that occur in their room and living area. Even if students are not actively involved in a policy violation, they will be held responsible if they are present during a violation or if they give access to their room. Therefore, students should not let visitors in without escort. Students must always lock their room when they leave, even if only for a few minutes. This includes windows. This will prevent others from committing violations in their room that can have consequences for the residents and the community. Locking rooms can also prevent thefts. Students should not condone violations by their presence. It is the student's responsibility to put an end to any violation that occurs in their room and living area and to call the RA and/or RHC if they need assistance. Students are also responsible for the community areas in the residential facilities in which they live (this can include lobbies, hallways, courtyards, study rooms, bathrooms and other areas within the facilities). Students should keep these areas clean and treat them with respect. Students should report vandalism of these areas to the College. Students may be held responsible for community damages at the end of the quarter.

4.12 Responsibility to the Housing Contract / Resident Guidelines

As a member of the Residence Hall community students have a contractual responsibility with the College and to the community. Part of that responsibility requires that you have a thorough knowledge of the terms and conditions of the housing contract. Students are responsible for fulfilling their responsibility to the contract and all of its terms and conditions. Residence Life staff is available to assist students in its best interest to fulfill such responsibility.

4.13 Students At-Risk

The College reserves the right to remove an individual from residential facilities if college officials have reason to believe they are a risk to him/herself or others. The student will be allowed to return to his/her assignment only when cleared by **the Counseling Center.**

SECTION 5: RESIDENCE LIFE POLICIES

5.01 COLLEGE INFRACTIONS

ON BAKER COLLEGE PREMISES, ANY OF THE FOLLOWING WILL BE CAUSE FOR IMMEDIATE DISMISSAL FROM THE HALLS AS WELL AS EXPULSION FROM ALL CAMPUSES:

1. Possessing, carrying, displaying, or using firearms, weapons (including: tasers, stun guns), explosives, explosive ingredients or mechanisms, or hazardous chemicals or other weapons.
2. Assaulting or making a threat.
3. Disabling of safety or security equipment.
4. Theft or vandalism.
5. Distributing, possessing, carrying, using, or being under the influence of illegal drugs.
6. Arson or any attempt of arson.

The College reserves the right to require at any time the dismissal of a student whose health, conduct or level of achievement makes it inadvisable for the student to remain in College.

5.02 RESIDENCE LIFE INFRACTIONS

ON BAKER COLLEGE PREMISES, ANY OF THE FOLLOWING WILL BE CAUSE FOR DISCIPLINARY ACTION UP TO AND INCLUDING

DISMISSAL FROM THE HALLS AS WELL AS EXPULSION FROM ALL CAMPUSES:

1. Continued disregard for guidelines.
2. Possessing, carrying, using, or being under the influence of alcohol.
3. Improper use of or tampering with safety or security equipment.
4. Gaining unauthorized entrance into or exit from residence halls, or assisting in such actions. Unauthorized entrance includes but is not limited to:
 - a. Climbing through windows.
 - b. Propping entrance/security doors open.
 - c. Misuse of emergency exits.
 - d. Using someone else's ID, keys, or proxy card.
 - e. Loaning your ID, keys, or proxy card to another person.
5. Unacceptable conduct.
6. Failure to respond to lawful requests by Residence Life staff and other College personnel.
7. Deliberate destruction of College and/or personal property.
8. Interfering with a Campus Safety Officer in the performance of his/her duties.
9. Bullying, stalking, harassing, or intimidating another student, faculty, staff or visitor on campus.
10. Causing a disruption on campus or violating the Basic Principles of Student Responsibilities.
11. Identity theft or use of another person's user ID and/or password.
12. Cheating or plagiarizing.

These matters are taken directly to the College official in charge of discipline for immediate action. During an investigation, students may be suspended for disciplinary purposes from the College and/or Residence Halls.

Any student arrested for a felony (on or off campus) will be immediately suspended from the college. The suspension is in effect pending disposition of the charges. The student may re-apply to the College once these pending charges have reached resolution.

