

# **San Juan College Housing Handbook 2024-2025**

## **WELCOME**

Welcome to Housing and Residence Life, your new community and home. This year will be exciting as you will be able to grow as a person through developing new friendships, exploring new ideas and being involved in new activities.

You may find that living on campus may be a bit unusual, but after a few short weeks you will have connected with friends and found your pace. Our staff will be there along the way to help you get connected, handle issues that may arise and work to provide a safe, fun, and inclusive environment for all our residents. We hope that you find living on campus and interacting with the staff is a positive and rewarding experience for you.

Please take the time to read and review this handbook which contains practical information and important guidelines that will help you understand what it means to be a member of your community and what you can expect. By choosing to live on campus, you will be residing with many others. While we value having a positive sense of community, we must emphasize that living in this community comes with the responsibilities that allow everyone in the community to be safer. Please consider this responsibility carefully and let it guide your daily behavior.

We hope that you find living on campus and interacting with the staff is a positive and rewarding experience for you. Welcome home!

## INTRODUCTION

This Housing Handbook serves to provide residents with a comprehensive guide to living on campus. It serves as a quick reference to ensure you are meeting the on-campus living expectations and to ensure you have a safe, inclusive and comfortable living environment. This document and the SJC Student Handbook (<https://www.sanjuancollege.edu/studenthandbook/>) are applicable to students residing on-campus.

We encourage you to keep and use the Housing Handbook, as you will be responsible for complying with its contents. Please direct questions to the Coordinator of Housing and Residence Life at (505) 566-4225 or by email to [housing@sanjuancollege.edu](mailto:housing@sanjuancollege.edu) or to your RA.

### Sunrise Suites

San Juan College Housing and Residence Life offers a quality living experience that meets your needs as a student. Sunrise Suites is a beautiful three-floor coed residence for up to 150 students that provides the following living options:

- Double Occupancy (four-person suite) – 2 beds per room/4 same gender persons sharing a bathroom
- Single Occupancy (four-person suite) – 1 bed per room/ 4 same gender persons sharing a bathroom

## RESIDENCE LIFE STAFF

### Resident Assistant (RA)

Your RA will help you have a great experience living on campus. They are students, just like you, and have made an investment in the residence hall community. They will engage with you as they create a community that is safe, fun and inclusive. They are a resource for you as you navigate your time at San Juan College. They have been carefully selected and trained to help plan activities, help with communications and conflicts, ensure policies are being followed and handle emergency situations.

The RA staff should be your first point of contact. There is an RA On-Call 5 PM to 8 AM on weekdays and 24 hours on weekends and holidays.

### Coordinator of Housing and Residence Life

Your residence hall is managed by a coordinator who lives in the residence hall. The coordinator is a professional staff member that serves as the second point of contact for residents. They are responsible for the daily operations of the residence hall. They are charged with developing a community, working with residents on issues and concerns, serving as conduct officers, responding to emergencies and supervising the RA staff.

## PHYSICAL PLANT STAFF

### **Custodial Staff**

The custodial staff are essential, professional staff members that attend to the cleaning and sanitary needs of public areas, including 24-hour coverage for emergencies. Residents are responsible for maintaining personal resident rooms and bathrooms.

### **Maintenance Staff**

Maintenance staff members maintain public areas and keep the residence hall in good physical condition. Requests for maintenance should be submitted online, taken to the front desk or an RA. These requests can be submitted online at: <https://www.sanjuancollege.edu/physicalplant/>.

## CAMPUS LIVING

### **Campus Breaks**

The residence halls remain open during Thanksgiving break, winter break and spring break. They also remain open on long weekends throughout the academic year. However, the dining facility may not be available on days in which the college is closed for holidays.

