Kansas City Kansas Community College

STUDENT HOUSING HANDBOOK

2026 - 2027

Kansas City Kansas Community College

Student Housing Handbook

Table of Contents

Welcome 3

- **Mission Statement** 3
- **Student Housing Commitment** 3
- **Student Housing Staff** 4
- **KCKCC Non-Discrimination Policy Statement** 4

Student Housing Community 5

- **Community Living** 5
- **Living with Roommates** 5
- **Roommate Bill of Rights** 6
- **Roommate Conflicts** 6
- **Community Standards** 7

Student Housing Services 11

Student Housing Contract 13

- **Terms and Conditions** 13
- **Contract Payment and Refund Policy** 15
- **Check-In and Check-Out Procedures** 15
- **Residence Hall Room Assignments and Changes** 15
- **Confidentiality of Records** 16

Facilities 17

- **Elevator** 17
- **Emergency Procedures** 17
- **Maintenance and Damages** 19
- **Medical Needs and Accommodations** 19
- **Pest Control** 19
- **Security Systems** 20

Resident Conduct 22

Important Dates – 2026-2027 Academic Year 27

Welcome

Welcome to Student Housing at Kansas City Kansas Community College. We hope you will find your involvement with Student Housing and your interactions with our staff to be positive. We aim to build an outstanding student housing program and encourage you to become an integral part of it. Student Housing provides many avenues for involvement, as well as opportunities for positions of leadership. By taking advantage of these opportunities, you have the chance to grow as a person through the development of new friendships, the exploration of new ideas, and involvement in new activities. The Student Housing handbook is a summary of the services, policies, and experiences that relate to on-campus living at KCKCC. This publication is designed to let you know what you can expect from us and what we will expect from you as a student living on-campus. We ask that you familiarize yourself with the information in this publication. The major emphasis of Student Housing at KCKCC is supporting your education. We hope that on-campus living will help students reach their full potential through living in a community of people with a variety of needs, interests, and philosophies. The Student Housing guidelines and procedures are developed to give you maximum freedom while defining your responsibilities as a member of a residence hall community. The staff is pleased to welcome you as a student living on-campus. We will do everything possible to make your time at KCKCC meaningful, exciting, and productive.

Mission Statement

Student Housing offers students an affordable, learning-centered living community that encourages the development of independent living skills, supports academic achievement, and builds connections to the KCKCC community.

Student Housing Commitment

Our team strives to offer you the highest quality student housing experience possible. Because you matter to us, you can expect us to focus on…

- Safety and Cleanliness
- Employing a Caring and Competent Staff
- Community and Individual Responsibilities
- Innovative and Relevant Events
- Sustainable and Responsible Practices
- Supporting Academic Success
- Inclusive Practices that Welcome Individual Differences
- The Mission of KCKCC

You are never an interruption of our work. You are the reason for our work. Please contact us if there is anything we can do to make your experience as a resident or guest more meaningful or comfortable.

Student Housing strives to provide an atmosphere where residents can learn and effectively pursue their academic and personal goals. In addition, the Student Housing staff is committed to creating a community where ideas are freely discussed, topics of concern are explored, individuals develop new

skills, and a sense of community is fostered among all residents. Residents are encouraged to share in the creation of an environment where people and property are respected, and an awareness of global and local issues and concerns is promoted. We hope you will join your fellow residents in developing a community dedicated to valuing individual differences.

Student Housing Staff

The Student Housing staff are here to assist you in the development of your academic, social, and personal growth. Below is a list of our staff members who are dedicated to providing you with a comfortable place to live and learn. All of our staff members complete training and as part of the hiring process will have their personal information submitted for a criminal background check.

Student Desk Workers provide reception desk service in the residence hall. They work closely with the residence hall staff in keeping the office, mail room, and reception area running smoothly. They help monitor the lobby area and assist residents with packages and other services.

Resident Assistants (RAs) are undergraduate students who have been selected because of their desire and ability to be of service to other residents. RAs usually know the answers to questions you may have or know where to find you the right assistance.

Student Housing Coordinator is a full-time staff member who manages the daily operations of the residence hall.

Student Housing Director is a full-time staff member who manages the overall operations of the department.

Custodial, Maintenance, and Grounds Staff are essential staff members providing daily service to our residents including 24-hour coverage for emergencies. The custodial staff cleans all public areas including hallways and lounges, but residents are responsible for cleaning up after themselves. Maintenance staff maintain public areas and keep the hall in good physical condition. Grounds staff ensure that the exterior of the building is maintained and beautified. Requests for maintenance should be submitted online through the Student Housing portal or to an RA after hours in case of emergency.

KCKCC Non-Discrimination Policy Statement

Kansas City Kansas Community College (KCKCC) is committed to promoting and sustaining a campus community which identifies and values the individuality of every community member and is dedicated to maintaining a positive environment where diversity and inclusion is encouraged and fostered throughout the College.

KCKCC prohibits discrimination against any member of the College community on the basis of race, color, religion, national origin, age, disability, sex/gender (to include orientation, identity or expression), military/veteran status or any other characteristic protected by law and/or KCKCC policies. KCKCC will conduct its programs, services and activities consistent with applicable federal, state and local laws.

Student Housing supports Kansas City Kansas Community College's Mission, Vision, and Purpose by developing a safe, comfortable, living-learning community conducive to academic success and personal and social development.

Student Housing Community

Community Living

Living with others in a community living environment is one of the most challenging, significant, rewarding, and beneficial experiences students have while attending college. Learning to handle the challenges and stresses of living with others is a critical experience that benefits students well beyond their college years. Living on campus has also been proven to increase student success in college and has the potential to affect the growth and development of college students significantly. Living with others is not easy and requires students to:

- be assertive in protecting the rights of themselves and others,
- take responsibility for themselves and the consequences of their actions,
- make mature decisions,
- communicate effectively,
- demonstrate civility and respect toward others,
- show genuine concern and empathy for the well-being of others,
- compromise,
- demonstrate persistence and rigor in dealing with challenges,
- appreciate and value differences and the lessons that can be learned from others, and balance individual rights and freedoms with the responsibility each person has as a member of a community, and to exercise rights and freedoms in a manner that protects the rights and freedoms of others and promotes the common good.

Living with Roommates

Many students come to college without the experience of sharing a room with someone else and may be used to having a larger, more private living space. Living successfully with others requires open communication, respect, trust, flexibility, a willingness to share, courtesy, and remembering to be concerned about the needs and feelings of the other people in the room. When making decisions about how to live in this shared space, residents must take into consideration the impact they have on one another. The following are a few tips on how to be a good roommate:

Complete a roommate agreement – RAs can provide these agreements to help roommates define their expectations of each other and how to share their common space.

Limit personal items – The space that roommates share is compact, and there may not be enough room for everyone to bring all their personal property. Roommates should discuss and agree upon what to bring and maintain in the shared space.

Share – It is not possible for all roommates to have everything they want in the room and to have it for their exclusive use. Due to the limited space and electrical capacity of the rooms, it is not possible for each roommate to have their own electrical appliances and large items that consume large amounts of space. Roommates should talk about sharing items and set some ground rules for their use.