Expelled or suspended students found on any Baker College premises will be considered trespassing and treated as such. Expelled or suspended individuals may make appointments by phone during regular business hours with appropriate College administrators, if necessary. All tuition fees and deposits will be forfeited.

Residence Hall Guidelines are designed to ensure the safety and security of our residents. Residents must be familiar with the Guidelines as stated in this handbook and refrain from deliberate infractions. **The College reserves the**

right to take disciplinary action for student behavior NOT specified in this or any other College publication.

Residence hall infractions are NOT subject to the appeal process. However, dismissals from residence halls may be subject to appeal (See Section 5.14).

5.03 ALCOHOL

Use or possession of alcohol by students or their guests will not be permitted on Baker College property. Any full or empty alcohol containers will be seized and, pending investigation may result in disciplinary action, up to and including immediate dismissal from residence halls and/or expulsion from the College. All residence halls, as well as the entire campus (except for Culinary Arts programs), are alcohol free, regardless of a student's age. All individuals in the room at the time of the violation will be held responsible. Any resident found to be in possession of alcohol may be referred to an outside entity for alcohol awareness program. Future alcohol violations, will result in immediate dismissal from the residence halls.

- Students 21 or older who choose to consume alcoholic beverages off of campus property are expected to do so in moderation to ensure other residents' rights to privacy, sleep, and study within their rooms. Loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits which are disruptive or injurious to the health or education of other individuals will not be tolerated.
- Private gatherings cannot be advertised
- Residents are responsible for students as well as non-student guests at all times.
- Progressive drinking parties are prohibited
- Possession or use of any objects to enhance the ingestion of alcohol such as beer bong or funnels, etc., are prohibited. These items will be confiscated by Residence Life staff.
- Drinking games, like beer pong, are prohibited

5.04 ABUSIVE LANGUAGE AND GESTURES

All persons in College facilities are expected to use language that is respectful and appropriate in order to provide for an environment which is comfortable for everyone. Use of abusive, profane/obscene or harassing language and/or gestures will result in disciplinary action.

5.05 DRUGS

All illegal drugs are prohibited on Baker College property, even those drugs for medicinal purposes based on federal law regulations. Possession of prescription drugs that are not prescribed to the individual is prohibited. Any paraphernalia

related to drugs will be seized and, pending an investigation, may result in disciplinary action, up to and including dismissal from the halls and/or expulsion from the College. If the responsible student is not able to be determined, all individuals in the room at the time of the violation will be held responsible. Use of any substance for the purpose of altering an individual's state of mind, will be considered inappropriate and will result in disciplinary action up to and including dismissal from the halls.

5.06 ILLEGAL ACTIVITIES

Students who are involved in illegal activities on campus may face both College disciplinary action and civil/criminal action. It is the student's responsibility to be aware of all federal, state, and local laws.

5.07 GUEST'S RESPONSIBILITY

Only residents of a room and their approved guests may sleep in that room at any time. Outside guests may visit only during posted visitation hours and MUST BE accompanied at all times by the guest's host resident, which consists of the lobby, hallway, and/or the resident's room. A resident who hosts a guest is responsible for his/her behavior during the visit. Guests are not permitted to be in a host's room if the host is not present. If the guest is another Baker College student, both may be referred for disciplinary action. All guests must check in and present a current valid picture ID with the appropriate staff. A valid ID consists of a current State Driver's License, State ID, Military ID, or passport. The host resident of the guest will be contacted to approve and accompany the guest. Upon leaving the residence hall, each guest must check out at the designated location. A guest will be asked to leave if he/she is not signed in and/or with his/her host.

All guests under the age of 18 lacking a current valid picture ID may be asked to provide documentation confirming parent or guardian acknowledgment of an approved visit and host.

Approval of guest visitation rights is at the discretion of the Residence Hall Coordinator. All individuals who have been banned or behaviorally dismissed from the halls and/or expelled from the College lose their visitation rights.