During winter break, you will be asked to let Housing and Residence Life staff know if you are staying or leaving over break. This allows staff to prepare for keeping the facility secure and residents safe. If you are leaving for the break, but are returning for the spring, you will not need to check out of your room. You may leave your possessions in your room. However, it is recommended you take any items that may be needed over break. You should unplug all items except refrigerators, clean out your refrigerator, empty your trash, turn off any alarms and lights, and lock your windows and doors.

Housing and Residence Life staff will conduct health and safety inspections during winter break to ensure the building is safe and secure. Any violations found this time will be documented and referred to the conduct process.

### **Moving In**

When you are assigned a room, you will be provided the day and time in which you can move into your new home. In order to prepare you for arrival, we have outlined the process below in which our staff will assist you in navigating.

*Please note: You will need your SJC student ID prior to checking into your residence hall. If you have not yet received your ID, Department of Public Safety (DPS) will be able to assist you.*

1. Go to the Sunrise Suites on the designated check-in day. The staff will be waiting for you.
2. Present your San Juan College ID to the staff.
3. All housing materials will be verified and your card will be activated for your room. Your SJC card will serve as your key to your room. A *Room Inspections Form* will be given to you to read, complete, and confirm.
4. Return your *Room Inspection Form* to the check in station or to your RA.

5. Upon receipt of the *Room Inspection Form*, you will be issued access to your mailbox.

Because the majority of your fellow residents will be moving in on the same day, there are few things you can do to help make the day go smoothly. First, you might want to bring a dolly with you. In addition:

- Stay hydrated.
- Drop off your belongings and then move your car as directed by staff.
- Do not leave your car parked in the driveway. It creates significant traffic congestions and blocks emergency vehicles access.

### **Moving Out**

All San Juan College Housing and Residence Life License Agreements are for one academic year (August-May). At the end of the spring academic term, residents will be required to check out of the residence hall. The checkout procedure will be provided via email and informational signage in April. Residents are expected to move out within 24 hours after a resident's last final exam of the spring semester. Anyone that has not properly checked out by that time may be assessed an improper checkout fee. Residents that are graduating will checkout by noon the day after graduation.

If a resident is not completing the term of the San Juan College Housing and Residence Life License Agreement, the student must submit a request for agreement cancellation to the Coordinator of Housing and Residence Life. The request must be approved and the resident will be provided checkout procedures at that time. Please note that terminating the agreement prior to the end of the spring academic term will result in cancellation charges outlined in the agreement.

Students who fail to check out properly will forfeit their deposit and may be charged additional fees related to improper check out and/or key/lock change charges. The room cleaning fee is \$175.

## **SERVICES AND AMENITIES**

### **Housing Accommodations**

If you have a disability and need to request reasonable accommodations for housing including Emotional Support Animals (ESA), please contact the office at [accessibilityservices@sanjuancollege.edu](mailto:accessibilityservices@sanjuancollege.edu) or call (505) 566-3271.

Please note that timely housing applications and requests for accommodations are critical if you wish to have accessible housing when you arrive on campus.

### **Room Furniture**

Each room is furnished with a wardrobe, desk, chair and extra-long twin Bed. The beds are designed so that residents may adjust the height. The front desk has rubber mallets and can show residents the proper way to adjust bed heights.

All room furniture must remain in the room and should only be used for its intended purpose.

### **Front Desk**

The front desk is located on the first floor of the residence hall. The hours for the front desk will be posted at the desk and will be staffed by RAs or desk workers. The front desk assists its residents by providing various services and supplies, depending on the needs of residents. You can report emergencies, get help with issues, or ask for assistance here.

### **Keys/Card Access**

Upon check in, your SJC ID will be activated to access your residence hall room. You will also be provided a key to your mailbox. This access is provided solely for your personal use and should not be given to another individual.

**Broken or Damaged Keys:** If you break or damage your ID, please bring it to the front desk. You may be issued a temporary key card until your ID can be replaced. If you break or damage your mailbox key, please bring to the front desk and a replacement will be issued.