Live by "The Platinum Rule" – Roommates should always keep in mind the feelings, rights, and needs of the person/people with whom they share space and remember to "treat others as they want to be treated."

Communicate – Roommates should talk openly and honestly with each other when they have concerns. They should be assertive, but considerate.

Seek help – Roommates should utilize the assistance of their RA to help them address difficult issues in their living situation.

Be open-minded and willing to compromise – Roommates do not need to be best friends, but they should realize that there is much to be learned from living with someone whose personal habits, background, values, and characteristics are different from their own. They should talk with each other, share their ideas, perspectives, and beliefs, and be willing to listen, learn, and compromise when they disagree.

Roommate Bill of Rights

The following Bill of Rights contains basic rights of roommates. In an effort to protect the rights of individual roommates, Student Housing expects all residents to have:

1. The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guest of a roommate, etc.
3. The right to expect that a roommate will respect personal property.
4. The right to live in a clean and healthy environment.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host a guest as long as all residence hall policies are followed, and the guest is respectful of the rights of all roommates.
8. The right to have grievances addressed and conflicts resolved. Residence hall staff members are available for assistance.
9. The right to be free from intimidation; physical and emotional harm; and racial, sexual, and other prejudicial harassment.
10. The right to expect reasonable cooperation in the use of the room's shared items (e.g., refrigerator, TV, stereo, etc.) and a commitment to honor agreed-upon payment procedures (e.g., toilet paper, cleaning supplies, etc.).
11. The right to live according to one's own unique values, beliefs, identities, and cultures, as long as they do not unduly interfere with the rights of others.

Roommate Conflicts

If roommate conflicts occur, Student Housing works with all residents involved through various channels to mediate the conflict. These channels include:

Roommate Agreements – As discussed earlier, roommate agreements can help roommates identify potential problems before they arise. Also, when a conflict does arise, roommates can go back to the guidelines they set in their roommate agreement to resolve their conflict.

Mediation and Counseling – Student Housing staff are trained and experienced in helping roommates resolve conflicts and can offer advice, support, and informal assistance. Furthermore, Student Housing

staff members are aware of resources to aid roommates with formal mediation assistance. Residents need to determine their concerns and share them honestly during the mediation session.

Student Conduct – Roommate issues can at times be related to violations of the College's Code of Student Conduct, found at https://www.kckcc.edu/about/policies-procedures/student-affairs/student-code-of-conduct-policy.html, or the Student Housing Handbook, or Terms and Conditions of the Student Housing contract. Residents have the option of reporting conduct violations and seeking assistance through the student conduct system. This system is an educational process that communicates and reaffirms standards of conduct, encourages residents to make wise choices and engage in appropriate behavior, and holds residents accountable for unacceptable behavior. The conduct system is not intended to be used as a vehicle to force roommates out of their living environment, and removal or relocation is not always an outcome of the conduct process.

Room Changes – If issues reach the point that other methods of resolving the conflict have not been successful, there may be an option for a change in room assignment. Room changes are not available during the first two weeks of the semester, and there must be space available to allow a room change. It is important, therefore, that roommates try to resolve issues prior to requesting a room change. Room changes may be requested by contacting a Student Housing staff member. Student Housing staff members have a responsibility to provide support and assistance to all residents involved in a conflict and, therefore, do not decide who is "at fault" and who should be moved. If a determination is made that the conflict cannot be resolved without a room change, and if a roommate does not volunteer to change room assignments, all roommates may be reassigned.

Community Standards

Community standards are in place in our residence halls. Residents living in on-campus housing have an opportunity to live in a community environment and to accept the responsibility of being a member of a unique group of people. To help ensure that residents may exercise their rights as individuals while at the same time ensuring that the rights of those around them are upheld, basic standards have been established to facilitate mutual respect and consideration.

Common Area Damages – In the event of damages to a common area, including furniture, fixtures, doors, walls, elevators, windows, and excessive cleaning charges and trash removal, Student Housing reserves the right to charge all residents for reasonable damage charges if the responsible person(s) cannot be identified.

Computer Usage – Residents of Student Housing are expected to follow the College's Computer/Net Usage policy which can be found here: https://www.kckcc.edu/about/policies-procedures/administrative/computernet-usage-policy.html

Facilitation of a Policy or Community Standard Violation – Residents may find themselves in a situation where a violation of community standards; College policy or regulation; or federal, state, and local laws and ordinances is taking place. Residents should be aware that assisting, facilitating, or encouraging, through act or omission, any person or group, with committing or attempting to commit a violation can result in the resident being found responsible as if they committed the violation. Residents are encouraged to leave the situation and/or report the situation to a staff member.

Guests – Residents want to have guests visit; however, consideration for roommates and other floor residents dictates that guests do not infringe on another's right to privacy and the quiet enjoyment of the facilities the resident has under contract. While your guest is in the residence hall, we ask that you understand the following guidelines:

1. Guests (except underage youths) should carry a picture ID at all times and guests must abide by all policies and community standards of Student Housing and KCKCC, with guests and hosts mutually responsible for the conduct of the guests.
2. Guests found violating College or Student Housing policies may be escorted from the residence hall and restricted from further access.
3. Residents must be in the presence of their guests at all times and includes traveling in hallways, stairwells, and elevators. Guests may not remain in an apartment without the resident present. Escorting guests enhances the security of the facilities and protects individual privacy.

Overnight Visitation – Overnight visitation is defined as between the hours of 12:00am to 6:00am.

The following guidelines regarding overnight visitation apply:

1. A resident may have no more than one overnight guest at any time.
2. Overnight visitation applies to non-resident guests as well as residents visiting another apartment within the time frame defined as overnight.
3. Overnight visitation to the extent of cohabitation (more than two overnight visits per week) is not permitted.
4. This standard applies to the entirety of the building, (e.g., hallways, stairwells, lobbies, and elevators.)
5. Residents must register an overnight guest in the Student Housing portal. This should be submitted 24 hours in advance (or by 4:00pm on Friday for guest staying Saturday and/or Sunday nights.)

Pets – In accordance with KCKCC Pet Policy: 5.54, pets of any kind inside of the residence hall are not permitted. Pets discovered in a residence hall will result in a fine of $50 per day regardless of if the resident owns the animal. Should a pet be discovered in the residence hall, the pet can be removed and placed with the Humane Society of Greater KC, or similar organization, and responsible resident(s) will receive a pet fine. If animal feces are discovered anywhere in the room/apartment at any time, fines will increase for continued non-compliance. For details regarding Service Animals and Emotional Support Animals, please refer to that policy.

Posting – All posting of signs, bulletins, and promotional materials in the residence halls must be approved by the Director of Student Housing. Approved materials will then be distributed to the RA for posting.

Quiet Hours – Quiet hours are maintained to provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn. The enforcement of quiet hours is the responsibility of each resident, with assistance from Student Housing staff as needed. Everyone must observe the minimum acceptable quiet hours of 10:00pm to 8:00am, seven days a week. Courtesy hours are in effect throughout the residence hall 24 hours a day. Therefore, excessive noise, as determined by affected residents, is discouraged at all times.