Babysitting is not permitted in the residence halls, except for children of Residence Hall Coordinators, and in the RHCs' living quarters.

The College has final authority over who visits in College-owned facilities.

Residents may visit each other during the hours set in that quarter's room negotiation agreement. Each residence hall student may host only two guests at any given time.

5.08 OVERNIGHT GUESTS

An overnight guest refers to anyone who is not a Baker College of Port Huron residence hall student who stays overnight.

The resident must have roommate(s) approval before hosting an overnight guests. A resident who hosts a guest is responsible for the guest's behavior during the visit. All guests are expected to comply with established residence hall guidelines and will be asked to leave campus for any violation. Non-compliance on the part of the guest may be grounds for termination of the host's visitation privileges and/or residence hall agreement.

Children under the age of 16 are not allowed overnight accommodations without College approval. All overnight guests under the age of 18 must provide the written approval of parents/guardians and a medical emergency contact form to the RHC. All paperwork for minors must be turned in by 12:00 p.m. the Friday prior to the visit.

"Overnight Guest" passes are available at the discretion of the Residence Hall Coordinator and must be turned in no later than 12:00 p.m. the Friday prior to the visit. Overnight guests are only permitted on Friday and Saturday nights. No more than 2 guests are allowed per host, per night. Overnight visitors are not permitted to stay more than 2 weekends per month. There will be no overnight guests permitted during finals week, or during move-in or check-out periods. Upon arrival, all overnight guests must register with the RHC to receive an overnight visitor pass.

5.09 QUIET HOURS

The residence hall facilities are subject to quiet hours which are in effect from 10 p.m.-10 a.m. Sunday through Thursday and midnight to 10 a.m. on Friday and Saturday. During finals and mid-term weeks, 24-hour quiet hours are enforced. During quiet hours, residents are required to refrain from noisy behavior or activities. All other times will be 'courtesy hours' during which time residents are required to keep noise at a level sensitive to all residents' and staff requests and needs. The College reserves the right to remove any equipment not in compliance with quiet hours (i.e. stereos, radios, TVs, games, etc.).

5.10 RECREATIONAL EQUIPMENT

All recreational equipment intended for outdoor use is not to be used within the residence halls. Recreational equipment refers to, but is not limited to such things as: roller blades, footballs, basketballs, and other sporting equipment. Any damage to College recreational equipment will result in fees and/or disciplinary action.

5.11 SMOKING

No smoking/tobacco use is allowed in College residence halls! Effective September 1, 2010, Baker College of Port Huron is a smoke-free/tobacco-free

campus, including electronic tobacco devices. This includes the entire campus grounds, all buildings, and parking lots. Smoking will be allowed ONLY in enclosed personal vehicles.. Students who violate the policies will be held accountable with disciplinary sanctions.

5.12 SOLICITATION/OPERATING A BUSINESS

No commercial solicitation or commercial enterprise is permitted in the College system by residents or non-residents, unless approved by the College. Operating a business on Baker College property or with the use of College equipment is prohibited. The use of the Baker College name on any advertising by a student for business purposes is not allowed.

13. DISCIPLINE

Student conduct which is in contrast to posted guidelines/policies is subject to disciplinary action. All records of student discipline which occur within the residence halls are kept confidential, unless authorized by the student, and retained within the Office of Residence Life. Amendments to the disciplinary sanctions and/or timeline are at the discretion of the Residence Hall Coordinator (RHC) and/or Vice President of Student Affairs. An outline of disciplinary action in which the College has the authority to enact is as follows:

Written Warning: Constitutes the least severe consequence for policy/guideline violation. A written warning consists of a signed and dated statement pertaining to the student conduct and subsequent disciplinary action.