**Lost Keys:** If you lose your ID or mailbox key, you are required to report it immediately to the front desk, RA or RA On-Call so the card is deactivated or your mailbox lock changed. While there are charges applied for this service, your safety is the ultimate priority.

**Lock-Outs:** If you are locked out of your room, a Housing and Residence Life staff person can assist you, even after hours. An RA will be called to escort you to your room. At your room, you will be asked to show your SJC ID to verify that you have it and that you are assigned to that room. If you do not have your SJC ID, we will deactivate your SJC ID and issue a temporary card. You will be charged for the deactivation. The charge schedule for the term of the contract is as follows: **1<sup>st</sup> and 2<sup>nd</sup> lock-out** is free, **3<sup>rd</sup> lock-out** is \$20, **4<sup>th</sup> lock-out and all subsequent lock-outs** are \$40. All fees will be billed to the resident's SJC account.

### **Mail Service**

Residents will be assigned a mail box located within the residence hall. Mail and package notifications will be delivered and sorted Monday through Friday.

Mail and packages sent to a resident at San Juan College should have them addressed in the following manner:

Student Name  
SJC-Sunrise Suites, Room #  
4601 College Boulevard  
Farmington, NM 87402

### **Laundry**

Every floor in Sunrise Suites has washers and dryers for residents' use only. They are maintained regularly to ensure proper service, and are available for use at no cost. Do not use the washers and dryers for laundry belonging to people who are not residents. Residents may be held

responsible for the cost of repair or replacement of any washer or dryer because of misuse. Please report any issue with washers and dryers via a maintenance request or by contacting the front desk.

### **Lounges**

Common spaces for all floor residents are available on each floor, 24 hours/day. Rooms include TVs that can be used for personal streaming content. The furniture in the lounges should not be removed.

### **Kitchen Facilities**

A community kitchen is located on the first floor of the residence hall for use by residents. It is equipped with a stove, oven, microwave, sink, and refrigerator/freezer. The refrigerator/freezer should be used only for storing items as you cook. Residents are not to leave items in the community kitchen when they are not actively using the room. Residents are not to leave cooking items unattended. Each resident is expected to clean up after use and ensure the space is ready for the next resident to use. Each resident must ensure the oven and stove are OFF when they leave the space.

### **Courtyard**

The courtyard area is equipped with a gas grill that is available for resident use and is a great place for residents to connect with one another outside.

### **Maintenance**

Report any needs for maintenance, including light bulb replacement. Requests for maintenance should be submitted online, taken to the front desk, or an RA. These requests can be submitted online at: <https://www.sanjuancollege.edu/physicalplant/>.

Let them know within a reasonable time if your request has not been addressed. Do not perform maintenance yourself.

### **Trash Collection**

Trash is collected regularly from dumpsters located outside the residence hall. As a resident, you are responsible for taking your trash to the designated dumpster. You will be charged for leaving your trash in inappropriate locations.

### **Rodent/Pest Control**

Report any rodent or pest control problems to your residence hall staff. They will be attended to at no cost to you.

### **Events and Activities**

Each Resident Assistant is responsible for coordinating community building programs and activities for the floors and/or the entire hall. These occur on a regular basis. Types of programming may include social, recreational, cultural and educational activities. There is always some type of activity going on, and it's a fun way to get involved and to get to know people.

## **Equipment Checkout**

The front desk has equipment that may be checked out to residents. Equipment may include: sporting equipment, games, cleaning supplies, vacuum cleaners and other services made available by the hall. An SJC ID is required to check out equipment. If you have suggestions for items to be kept at the desk for checkout, please share your suggestions with your RA, the front desk staff or Coordinator of Housing and Residence Life. You may be held responsible for the equipment you check out and return damaged.

## **Utilities**

All utilities are included in the housing rate. To help keep costs low and promote sustainability, please conserve energy when possible.