Room Decorations – Nails, screws, double-sided tape, packing tape, duct tape, and light strips with

built-in adhesive on or in the walls, ceilings, furniture, or fixtures are prohibited. We recommend 3M Poster Strips with Command Adhesive or painter's blue tape.

- Pictures and other materials that are discriminatory or harassment under other College policies are not to be displayed in areas that may be visible outside a residence hall room or suite (including viewed from outside of room through window or door).
- No window display may be permitted if it substantially detracts from the aesthetics of the residence hall.
- Fire alarm pull stations, speakers/horns, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered, and exits must not be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, ceilings, walls, or doors, due to the fire hazard these decorations present. All decorations must have a 1-foot fire break for every 3 feet.
- Trees and other greenery must be artificial.
- String lights must be UL-approved and low wattage.

Room Modifications – As a safety precaution, the following guidelines for room modifications within the room or suite must be followed:

- No College-owned furniture or equipment may be removed from the room, suite, or apartment.
- No furnishings shall restrict exiting from any portion of the room or be a safety hazard to persons walking around the room.
- Residents must use beds provided by KCKCC and cannot bring additional mattresses or bed frames into the residence hall.
- No additional couches (or similar soft seating) may be brought into the residence hall.
- Modifications must not include any materials or designs of a hazardous or flammable nature, including suspended flammable fabrics or carpeting anywhere except as floor covering.
- Residents must be prepared to respond to concerns of staff about the hazardous nature of decorative materials and must remove materials that are judged by Student Housing staff to be particularly hazardous.
- Use and/or storage of hover boards in Student Housing facilities is prohibited.
- Modifications must not block the heating or cooling system or require the removal or remodeling of electrical fixtures or outlets. Twelve inches of free space must be maintained in front of all air vents.
- Modifications must not block a doorway. The door must be able to open perpendicular to the door opening.
- College-provided light fixtures must not be tampered with, and light bulbs must not be removed or switched out with a colored bulb.
- No lofts, risers, or concrete/cinder blocks are permitted. No furniture may be raised off the floor.
- Beds must remain in their standard configuration (e.g., headboard, footboard).
- Mattress must be used with the provided bed frame and not placed directly on the floor.
- All mattress toppers and pads over 2" high need to be California fire-rated.
- Excessively heavy items should not be placed on furniture or shelving provided by the College.

The College is not responsible for injury resulting from the modifications of a room.

Room Entry – Student Housing respects residents' right to privacy within the community and will strive to protect and guarantee this privacy. This procedure is designed to ensure only legal and appropriate entry into a resident's room by specifically authorized staff members and to define the conditions under which authorized personnel may enter a resident's room. Rooms may be entered under the following conditions:

- To provide room maintenance inspections or repair service.
- To conduct periodic health and safety inspections.
- When there is reasonable cause to believe College policies or Student Housing standards are being violated.
- When there is reasonable cause to believe an emergency situation has arisen that requires that the room be entered.
- When a resident permanently vacates the room.
- When a resident vacates a room for a break period.
- To identify if a space is ready for a new resident.

Illegal materials/items in plain view may be removed if they are noticed in the course of room maintenance or inspections, or in response to a violation of College policy or Student Housing standards. The resident will receive written notification of this action if confiscation of property is required when the resident is absent. Authorized staff members who may enter a resident's room are College administrative staff members, Student Housing Coordinator, Student Housing Director, RAs, maintenance, and custodial personnel.

Service Animals and Emotional Support Animals – Residents requiring the assistance of service animals or emotional support animals in the residence hall must provide appropriate documentation and receive approval through Student Accessibility & Support Services Office and the Director of Student Housing before bringing the service animal or emotional support animal to campus. Please contact the Student Accessibility & Support Services at 913-288-7664 to learn more about the process and arrange accommodations.

Smoke-Free and Tobacco-Free Living – The use of all tobacco products (both smoking and non-smoking) is expressly forbidden in all areas, including all common areas and individual living units. Any resident found responsible for contaminating the tobacco-free environment of a room/suite/apartment will be charged per incident per living unit for the thorough restoration/cleaning of that area, including carpets, walls, ceilings, etc. Charges vary and will be based on the cost to restore the living area. See College policy here: https://www.kckcc.edu/about/policies-procedures/smoke-and-tobacco-free-campus-policy.html.

Missing Person - Every resident who resides in the residence hall shall have the option to identify a confidential individual to be contacted within 24 hours of the determination that the resident is missing. The Student Housing Missing Residential Student policy is available to view here: https://www.kckcc.edu/about/policies-procedures/student-affairs/missing-residential-student-policy.html.

Residents are encouraged to submit a confidential contact to be contacted should the resident be determined to be missing. The Missing Student Contact person can be submitted on the Student Housing online portal.

Student Housing Services

Community and Study Lounges – There are community and study lounges located throughout the residence hall. Residents are encouraged to utilize the community lounges for entertaining guests, socializing, studying, or just visiting. Activities and special events are periodically held in the community lounges, but the lounges are available 24 hours a day for residents and their guests when these community functions and events are not scheduled in the facility. So that all residents may benefit from these areas, furniture is not to be removed from any community area, including lounges. Study lounges, equipped with tables and chairs are available on each floor. These facilities provide a private place in which to study. So that all residents may benefit from the study areas, no excessively loud music is allowed.

Wireless Network Access – Centennial Hall has been designed to have complete wireless coverage. However, as with any wireless technology, connection quality and speed can be affected by many environmental factors. For more information about connecting your devices to the network, visit the Technology Support page here: https://www.kckcc.edu/about/this-is-kckcc/tech-support/technology-support.html

Custodial Services – Residents are responsible for keeping rooms in reasonably clean condition and should empty waste into outside dumpsters. At no time should waste be left in the hallways. Residents found placing full trash bags in the hallway, including at the lobby trash cubicles, or otherwise improperly disposing of trash, will be charged a $20 trash fine per item. To ensure a healthy environment, periodic room health inspections will be conducted by Student Housing staff. The Custodial Staff cleans all public areas, including public restrooms, on a regular basis in the residence hall. It is the residents' responsibility to maintain a clean and sanitary bathroom and kitchen in the apartment at all times.

Insurance Coverage – The College cannot be held responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, etc. Residents are, therefore, encouraged to carry homeowners or rental insurance. In addition, the College shall not be liable for injuries that occur in and around residence halls, including laundry rooms, parking lots, etc. Residents are encouraged to carry adequate medical insurance.

Laundry Facilities – The residence hall is equipped with washers and dryers for exclusive use by residents. The College will not be held responsible for lost or damaged belongings. Residents are expected to promptly switch over or remove their laundry from the machines once the machine has finished running. Failure to do so may result in a $20 fine. Items left in the laundry room will be collected by building staff and placed in an area for lost and found.

Parking – Residents with the appropriate parking stickers are permitted to park in the campus parking lot to the northwest of the residence hall. Residents may obtain a parking sticker at no cost from the Centennial Hall front desk. The College is not responsible for losses or damages to automobiles or other personal property located in the parking lots surrounding the residence hall. Washing or servicing of cars in the parking lots is prohibited.

