

RANKEN

TECHNICAL COLLEGE



RESIDENTIAL LIFE

HANDBOOK

**Ranken Technical
College
Notice of Non-
Discrimination**

Ranken Technical College does not discriminate based on race, color, religion, national origin, ancestry, gender, age, sexual orientation, disability, status as disabled veteran or veteran of the Vietnam era. Any person having inquiries concerning Ranken's compliance with implementing Title VI of the Civil Rights Act of 1964 or Title IX of the Education Amendments of 1972 is directed to contact:

Vice President for
Education
Ranken Technical College
4431 Finney Avenue
St. Louis, Missouri 63113
(314) 286-3653

Any person having inquiries concerning Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 is directed to contact:

Vice President for
Diversity and Student
Success
Ranken Technical College
4431 Finney Avenue
St. Louis, Missouri 63113
(314) 286-3627

MISSION, PURPOSE & VALUES

Ranken Technical College Mission Statement

Ranken Technical College is a private, non-profit, degree-granting institution of higher learning whose primary mission is to provide the comprehensive education and training necessary to prepare students for employment and advancement in a variety of technical fields. Ranken Technical College is one of only a few not for profit technical schools accredited by the North Central Association of Colleges and Universities.

Purpose & Philosophy

1. To provide excellence in education in current and leading-edge technology that is oriented toward developing critical thinking and problem solving skills through an appropriate blend of technical and general education.
2. To incorporate general education into all degree programs to assist students in developing communication, scientific, mathematical, computer, human relations, and business skills in addition to an appreciation for and ability to continue the learning process.
3. To instill within Ranken students the work ethic attributes in demand by industry including honesty, ethical standards, dependability, industriousness, commitment to quality, craftsmanship, courtesy, professionalism, teamwork, appearance, and safety consciousness.
4. To provide continuing education in various technical fields.

Values

1. Be a leader in providing trade and technical education.
2. Promote an environment which celebrates diversity, recognizing the valuable and unique contributions diverse people can bring to the Ranken community.
3. Actively involve itself in community issues that affect the College.
4. Continuously explore new areas of technology for inclusion in existing programs as industry demand and market conditions so dictate.
5. Pursue opportunities for growth and expansion compatible with the College's mission and appropriate to its resources which address the needs of industry, the community and students.
6. Support a continuous improvement process which assesses and improves the quality of education in terms of content, delivery and student learning.
7. Provide a faculty and staff possessing the requisite knowledge, education, experience and motivation to perform his or her varied roles.
8. Provide the remediation and support services necessary to promote student persistence to graduation.
9. Foster a climate in which employees experience a high level of job satisfaction.
10. Treat all members of the Ranken family, whether students, employees, financial supporters, employers, and visitors, with dignity and respect by conducting business in a professional and responsible manner.
11. Manage resources in an ethical and responsible manner to meet current and future challenges.

DEPARTMENT OF RESIDENTIAL LIFE

Please see the bulletin boards for contact information for staff members.

Residential Life Mission Statement

The purpose of the Residential Life Office is to create a community that cultivates respect and responsibility with an emphasis on student development, educational support and overall personal success.

We are committed to the following ideals:

- Providing a positive housing experience for residents.
- Ensuring a safe environment for students to live.
- Assisting with the overall personal growth of each resident.
- Creating connections with residents to get to know them on a personal level.
- Establishing relationships with College and community professionals to provide residents with resources in a variety of areas.
- Fostering a spirit of respect among residents for themselves, others, and the College.
- Directing residents toward taking full responsibility for themselves and their actions.

Residential Life Staff - How They Can Help

Director of Residential Life

The Director of Residential Life oversees dormitory operations and supervises all residential life staff members. The director is available on weekdays during the day to assist residents with contract issues, policy issues, resident discipline, billing issues, parent issues, general counseling, on-duty responsibilities, and information on student activities. The director's office is located on the first floor.

Assistant Director of Residential Life

The Assistant Director of Residential Life assists the Director in dormitory operations. The assistant director is available 8:00 a.m. to 12:00 p.m. on weekdays. The assistant director works with general counseling, policy issues, contract issues and other dormitory concerns that arise during daily operations.

Resident Assistants (RA)

The Resident Assistants (RA) are the student staff members for Residential Life. They will usually be the first point of contact for residents with issues or questions. RA's help residents with check-in and check-out procedures, health and safety issues, roommate mediation, general advising, program implementation, mailroom operations, and response to general concerns and issues.

DEPARTMENT OF PUBLIC SAFETY

The security force at Ranken is maintained by the Department of Public Safety. Security law enforcement is provided to the campus 24 hours a day, all year around. The public safety officers have been trained and licensed in accordance with city and state requirements. In addition, the security department maintains close contact with other college security departments through membership in law enforcement associations at the county, state, and national levels.

Public safety officers are authorized to make arrests, investigate criminal and non-criminal incidents, and cooperate in the criminal justice process. They possess the same authority on campus as St. Louis City police officers. The officers may also enforce college rules and regulations. Officers patrol the campus on foot and on bicycles as well as in a security vehicle. All officers carry hand-held, two-way radios that allow for prompt communication with the other security officers and maintenance personnel on campus.

Crime Prevention & Reporting Crimes

Be aware of your surroundings always. Never leave your resident doors unlocked when you are not in the room and never lend out your room key. The College is not responsible for any lost, stolen or damaged items of any student or visitor. If you observe any suspicious activity in the resident hall, contact the on-duty RA or Public Safety Dispatch at the control desk in the lobby of Walker Hall or by calling Public Safety.

If you are the victim of a crime either on or off campus, contact Public Safety at 314-286-3300 or call 911. If you call 911, please contact Public Safety to notify them of the incident.

Please refer to the Ranken Emergency Plans Reference Guide, which are located on the inside of all main dorm unit doors. Become familiar with the procedures and how to handle certain situations in the time of an emergency. Any questions can be referred to the Asst. Director of Public Safety or the Director of Public Safety.

Emergency Notification System

All residents with a cell phone are required to register for the campus emergency notification system to receive emergency text messages, emails. Charges may apply for this service. Ranken will not be held responsible for any charges associated with registering for this service. To register, go to <http://www.e2campus.net/my/ranken/signup.htm>

**Ranken
Technical
College
Department of
Public Safety
314-286-3300
security@ranken.edu**

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Access to the Residence Hall and Residential Units

The Cook and Page doors to Walker Hall will be unlocked on weekdays until 6:00 p.m. At that time both entrances will be locked and only residents or employees who have a Ranken 1Card with residence hall access will be able to enter the building. Ranken students and employees wishing to cut through the building to go to Mary Ann Lee will not be allowed inside unless they can show their Ranken ID at the front door. The front entrances facing Cook Avenue and Page Avenue are the only ways to enter the building. All other doors are exit only.

Any student who enters the residence hall during hours where the front entrances are unlocked must be able to present his or her Ranken 1Card to residential life or public safety staff. Non-resident Ranken students wishing to stay in the lobby are permitted in the area until 11:00 p.m. After 11:00 p.m. visitors/non-resident Ranken students must be signed in by a resident the entire time he or she is in the building, unless there is a sponsored event taking place in the residence hall that does not require non-resident students to be accompanied by a resident.

Residents must always scan their Ranken 1Card at the card readers located at each corridor leading to the residential areas before he or she can proceed to those areas. Residents must also always scan their Ranken 1Card at the card readers located at the front desk every time they enter or exit the building.

Residents agree not to loan out his or her room key or Ranken 1Card, open a door for another resident or guest using his or her own room key or Ranken 1Card, or to have his or her key copied. Students that make illegal copies of keys will be charged \$100 in addition to the cost of a key and core replacement and may be subject to disciplinary action. Residents will be fined \$50 for loaning a room key or identification card or using his or using his or her room key or Ranken 1Card to open a door for another resident and may be subject to disciplinary action.

Residents and guests are strictly prohibited from propping open any exterior or interior doors. Residents who violate this rule will be subject to disciplinary action.

Air Conditioning and Heating

Students should contact the on-duty residential life staff member if they are experiencing problems with air conditioning or heating. Residents are not allowed to bring in air conditioning units or portable heaters.

Alcohol Policy

Being under the influence of, consuming, or possessing alcohol is not allowed by students or visitors on Ranken property, which includes Walker Hall, or any property surrounding Ranken's campus. Residents are responsible for the actions of his or her guests, therefore, if a resident's guest(s) is under the influence of, consuming, or possessing alcohol in or around the residence hall, on Ranken property or property surrounding the College, the host resident will still be subject to disciplinary action. If a resident or guest is in poor health because of consuming alcohol, residential life or public safety staff members may contact the paramedics who will make recommendations for treatment, which may require transporting the student to a local hospital.

Guests in violation of the alcohol policy will be asked to leave the residence hall. If a guest is intoxicated, he or she may be allowed to wait in the residence hall under the supervision of a staff member while arrangements are made with the paramedics, police, or a taxi service to transport them from the residence hall.

The College will not be held responsible for any medical or transportation expenses associated with treating or removing a student or visitor from campus. The College will also not be held responsible for any fees associated with drug and alcohol related judicial sanctions including, but not limited to: drug or

alcohol testing; entering a drug or alcohol treatment program; support group; class; or counseling services.

Any alcoholic substances or associated paraphernalia found in residence hall rooms or any portion of the building, on a person, or in a vehicle will be immediately confiscated and will not be returned to students or visitors.