## **Wi-Fi**

Secure, fast and reliable Wi-Fi network access is available throughout the residence hall via the SJC network, free of charge. All residents and guests are expected to comply with SJC's Acceptable Use Protocol: <https://www.sanjuancollege.edu/acceptableuse/>.

## **Personal Property Insurance**

San Juan College strongly urges residents of halls or apartments to secure their own insurance or confirm existing homeowners' policies cover a campus residence. SJC is not responsible for the loss, damage or destruction of a student's personal property from any cause. If insurance coverage is desired, it is the student's responsibility to acquire such insurance to cover his/her property.

## **Bicycles**

Bicycle racks are available in the front of the building for resident use. For space and safety considerations, bicycles are not permitted in the residence hall. Bicycles should be locked in the racks when not in use.

## **Vending Machines**

Coin-operated soft drink and candy machines are located in the lobby of residence hall.

## **Dining at San Juan College**

Dining Services at SJC are provided by Aladdin Campus Dining whose mission is to provide the best possible college dining experience for every student so that their college life experience thrives. Mary's Kitchen is the primary location for dining.

Meal plans and Flex Dollars are loaded on your SJC ID card. You may not give access to your meal plan to any other individual, sell it, or transfer ownership to anyone else. It is for your use only.

### *Resident Meal Plans*

The meal plans give you a set number of meals per week, paired with a varying number of Flex Dollars. These plans give you the flexibility to fit your schedule and budget. These meal plans have a limited number of meals per week (19, 15 or 10). Each time you swipe your ID card to

enter Mary's Kitchen, that counts as one of your meals for the week. Meals are allotted for the week: additional meals beyond your designated number cannot be used.

### *Flex Dollars*

Every meal plan includes Flex Dollars that can be spent at any campus retail food location, including Mary's Kitchen Convenience Store and Café Belay in the Health and Human Performance Center.

Flex Dollars are good for the semester. Flex Dollars are not refundable and should be used before the end of semester.

## **SAFETY AND SECURITY**

Your safety while living on-campus is our top priority. We have several safety and security measures in place, including 24-hour response from SJC Department of Public Safety (DPS). It is expected that you share in the responsibility of keeping our community safe. Always carrying your SJC ID, being aware of your environment, always closing and locking your door, reporting suspicious behavior or person to DPS or Residence Life staff, and not propping doors are an easy way you can help keep everyone safe.

Visit SJC's Department of Public Safety webpage (<https://www.sanjuacollege.edu/student-services/department-of-public-safety/>) for campus crime statics and helpful tips and information.

Call 911 from a mobile device if you are in a situation where you are concerned about your safety. Report any conditions that appear to be questionable to you.

### **Emergency Alert Services**

San Juan College uses SJC SunsAlert to send text and email messages about threatening conditions on the campus. You are encouraged to sign up at <https://www.sanjuacollege.edu/student-services/department-of-public-safety/>.

### **Fire Alarms**

When an alarm sounds, evacuate the building. Move calmly and quickly. Do not attempt to re-enter the building until emergency officials or staff indicate it is safe. It is a violation of state law to remain in a residence hall after an alarm has been sounded or to refuse to cooperate. In the state of New Mexico, it is a criminal offense to set off a fire alarm without cause (reasonable evidence of smoke or fire).

### **Fire Equipment**

Misuse of the fire alarm/suppression equipment and any safety equipment can cause the loss of life or property and will not be tolerated. This includes, but is not limited to: hanging items on sprinklers, covering smoke detectors, deactivating smoke detectors.

### **External Doors**



All exterior residence doors are locked 24/7 for your protection. Do not prop doors or allow people to follow you into the building. Guests should be met at the door and escorted into the building.

### **Security Cameras**

Security cameras are utilized for your safety in some areas of campus and residence hall. The cameras do not cover all of campus or the hall, so use good common sense to stay safe.

### **Safety Escorts**

The SJC Department of Public Safety provides a safety escort service. To schedule a safety escort call (505) 566-4444.