Reserving Residence Hall Community Space – College organizations wishing to utilize residence hall facilities including community lounges and courtyard space for presentations and/or meetings should make this request to the Director of Student Housing at least two weeks prior to the date desired. Priority is given to Student Housing activities. Requests for reoccurring events will not be approved to allow for Student Housing events.

Keys – Residents are responsible for all keys/access cards issued to them at check-in. Lost keys/access cards may be replaced by reporting the loss to a Student Housing staff member. A key request will be completed at that time. Mailbox keys will be replaced for a charge of $10.00. Bedroom keys, apartment keys, and building access cards are replaced at a cost of $20.00. Please remember:

- Lock your bedroom and apartment doors at all times.
- Do not loan your keys/access cards to anyone for any reason.
- Report lost keys/access cards immediately.
- Do not mark your keys/access cards with your room number or any other identifiable markings.
- Never leave your keys/access cards unattended.
- Return any lost keys/access cards you may find to a Student Housing staff member.
- When returning to campus after a weekend away/break, confirm you have your keys/access cards with you.

Keys/access cards obtained from sources other than the College are considered unauthorized. Keys/access cards may only be purchased for the purpose of replacing a lost key/access card and residents may not have more than one key/access card.

Lock-Outs – Residents are responsible for carrying their room keys/access cards at all times. In the event that a resident is locked out of the room, the resident should attempt to locate a roommate to gain access to the room. If a roommate is unavailable, they should contact the RA on-call to assist. Each resident is provided with two complimentary lock-outs per contract period. Additional lockouts are considered misuse of this service, resulting in a $10 charge for the third lock-out and every lock-out thereafter for the remainder of the contract period. This fee will be charged to the resident's College account. This lock-out service should not be used as an alternative to the replacement of a lost key/access card. For your own safety, report lost keys/access cards immediately.

Mail and Packages – Mailboxes are located near the entry of the residence hall. Residents must use the assigned mailbox key to obtain USPS mail, as postal regulations prohibit staff members from removing mail from the boxes. The College will not be held responsible for mishandling of mail or packages. USPS Mail is delivered daily, except Sundays and holidays, and is usually in the mailboxes by late afternoon. Outgoing USPS mail is picked up daily, except Sundays and holidays. Packages from delivery companies other than USPS will be stored at the front desk and residents notified of acceptance via KCKCC email. These packages may be picked up when the front desk is open. Deliveries from food and grocery delivery companies (e.g. DoorDash, UberEats, Instacart, etc.) will not be accepted at the front desk. Students need to make arrangements to meet their delivery driver upon arrival. Please include a complete return address on each piece of mail. Mail for residents should be addressed as follows:

Resident Name
Centennial Hall
7360 State Ave., Room #### (include room number and letter)
Kansas City, KS 66112

Student Housing Contract

Terms and Conditions

The 10-month academic-year Student Housing Contract is in effect from August until May (unless entered into during the spring semester). The Student Housing Contract is for the entire academic year (both fall and spring semesters). If entered into after the semester begins, the contract applies to the remaining balance of the academic year. The following is a list of information you are responsible for knowing and have agreed to follow by signing your contract. You should take time to review the Terms and Conditions of the contract which may be found in the Student Housing portal.

Holiday Periods - Centennial Hall is closed during all holiday periods (Thanksgiving Break, Winter Break, Spring Break); however, residents can request to stay during these times. This is so that staff are aware of residents who remain in the building during these times in case of emergencies and to ensure adequate staffing levels. The procedure to request to stay over breaks will be shared via email by staff members prior to the break.

Alcohol Use and Possession – Alcohol use and possession are prohibited in Centennial Hall and on the KCKCC campus. Residents found to be potentially violating the College alcohol policy will be documented and referred to the Dean of Students office.

Cancellation and Breakage Policies – If a resident is to remain a student at KCKCC, they must obtain prior approval from Student Housing to cancel or break the contract. If permitted to break the contract, the following conditions apply:

A. If a resident withdraws from the College, the individual is no longer authorized to live in College housing and must check out within three (3) calendar days. The deposit will be forfeited, and the resident will be charged the prorated room fee based on the contract cancellation schedule until the resident has officially checked out.

B. If a resident is permitted to break the contract after the opening day of the halls in the fall or spring, the following costs will be incurred:

a. the deposit will be forfeited;
b. the prorated room fee based on the contract cancellation schedule will be charged until the resident has officially checked out;
c. liquidated damage charges, as stated in Section 2 and 15 of the Student Housing Contract, will be added to the resident's account including all breakage fees.

C. Student Housing may cancel a resident's contract, and the resident will forfeit the deposit with appropriate notice if, after due process, the resident is found in violation of the rules and regulations as established by this Handbook, the Student Code of Conduct, or federal, state or local laws. In such cases, the College may impose a liquidated damage fee (see Section 2 and 15 of the Student Housing Contract.)

D. To cancel a contract prior to the opening of the residence halls, Student Housing must be notified in writing. If mailed, the date the notification is received by Student Housing will be used as the date of contract cancellation.

Consolidation Procedure: At any time during the academic year, if a resident moves out of a room/suite/apartment leaving a vacancy, the remaining resident(s) must select one of the following options:

1. Choose to move to another partially vacant room.
2. Find another resident in a partially vacant room who is willing to move into the room.

This consolidation procedure does not require an individual to consolidate unless there is a need for space in the residence hall. If a resident is (a) occupying a room without a full suite of roommates, and (b) not required to consolidate as indicated above, the resident must:

- Keep the apartment in such a condition that would allow someone to move into the room on short notice.
- Display an attitude of cooperation and acceptance toward any resident who may wish to examine the apartment prior to occupancy.
- Agree that the room may be shown to prospective occupants without prior notification and in the resident's absence.
- Agree to accept any roommate assigned by a Student Housing staff member.

Residents who are directed to consolidate, but fail to do so, will be billed automatically for both rooms. Residents who refuse to accept an assigned roommate will be automatically charged both room fees prorated from the date of the vacancy. Residents in partially empty apartments must keep the bedroom in empty condition at all times and the remainder of the apartment in a state ready for a new roommate. Residents leaving for winter break who are in a partially vacant apartment must make sure the apartment is ready to accept a new roommate, as a new roommate may move in during the break.

During the semester, if several apartments become partially vacant, residents may be required to consolidate with residents of another apartment. Student Housing reserves the right to enforce this procedure when its enforcement will:

- result in energy conservation;
- facilitate cleaning and renovation;
- make space available for additional residents, guests, offices, and conference groups.

Eligibility – To be eligible for residence in College housing, an individual must be enrolled in at least twelve hours as a student at Kansas City Kansas Community College (exceptions can be made by the Director of Student Housing) and be at least 17 years of age.

Insurance Coverage (Medical and Property) – The College cannot be held responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, or other acts of nature. Residents are, therefore, encouraged to carry homeowners or rental insurance. In addition, the College shall not be liable for injuries that occur in and around residence halls, including laundry rooms, kitchens, parking lots, etc. Residents are encouraged to carry adequate medical insurance.