Alcohol policy violations will be subject to disciplinary action which may include, but are not limited to: completion of an online alcohol education course which the student will be charged the cost of the course to enter, referral to a counselor, community or discretionary service hours, parental notification, probation, suspension, and dismissal from the residence hall and College.

Appliances

Any appliance with an open coil or flame is not allowed inside the residence hall. Appliances with self-contained heating units are acceptable (automatic shut off coffee makers, microwaves, irons). Any questions regarding whether or not an appliance is acceptable should be directed towards a residential life staff member.

Bicycles

Bicycles are allowed on campus but cannot be brought inside the residence hall. If residents have bikes, they must secure them with a lock on the bike rack located in front of the building. Residents who wish to register their bikes may do so through Public Safety.

Breaks

Housing contracts do not cover these breaks the following breaks...Thanksgiving, Christmas, Spring and Easter breaks. There is an option to stay on campus for three breaks for a cost and/or condition. A resident must complete a Holiday Housing Form two weeks prior to the break. The charges and conditions for Thanksgiving Break (\$75.00 and no visitors), Spring Break (\$100 and no visitors) and Easter Break (building closed to all visitors) Walker Hall is closed to ALL resident for Winter Break. Food services will also be closed during these times, unless otherwise posted. Students should remove all valuable items from their residential units during breaks.

Cable

Residents can see a Residential Life staff member to check out a cable kit for their room. The charge for lost items from the kit will be \$50 to the person who check out the equipment. Students should place a work order to reslife@ranken.edu if they are experiencing problems with cable.

Cameras and Recording Devices

Residents and guests are prohibited from taking pictures or recording with any type of camera in any private area in the residence hall including any portion of residential units without the consent of all parties involved.

Candles and Incense

Any item with an open flame is not allowed inside the residence hall due to risk of fire. This includes, but is not limited to: candles, incense, kerosene lamps, and potpourri burners.

Check-in

Upon moving into the residence hall students will be subject to the following check-in procedures:

1. All residents must attend orientation prior to receiving a room condition form or keys.
2. Submit completed room condition form to a Residential Life Office staff member to receive keys. Residents should be very descriptive of potential room damages that were not detailed in the staff

inspection. If damages aren't noted during the student inspection it will constitute proof of acceptance by the student that his or her room, furniture and fixtures are in good condition.

3. Failure to perform any of the required check-in procedures before the posted deadlines will result in improper check-in fines starting at \$75.

Check-out

Upon moving out of the residence hall students will be subject to the following check-out procedures:

1. See a residential life staff member when all items are removed from the room.
2. Students must clean the room and have all personal items out of the room prior to inspection. Living rooms, hallways and kitchens must also be cleaned in apartment-style units. All bathrooms must be cleaned. If the room is not clean upon inspection, then the resident(s) must make an effort to clean the room and have it re-inspected. If the student(s) refuse to make an effort to clean the room then cleaning charges will be billed to student accounts.
3. Students must make sure beds are lowered to their original level, not lofted or bunked, or made into one large bed. The room should be arranged for two people to live comfortably except for 4-bedroom apartments. 4-bedroom apartment bedrooms should have lowered beds. If a student refuses to comply a \$25 fine per bed will be charged to the student's account.
4. Turn in all keys to the residential life staff person inspecting the room.
5. Sign the room condition form. This form will determine whether damage, cleaning, or item removal charges will be applied to student accounts.
6. Failure to perform any of the required check-out procedures before the posted deadlines will result in improper check-out fines starting at \$75.
7. Residents are subject to additional charges for damages that are found in the room after moving out. The exception will be if the damages are noted on the room condition form.

Claiming Room Space

The student must claim his or her room before 5:00 p.m. on the first day of classes for any given semester. The student officially claims his or her room by checking into the residence hall in person or notifying the Residential Life Office that they will be arriving late. Failure to claim a room space may result in reassignment and/or release the College from its obligation to provide housing for the student. The inability of a student to claim his or her space does not constitute cancellation of the contract or release him or her from financial obligations associated with housing.

Common Area Damage

The cost for replacement and repair for unclaimed common area damage, vandalism, or theft that occurs in non-resident areas will be evenly divided between each resident living in the wing where the damage/vandalism/theft was discovered. When unclaimed common area damage is reported or discovered, an "intent to bill" memo will be posted. Once this notice has been posted, residents will have 3 days after the date listed on the memo to come forward and report the source of the damage or theft. If no one claims responsibility after 3 days each resident will receive a charge on his or her accounts. If a resident claim that the damage was caused by one of his or her guests, then that resident will be held responsible for paying the damage charges. Unclaimed common area damages occurring in open access areas including the two main building entrances and corridor, public restroom, seminar room, first floor center lounge, first floor game and vending area, laundry room, study rooms, second floor center lounge, courtyards, basketball court, and building exterior may be billed to all residents if it is determined that only a resident or visitor could have caused the damage.

Communication with Residents

Residents will receive important email messages from the Residential Life Office at their Ranken email addresses. If for some reason you have never received an Inside Ranken information packet in the mail, please contact Information Services at (314) 286-3693 or helpdesk@ranken.edu. Residential life staff

members will also communicate using the Walker Hall group page on Facebook to communicate with residents. Ranken will not be held responsible for any fees associated with receiving texts. Lastly, residential life staff members will communicate with residents using memos, flyers, and bulletin board postings.

Compliance

Residents agree to abide by all the rules in the Residential Life Handbook as well as the Ranken Technical College standards of conduct listed on page 37. While residents are attending classes at Ranken or in another Ranken building other than Walker Hall they agree to comply with all policies and procedures in the Student Handbook. Students also agree to comply with all Federal, State and Local laws, regulations and ordinances while in residence. Students are expected to comply with requests of residential life staff members, public safety officers, and other College officials who are acting in accordance with their respective job duties. Failure to comply with requests will result in disciplinary action.

Confiscation of Illegal and Prohibited Items

The College reserves the right to confiscate any prohibited items that are found inside residence hall rooms or any portion of the building, as well as around the vicinity of the building and inside vehicles. Illegal items, drugs and alcohol and associated implements, and items that are considered a major safety hazard will not be returned to students or visitors.

Contract Forfeit

Residents dismissed from Walker Hall based on disciplinary action will forfeit funds paid for the remaining of the semester.

Cooking

For safety reasons, cooking is not permitted in the residence hall rooms other than the kitchens in the 2-bedroom and 4-bedroom apartment units. Microwaving food items is allowed in all units. There are kitchens available in the west wing on the first floor and the east wing on the second floor.

Curfews

There are no curfews for residents, however, the second set of entrance doors on the north and south sides of the buildings will be locked at 6:00 p.m. every school day and will remain locked 24/7 on weekends and holidays. When the front entrance doors are locked, residents must use the Ranken 1Card to gain access. Residents and guests must abide by residence hall quiet and courtesy hours

Damage and Vandalism

Residents are held financially responsible for any damage or vandalism that occurs inside his or her room. Residents are also financially responsible for damages or vandalism that they or their guests cause in areas outside his or her room. Residents are responsible for the conduct of his or her guests. Residents are also subject to disciplinary action, as determined by the Residential Life Office, for damages or vandalism caused by them or a guest. Upon checking into a room, residents are responsible for identifying existing damage on the room condition form. Failure to identify existing damage will result in charges billed to the student's account. Damage or vandalism that is not claimed by one resident in a room or apartment will be split evenly between all residents in the room or apartment.

Decorating

Students can decorate residential units but must adhere to the following restrictions:

1. Painting walls, ceilings, floors, fixtures or furniture is not permitted.
2. Wallpaper, border paper, stickers, or anything that will permanently adhere to the wall or furniture is not allowed.

3. Posters, pictures, bulletin boards, and other decorations may be hung on walls using thumbtacks and small nails only. Anything used to hang items to a wall must be completely removable and not cause damage to painted wall surfaces. Mounting tape, scotch tape, double sided tape, poster tape, packaging tape, electrical tape, duct tape, and putty are not allowed. 3M brand products should not be used on walls or wood surfaces. Any material that may leave a sticky residue after being removed is not allowed. Screws and large nails are not allowable hardware for mounting objects to the wall.
4. Paper with adhesive-backing is not permitted to line drawers or shelves.
5. Items cannot be hung from fire sprinkler heads or pipes. Damage to sprinkler heads could result in flooding for which the resident(s) would be held financially responsible.
6. No items can be hung from the ceiling or fixtures or in any window or doorway.
7. No items can be placed or hung on the front doors of residential units unless posted by a residential life or public safety staff member (ex: a note, letter, form, door decoration or flyer taped to the front of a door).
8. Ranken respects student's rights of expression and recognizes the importance for residents to make residential units an expression of their personality. However, the College expects students to be responsible and show good taste when decorating. Residential life staff members have the right to ask residents to remove decorations that may create an intimidating or hostile educational and/or living environment based on race, gender, religion, color, age, national origin or ancestry or disability or is otherwise offensive. If the resident refuses to do so the residential life staff member may confiscate the item and the resident will be subject to disciplinary action for refusal to remove the object(s).
9. Empty alcohol containers or soda cans or bottles may not be used as decorations.
10. Absolutely no carving, drawing, writing, painting, or graffiti of any kind is allowed on any of the furniture items provided by the College. The same rules apply to all wall areas inside and outside the residence hall building.
11. Live Christmas trees are not permitted. Christmas lights are allowed but must be unplugged when unattended and cannot be hung from the ceiling or any room fixtures including pipes, smoke detectors, sprinklers, and lights.

Dishonesty or Falsification of Information

Lying to or providing false information to a residential life staff member, public safety officer, residential life judicial board, or any College official will be subject to disciplinary action.