### **Title IX and Cleary Act**

As a federally-funded entity, SJC participates in Cleary Act and Title IX reporting to the US Department of Education. All Housing and Residence Life staff are considered campus security authorities, mandatory reporters, and must say something when confronted with inappropriate or illegal behavior.

### **Health and Safety Inspections**

Each month, Housing and Residence Life staff will conduct Health and Safety Inspections of your room. The purpose of these inspections is to ensure that rules and regulations related to safety, security, and health are being followed. This includes, but is not limited to: checking for properly functioning smoke detectors, reasonable cleanliness of room and bathroom, and major facility-related problems or damages. Any policy violations that are in plain sight or become visible during the course of relevant activities of the inspection will be documented and referred to the student conduct process. Items that are prohibited will be confiscated at the time of the inspection.

### **Room Entry**

On occasion, the housing staff will exercise their contractual right to enter a room or suite. A Housing and Residence Life staff may enter under the following conditions:

- Scheduled safety checks
- Wellness check
- To provide maintenance
- If there is reason to believe there is a violation of a college policy or regulation
- If an emergency exists or is believed to exist

### **Room Searches**

Housing and Residence Life staff and the Dean of Students are permitted to search a student's suite/room under the following conditions:

- Clear indication that the established conduct, standard health, or safety regulations are being violated.
- An emergency exists that requires the search of a room for a particular item or person.

- Evidence of the use, possession, or sale of illegal drugs. In this instance, a room/suite will be searched if one or more of the following conditions exist:
- A staff member observes the contraband or smells the odor of what they believe is a drug.
- A report is filed by an individual believed to be a reliable source.

During the search process, a resident's failure to comply with any reasonable requests by a college official may result in further conduct action. Reasonable requests shall include emptying pockets, clothing, purses, etc.

SJC reserves the right to search any building on campus, including campus housing units. Based on the results of the search there may be sanctions levied upon the resident which may include termination from being a resident.

All entries and searches by non-college staff will be coordinated with Housing and Residence Life and SJC Department of Public Safety.

### **Shelter in Place**

You may be asked to shelter in place during an emergency. Stay where you are. Barricade doors and windows, if possible. Keep quiet and do not answer the door. Wait until you are cleared to leave your location by a College official or member of law enforcement.

### **Background Checks**

#### Practice:

San Juan College ("SJC") performs criminal background checks on all individuals who apply to live in on-campus student housing.

#### Purpose

The purpose of performing criminal background checks for on-campus residents is an effort to provide a safe environment for all members of the college community, specifically students living in on-campus housing. Accordingly, this practice applies to all applicants requesting on-campus student housing.

#### Non-Discrimination

San Juan College is dedicated to providing equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws.

This dedication extends to recruitment, employment, compensation, benefits, transfers, layoffs, returns, institutionally sponsored education, training, tuition assistance, social and recreational programs, staff development opportunities and advancement. The College is committed to ongoing support that promotes equal opportunity, inclusion, and non-discrimination efforts for its faculty, staff, students, contractors, and visitors. The programs will require the personal dedication of every member of the college community to implement the commitments of the institution.

### Delegation of Authority

The President of San Juan College has the responsibility for the overall management of SJC and delegates the authority for the implementation of background checks for on-campus housing to the Vice President of Student Services (“VPSS”) or the Vice President of Student Services’ designee.

### Requirements

1. All on-campus housing applicants must complete a Release of Background Information form as part as the housing application process. The Housing Application Package will be reviewed once the completed On-campus Housing Application, Release of Background Information and a copy of the applicant’s driver’s license/state identification card or passport is submitted to the SJC Housing Office.
2. Upon receipt of the completed Housing Application Package, a criminal background check will be performed.
3. If the background check results in a negative report (no criminal record), the application is “eligible” for consideration for on-campus housing.
4. If the background check results indicate, or the applicant reports, a prior criminal conviction(s), information regarding the criminal conviction will then be uniformly evaluated by the Dean of Students and the Director of Public Safety using the SJC Criminal History Standards. An applicant that has been convicted of a crime listed in the Criminal History Standards below will be ineligible for SJC on-campus housing.
5. Written notification to the applicant will be provided to the applicant via email. If the applicant is determined to be ineligible, the applicant may request that the VPSS review the determination. Additional information and documentation regarding the applicant’s criminal conviction may be requested by the VPSS to review the determination. All documents submitted as part of the review process will be confidential unless their disclosure is otherwise required by applicable law.