Room Use – Residents are not permitted to sublet or assign their rooms or use their rooms for commercial/business purposes. Residents are not permitted to remove equipment or furnishings from any room in College housing. Room modifications may be made only in adherence to departmental guidelines as otherwise stated in this Handbook.

Contract Payment and Refund Policy

Payments – Charges related to the Housing Contract will be reflected on the resident's account with the College. Payments are to be sent to the Business Office and are due by dates published by the Business Office. If the resident fails to make payment according to the schedule set forth by the contract, the College may withhold grade reports and all other records or information requested by the resident or third parties.

Refunds – If a resident withdraws from the College, a refund of housing fees will be calculated according to the Terms and Conditions of the Housing Contract. Money owed to Student Housing or other departments at the College may be deducted from any refund.

Check-In and Check-Out Procedures

Check-In – When residents move into their rooms, they will be given access to the online Room Condition Report (RCR) that includes a completed apartment inventory. This inventory serves as a record of the contents and conditions of the apartment and serves as the basis for check-out and assessment of damages when a resident moves out.

Check-Out – In order to properly move out of an apartment, the resident must check out with a Resident Assistant or Student Housing staff member. RAs will provide residents with sign-up times for check-out during finals week or last week of the contract. These appointments are necessary for the convenience of residents and allow RAs to plan in advance if a schedule conflict requires the assistance of another staff member in the checkout process. During check-out, the RA will inspect the apartment, record any damages on the Room Condition Report, and collect keys and access card, noting the date of check-out. Failure to do any of the above constitutes an improper check-out, resulting in a $100 charge, in addition to any other charges. If a resident checks out of a room during a holiday period, the resident must make arrangements with the RA on-call to check out. A fall semester resident not planning to return to the residence halls in the spring must check out of the room 24 hours after their last final or by 10:00am on Tuesday, after finals. A resident will be billed the daily housing rate for every day beyond this deadline until the resident officially checks out.

The cost of any damage to the room/suite/apartment will be billed to the resident and/or deducted from any housing deposit refund due to the resident.

Residence Hall Room Assignments and Changes

Room Assignments – Assignments for new residents are made according to a priority date determined by the date the resident's contract is completed. It is the Department's policy not to discriminate when assigning roommates. KCKCC is a community of people with respect for differences. The College emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and residents. Refer to the College's nondiscrimination policy as listed on page 4 of this Handbook. Student Housing reserves the right to change room assignments. Residents agree to accept any and all roommates assigned to the apartment as indicated in section 8 of the Terms and Conditions.

Room Changes – Residents are encouraged to discuss room changes with their roommates first. If room assignment problems continue, the resident seeking the room change should contact their RA who will mediate the dispute. If still unresolved, the RA will refer the resident to the Housing Coordinator. In roommate conflicts which cannot be resolved, all roommates may be reassigned. Room change requests will be accepted after the first two weeks of the fall and spring semesters, and there must be space available to allow a room change. Room changes will be approved based on availability. Room change requests based on discrimination will not be granted. Only room changes that have received formal approval may take place. Residents who change rooms without express permission are in direct violation of the Student Code of Conduct (Use of Facilities).

Confidentiality of Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), which is a federal law, access to student records maintained by Student Housing is limited to other persons within the College who have a legitimate or educational interest; officials of other institutions where students seek enrollment; information requested by federal, state or educational authorities; information needed in connection with the receipt of financial aid; information released by accrediting organizations; appropriate parties in health and safety emergencies; or as otherwise authorized by FERPA. KCKCC does make available to the public unedited Incident Reports, including personally identifiable information, regarding investigations of suspected criminal conduct which violates federal law, Kansas statutes, or city ordinances. Violations of College and Student Housing policy that do not involve criminal activity and other information gathered within the context of community development and student service functions are currently addressed under FERPA. Therefore, other individuals and agencies outside the College shall not have access to nor will Student Housing disclose any information, other than directory information or criminal incident reports, without the written consent of the student. Student Housing staff have access to grades and other academic information throughout the academic year. FERPA release forms can be found on the Registrar's website.

Facilities

Elevator

The Passenger elevator located within the residence hall is provided for use by residents, their guests, and residence hall staff. In order to keep the elevator in working condition, the following actions are prohibited and may result in disciplinary action:

- Intentional damage and/or vandalism to the elevator, such as prying elevator doors open, jumping, rocking, etc.
- Use of emergency alarms, emergency stops, or the elevator telephone in other than emergency situations.
- Evacuating people from the elevator without assistance from trained personnel. If you are trapped in an elevator, sound the alarm or use the emergency phone to notify Campus Police of your situation.

Emergency Procedures

In the event of an emergency, assistance may be obtained by contacting an RA, the Coordinator or Director of Student Housing, or Campus Police. Give a clear description of the problem, your location (including floor, apartment, and room), and your name.

Bomb Threat – In the event of a bomb threat requiring evacuation of the residence hall, residents will be alerted to the situation and asked to follow standard evacuation procedures outlined for fire emergencies and drills. A bomb threat, even one made as a prank, is a violation of both federal and local laws, punishable by a fine and prison sentence.

Contacting Parents/Guardians – If a resident is assessed by emergency medical services personnel for medical issues, alcohol poisoning, or suicide ideation/attempt, the resident's emergency contact may be contacted by a College staff member.

Corridors and Fire Doors – It is absolutely essential that apartment and stairwell doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases, and fire from the area of origin.

Emergency Lockdown of a Residence Hall – Procedures have been developed in the event of an emergency situation occurring on the KCKCC campus. Your RA will cover these procedures during the first floor meeting. Please listen to these instructions and always follow directions given to you by staff members in the case of an emergency. These procedures have been put in place for your safety, not as an inconvenience or interruption of your plans.

Fire Regulations – Periodic fire drills are required to ensure that residents know what to do in the event of a fire. All residents should be on the alert to prevent fires. Residents should be familiar with the fire instructions that are posted in each apartment. All residents and visitors are required to evacuate the residence hall when the fire alarm is sounded. Those refusing to cooperate with staff or evacuate the residence hall are subject to the consequences of their actions.

In the event the fire alarm sounds:

- Leave the residence hall at once, using the nearest stairway exit. Depart the room immediately, but dress in preparation for exiting outdoors (e.g., shoes, coat, etc.)
- Lock your door.
- Never use the elevator during a drill or actual fire.
- If you are away from your room when the fire alarm sounds, do not return to your room, but leave the residence hall via the nearest exit.
- Do not return to the residence hall until given the all-clear signal by safety personnel or Student Housing staff member.

In the event of a fire:

- Contain the fire, if possible, by closing the door as you evacuate.
- Pull the nearest fire alarm (pull station) if the building alarm is not sounding.
- No matter how small the fire, and even if it is already extinguished, report it to an RA or Student Housing staff member immediately.
- Leave the residence hall by the nearest stairway. Do not use an elevator. Close apartment and hallway doors behind you. Remain calm at all times.
- Do not return to the residence hall until given the all-clear signal by safety personnel or Student Housing staff member.