Minor Infraction Status: Constitutes the second level of disciplinary action for student conduct found to be in violation of posted policies/guidelines. Minor infraction status typically will remain on the student's record for the remainder of one full calendar year. A student may be placed on minor infraction status if a written warning has already been issued. May be the result of disregarding warnings/guidelines. Discipline may include verbal, or written warnings, probation, suspension and or dismissal.

Major Infraction Status: Constitutes the third level of disciplinary action for student conduct found to be in violation of posted policies/guidelines. Major infraction status typically will remain on the student's record for one full calendar year. A student may be placed on major infraction status if a student has already been issued a written warning or minor infraction status. May be the result of disregarding warnings/guidelines. Discipline may include written warning, probation, suspension, dismissal and or expulsion.

Probation: Continued disregard for policy, multiple policy violations, and/or belligerent policy violations may be grounds for a student to be placed on probation. Probation typically will remain on the student's record for one full calendar year. Any policy/guideline violation that may occur while on probation

may lead to further disciplinary action up to and including dismissal from the residence halls.

Behavior Contract: A student may be placed on a behavior contract for a number of reasons including preexisting disciplinary action, continued disregard for policies/guidelines, and/or violation of probation. Should a student be placed on a behavior contract, their continued status as a housing student will be subject to review at the conclusion of each academic quarter.

Suspension: A pre-determined period of time in which a student may be ineligible for campus housing in the residence halls. A student may be placed on suspension pending the outcome of a College or local municipality investigation of policy/guideline or local law violation.

Dismissal: Any student dismissed from housing shall retain their status as a student at Baker College, but is no longer eligible to live in or visit campus housing.

Expulsion: A student may no longer attend classes at any Baker College and is banned from all campuses.

In compliance with Residence Hall Guidelines, any student dismissed from the residence hall for disciplinary reasons **must vacate** the facility by the time specified on the official notification, typically 24 hours. In addition, all visitation privileges to any Baker College residence hall facilities are revoked.

Behaviorally suspended, dismissed, or expelled students found on the premises will be considered trespassing and treated as such.. Expelled, dismissed or suspended individuals may make appointments by phone during regular business hours with the appropriate College administrator as necessary. **When a student is expelled, all tuition, residence hall fees and deposits will be forfeited.**

14. BAKER COLLEGE DISCIPLINARY APPEAL PROCESS

Please Read Carefully

PLEASE NOTE: While the following may also be cause for immediate expulsion from the College, which can be appealed, the associated dismissal from the residence halls CANNOT be appealed when undisputable evidence exists:

1. Possessing, carrying, displaying or using firearms, weapons (including tasers), explosives, explosive ingredients or mechanisms or hazardous chemicals.
2. Assaulting or making a threat
3. Disabling of safety equipment
4. Theft or vandalism

5. Distributing, possessing, carrying, using or being under the influence of illegal drugs
6. Arrest for felony, pending the outcome of the charges
7. Arson or any attempt of arson.

PROCESS: The student wishing to appeal must complete the Baker College “Disciplinary Appeal Process” form. It must include the student’s description of the incident/infraction that resulted in disciplinary action. The appeal process must be started within five business days of original date of the imposed disciplinary action or the right to appeal will be forfeited. In addition, the student must present a comprehensive written document which represents all facts and data (including witnesses) from the disciplined student’s point of view regarding the alleged infraction. **NO ADDITIONAL DATA WILL BE ALLOWED DURING THE FOLLOWING STEPS OF THE DISCIPLINARY APPEAL PROCESS SO STUDENTS ARE URGED TO BE ACCURATE AND THOROUGH WHEN PRESENTING THIS WRITTEN DOCUMENTATION.** Students are also required to complete the “FERPA Release” form prior to beginning the appeal process.