Disruptive Behavior

Students agree to be respectful of other residence hall residents and staff members. Disruptive behavior includes, but is not limited to, excessive noise that hinders another's ability to sleep, study, or perform a general task. Such occurrences will be subject to disciplinary action. The College reserves the right to remove items from rooms such as stereos, musical instruments, or other objects that may be considered disruptive.

Dress Code

Resident students and visitors are expected to show good taste with clothing and maintain a neat appearance while in the residence hall and on campus. Residents must abide by the following dress code regulations:

1. Residents do not have to wear Ranken approved clothing while in the residence hall.
2. On days when day school is in session, residence hall residents will be allowed to wear non-Ranken uniform clothing on campus outside the vicinity of Walker Hall for only four purposes. These purposes include: 1) Going to the cafeteria. 2) Going to the fitness center in the Cook building. 3)

Going to your vehicle. 4) Going to participate in sports activity, such as playing basketball on the court next to Walker Hall or participating in an intramural activity. Although you will be allowed to dress in non-Ranken uniform clothing for these purposes, you will be required to wear your Ranken 1Card displayed on your outermost garment to identify yourself as a residence hall resident. If you are discovered wearing clothes outside your approved Ranken uniform anywhere else on campus outside the vicinity of Walker Hall other than those areas listed above when day school is in session, you may be referred to the Dean of Academic Affairs for disciplinary action.

3. Residence hall residents are not allowed to wear pajamas, pajama sets or pajama pants to breakfast on days when day school is in session. Sweatpants, t-shirts, and gym shorts are fine if you have your Ranken 1Card displayed on your outermost garment. Please use good taste with your choice of clothes.
4. Residents or visitors may not wear any clothing that may be considered to create an intimidating or hostile educational and/or living environment based on race, gender, religion, color, age, national origin or ancestry or disability or which is otherwise offensive. Anyone wearing this type of clothing may be asked by a residential life staff member or College official to change the item of clothing immediately.
5. Residents and guests are not allowed to be shirtless while in public areas inside the residence hall or anywhere on campus.
6. Residents who do not follow the residential life dress code or fail to abide by residential life or public safety staff requests regarding appearance are subject to disciplinary actions. Guests who fail to abide by requests may be asked to leave the residence hall.
7. Residential life and public safety staff members have the authority to use their own discretion when determining acceptable dress and appearance standards of residence hall residents and guests

Drug Policy

Ranken is committed to being a drug-free campus. The following statements have been extracted from the drug awareness and prevention policy in the Ranken Student Handbook and apply to all residence hall residents and visitors:

The possession or sale of illegal drugs (controlled substances) is illegal and any faculty member, employee, or student who possesses, sells, or uses such illegal drugs shall be subject to dismissal. This also applies to faculty and staff members who report to work or who are at work under the influence of illegal drugs or alcohol.

Students who do not abide by this policy will be subject to disciplinary action including dismissal from housing and the College. Residents are responsible for the actions of their guests; therefore, if any guest(s) is caught possessing, using, selling, or distributing illegal drugs in or around the residence hall building, on Ranken property or property surrounding the College, the resident will be subject to disciplinary action by the College and may be subject to punishment under state laws regarding illegal drugs.

If a resident or guest is in poor health or they become a safety risk to themselves or to others because of drug use, residential life or public safety staff members may contact the paramedics to make recommendations for treatment. In some instances, the paramedics and residential life and public safety staff may concur that it may be in the best interest of the student to be transported to a local hospital for treatment. Residents and Ranken students who are guests suspected of being under the influence of or in possession of drugs or paraphernalia will be asked to take a drug test which they will be responsible for paying for. Residents who are required to get a drug test will be given 24 hours to go get the test. Failure to get the test within the prescribed time limit will be considered a violation of the drug policy and will subject the resident to disciplinary action to the same extent as a resident who

tests positive in violation of the drug policy.

Guests in violation of the drug policy will be asked to leave the residence hall. If the guest is under the influence of drugs, he or she may be allowed to wait in the residence hall under the supervision of a staff member while arrangements are made with the paramedics, police, or a taxi service to transport them from the residence hall. The decision on the appropriate method of removal will be made solely by the supervising staff member.

The College will not be held responsible for any medical or transportation expenses associated with treating or removing a student or visitor from campus. The College will also not be held responsible for any fees associated with drug and alcohol related judicial sanctions including, but not limited to: drug or alcohol testing; entering a drug or alcohol treatment program; support group; class; or counseling services.

If a residential life or public safety staff member confirms the odor of marijuana on a resident or visitor, then there will be reasonable suspicion that the resident or guest may be in violation of the drug policy, leading to further investigation. If the source of the odor is coming from a residential unit, then there will be reasonable suspicion that the present unit occupants and guests may be in violation of the drug policy, leading to further investigation.

Any illegal substances or associated paraphernalia found in residence hall rooms or any portion of the building, on a person, or in a vehicle will be immediately confiscated and will not be returned to students or visitors.

If solely within the opinion of residential life, public safety staff or other college personnel, a student is believed to have a serious drug or alcohol issue, he or she will be referred to the Student Success Counselor.

A progressive violation system has been created to give opportunity for changing behavior and to educate the effects of drugs. However, drug policy violations will be subject to a variety of disciplinary actions that may include, but are not limited to, the progressive violation system, referral to the substance abuse education program in which the student has to pay to enter, referral to a counselor, disciplinary service hours, parent notification, probation, suspension, and dismissal from the residence hall and College.

The Progressive Violation System

Upon incurring a drug violation, the following process may be taken place depending on the severity of the situation. The enforcement of this process is also at the discretion of the Director of Residential Life.

1. The first drug offense, the resident will incur a \$150.00 fine to be charged to their student account. In addition to the fine, the resident will be required to participate in an online course title "Marijuana 101".
2. The second offense, the resident will incur an additional \$300.00 fine to be charged to their student account. In addition to the fine, the resident will be required to take random drug test during probation at their expense and follow the probation.
3. The third offense is immediate and permanent dismissal from the residence hall.

Electricity

If the electricity goes out in a student's room they are responsible for contacting the on-duty residential life staff member. The staff member will notify the maintenance department of the outage. Students should not overload electrical outlets and cannot modify outlets in any way. Residents or guests who cause electrical outages will be charged for any parts needed to restore electricity. Surge protectors are recommended for large electronic devices and appliances. All extension cords must have a label UL or ETL approval. The College is not responsible for damage occurring to electronic devices or appliances because of a power outage or surge. Residents are not allowed to replace any residence hall light fixtures with another type of lighting.

Elevator

Misuse of the elevator is subject to disciplinary action. If the elevator is not working properly please contact the on-duty residential life staff member or the front desk.

Emergency Drills

Failure of a resident or Ranken student to participate in an emergency drill will result in disciplinary action, including fines starting at \$75.

Explosive Devices and Materials

Explosive devices and materials including but not limited to fireworks, flammable liquids of any kind including gasoline, kerosene, paint thinner, flammable chemicals of any kind, acids, CO2 canisters, gun powder, or bombs of any kind are not allowed inside the residence hall. Materials deemed to be potentially hazardous will be confiscated immediately. Students in violation of this policy will be subject to disciplinary action.

False Alarms or Threats

Residents are prohibited from pulling fire alarms when no emergency exists, making false threats, or making false comments that would lead others to believe that an emergency is taking place. Students in violation of this policy will be subject to disciplinary action, including fines.

Fighting

Physical fighting is prohibited at Ranken and is subject to disciplinary action including dismissal from the residence hall and the College. Unwanted touching, pushing, shoving, or throwing objects at another person may be considered physical assault. Threatening behavior that could be construed as an attempt or invitation to fight is also grounds for disciplinary action including dismissal from the residence hall and the College.

Fire Equipment

Actions involving tampering with fire equipment including fire alarms, alarm horns, smoke detectors, fire extinguishers, and other fire safety equipment, as well as unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of residents during an alarm or the ability of emergency response professionals to perform required duties are subject to disciplinary actions including dismissal from the residence hall and College. Any damage or injury resulting from causing false alarms (or opening doors during a non-emergency or misuse of fire safety equipment) may be subject to criminal charges. These same rules apply for visitors.

Flyers and Advertisements

Only residential life staff members can post flyers and advertisements inside the residence hall. Residents who wish to post a flyer or advertisement must first obtain approval from the Director. After approval to post the materials has been given the student may then print copies and distribute them to a residential life staff member for posting. Residential life staff members have the right to tear down flyers and advertisements if there is a posted date on the flyer that has expired. Unauthorized posting

of promotional materials will result in having all materials taken down and will be subject to disciplinary action.

Front Desk

The front desk is staffed 24/7 by a public safety officer. Residents must always register guests and overnight guests at the front desk; NO EXCEPTIONS. The front desk is considered the command center for all public safety operations. Residents and guests must abide by all reasonable requests asked of them by the front desk officer. Harassment or verbal abuse toward the front desk officer will not be tolerated. Any security issues or concerns should immediately be brought to the attention of the front desk officer. It is the responsibility of every resident student to keep a look out for suspicious people, behaviors or objects.