KCKCC alert – This is the College's mass notification system, which uses a variety of methods to contact students, faculty, and staff in the event of an emergency or school closing. The system allows you to receive urgent notification where and how you want. It is also very important to follow the instructions given, whether you are in the residence hall, in an academic building, or elsewhere.

Threats and harassment – Residents who are physically threatened or harassed should immediately contact an RA or Campus Police for assistance. Residents who receive threats/harassment over the telephone should follow these procedures:

- Note the exact time of the call and, if available, number of the caller.
- Write down as accurately as possible all statements made by the caller.
- Listen to the voice to determine perceived gender, age, accent, and any other distinguishing features about the voice.
- Listen for any background noise (e.g., vehicular noises, alarms, voices, etc.)
- After the call is ended, notify a Student Housing staff member or Campus Police.

Tornadoes and Severe Weather – Two types of tornado alerts are issued by the National Weather Service: ***tornado watch*** and ***tornado warning***. Residents should become familiar with the distinction, because it dictates which course of action to follow.

A ***tornado watch*** indicates that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographical area. Residents should monitor both television and radio weather bulletins to listen for details and changes in weather conditions. A ***tornado warning*** is issued when a tornado has been sighted in the immediate area. The Wyandotte County Emergency Management sirens will sound when a tornado warning has been issued. In the event of a tornado warning:

- Close and lock your room and apartment door and close hallway doors behind you. Bring a book and flashlight with you if they can be located quickly.
- Move to the building's tornado shelter immediately, remaining until the all-clear is given by a Student Housing staff member.
- Do not remain in any area that has glass windows, especially lobbies.
- Cooperate fully with all Student Housing staff members. Those refusing to cooperate with staff or evacuate to a designated area are subject to consequences of their actions.

Maintenance and Damages

Residents are responsible for maintaining rooms in the condition in which they were found at the time of check-in. The College employs a facilities staff to assist with the general maintenance, repair, and emergency situations. Requests for maintenance should be submitted on the Student Housing portal.

If there is an emergency (e.g., major water leak, air conditioning or heating problems, door locks), contact a Student Housing staff member to request emergency repairs.

Damages – The condition of each room/apartment is checked at the beginning and end of each academic year. To avoid being charged for damages for which you are not responsible, residents should carefully check the Room Condition Report (RCR) provided in the Student Housing portal to make certain all existing damages are noted on the RCR. Damages to College property that occur during the school year by residents or their guests are the responsibility of the residents of the room.

Damage/Charge Appeals – Appeals must be submitted by the resident online in the Student Housing portal (https://kckcc.erezlife.com). Sign into your account and select Forms, then click Appeal Damage Charges.

Appeals for damages in a given semester will only be considered until the fifteenth of the month that follows the end of the semester.

SEMESTER:	**DEADLINE:**
Fall	January 15
Spring	June 15
Summer	August 15

Medical Needs and Accommodations

Residents with medical needs should communicate those needs to Student Housing in case of an emergency. If an accommodation is requested, residents will need to register with the Student Accessibility and Support Services office, located in Jewell 3384. Residents with a medical condition requiring injections must inform Student Housing and Student Health of that medical condition, as a disposal unit for used needles will be needed in the apartment.

Pest Control

Student Housing has every room (including resident and staff apartments) in the residence hall treated by our pest control contractor regularly. In order to request treatments for insects or other pests beyond the regularly scheduled applications, please notify your RA or the Student Housing Coordinator or Director. If a resident wants to provide a specimen of the pest, it should be placed in a Ziploc bag and taken to the Student Housing office. We cannot treat for flying insects such as gnats, wasps, or

hornets, the source needs to be located before treatment can take place. Student Housing has a protocol for treating bedbugs. If you suspect you have bedbugs, please contact your RA or a Student Housing staff member immediately. It is the resident's responsibility to notify Student Housing when pests are present so treatment can begin promptly. Failure to comply with all treatment and requirements prior to treatment will result in a referral for conduct charges and/or financial charges for eradication of pests.

Security Systems

Card Access Security System – A card access system permits residents to gain entry to their residence hall at all times. Guests must contact residents they are visiting to allow entry to the building. Resident's building access will be turned on upon their check-in to Student Housing. Card access is an electronic security system that help maintain the security of the exterior and interior doors. Lost cards should be reported immediately so that door access can be removed. Access will be re-granted when the resident reports that they have found or replaced their access card.

To help maintain a goal of safety and security in the residence hall, residents are asked not to permit "tailgating." This means that persons not in possession of an access card should not be permitted to enter a residence hall without a host resident. Residents are prohibited from loaning or giving their access card to others – including other residents.

Community Watch – Residents are asked to watch out for and protect their "home away from home" and the members of their community. The safety and security of the residence hall depends, in part, on the actions and responsibility exercised by each community member. No lock or security measure is effective when ignored or used improperly. For their own safety and the safety of their fellow residents, residents are asked to observe appropriate safety and security measures and to report concerns to a Student Housing staff member.

Criminal Background Checks – All residents and staff members will have their personal information submitted for a criminal background check.

Interior Door Security – In addition to exterior door security, every residence hall apartment door is equipped with a security peephole. Residents should utilize these and other safety measures when uncertain about a visitor.

Identification of Personal Property – Residents are encouraged to identify personal property (e.g., bikes, stereos, TVs, etc.) with an engraver. It is helpful to note all the serial numbers of your personal belongings in case of loss or theft.

Surveillance Systems – To assist with the overall security of the residence hall, surveillance cameras, card access activity logs, and other means of personally identifying and monitoring the activities of residents and staff are utilized. Surveillance cameras do not have audio capabilities and will not be placed in private areas, such as bathrooms or living units. Campus Police is the authorizing agent for access and control of any camera and monitor.

Windows, Shades, Ledges, and Roofs – The misuse of windows can present a serious safety hazard to residents and other community members. The following guidelines are in place to address these concerns.

- Residents may not take any action that may tend to damage the window or window shades.
- Residents are instructed not to lean against any window or to stand upon any structure(s) or item(s), such as crates or boxes, in front of any window within the residence hall.
- No one is permitted on ledges or retaining walls, nor any items to be placed on ledges or retaining walls.
- No one is permitted on roofs or overhangs, nor any items to be placed on roofs or overhangs.

Due to the severity of this safety concern, Student Housing will hold responsible all residents involved in these actions, including the residents of the room in which a violation of these policies has occurred. Any damage to a window should be reported to a Student Housing staff member immediately.

Resident Conduct

In the event of an inconsistency between this Handbook, the Student Handbook and the Student Code of Conduct, the Student Handbook and Student Code of Conduct shall control.