NOTE: Residence Hall “Infractions,” “Behavioral Contracts” and “Suspensions” are not subject to the Baker College Disciplinary Appeal Process

Students Dismissed from the Residence Hall

Step 1. Student concerns relating to disciplinary action imposed by the Residence Life staff will first be discussed with the Residence Hall Coordinator and/or the VP of Student Services, as appropriate, within ten business days of the incident/infraction. The student must bring the completed “Disciplinary Appeal Process” form to the meeting. Following the meeting with the Residence Hall Coordinator and/or the VP of Student Services, the student must complete Step 1 of the Baker College “Disciplinary Appeal Process Packet.” If the student requests the appeal be moved to Step 2, the Residence Hall Coordinator or will forward the Baker College “Disciplinary Appeal Process Packet” to the V.P. for Student Services. The V.P. for Student Services will schedule a meeting with the Director of Campus Safety, V.P. for Student Services and the student within ten business days of the student’s request to move the appeal to Step 2.

Step 2. Following the meeting with the V.P. for Student Services and the Director of Campus Safety the student must complete Step 2 of the Baker College “Disciplinary Appeal Process Packet”. If the student requests the appeal be moved to the Baker College Disciplinary Judiciary Committee, the V.P. for Student Services will forward the Baker College “Disciplinary Appeal Process Packet” and all documentation to the Chairperson of the Baker College Disciplinary Judiciary Committee. The Chairperson will contact the student to inform him/her of the hearing date, time and location within ten business days.

Students Expelled from the College

The student must deliver the Baker College “Disciplinary Appeal Process Packet” to the Campus Safety Office within five business days of official notification from the College. Failure to do so will forfeit the student’s right to continue the appeal. The Director of Campus Safety will deliver the Baker College “Disciplinary Appeal Process” form and all documentation to the Chairperson of the Baker College Disciplinary Judiciary Committee. The Chairperson will contact the student to inform him/her of the hearing date, time and location within ten business days of receipt.

5.15 BAKER COLLEGE DISCIPLINARY JUDICIARY COMMITTEE HEARING PROCEDURES

Composition of the Baker College Disciplinary Judiciary Committee

The Baker College Disciplinary Judiciary Committee is comprised of two students, two faculty members who teach in a program other than the student’s program, and a member of the Campus Operations Committee. The Judiciary Committee will be formed and chaired by the Vice President for Academics/ CAO or designee. The Chair will be a nonvoting member of the Committee. The Baker College Disciplinary Judiciary Committee will hear statements and ask questions of the student, a College representative and their witnesses. Either party may have up to two witnesses. Once each party has had the opportunity to present his/her argument, there will be no rebuttal. Up to two people, the disciplined student and one witness, or a College Residence Life/Campus Safety representative and one witness will be the only people present in addition to the Judiciary Committee at any time during the hearing.

1. Copies of the Baker College “Appeal Process” form and other written documentation provided by the student and College administration will be distributed to all members of the Baker College Disciplinary Judiciary Committee immediately prior to the hearing for review.
2. The Baker College Disciplinary Judiciary Committee will meet in a closed session.
3. The Chairperson will introduce the members of the Baker College Disciplinary Judiciary Committee.
4. The Baker College Disciplinary Judiciary Committee will discuss the issue in private and may delay a decision if further information is requested. All documentation will be returned to the Committee Chairperson at the conclusion of the meeting.
5. Based on the Baker College Disciplinary Judiciary Committee’s interpretation of the information presented and/or sanctions, the committee

may:

- a. Confirm the original decision
 - b. Change the original decision
 - c. Recommend re-evaluation
 - d. Recommend referral to an appropriate authority
6. The Baker College Disciplinary Judiciary Committee will deliver a written statement of its decision, with supporting rationale, within ten business days to the student and appropriate College officials. A copy will be placed in the student's academic file.
 7. The student may respond in writing to the Baker College Disciplinary Judiciary Committee's action and this response will be placed in his/her academic file.
 8. The Committee Chairperson will retain all documentation, including meeting minutes regarding the appeal.

However, in matter of "Mandatory Expulsion" offenses, the Committee is limited to finding of fact, that is, the person did or did not commit the offense. If he/she did, the expulsion stands. If he/she did not, the expulsion is reversed. The Committee cannot find that person is guilty of the offense, but change the penalty from expulsion to something lesser.