### SJC Criminal History Standards

An applicant convicted of the following criminal offenses will be declared “ineligible” for on-campus housing:

- A felony conviction within the ten (10) years immediately preceding the application in which the applicant was convicted of an offense:
  - that resulted in the death of, or serious bodily injury to, a person;
  - in which a weapon of any type was used in the commission of the crime;
  - in which the underlying offense is classified by the law of the jurisdiction where the offense occurred as a sex offense and the elements of the crime involve physical contact with the victim;
  - in which an element of the crime is the distribution of a controlled substance;

- in which an element of the crime is possession of an amount of a controlled substance with the intent to distribute;
- in which an element of the crime include the abuse, neglect, or exploitation of a child, elderly person, or disabled person;
- in which an element of the crime is the willful destruction of property owned by another;
- in which an element of the crime involves the use of fire;
- in which an element of the crime includes an attempt to commit any one of the above listed crimes;
- in which an element of crime includes a conspiracy to commit one of the above listed crimes.

### Performance Standards

1. All on-campus housing students must comply with the terms of the San Juan College Housing Handbook and the San Juan College Student Handbook.
2. SJC will use a third-party vendor to perform all criminal background checks for applicants wanting to live in on-campus housing.
3. All applicants with international status go through a F-1 Visa process and are exempt from the criminal background check unless they have already established any sort of residence within the United States and/or attended another institution of higher education in the United States.

All other requirements for on-campus housing remain in full force and effect

## **STUDENT RESPONSIBILITIES**

Residents are expected to follow to standards of conduct and behavior consistent with the educational objectives of San Juan College. It is your responsibility to become familiar with all the protocols and regulations within this manual, the San Juan College Student Handbook and any other pertinent College policies governing student and visitor behavior.

Part of attending college is learning to use good judgment and critical thinking, though sometimes students make mistakes of poor decisions. If you are alleged to have violated any portion of this handbook or the SJC Student Handbook, your behavior will be referred to the conduct process, which could result in disciplinary action up to removal from housing of suspension.

### **Respect for Your Building Staff**

Members of the residence hall, custodial and maintenance staffs should always be treated with courtesy and respect. Failure to live up to this standard of behavior may result in disciplinary action.

### **Respect Your Roommate and Fellow Residents**

As part of the residence community, you are expected to demonstrate consideration for your roommate and your neighbors. You have the responsibility to:

1. Respect a roommate's and neighbor's belongings.
2. Allow other residents to read and study free from undue interference including unreasonable noise and other distractions.
3. Allow roommates and other residents to sleep without undue disturbances including noise, guests, etc.
4. Provide open and frequent communication.
5. Maintain your residence at an acceptable level of cleanliness.
6. Allow roommates and neighbors to be free from fear of intimidation, harassment, and physical or emotional harm.
7. Ensure that guests respect the rights and privacy of the host's roommate and other residents.

### **Abandoned Property**

Belongings or personal items left behind by a student will be considered abandoned property. All items remaining in the student's unit after check-out will be discarded. San Juan College is not responsible for belongings or personal items left behind by a student. The room cleaning fee is \$175.

### **Alcohol**

San Juan College prohibits the use and/or possession of alcoholic beverages and their containers (including display items) in the residence. Being in the presence of such items may be considered a violation of the Student Code of Conduct. Please reference the San Juan College Student Handbook for specific information regarding possible disciplinary processes and sanctions.