Furniture and Equipment

Absolutely no furniture or equipment provided by the College can be moved outside of residential units, and no common area furniture can be moved inside residential units. Residents can move the bedroom furniture that has been provided by the College within residential units as long as it does not create a safety hazard or block a doorway. Inventory of all College provided furniture items and fixtures will be taken prior to move-in and again upon move-out. Residents will be held responsible for any damages caused to furniture or any other items in residence hall units which occur because of moving furniture. The College is not responsible for any personal injuries that may occur to a resident or guest because of moving furniture. Charges for any damaged or missing furniture items and fixtures provided by the College within the residential units will be billed to the accounts of those students residing in the residence hall room or apartment. Students will be charged the repair or replacement cost incurred by the College.

Residents can bring in personal furniture, except for bed frames, box springs, waterbeds, and loft kits, if it sufficiently fits in the room in which it is placed, is not seen as a safety hazard, and all roommates of the resident bringing in the furniture agree with it. Personal mattresses are not allowed, unless the resident can show proof of medical documentation before moving in verifying that they need an orthopedic mattress. These mattresses cannot be larger than standard twin.

Gambling and Betting

Gambling is prohibited on campus and is subject to disciplinary action including dismissal from the residence hall or College. Poker-style games are allowed in the residence hall but money or merchandise cannot be used in these games. Poker chips are acceptable. Betting is also not allowed in the residence hall for any reason.

Gaming Systems

Residents are prohibited from bringing hacked video game systems into the residence hall. Gaming systems must be manufacture-original. Hacked systems will be confiscated and will not be returned.

Garbage

Residents are responsible for taking out garbage and utilizing the trash services made available. Residents are responsible for providing wastebaskets to collect trash in residential units. Garbage must be removed from rooms in trash bags and taken to the rollaway trash bins located in the utility rooms on each wing. Residents who do not keep up with his or her garbage will be asked to take out his or her trash. A student who fails to take out the garbage after a request from a residential life staff member will be subject to disciplinary action. Students may be fined for excessive garbage, misplaced garbage, or dirty living conditions. Unclaimed misuse of trash bins will result in equal fines charged to all residents living on the wing where the bin is located.

Grills

Grills of any kind, including George Foreman type grills, are not permitted in the residence hall. Personal charcoal or gas grills are not allowed outside the residence hall unless the student has a place

to store the grill after use. There is no storage space inside or outside the residence hall or on campus for personal grills. There are two in-ground barbecue pits next to basketball court for residents to use.

Guest/Visitor Policy

Having guests is a privilege and a large responsibility for residents. A guest is considered anyone who is not an authorized resident of the residence hall. It is essential for residents to abide by the following guest policies to ensure the safety and security of the residence hall community:

1. Residents must fill out the guest log at the front desk for each guest entering the building. Residents are not allowed to sign in a guest for another resident.
2. All guests must show valid state issued photo identification to the front desk officer. If a guest does not have valid photo identification, he/she will be asked to leave the residence hall. If the guest does not have valid photo identification and is a parent or sibling of the host resident, a residential life staff member must give authorization for the guest to enter the residential areas.
3. Residents must accompany guests at the time of registration.
4. No unregistered guests will be allowed into residential units. Guests who are waiting for residents who are in class or off campus are welcome to wait in the lobby area.
5. All guests must be at least 18 years of age. Residents planning on having guests under the age of 18 must submit a minor guest request form to a residential life staff member prior to the guest's arrival. These forms are available at the front desk. A residential life staff member must approve the request in writing for the guest to visit. Staff members have the right to approve or deny these requests. Guests under the age of 18 without written permission will be asked to leave the residence hall.
6. Only after a guest has been registered at the front desk, a minor guest request form for guests under the age of 18 has been approved and is on file at the front desk, and the guest has shown valid photo identification to the front desk officer, can a resident bring a guest to a residential unit.
7. Authorized hours for guests of the same and opposite sex are 7:00 a.m. to 11:00 p.m. Sunday through Thursday and 7:00 a.m. to 2:00 a.m. on Fridays and Saturdays. Residents will have a 5-minute grace period following the end of visiting hours to accompany and sign their guests out at the front desk. Residents cannot sign-in guests for any type of visit past authorized hours.
8. Residents must escort guests during their entire stay. If residents observe an individual who is unescorted and unfamiliar to them or to anyone on the floor, they should immediately notify a residential life staff member or the department of public safety.
9. Guests must be able to produce valid photo identification at the request of any Ranken official, including RA's, at any time during a stay. If the guest is unable to produce valid photo identification, he/she may be asked to leave. Refusal to leave may result in trespassing charges.
10. Residents cannot loan Ranken 1Cards and room or mailbox keys to guests. Residents who violate this policy will be subject to disciplinary action, including fines.
11. Residents assume complete responsibility for the actions and safety of guests.
12. Guests are subject to all policies and procedures of the College and residential life. Guests may also be asked to leave the residence hall when not adhering to policies or if considered to be a risk to the safety or well-being of residents.
13. At the end of each visit the guest must be escorted to the front desk by the host resident to properly check out.
14. Residents who fail to comply with any portion of the guest policy will be subject to disciplinary action and may lose future guest privileges.
15. If a resident whose guest privileges have been suspended attempts to have another resident check-in a guest for them during his or her guest suspension period, the resident serving the suspension

will lose his or her guest privileges indefinitely. The resident who signed in the guest will also be issued loss of guest privileges for a designated period.

16. The residential life staff and public safety staff retain the right to prohibit any guest from entering the residential areas for any reason and reserve the right to adjust or revoke guest privileges as deemed necessary.

Guest/Visitor Policy - Overnight Guests

An overnight guest is considered anyone other than the actual assigned residents of a residential unit who stay in a residential unit past the end of guest hours for that evening. Therefore, a guest is considered an overnight guest if they are in a residential unit past 11:00 p.m. Sunday- Thursday and 2:00 a.m. Friday- Saturday. Overnight guests cannot be signed-in after regular guest hours. It is essential for residents to abide by the following overnight guest policies to ensure the safety and security of the residence hall community:

1. Residents are not to exceed two guests during an overnight stay. Overnight guests cannot stay more than three consecutive nights. Residents can have overnight guests no more than 20 times each semester.
2. Parents of residents are not allowed to spend the night in the residence hall.
3. All non-resident overnight guests must be at least 17 years old and must present valid photo identification during registration. Residents planning on having overnight guests who are 17 years old must submit a minor guest request form to a residential life staff member prior to the guest's arrival. A staff member must approve the request in writing for the overnight guest to stay. Residential life staff members have the right to deny these requests. Overnight guests between the ages of 15-17 who are brothers and sisters of residents may stay if the guest's parent or legal guardian can be reached by phone by a residential life staff member to authorize the stay. A minor guest request form must also be authorized by a residential life staff member. Any other overnight guest under the age of 17 is strictly prohibited.
4. Residents wishing to have overnight guests are expected to notify their roommates, preferably prior to the overnight guest arriving, that they are having an overnight guest. There is a host courtesy disclaimer on the overnight guest registration form which the host resident must sign. If residents fail to notify their roommates that they are having overnight guests, these occurrences may be subject to disciplinary action, including loss of guest privileges. Roommates should never feel obligated to leave his or her residential unit to accommodate guests.
5. An overnight guest form must be submitted to the front desk officer for each overnight guest upon his or her arrival. Authorized overnight guests with vehicles on campus will be issued a guest parking pass which must be displayed immediately in his or her vehicle.
6. Only after an overnight guest registration form has been submitted at the front desk, a minor guest request form for guests under the age of 18 has been approved and is on file at the front desk, and the guest has shown valid state issued photo identification to the front desk officer, can a resident bring an overnight guest to a residential unit.
7. Overnight guests may not be housed in the student lounges or lobby area.
8. Residents must escort overnight guests during their entire stay. If residents observe an individual who is unescorted and unfamiliar to them or to anyone on the floor, they should immediately notify a residential life staff member or the department of public safety.
9. Overnight guests must be able to produce valid photo identification at the request of any Ranken official, including the RA, at any time during a stay. If the guest is unable to produce valid photo identification, he/she may be asked to leave. Refusal to leave may result in trespassing charges.

10. Residents cannot loan Ranken 1Cards and room or mailbox keys to overnight guests. Residents who violate this policy will be subject to disciplinary action, including fines.
11. Residents assume complete responsibility for the actions and safety of overnight guests.
12. Overnight guests are subject to all policies and procedures of the College and residential life. Overnight guests may also be asked to leave the residence hall when not adhering to policies or if considered to be a risk to the safety or well-being of residents.
13. At the end of each visit the overnight guest must be escorted to the front desk by the host resident to properly check out.
14. Residents who fail to comply with any portion of the overnight guest policy will be subject to disciplinary action and may lose future overnight guest privileges.
15. The residential life staff and public safety staff retain the right to prohibit any overnight guest from entering the residential areas for any reason and reserve the right to adjust or revoke overnight guest privileges as deemed necessary.

Hallway Games and Sports

To ensure the safety of residents and to keep the hallways free from damage, hallway games and sports are prohibited, unless the activity is authorized by residential life staff. Charges for damage resulting from hallway games and sports will be evenly divided between all participants involved. Residents participating in hallway games or sports will also be subject to disciplinary actions.