5.16 DISCIPLINARY RECORDS AND APPEAL DOCUMENTATION

Disciplinary records are kept in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Disciplinary actions are recorded in the student's file, but do not appear on a student's transcript.

Records are kept confidential and will not be released to outside investigative agencies unless the student provides written release or a court order is issued. Students must be warned, however, that should they leave Baker College for any reason, and at a later date wish to apply for readmission to any Baker College campus, any disciplinary action that appears in their record will be a determining factor for readmission.

DISCIPLINARY PROCESS:

Student violation of Campus/Residence Hall Policy.



Sanction or disciplinary action imposed.

DISCIPLINARY APPEAL PROCESS:

Pick up Appeals Packet, complete and deliver to Campus Safety within 10 business days of disciplinary action.



Decision by RHC and/or VP of Student Services within 10 business days of the submission of the appeal packet.



Decision by Director of Campus Safety and Vice President for Student Services within 10 business days of student's request to proceed.



Decision by Baker College Disciplinary Judiciary Committee within 10 business days of student's request to proceed.



Decision is final, statement placed in student's academic record

SECTION 6: CAMPUS SAFETY

6.01 FIRE PROCEDURES

FIRE DRILLS AND EXITS:

Periodic fire drills are conducted in order to familiarize residents with the evacuation procedures and emergency routes. Should you discover a fire, no matter how small, sound the fire alarm and exit the building. Notify your RA and/or RHC, if possible. The building should be empty before any attempt is made to contain a fire. Your RA will review fire safety and evacuation procedures for each building. All persons must evacuate the building when a fire alarm is sounded. Lack of cooperation during fire or tornado drills will be considered a serious breach of discipline and students may be subject to disciplinary actions

FIRE EVACUATION PROCEDURES:

Close windows.

1. Close windows.
2. Before leaving your residence hall unit, feel your door for heat. If it is hot, do not open your door. If your door is cool, exit the building using the evacuation route posted in your unit, or the closest exit door to your location.
3. Once outside, proceed to a safe area (at least 100 ft. from the closest exterior exit) to avoid injury from explosions and heat.
4. Do not return to the building until instructed by a staff person or by the fire department.

FIRE PREVENTION

Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire and notify proper authorities of any potential fire and safety hazards. Students are expected to help prevent false alarms and should report any tampering with the alarm system to the RHC or Campus Safety.

ALL OTHER EVACUATION PROCEDURES:

For all other evacuations, Campus Safety and Facilities will coordinate actions for evacuations and re-entry into buildings.

6.02 GENERAL CAMPUS SAFETY

The College attempts to provide a comfortable, safe living environment for residence hall students. The Campus Safety Office is staffed from 7am – 1am

daily. In addition, residence hall entrance doors are locked electronically twenty-four hours a day. Residents will be able to enter their building by swiping their ID in the card reader. Some entrances are controlled via Closed Circuit Television Cameras, intercoms and electric switches. Students must observe all security and safety rules and policies. They have been developed with your safety and well-being in mind.

Use of another student's I.D./Access Information/Parking Permit will result in disciplinary action up to and including dismissal from the halls.

Missing Person Policy & Procedures -Effective September 2009

Every year residents will be given the opportunity to confidentially register "emergency" contact information for an individual who should be immediately notified after an investigation by Campus Safety confirms the student to be missing for 24 hours. All residence hall students under the age of 18, who are not emancipated, will be informed that the College MUST notify a custodial parent or guardian no later than 24 hours after the student is determined to be missing, and has not returned to campus/housing. If no confidential "emergency" contact information is filed by the missing student, the student is older than 18 years of age, or the student is emancipated, the College will inform appropriate law enforcement agencies of the missing person.

A safe campus and safe residence halls are everyone's responsibility, do your part to protect yourself and others.