### **Animals**

Animals, with the exception of service animals and fish, are not allowed in the residence halls either on a permanent or visitation basis. Residents may keep fish in bowls or aquariums no larger than 10 gallons. Limit one container per resident.

Emotional support animals (ESAs) must have prior written approval from the Disability Office and Housing and Residence Life before being allowed into the residence hall. Specific regulations regarding ESA will be explained to you upon approval.

Students found with unapproved animals will be documented for a code of conduct violation and will be responsible to the fees associated with removal of the animal and/or rehabilitation of the space. Charges may include fumigation and complete replacements of soft surfaces, flooring, and repainting walls.

### **Candles/Incense**

Due to health considerations and safety issues, the use and/or possession of candles, incense, or any type of open flame are not allowed in the residence halls. This includes candle warmers.

### **Cleaning**

Residents are responsible for keeping their individual rooms and suite bathroom clean. Failure to properly clean can result in an unhealthy living environment. You should wipe down or spray

shower surfaces with a cleaner on a regular basis and leave the bathroom door(s) open for ventilation to dry the bathroom. Trash should be regularly removed and taken to the dumpsters located outside the residence hall.

Repeated problems or serious problems of lack of cleanliness will be addressed by the Coordinator of Housing and Residence Life or the conduct process.

### **Cooking and Appliances**

Microwaves (800 watts or less), blenders, auto-shutoff electric coffee pots, personal use hot air popcorn poppers, auto-shutoff small crockpots and mini-fridges (no more than 3.2 Cubic feet) are allowed. Appliances with visible heating elements (toasters, hot plates, toaster ovens, grills) or use hot oil are prohibited.

### **Drugs**

Use, possession, being in the presence of and/or sale of narcotics or illegal drugs are prohibited. Students involved in such behavior are subject to disciplinary action. Possession of drug paraphernalia is not permitted.

The possession, use, sale, manufacture or distribution of marijuana, narcotics and/or illegal drugs and their paraphernalia is not permitted on the San Juan College campus and violates federal law, regardless of age and in compliance with the Drug-Free Schools and Communities Act.

### **Extension Cords and Plugs**

Extension cords, multi-plugs and “spider web” type of cord usage or “piggy backing” power strips are prohibited. Power strips/surge protectors with UL rating are permitted.

### **Facility and Property Use**

The common spaces are designed for shared use. All furniture, fixtures or appliances are to remain in their designated locations and free from vandalism or misuse. Removal or vandalism of SJC owned property is prohibited.

### **Guests**

Rooms are to be occupied only by the student(s) for whom they are reserved. All guests must be escorted by their host at all times.

As a resident, you take full responsibility for any guest(s) you invite to the residence hall. If your guest violates the regulations in this document or any other code of behavior endorsed by San Juan College, you may be held accountable as if you had committed the violation. Guest found violating an SJC policy will be immediately removed and not allowed to return for a minimum of one week or until approved for return by the Coordinator of Housing and Residence Life.

Overnight guests of the same gender may be permitted with approval from the roommate. Overnight guests cannot exceed 3 days and 2 nights in any given month. Housing and Residence Life staff or DPS may deny entry to any guest for security/safety purposes.

Guests under the age of 18 must be accompanied by a parent or guardian. For safety and liability reasons, babysitting is not permitted in the residence hall or surrounding property.

### **Lamps and Lights**

Halogen lights, sunlamps and lava lamps are fire hazards and as such are prohibited from the residence hall. Open top lamps, regardless of bulb type must have a metal screen fully covering the light/heat source.

### **Mopeds/Motorized Scooters/Motorcycles/Hoover Boards**

You may not operate, store, or park motorized items in your room or within the residence hall. All items must be kept outside of the building in a designated parking space or bike rack.

### **Non-Motorized Vehicles**

Roller skating, roller blading, skateboarding, biking, or riding a scooter is prohibited inside the residence hall. You must not endanger the safety of yourself or others.