Harassment

Harassment of any kind will not be tolerated. Unwanted behavior that adversely affects the safety, security, privacy, general well-being, or dignity of any individual or group including, but not limited to, individuals with legally protected status for reasons of race, gender, sexual orientation, religion, color, age, national origin or ancestry, genetic information or disability, or an individual's association with others within these legally protected categories is considered an act of harassment. Acts of harassment may include, but are not limited to: taunting; injuring; intimidating or threatening; physical or sexual abuse, hazing; unwanted handling of one's personal property; making racist or sexist comments; sexually suggestive comments; using racial expletives; oppressing or persecuting; pranks; prank phone calls; name calling; and making verbal or non-verbal threats. Acts of written and typed harassment include, but are not limited to: notes; letters; signs; text messages; emails; posts made over the internet; and instant messages. Students who utilize technology to offend another student or to restrict another student's use of technology are also considered acts of harassment. Students who commit acts of harassment will be subject to disciplinary actions that may include dismissal from the residence hall and College. If a student feels that they are being harassed they should immediately contact the on-duty residential life staff member to discuss the situation. If a student feels the situation has not been appropriately addressed or continues, the student should contact the Director of Residential Life. Harassment of residential life, public safety, janitorial, or any other College staff or faculty member will not be tolerated and will be subject to disciplinary action.

Health and Safety Room Inspections

Residential life staff members will perform residential unit health and safety inspections periodically throughout each semester. Residents whose residential units are in violation of health and safety standards will be notified by the staff member(s) who performed the inspection. Students are subject to fines and other methods of disciplinary action if residence hall rooms or apartments fail an inspection. Health and safety inspections should be taken seriously and residents are responsible for abiding by the requests made by staff members.

Housekeeping

All residents are responsible for keeping his or her residential unit, the residence hall, and the entire Ranken campus clean. Students are expected to pick up trash inside and outside the residence hall. Residents are responsible for keeping rooms and apartments clean. Housekeeping employees will

provide trash removal in common areas and perform clean-up duties in common areas throughout the residence hall. There may be times when residents may be asked to clean and vacuum. Residents may check-out vacuum cleaners, brooms and dustpans from the on-duty residential life staff member. Students who make messes in common areas must clean up when they are finished. Refusal of the student to do so will result in disciplinary action. There will be no housekeeping services provided inside the residential units apart from cleaning units for summer conferences and residence hall openings and closings.

Housing Cancellation

A student who withdraws or is dismissed from the College is not allowed to live in Ranken housing; therefore, students who withdraw or are dismissed must submit a housing cancellation request form. Students that wish to cancel a housing contract for any other reason must also submit a housing cancellation request.

A) The student is responsible for notifying the Residential Life Office of his or her intention to cancel the contract. All cancellation requests must be received in writing by the Residential Life Office. A phone call is not an acceptable form of cancellation request. Notification to another College office/department is not an acceptable form of cancellation request. Room charges will continue to accrue until a written cancellation request is received. Cancellation request forms should include the student's name, ID number, and reason for cancellation. The director of residential life will make the final decision whether to approve or deny all cancellation requests.

B) Fall student cancellation charges:

1. A student who has been authorized for housing, has not previously lived in the residence hall, and cancels on or before July 15th will be charged \$200. Students who have previously lived in the residence hall will be charged \$100.
2. A student who has been authorized for housing, has not previously lived in the residence hall, and cancels on or after July 16th until classes begin will be charged \$400. Students who have previously lived in the residence hall will be charged \$200.
3. A student who has been authorized for housing and cancels on or after classes begin through the fourth week of the semester will be charged a \$400 cancellation fee plus room charges (outlined below).
4. A student who cancels after the fourth week of the semester must pay the entire semester room cost.

Spring student cancellation charges:

1. A student who has been authorized for housing, has not previously lived in the residence hall, and cancels on or before December 15th will be charged \$200. Students who have previously lived in the residence hall will be charged \$100.
2. A student who has been authorized for housing, has not previously lived in the residence hall, and cancels on or after December 16th until classes begin will be charged \$400. Students who have previously lived in the residence hall will be charged \$200.
3. A student who has been authorized for housing and cancels on or after classes begin through the fourth week of the semester will be charged a \$400 cancellation fee plus room charges (outlined below).
4. A student who cancels after the fourth week of the semester must pay the entire semester room cost.

Vacates housing during the first week of the semester – 10% of room charges.

Vacates housing during the second week of the semester – 25% of room charges.

Vacates housing during the third week of the semester – 40% of room charges.

Vacates housing during the fourth week of the semester – 55% of room charges.

- C) Any student that is not authorized for housing by the Residential Life Office, Financial Aid Office, or Business Office will not be issued a cancellation charge.

Housing Contract Release

During the contract period, residents can be released from contracts for the following reasons:

1. Official withdrawal from the College or withdrawal from the day school program and entrance into the evening school program.
2. Graduation
3. Dismissal from the residence hall or College
4. Non-acceptance to the residence hall or College
5. Inability to make payments to the College
6. The room becomes uninhabitable due to a fire or other casualty
7. The College is unable to provide housing
8. Marriage
9. Military service
10. Serious illness or injury
11. Death in the immediate family
12. Counseling considerations (documentation may be needed)

Except for graduating and if the College is unable to provide housing, all other cancellations must be made in writing to the Residential Life Office. Contract cancellation charges apply to each of these circumstances apart from #2, #3, #4, #5, #7, and #9 listed above.

Identification Cards (Ranken 1Card)

All students need to have a Ranken 1Card. The card is used to enter the residence hall after 7:00 p.m. Monday-Friday during school days and all day Saturday and Sunday, as well as to enter the locked doors leading to residential areas. Residents should carry this identification card always and must present it to any College officials, residential life or public safety staff members at any time. Cards are issued through the Department of Public Safety located in Walker Hall. Residents are prohibited from loaning ID cards to other persons. There is no charge for the first Ranken 1Card.

Illegal Computer Downloading

Residents are prohibited from downloading or using any unauthorized licensed or copyrighted programs on their computers. Peer-to-peer file sharing programs are prohibited. It is illegal to copy or distribute copyrighted material if you do not have permission from the copyright owner. Residents are also prohibited from viewing, transmitting or receiving material in violation of federal or state regulations. Failure to abide by this policy will result in disciplinary action.

Immunizations

All new residents must receive required immunizations. An immunization form will be mailed to new residents in the housing assignment packet. Failure of new residents to submit immunization records within 30 days of moving into the residence hall will result in fines. Excessive failure to submit these records will result in non-authorization for housing; meaning the student will not be allowed to live in the residence hall until missing immunization records have been submitted to the director of residential life.

Implied Consent

If a student is aware of or in the presence of a College or residential life policy violation, and remains in the presence of or does not take reasonable measures to stop the violation, they have given implied consent to the violation. The student may be held partially responsible for the violation and subject to disciplinary action.

Insubordination

Residents who are disobedient to an authority figure will be subject to disciplinary action. Guests who are disobedient to an authority figure will be asked to leave the residence hall and may not be allowed to return as a guest.

Insurance

All residents are required to have health insurance while living in Walker Residence Hall. Ranken Technical College does not offer health insurance policies for purchase.

Internet

Wired and wireless internet services are available to residence hall residents. Residents must have updated antivirus software on their personal computers and laptops to access the internet in the residence hall. Students are prohibited from setting up wireless routers or other wireless access points. Students are prohibited from hacking or cracking into the network, or in any way misusing the internet and compromising the network. This includes the use of Bit Torrent and Peer to Peer file sharing application. Failure to abide by any portion of this policy will result disciplinary action. The Walker Hall Internet Access information in your move in packet is also posted in the hallway of the Residential Life staff offices. Students having issues with an internet connection should contact the Information Services (IS) Department at 314-286-3693 or helpdesk@ranken.edu.

Keys - Replacement and Lockout

Each resident will be issued a room key and a mailbox key during check-in. Residents should carry both room and mailbox keys always. If a resident loses a room or mailbox key they should immediately contact the on-duty residential life staff member so they can arrange to have the key replaced and the lock re-cored by public safety. The responding staff person will give the resident a specified amount of time to find the key before proceeding with a re-core request. If the resident is unable to find the key within the allotted time frame, he or she will be billed a re-core charge and will also have to pay for a new key, as well as any new keys made for roommates. Refunds will not be given if the resident later finds his or her lost key.

If a resident is locked out, they should contact the on-duty staff member. Lockouts will be documented. Multiple lockouts will be subject to disciplinary action including fines. There will be one free lockout per semester; all other lockouts will be a \$10 charge on the resident's account

Kitchens

Common kitchens are located on both floors of the residence hall. Kitchens are equipped with a microwave, sink and cabinets. There are kitchens available in the west wing on the first floor and the east wing on the second floor equipped with stoves. Residents are responsible for keeping the kitchens on each floor clean always.

LGBT Student Accommodation Requests

The residential life office is committed to providing a positive housing experience for residents as well as ensuring a safe environment for students to live. The residential life office is open to accepting special housing accommodation requests of students who identify as lesbian, gay, bisexual, or transgender. For the residential life office to consider these requests, it is the responsibility of the student to notify the residential life office of such requests in a timely fashion prior to moving into the residence hall. All requests will be treated on a case-by-case basis. Each request will be reviewed by

professional residential life staff. Housing options may be limited due to availability of space. As with all housing applicants, we cannot guarantee that room and roommate preferences will be met. All requests will be kept confidential, meaning the student's name or other personal identifiers will not be revealed to other students. Only professional residential life staff and the school counselor will maintain this information unless the student consents to release it.

Laundry

The laundry room is located on the second floor of the residence hall. The laundry room has door access by the Ranken Card to residents who have paid the fee for access. The fee is \$75 for the school year and \$30 for the summer session. The cost is deducted from the resident's meal plan. The access allows unlimited use of the washers and dryers.