6.03 INSURANCE AND LIABILITY

All personal property brought into residence halls is at the risk of the owner. Residents are encouraged to insure their own property against personal liability, theft, loss, or damage and to label their valuables.

6.04 RESIDENCE HALL SAFETY

Be security conscious! Keep your door locked at all times. Poor door locking habits may cost you loss of personal property. Do not keep large sums of money or other valuables in your room or in easy sight and access to anyone. **The College will not assume responsibility for personal items that are abandoned, damaged, lost, or stolen.** The Residence Hall Coordinator and/or the Resident Assistant (RA) should be notified immediately if you have cause to believe your residence hall unit has been improperly entered at any time. Any theft should be reported by the student to Campus Safety immediately.

Please report all safety concerns to your RA, RHC, or Campus Safety. If you know of a safety problem and do not report it, discipline may occur.

Residents may not store any gasoline, fuel oil, toxic agents, or other potentially hazardous substances on the premises. Tampering with any safety equipment (e.g. fire extinguishers, smoke alarms, etc.) may result in fines in addition to replacement or repair costs.

Residents may not use any heating method of heating the premises (e.g. space heaters other than that supplied by the college).

6.05 SEVERE WEATHER/TORNADO PROCEDURES

Each residence hall has a designated severe weather shelter location. Take the time to find out where your shelter is located. When notified by the RA, RHC or another College official that shelter is needed, go to that location and remain there until an all-clear signal is given.

In the event of severe weather conditions, you should monitor local weather. You can monitor the weather on local television and radio station. Other options include internet weather sites and NOAA weather radios. If you are advised that shelter is needed, go to your designated shelter area and remain there until an all-clear signal is given.

Tornado Watch means weather conditions are favorable to the formation of tornados. **Tornado Warning** means a tornado has been spotted either on radar or by an eyewitness.

If you are unable to reach your assigned shelter, take the following precautions:

1. Go to a place of safety, preferably the basement or first floor of a building.
2. Go to a hallway away from windows and doors.
3. Seek shelter under a heavy table, etc. to avoid injury from flying objects.
4. Stay calm and wait for help to find you.

6.06 EMERGENCY ALERT NOTIFICATIONS:

The **Baker Alert System** notifies the campus community of emergencies and threats to physical safety in emergency situations: tornado, violence, hazardous material incident, College closures, etc. Notifications are by cell phone, landline phone, e-mail and text-message.

The system automatically includes all current students, faculty, and staff on a specific campus, based on their presence in the Baker Directory. If you want to change your emergency contact information, log in to the [SOLAR System](#) and edit your contact information to add or check your emergency contact number(s). You are the only person who can update this data. Please review it carefully.

6.07 PARKING AND AUTOMOBILES

Residents who have vehicles must register annually for a parking permit at the time of check-in. It is the student's responsibility to pay fees related to parking

violations prior to the end of the quarter. Residents' cars cannot be left in the parking lots over breaks. All cars in the parking lot must be in working order. Vehicle maintenance other than minor routine maintenance may not occur in any campus parking lot. Motor vehicles such as motorcycles, dirt bikes, snowmobiles, etc. may not be kept inside the residential facility. Residents are limited to 1 vehicle in Baker College provided parking. No one is allowed to sleep in a vehicle on campus property. Sharing of parking permits will result in disciplinary action. All vehicles on Baker College property must be properly licensed. Any disregard to the parking requirement at housing may result in towing of vehicles at the owners' expense, discipline, fines, housing reassignment, and/or termination of housing licensing agreement.

Michigan is a no-fault insurance state and residents are required to obtain no-fault insurance coverage on their vehicles. As a non-resident of Michigan if you have no-fault insurance coverage from the state in which you reside, then you are covered in Michigan. If you DO NOT have no-fault insurance from the state in which you reside, and have been in Michigan for 30 or more consecutive days, then you MAY NOT be protected under your current automotive insurance policy. Please check with your insurance company to make sure you are protected in Michigan.

NOTES