### **Painting**

Every effort is made by Housing and Residence Life to keep the rooms in good repair inside and outside. If you think your room needs painting, contact your RA. Only authorized San Juan College staff will perform any painting or repairs. Residents are prohibited from painting any SJC property.

### **Prohibited Items**

Because of safety concerns, the following are not allowed in the residence halls:

- Live trees, live cut greenery, or seasonal vegetation (i.e. pumpkins, gourds, etc.)
- Tobacco products
- Appliances or electronics that are not UL-listed
- Chemicals, flammable fluids, etc.
- Waterbeds
- Window air conditioners
- Heating units with exposed elements or without a safety shut off
- Television mounting equipment
- Any other appliance with an open heating element

### **Quiet Hours**

Quiet hours are from 10 pm to 10 am Sunday through Friday morning and midnight to 10 am on Friday and Saturday. During these times, the noise level is kept to a minimum and should not be heard from farther than 2 doors down in either direction. The right of residents to study, sleep or otherwise enjoy a peaceful environment will always supersede the privilege to create noise or disturb others. Residents are required to comply with all requests to lower or cease making noise regardless of time of day. Courtesy hours are 24/7.

During finals week, quiet hours extend to 24 hours.

### **Room Changes**

Room changes are not permitted during the first two weeks of the semester. Following the first two weeks of classes, Housing and Residence Life will offer an open room change period, if

space is available. Room changes are limited to one room change request per year. If you request is approved, you will be notified by the Coordinator. In emergency situations, room changes will be considered on a case-by-case basis outside of the open room change period. Residents moving without authorization may face disciplinary sanction including financial charges.

### **Room Consolidation**

Unless you are in a single room, you will be expected to have a roommate. After the first week of school, if you do not have a roommate, you may be asked to consolidate with other residents who do not have roommates. Residence hall staff may move someone into your room or you may be asked to move to another room. Refusal to consolidate or failure to respond to consolidation requests will result in both bed spaces being charged to your account.

### **Room Decorations**

You are welcome to personalize your room with pictures and posters, but you may only use items designed not to damage room walls. The use of nails, screws, double-stick tape, packing tape, duct tape or other devices that harm the paint or surface are prohibited. Residents will be assessed the cost of repair.

Displaying pictures or other materials that is discriminatory or harassing under other SJC policies in areas that may be visible outside of your room (including viewed through the window or door) is prohibited. Traffic or street signs without a verifiable bill of sale are prohibited.

Flammable materials are not permitted to cover large amounts of wall space or door space.

### **Smoking and Tobacco**

SJC is a tobacco-free campus. As such, possession or use of tobacco, vapes and related paraphernalia is prohibited in the residence hall.

### **Solicitation and Sales**

Operating a business from your room, engaging in door-to-door distribution, advertising, promotions, posting of any materials on vehicles or resident's personal property or soliciting of any type is prohibited in the residence halls and surrounding property without the expressed written authorization of the Coordinator for Housing and Residence Life.

### **Sports and Recreational Activity**

Sports are prohibited from being played within the residence hall. Use caution when engaging in activities in the courtyard. Athletic activities like tossing a football or throwing a frisbee can be dangerous to resident safety and has the potential to cause accidents that may harm individuals or property. Climbing or rappelling on the residence hall is also prohibited.

### **Weapons**

All firearms (including paint ball and pellet guns), ammunition, bows and arrows, explosive devices, pressurized gases, weapons, knives, swords, are prohibited in the residence halls (including parking areas). Possession of any weapon will result in disciplinary action that may



include contract termination and/or suspension from San Juan College. Refer to the SJC Student Handbook for further clarification.

**Windows and Screens**

Residence hall window screens are to remain attached to the window. Windows are not be used to pass items or enter/exit except in the case of an emergency. Room windows are created to not open fully. Tampering with the window is prohibited.