A primary aim of Student Housing is to maintain an atmosphere that is conducive to the pursuit of academic goals and personal growth. In order to achieve this goal, it is important to remember that a large number of individuals live together in a residence hall. This situation requires residents to accept the responsibility involved with living in a community environment and to make a special effort to be aware of how their actions affect their neighbors and roommates. To this end, community standards for the residence halls have been developed to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights and safety of fellow residents. Residents are encouraged to learn and practice responsible decision making, develop an appreciation of community standards, respect individual rights and property, practice good citizenship, and understand the policies of the College within the context of a community living environment. The student conduct system is an active approach to problems that may arise in a residence hall living environment. The system allows for the growth and development of individual residents, making them accountable for their actions and the consequences of these actions and decisions. When a resident violates the basic standards of community living by endangering the safety of other residents or violating any of the policies outlined by Student Housing or the College, this behavior is addressed through the Student Housing and/or College conduct system.

Documentation of Violations – Student Housing staff, including RAs, Student Desk Workers, Student Housing Coordinator, and Director, are required to confront violations of community standards and College policy. An incident report is written and filed with the Dean of Student Services office. Residents cited in an incident report for an alleged violation will receive email communication informing them of the next step in the process to resolve the situation. Residents are asked to respond in a timely fashion to all communications involving resident conduct concerns. Failure to do so can result in further conduct action.

Adjudication of Alleged Policy Violations – Information about the conduct process, including student rights, responsibilities, due process, hearing procedures and sanctions may be found within the Student Code of Conduct: https://www.kckcc.edu/files/docs/policies/student-affairs/3.00-student-code-of-conduct.pdf

Residence Hall Code of Conduct

Any resident who is found to have violated the community standards or College policies as outlined under Policy 3.00 in the Student Code of Conduct is subject to disciplinary sanctions, conditions, and/or restrictions. Residents should review the Code found at https://www.kckcc.edu/about/policies-procedures/student-affairs/student-code-of-conduct-policy.html. Residents will be held responsible for their own behavior. Community standards include, but are not limited to, the following inappropriate behaviors:

1. **Alcoholic Beverages and Smoking**
    a. Possession, use, sale, manufacture, and/or distribution of alcoholic beverages in the residence hall or at any Student Housing sponsored event.
    b. Possession of alcohol containers, including one or more cans, bottles, bongs,

packaging, kegs, and/or flasks, within the residence hall or at any Student Housing sponsored event.

c. Intoxication by individuals in the residence halls or at any Student Housing sponsored event.
d. Smoking and the use of all tobacco products are prohibited in the residence halls or at any Student Housing sponsored event. This includes all forms of chewing tobacco and snuff.
e. Any violation of College Alcohol Use policy here: https://www.kckcc.edu/about/policies-procedures/human-resources/drug-and-alcohol-use-students-and-employees-policy.html
f. Any violation of College Smoke and Tobacco-Free Campus policy here: https://www.kckcc.edu/about/policies-procedures/smoke-and-tobacco-free-campus-policy.html

2. Narcotics or Drugs

a. Possession, use, sale, manufacture, and/or distribution of any narcotic, drug, non-prescribed medicine, chemical compound, or other controlled substance or paraphernalia in the residence hall or at any Student Housing sponsored event, except as expressly permitted by law.
b. Intoxication and/or impairment from use of any narcotic, drug, non-prescribed medicine, chemical compound, or other controlled substance in the residence hall or at any Student Housing sponsored event, whether consumed on-campus or not, except as expressly permitted by law.
c. Any violation of College Drug Use policy available here: https://www.kckcc.edu/about/policies-procedures/human-resources/drug-and-alcohol-use-students-and-employees-policy.html

3. Firearms and Weapons

a. The possession and/or use of firearms, handguns, ammunition, lethal weapons, blowguns, fireworks, explosives, noxious materials, incendiary devices, and dangerous chemicals in the residence halls. Possession of weapons within the residence hall even by licensed holders of concealed handguns. Lethal weapons include any object so designed or adapted to be capable of taking a human life. Firearms, a blackjack, a knife with a blade over four inches in length (including pocket, hunting, or collectible knives), a billy club, a slingshot, metal knucks, and a razor have been held to be lethal weapons. Possession and/or use of items such as stun guns, pellet guns, dart guns, darts, paint guns, bows and arrows within the residence hall.
b. Any violation of College Prohibited Weapons policy available here: https://www.kckcc.edu/about/policies-procedures/business-financial/prohibited-weapons-policy.html

4. Theft, Damage, or Unauthorized Use

a. Theft is defined as attempted or actual theft of any property belonging to the College, residents, or other members of the College and residence hall community or College and residence hall visitors. Possession of property, knowing it to be stolen, is theft.
b. Damage is defined as attempted or actual damage to property to the College, residents, other member of the College and residence hall community, or College and residence hall visitors. Defacing, and/or unauthorized removal of College and residence hall property, including public area furniture is damage and/or theft.

c. Unauthorized use is defined as an attempted or actual use of credit cards, College ID card, and/or personal checks including forgery, alteration, or misrepresentation of any form of identification.

5. **Disorderly Conduct/Harassment -** The following regulations include actions or behavior directed toward either residents, staff, or guests:
    a. Physical harm or threat of harm to any person.
    b. Intentional, reckless or negligent conduct which threatens or endangers the health or safety of any person.
    c. Unduly disruptive conduct to the College and/or Student Housing community.
    d. Lewd or obscene conduct. Obscene conduct may include conduct that appeals only to a prurient interest and/or depicts/describes sexual acts in a patently offensive way.
    e. A breach of peace.
    f. Aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored, or participated in, by the College.
    g. Unauthorized surveillance; making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence halls rooms and restrooms. Also prohibited is the intentional or knowing viewing, storing, sharing and/or other distribution of such unauthorized images by any means.
    h. Unauthorized distribution of sexually explicit images, sharing, displaying, or other distributing nude or sexually explicit images of another individual without that individual's consent, even if the image was lawfully made or taken with consent. The knowing or intentionally viewing of an image by a third-party when the third party knows or has reason to know that the subject of an image has not consented to such viewing or distribution is likewise a violation of this section.
    i. Sexual discrimination (including but not limited to sexual violence, sexual harassment, sexual assault), domestic violence, dating violence, and/or stalking. KCKCC is committed to creating and maintaining an environment that is safe and free from sexual violence and sexual harassment, including sexual assault and stalking. The College will take immediate action to eliminate harassment, prevent its recurrence, and address its effects. This policy also prohibits retaliation against an individual who has brought forward a complaint of sexual harassment and/or taken part in a conduct process as a result of a sexual harassment complaint. For definitions and further explanation of College policy see the College's Title IX policy and Student Code of Conduct.
    j. Harassment, which is unwelcome conduct toward another person or an identifiable group of persons, which is severe or pervasive and has the purpose or effect of creating an intimidating, hostile, or offensive learning, working, or living environment.

6. **Fire and Life Safety**
    a. Intentional sounding of a false alarm; pushing emergency release buttons; sounding emergency exit door alarms; false emergency calls; attempting to ignite and/or the action of igniting a substance on fire; issuing a bomb threat; constructing mock explosive devices; or tampering with, destroying, and/or possession of fire equipment, emergency signs, and sprinklers.
    b. The covering of fire alarm pull stations, fire alarm speakers, fire extinguisher cabinets, smoke detectors, and exit signs; and blocking of exits.
    c. Decorating hallways, walls, or doors with flammable materials without fire break.

d. Propping open or preventing apartment doors, which are fire-rated doors and prevent and/or slow the spread of fire, from being closed for any reason. Violation of this will result in a minimum $100 fine.