Lobby and Lounges

Resident lounges are located on both floors of the residence hall. The first floor features a lobby area in addition to lounges. Lounges and lobbies are subject to residence hall quiet hours which are between 10 p.m. and 9 a.m. Sunday-Thursday and 1 a.m. to 9 a.m. Friday-Saturday. The second-floor lounge on the west end of the building has been designated a study lounge for private and group studying only. The study lounge is intended for quiet studying. Residents are prohibited from moving lounge and lobby furniture and are responsible for keeping these areas clean always. Guests are not allowed to spend the night in any resident lounges or lobbies.

Mail and Mailroom

The mailroom is located on the first floor of the residence hall. Each resident will receive a mailbox key and will be assigned a mailbox. Residential life staff will be responsible for sorting and distributing mail to the appropriate boxes. Mail is picked up and delivered daily except for Sundays and holidays. Mail that is addressed to you should include the following:

Your Name
Ranken Technical College
Walker Residence Hall
4400 Page Blvd.
St. Louis, MO 63113

Outgoing mail can be submitted in the marked mailbox among the student mailboxes. If you receive a package a Residential Life staff members will place a notice inside a resident's mailbox. Residents must contact the on-duty residential life staff member to pick up their package. The College does not accept responsibility for loss or damage to items sent through the mail. Tampering with another resident's mail is a federal offense that will result in disciplinary and legal actions.

Maintenance Requests

Residents in need of repairs within his or her residential unit must send a Work Order to reslife@ranken.edu. The Work Order must include the complete room number (167A), the specific issue and where the issue is located. By submitting a maintenance request form the resident authorizes a maintenance staff member to enter the residential unit to complete the repair. This will happen regardless if the resident or residents are present. General maintenance requests may be submitted Monday-Friday except during holidays. The maintenance department is responsible for routine upkeep and repair of the residence hall building including the residential units. The College is not responsible for repair or maintenance of student's personal items. Repairs that take place because of damage within residential units will be billed to the appropriate student accounts. Failure to report damages inside a residential unit will result in charges billed to the resident or residents responsible for the unit.

Emergency maintenance requests such as flooding, broken windows, gas leaks, loss of utilities including hot or cold water, heat and air-conditioning, or electricity should immediately be directed to a residential life staff member.

Meal Plan and Food Service Information

Every resident, must purchase the meal plan. The Fresh Ideas cafeteria is located on the first floor of the Finney Building. Questions or comments about the meal plan should be directed to the director of residential life.

Meal Plan Refund

A student who withdraws or is dismissed from the College or granted housing cancellation prior to the start of a semester covered in his or her housing contract will receive a refund of 100% of paid meal plan charges for the upcoming semester. A written cancellation request must be submitted to the Residential Life Office. A student who withdraws or is dismissed from Ranken Technical College will not be allowed to live in Ranken housing. A student who vacates housing for any of the allowable reasons listed in the release of contract policy will be subject to the following meal plan refund schedule:

1. Vacates housing during the first week of the semester - 90% refund of remaining semester meal plan balance, not including any roll-over funds from a previous semester.
2. Vacates housing during the second week of the semester - 75% refund of remaining semester meal plan balance, not including any roll-over funds from a previous semester.
3. Vacates housing during the third week of the semester - 60% refund of remaining semester meal plan balance, not including any roll-over funds from a previous semester.
4. Vacates housing during the fourth week of the semester - 45% refund of remaining semester meal plan balance, not including any roll-over funds from a previous semester.

Students who vacate housing after the fourth week of a semester will not receive a refund for any portion of his or her remaining meal plan balance for that current semester. Students who complete the full duration of his or her contract will not be eligible for a refund of his or her remaining meal plan balance.

Medical History

Every resident must fill out and submit a medical history form prior to moving into the residence hall. Medical history forms are mailed to new residents in the housing assignment packet. Completed forms are confidential and secured inside the Residential Life Office.

Mental Health

We understand that college life can be stressful and that there may be times when you need to speak to a professional about the way you are feeling. We also recognize that a significant population of students bring a history of mental health issues with them, and that for many others, mental health issues may develop while at school. We want you to know that there are resources available to assist you:

- Student Success Counselor - Ranken has licensed counselor on staff, located in Student Support Services suite (F209) of offices on the top floor of the Finney Building. To schedule an appointment, stop by Student Support Services or call 314-286-4845.
- The Director and Assistant Director of Residential Life- Both professional residential life staff members are available to assist residents with mental health issues. Residents who present more serious issues may be referred to one of the other mental health resources listed.
- Behavioral Health Response (BHR) - BHR provides a free crisis hotline 24 hours a day staffed with counselors who can assist with mental health issues. To talk to a counselor anytime day or night, call 314-469-6644 or 1-800-811-4760.

If a student's psychological or physical condition is manifested to a point where residential life staff believe he or she may pose a significant risk to the health or safety of themselves or to others, or requires more management than the residential life staff can provide, then staff will get involved immediately to determine the best course of action for the student.

Microwaves

Microwaves are permitted in resident rooms and should be plugged directly into an outlet or a power strip with built-in circuit breaker. Only one microwave is allowed in rooms without kitchens. Microwaves are included in rooms with kitchens. Additional microwaves in these rooms are not permitted.

Musical Instruments & Amplifiers

Musical instruments, except for drums or drum sets, are allowed in residence hall rooms but the amplification of musical instruments is prohibited. Amplifiers are allowed inside residence hall rooms but can only be used with headphones plugged into the amplifier so the sound does not travel. Violations of this policy will result in disciplinary action.

Notice of Not Returning

Residents graduating or not returning to Walker Residence Hall at the end of the school year must complete a Non-Returning Form. The form will be available through the Director of Residential Life.

Occupancy

As a safety precaution, and to avoid large gatherings, no more than 2 times the designed occupancy level should ever be in a residential unit at one time. If there are more than the allotted number of individuals inside a residential unit, or a residential life staff member suspects that there might be more than the occupancy limit, then the staff member may enter the unit and ask everyone to leave except for the actual unit residents.

Living occupancy in the residence hall is limited to Ranken students only, apart from approved staff members and guests for campus events. All non-resident guests must be registered at the front desk. The student is not allowed to sublease or provide routine lodging to guests. Residence hall rooms are to be used for residential purposes only.

Off Campus Behavior

The rules of the College still apply to all students when they are participating in a Ranken sponsored event off-campus. The College reserves the right to institute disciplinary action for situations taking place off-campus that violate Ranken's standards of conduct

Parking, Permits, Cook Lot Gate

Resident student parking is located on the Cook/Langenberg parking lot. Residents must have a parking permit for each vehicle they bring on campus. Residents are only allowed to have one vehicle in the parking lot at any given time (one parking space per student, spaces will not be assigned). New residents should fill out a parking registration form during the check-in process. If a resident requires a future parking permit they should visit the department of public safety located at the front desk. Overnight guests with vehicles must receive an overnight guest parking pass which they must display in his or her vehicle during their stay.

The Cook parking lot gate gives access by a card reader with a resident's Ranken1 Card.

Pets

Residents and guests are not allowed to bring pets inside the residence hall except for fish in a 10-gallon or smaller aquarium. Residents must receive permission from his or her roommates to have an aquarium in his or her residential unit. Aquariums must be kept clean or residential life staff members may ask for them to be removed. Any other pets found in the residence hall brought in by residents or visitors will be removed by a residential life staff member or public safety officer. Residents found in violation will be subject to disciplinary action. The only exception to this would be service animals that are trained to aid an individual with a disability.

Programming

The residential life staff provides residents with valuable learning opportunities and experiences which will nurture their overall personal development and supplement the education they are receiving in their classes. This is accomplished through programming, which consists of social, educational, and health-related activities and experiences designed to advance our resident's personal growth. The Ranken residential life programming model is divided into four core focus areas: Community, Academics, Citizenship, and Wellness.

Propping Open Residence Hall Room Exterior Doors

Residents can prop open exterior residence hall unit doors. This policy is subject to change based on the need for security or any necessity determined by the offices Residential Life and Public Safety. Ranken Technical College and the Department of Residential Life is not responsible for lost, stolen or damaged items.

Quiet Hours

Quiet hours in the residence hall, smoking areas, and the basketball/volleyball/barbeque area are as follows:

- 10:00 p.m. to 9:00 a.m. Sunday- Thursday
- 1:00 a.m. to 9:00 a.m. Friday- Saturday

Quiet hours may be adjusted during midterm and final exam weeks. Residents are responsible for always observing 24-hour, 7 days a week courtesy hours. This means that residents are respectful of other resident's rights to study, rest and reside in a quiet environment. Excessive noise is disrespectful to other members of the residence hall community. If a resident or residents are making excessive noise or devices inside his or her residential unit are making excessive noise, it is the responsibility of other residents to contact a residential life or public safety staff member to notify them of the noise disturbance.

Reapplication

All residents planning on returning to housing next academic year must submit a housing reapplication form and contract to the Director of Residential Life before the designated deadline date to receive preferred placement. If a current resident does not apply for the following year it will be assumed that he or she is not returning to the residence hall.

Refrigerators

Refrigerators are allowed in residence hall rooms. Only one refrigerator is allowed per bedroom per unit without kitchens. The size of refrigerators cannot exceed 5 cubic feet. Units with kitchens are not permitted to have additional refrigerators because one had been provided. Do not placed in closets. Refrigerators must be plugged directly into an outlet or a power strip with built-in circuit breaker.

Reporting a Policy Violation

If a policy violation occurs in the residence hall, residents that witness the violation or are somehow impacted by the violation should report it to the residential life staff member on duty immediately. It is the responsibility of each resident to report policy violations for the greater good of the residence hall community. An on-duty staff schedule will be posted on each floor. The report can be made in person or over the phone.

Requirements for Residency

Only full-time Ranken students (enrollment in 12 credit hours per semester is considered full-time) are eligible to live in the residence hall. Part-time Ranken students are not eligible to live on campus unless special permission is granted by the director of residential life. Summer residents may take a minimum of 6 credit hours during the summer semester.

Residence Hall Association (RHA)

The Residence Hall Association (RHA) is a member of NACURH, the National Association of College and University Residence Halls, which is the largest student organization in the country. The national organization recognizes living on campus as an integral part of the college experience, and therefore strives to be the organization of choice for residence hall leaders by providing comprehensive resources for college and university students seeking to create the ultimate residence hall environment and experience. All resident students are automatically members of the Residence Hall Association. For more information on RHA, contact the Director of Residential Life.

Respect Policy

One of the guiding principles in the Walker Hall residence hall community is respect. The expectation of the Residential Life staff for our residents is to respect oneself, to respect others and their property, and to respect one's surroundings. Acts of disrespect toward a residential life staff person, public safety staff person, housekeeping staff person, or Ranken employee will not be tolerated and are subject to disciplinary action. Acts of disrespect toward another resident or guest will be treated on a case by case basis and may be subject to disciplinary action. It is the intention of the Residential Life staff to ensure that residents understand the importance of respect, practice it on a regular basis, and carry this understanding with them after they leave Ranken.

Roof Access

Resident and guests are prohibited from accessing the roof of the residence hall.

Room and Roommate Assignment

Room and roommate assignments are made by the director of residential life. Consideration will be given to the student's room and roommate preferences as well as the profile section of his or her application. Roommate requests must be mutual. The College reserves the right to make room and roommate assignments and reassignments, consolidate roommates, or adjust the designated occupancy of any room when necessary.

Room and Roommate Consolidation

To make room for residents it may be necessary to consolidate rooms and roommates. Consolidation is the act of moving students together into one unit where the maximum occupancy was not being met. For students that are left without roommates because of housing cancellation, withdrawal, or a room or roommate change request that has been approved, they will be given the following options in which they must choose one:

1. Consolidate with another student or students also currently living in a unit not at full occupancy
2. Receive a new roommate or roommates as assigned by the Residential Life Office.
3. Pay a higher rate to live in the current unit without full occupancy. If space is needed then this may not be an option.

Room and Roommate Change Requests and Reassignment

Residents may submit a change of room or roommate request form to the Residential Life Office three weeks after the first day of classes. Only one request is allowed throughout the duration of the contract. If the requested move is the result of a roommate conflict, then the student must discuss the situation with a residential life staff member first before submitting a room or roommate request. If a solution cannot be reached after staff intervention, then a request may be submitted. The College reserves the right to approve or deny room and roommate requests. All parties involved in a roommate change must agree to the changes in writing unless the change comes because of administrative reassignment. If the student moves to another room without approval from the Director of Residential Life then the student will be subject to disciplinary action and may result in the student's return to his or her original room.

Room changes may not take place during midterms, final exams, or the first and last three weeks of a semester. Students will be given 48 hours to move all of his or her belongings out of their previous room to their new room.

The residential life office reserves the right to make administrative reassignments for residents. In such cases roommates, may be split up and asked to move to another room or accept another roommate to remain in housing. If an administrative reassignment takes place the resident(s) will be responsible for any additional room charges associated with the new room assignment.

Room Charges Refund

A student who withdraws or is dismissed from the College or is granted housing cancellation prior to the start of a semester covered in his or her housing contract will receive 100% of paid room charges for the upcoming semester, less a cancellation fee per the housing cancellation policy. A written cancellation request must be submitted to the Residential Life Office. A student who withdraws or is dismissed from Ranken Technical College will not be allowed to live in Ranken housing.

A student who vacates housing for any of the allowable reasons listed in the release of contract policy will be subject to the housing room charges refund schedule as outlined below:

1. Vacates housing during the first week of the semester – 90% refund of semester room charges.
2. Vacates housing during the second week of the semester – 75% refund of semester room charges.
3. Vacates housing during the third week of the semester – 60% refund of semester room charges.
4. Vacates housing during the fourth week of the semester – 45% refund of semester room charges.

Room Checks (Unannounced)

Residential Life staff will have unannounced room checks at least one time each semester, and more as needed. Residents will not be notified in advance of these checks. Residents do not need to be present during these checks. Staff members will be looking for prohibited items, illegal substances, and dirty living conditions. Staff members will search for items in plain view unless they have suspicion that prohibited items or illegal substances are in the room. The exception to items “in plain view” will be refrigerators and cabinets in 2 and 4 bedroom apartment kitchens, as well as personal refrigerators and coolers in any residence hall unit. Staff members may check these items regardless of suspicion.

Room Entry

The College reserves the right to enter resident rooms to provide maintenance, conduct health and safety inspections and regular room inspections, to ensure safety and security of residents, conduct inventory, and to enforce rules when there is reasonable suspicion that rules are being violated. Residential life staff members, public safety staff members, and police officers may enter a room if they believe a College policy or state or federal law is being broken or if they believe a person is in danger and needs immediate help. Staff members may also enter a room if the resident or residents do not respond during emergency alarms or noise violations. Students do not need to be present unless requested by a staff member for a residential life, public safety, or maintenance staff member to enter the room. Efforts will be made to notify residents in advance of room visits except for maintenance procedures, health and safety inspections taking place during student vacation periods, unannounced room checks, emergency situations, suspected residential life or College policy violations, or state or federal law violations. The College reserves the right to confiscate any illegal or prohibited items found inside residence hall rooms or any portion of the building. The College also reserves the right to remove any items deemed as a nuisance or hazardous to the building and its occupants.

Scan-In & Scan-Out

All residents are required to scan-in and scan-out with their Ranken 1Card at the front desk every time a resident enters or exits the residence hall. Failure to scan-in or scan-out is subject to disciplinary action.

Searches

A residential life staff member or College administrator will conduct thorough room searches in instances where there is suspicion that the resident(s) or his or her guest(s) may be in possession of illegal substances, alcohol, stolen items, firearms, weapons, or other prohibited items, or there is an indication that a state or federal law is being violated. During these searches these officials will search all areas and spaces, containers and objects, and individuals within the unit. Resident's in possession of illegal items will be subject to disciplinary and possibly legal action. Residents must abide by all requests made by residential life staff members, including asking residents to unlock drawers or containers with a personal lock on them. Residents who refuse to follow requests will be considered insubordinate and subject to disciplinary action. All items brought into the residence hall by a resident or visitor are subject to search by a staff member, if a staff member suspects that a resident or visitor is in possession of an illegal or prohibited item. Vehicles on campus property are also subject to search.

Security Deposit

Students applying for housing for the first time as well as students who previously cancelled housing and received a refund for their security deposit are required to submit a \$150 security deposit along with a completed housing application and contract. Students that continue to live in the residence hall will automatically have the \$150 security deposit applied to a future contract. When a student permanently moves out of the residence hall and does not intend to sign a future housing contract, charges for damage will be deducted from his or her security deposit. If there is still money left over after damage charges have been assessed, the business office will apply the difference to any outstanding balances the student may have at the College. If the student does not have any existing balances, he or she will receive a check for the remaining security deposit balance. Damage charges are billed to student accounts of returning residents.

Security Deposit Refunds

Housing applicants who have not previously lived in the residence hall, sign a housing contract, and make the decision to no longer pursue housing prior to the start of a semester will forfeit his or her security deposit in addition to any other cancellation fees that apply. Students who have lived in the residence hall and been granted release from his or her housing contract who fail to properly check-out of housing by their designated check-out date and time will forfeit his or her entire security deposit, unless the student has been given an extension by the Director of Residential Life and properly checks-out per the terms of the extension. Exceptions in which security deposits will be refunded under the terms of the section entitled "Security Deposit" include:

1. The student has lived in the residence hall, is granted release from his or her housing contract, properly checks-out of the residence hall per the check-out policy, and does not intend to sign a future contract.
2. There is no space available in the residence hall for a student to reside.
3. Admittance to an academic program is not granted to a student.
4. A student withdraws or is dismissed from the College and properly checks out of the residence hall.
5. The housing applicant does not sign a housing contract for the year or semester they applied for housing.

Housing applicants who have signed a housing contract who meet any of the eligible circumstances above must submit a housing cancellation request form to the Residential Life Office to receive a security deposit refund.

Seminar Room

The seminar room is located on the first floor of Walker Hall. The facility may be used by residential life staff members to conduct resident meetings, special events, seminars and workshops. The seminar room may not be used for socializing or studying unless it is a club or office sponsored event or permission is given by a professional residential life staff member. Other campus offices may reserve

the room for special events. Room reservation requests must be made through the Residential Life Office.

Sexual Harassment

Sexual harassment is considered any unwelcome sexual advance, request for sexual favors, or other written, verbal, or physical conduct of a sexual nature, whether directed at persons of the same or opposite sex, when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in college activities; or 2) has the purpose or effect of unreasonably interfering with an individual's academic performance or campus living conditions; or 3) creates an intimidating offensive or hostile environment for an individual's education or participation in a college activity.

Further, any act of sexual violence, including but not limited to, rape, sexual assault, sexual battery, and sexual coercion is a violation of this policy. Violations of the sexual harassment policy will result in disciplinary action, which may include dismissal from the residence hall and/or college.

To report sexual harassment, contact the on-duty residential life staff member. If you are a victim of or witness sexual violence, report it to a public safety officer or the Director of Public Safety or in the case of an emergency, call 911.