7. Unauthorized Entry/Exit, Possession or Use

a. Unauthorized entry into, or use of Student Housing facilities, including roofs, ledges, laundry facilities, mechanical areas, control rooms, unapproved room changes, etc.
b. Unauthorized use and/or possession of keys or unauthorized duplication, processing, production, or manufacture of any key or access card for use in any residence hall facility.
c. Tailgating or allowing someone else to tailgate through a card-accessed door.
d. Loaning or giving keys and/or access card to another person.
e. Entering/exiting emergency exit doors when alarmed.

8. Community Living Guidelines

a. Failure to abide by Courtesy and Quiet Hours as outlined in the Student Housing Handbook.
b. Failure to abide by the Guest guidelines as outlined in this Handbook.
c. Possession of a lit substance, including the possession of candles, candle warmers, incense, and flame-heated potpourri pots in any residence hall room and/or in any public area of the residence hall.
d. Failure to abide by Overnight Visitation guidelines as outlined in this Handbook.
e. Possession of items not allowed in residence hall rooms and/or public areas to include heaters/heating units (including space heaters and heated blankets), halogen torchiere lamps, lamps with narrow plastic shades, lava lamps, ozone machines, waterbeds, mattress toppers and pads over 2" high that are not California fire-rated, fog machines, personal washers/dryers or dishwashers, candles (with or without wicks), Scentsy-type warmers, air conditioners, outside antennae, flammable fluids, incense, non-College provided refrigerators/freezers and microwaves, and personal surveillance systems in public places.
f. Selling and/or solicitation in the residence hall, unless approved by the Director of Student Housing.
g. Operation of a bicycle, in-line skates, skateboard, or other recreational devices in the residence hall.
h. Participating in any of type of sport activity, including running, in the hallways and/or indoor public areas of the residence hall.
i. Possession and/or care of animals with the exception of service animals or approved emotional support animals. No laboratory animals are permitted in the residence halls.
j. The playing of any musical instruments if heard outside a residence hall room.
k. Use of darts and/or dartboard in any area of the residence hall.
l. Failure to dispose of trash in the provided exterior dumpsters. Residents will be billed for the removal of trash when not disposed of properly.
m. Residents are expected to promptly remove laundry from washers and dryers once the cycle is completed.
n. Failure to comply with all parking regulations including parking in accessible parking spaces or spaces designated for staff without appropriate permit. Residents should not park in the marked fire lane in front of Centennial Hall.

9. **Failure to Comply with the Direction of College Official**
    a. Residents must comply with the directions of Student Housing staff members, or other College Officials, including, but not limited to, Campus Police, Dean of Student Services, etc., acting in the performance of their duties. This includes meeting with Student Housing officials as directed following sanctions outlined as the result of a student conduct hearing.
10. **Failure to Present Student Identification**
    a. A resident must present their student identification card on request by Student Housing staff members, or other College officials, acting in the performance of their duties.
11. **Providing False Information or Misuse of Records**
    a. Dishonest or fraudulent behavior, such as furnishing false information to Student Housing staff members in the performance of their duties either verbally, or through forgery, alteration, or misuse of any residence hall document, record, or instrument of identification.
12. **Vandalism**
    a. Malicious destruction, damage, or misuse of College property. This includes residence hall public area furniture and fixtures and individual room furniture and fixtures.
13. **Student Housing Contract**
    a. Violating the Terms and Conditions of the Student Housing Contract.
14. **Room Decorations**
    a. Nails, screws, double-sided tape, packing tape, duct tape, or light strips with built-in adhesive on or in the walls, furniture, or fixtures.
    b. Removal of furniture from assigned room/apartment.
    c. Removal of traffic and/or street signs. In the absence of a verifiable bill of sale, traffic and street signs are not permitted in the residence hall.
    d. Displaying pictures and other materials that are discriminatory or harassment under other College policies in areas that may be visible outside of a residence hall room/apartment (including viewed from outside of room through window or door).
    e. Displaying alcoholic beverage signs.
    f. Possession of coniferous plants and other coniferous greenery.
    g. Possession of non-UL approved and/or non-low wattage holiday lights.
    h. Use of any non-UL approved electrical item, including extension cards, appliances, lamps, etc.
15. **Computer Use**
    a. Any violation of the College Computer/Net Usage policy available here: https://www.kckcc.edu/about/policies-procedures/administrative/computernet-usage-policy.html
16. **General Expectations**
    a. Residents are expected to comply with federal, state, and local laws and ordinances and other College regulations as prescribed in this Handbook, the Student Housing Contract, and other College publications. In addition, all postings, signs, or other forms of communication must be adhered to at all times including email correspondence from Student Housing staff members. Residents are responsible for the acts of others (guests/visitors) in their apartment.

Important Dates – 2026-2027 Academic Year

Below are some of the important dates residents need to be aware of throughout the academic year. The dates below are subject to change. For a complete calendar, resident should refer to the information found at https://www.kckcc.edu/academics/academic-calendars/2026-27-academic-calendar.html

August 14 @ 8am – Centennial Hall opens
August 16 – Last day for regular enrollment
August 17 – Classes Begin Fall and Fall 1A
September 7 – Labor Day Holiday, College closed
September 24 – Last day to withdraw from Fall 1A classes
October 8 – 9 – Final Exams for Fall 1A
October 12 – Fall 2B classes begin
November 1 – Enrollment for Spring 2027 begins
November 17 – Last day to withdraw from Fall classes
November 20 @ 4pm – Centennial Hall closes for Thanksgiving Break (unless approved to stay)
November 23 – 29 – Thanksgiving Holiday, College closed
November 29 @ 8am – Centennial Hall reopens
November 30 – Last day to withdraw from Fall 2B classes
December 7 – Last day of classes
December 7 – 14 – Finals Week
December 15 @ 10am – Centennial Hall closes for Winter Break (unless approved to stay)
December 18 @ 2pm – January 4 – Winter Break, College closed
January 15 @ 8am – Centennial Hall reopens
January 18 – Martin Luther King Jr. Day Holiday, College closed
January 19 – Classes Begin Spring and Spring 1A
February 25 – Last day to withdraw from Spring 1A classes
March 11 – 12 – Final Exams for Spring 1A
March 12 @ 4pm – Centennial Hall closes for Spring Break (unless approved to stay)
March 15 – 21 – Spring Break, No classes. Offices open March 15 – 18
March 19 – College closed
March 21 @ 8am – Centennial Hall reopens
March 22 – Spring 2B classes begin
April 1 – Enrollment for Summer and Fall 2027 begins
April 20 – Last day to withdraw from Spring
April 27 – Last day to withdraw from Spring 2B
May 10 – Last day of classes
May 11 – 17 – Finals Week
May 18 @ 10am – Centennial Hall closes
May 20 – Graduation