Shuttle Services

Residential life and public safety staff have access to Ranken-owned vehicles to shuttle students who cannot drive due to health issues or do not have a vehicle on campus to receive treatment. Ranken vehicles may also be used by residential life staff members to transport residents to social or educational outings as well as grocery or department store visits as needed.

Skates and Skateboards

Residents and guests are prohibited from using skateboards, inline skates, roller skates, or rollerblades inside the residence hall. Residents are permitted to use skates and skateboards on campus after evening school classes in the empty lots. All residents must sign a waiver to utilize the areas on campus.

Smoking & Tobacco

Walker Hall is a smoke-free facility. Smoking is not allowed inside the building. This policy includes the use of e-cigarettes. Residents and their visitors may go outside to smoke in the Walker Hall designated smoking area only. This area is marked and located west of the sidewalk path leading to the south residence hall entrance. Students and visitors are expected to dispose of cigarette butts in the receptacles located within the designated smoking area. Cigarette butts or lit cigarettes are prohibited inside the building.

The use of tobacco products of any kind is not permitted inside the residence hall. Hookah pipes are not allowed inside or outside the residence hall grounds. Residents that fail to abide by the smoking & tobacco policy will be subject to a \$75 fine per offender and further disciplinary action.

Solicitation

Solicitation is defined as door-to-door or person-to-person visits for soliciting funds, selling products, recruitment, distributing advertising materials, and conducting surveys. Residence hall residents are prohibited from conducting acts of solicitation unless it is in conjunction with a Ranken sponsored activity. Outside solicitation (non-campus organizations or individuals) is prohibited in the residence hall unless prior approval has been given by the Director of Residential Life. Residents that wish to distribute advertising materials to other residents or conduct surveys must first receive permission from the Director of Residential Life. Use of the lobby or lounges by a campus group or individual for the purposes of fundraising or recruiting is not allowed unless previous approval has been granted by

the Director of Residential Life. Door-to-door salespeople should be reported to the Department of Public Safety.

Storage

There is no extra storage space available for resident's belongings in the residence hall. Residents must make other arrangements to store items that are not permitted in the residence hall or items that are too large to fit inside residence rooms or apartments.

Suggestions for Improving Residential Life

Suggestions for improving residential life operations may be submitted anonymously or in person to a residential life staff member. Suggestions may also be given at Residence Hall Association meetings and wing meetings.

Summer Housing

Summer housing is available at Walker Hall. To be eligible students must be enrolled in the summer semester and taking at least 6 credit hours or working for the College during the summer. If all classes are online the student will not be eligible for housing. If you are interested in summer housing, please see the Director of Residential Life well before the end of the spring semester. The deadline date will be posted.

Telephone

Residents that wish to have phone services must contact a phone company to set-up these services. Residents will be responsible for paying the setup charge as well as monthly payments to the phone company.

Temporary Overnight Stays

Temporary overnight stays for non-residents and non-guests may be allowed if the director of residential life authorizes the stay and there is space available. Individuals requesting these stays will be charged a fee for their stay which must be paid through the business office prior to the stay. It is the discretion of the Director of Residential Life to approve or deny these requests.

Theft

Taking, attempting to take, or found in possession of the property of the College, another entity, or another person without it's/his/her authorization is considered theft. Any occurrences of theft should be reported immediately to the Department of Public Safety and the on-duty residential life staff member. Residents who commit theft will be subject to disciplinary and possible legal action. The College is not responsible for a resident or guest's personal property that has been lost, stolen or damaged.

Unauthorized Entry (Residence hall or Campus)

Students are prohibited from entering areas that they have not been given authorization to enter. Residents are prohibited from opening parking lot gates. Gates can only be opened by Public Safety officers. Residents are prohibited from climbing over gates. Residents in violation of the unauthorized entry policy will be subject to disciplinary action. This policy applies to visitors as well.

Vacating a Room

Residents must remove all personal belongings from his or her residential units at the end of the contract period or upon contract cancellation taking place during the contract period. This would include incidents of dismissal from the residence hall or the College or withdrawal from the College. Items left behind by students at the end of a contract period for more than 30 days past his or her designated check-out date will be removed and possibly disposed of. When items are removed, a charge may be billed to the student's account. Students remaining in a residential unit after his or her contract duration has expired without permission from the Residential Life Office will be charged a set amount for each day they stay past the period of occupancy.

Visitation

Visitation applies to resident students only and occurs when a resident visits another residential unit other than his or her own. These types of visits are not allowed from 11:00 p.m. to 7:00 a.m. Sunday-Thursday and 2:00 a.m. to 7:00 a.m. Friday-Saturday. Residents are not allowed to spend the night in another residential unit in the residence hall other than his or her own. Violations of this policy will result in disciplinary action.

Weapons and Firearms

Weapons and firearms of any kind are strictly prohibited on campus and in the residence hall. Weapons and firearms include, but are not limited to, hand guns, rifles, bows and arrows, knives, martial arts training equipment, swords, slingshots, paintball guns, B-B guns, airsoft guns, potato guns, pellet guns, dart guns, flare guns, brass knuckles, and explosive devices. Ammunition of any kind is strictly prohibited. Residents found in possession of any of these items or another item that is deemed as threatening will have these items confiscated immediately and the resident will be subject to disciplinary action. Only individuals that have been authorized to carry weapons and firearms on campus, such as public safety officers and police officers can possess any of these items.

Windows

Throwing objects of any kind out of a window is prohibited. Removing screens from windows is prohibited. Placing stereos or amplification equipment in windows is prohibited. Screaming out windows is prohibited. Residents are not allowed to use windows as entrances or exits. Residents in violation of this policy will be subject to disciplinary action.

**KEYS TO A
SUCCESSFUL
ROOMMATE EXPERIENCE**

**CREATE A ROOMMATE
CONTRACT**

**TREAT YOUR
ROOMMATE AS YOU
WANT TO BE TREATED.**

**BE WILLING TO
COMPROMISE**

KEEP AN OPEN MIND

**COMMUNICATE
CLEARLY**

**FROM THE BEGINNING
SOLVE PROBLEMS
IMMEDIATELY**

**BE RESPECTFUL OF
YOUR ROOMMATE'S
SPACE AND
BELONGINGS**

**REMEMBER YOUR
ROOMMATE IS NOT
YOUR AUTOMATIC BEST
FRIEND**

ROOMMATE INFORMATION

Residential Life Roommate Bill of Rights

Each roommate has:

1. The right to study in an environment conducive to learning.
2. The right to sleep without disturbance.
3. The right to expect roommates to respect one's personal belongings.
4. The right to expect respect from other roommates, residents, and staff members.
5. The right to live in a clean environment.
6. The right to personal privacy.
7. The right to have free access to one's room and hall facilities.
8. The right to host guests, within the guidelines of the residential life guest policies, and the expectation that guests will respect the rights of roommates and other residents.
9. The right to be free from harassment or intimidation of any kind.
10. The right to address issues with roommates or other residents in a tactful way without the fear of retaliation.

ACUHO-INTERNATIONAL STATEMENT OF STUDENT'S RIGHTS AND RESPONSIBILITIES

The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

Residents in college housing facilities possess specific individual and group rights while engaged in activities that are part of college life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents.

Residence Life personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior.

STANDARDS OF CONDUCT

As a Ranken student, all residents are subject to Ranken's standards of conduct, including conduct that takes place in the residence hall.

Residents who are in violation of any of the College's standards of conduct will be subject to disciplinary action.

While in attendance at Ranken or representing the College off campus, you are required to conduct yourself in accordance with acceptable moral and social standards, and to comply with all of the rules and regulations of the College, and to preserve and protect all property provided by the College for your education and benefit. Violations of rules and/or regulations will subject you to reprimand, suspension, or dismissal depending upon the seriousness of the violation and consideration of your record. The following are examples of specific reasons for dismissal:

1. Under the influence of, the consumption of, or the otherwise use of alcohol or drugs while on College property.
2. Gambling on premises.
3. Insubordination to College authorities.
4. Malicious destruction of College property.
5. Failure to comply with the appearance and safety policies.
6. Theft or pilferage.
7. Failure to wear safety glasses in designated areas.
8. Academic dishonesty.
9. Conduct which interferes with the right of fellow students to obtain maximum benefit from his or her education.
10. Bringing weapons on campus.
11. Failure to comply with parking regulations.
12. Driving in an unsafe manner.
13. Behavior that is threatening to any Ranken employee or student.
14. Being in possession of or viewing pornography on College property.
15. Inappropriate conversations that include racist, sexist or violent comments.
16. Behavior that is disruptive to any class, lab, shop or studio session.
17. Fighting.

JUDICIAL PROCESS FOR POLICY VIOLATIONS

The following protocol will take place for all policy violations:

1. The alleged policy violation is documented by a residential life or public safety staff member in an incident report. A separate report should be filled out for each student in violation of a policy. Completed forms are submitted to the Director of Residential Life. The College reserves the right to meet with students regarding alleged policy violations without an incident report.
2. The Director of Residential Life will investigate on the incident and will meet with each person involved, including the residential life or public safety staff member that submitted the report. For incidents of theft, the Director of Public Safety or Assistant Director of Public Safety will lead the investigation.
3. After meeting with all parties involved, a sanction will be assigned to the student or students listed in the incident report if the Director of Residential Life determines a policy has been violated.
4. If a student wishes to appeal a sanction they have been assigned because of a residential life policy violation, the student must submit a Notice of Appeal form to Vice President of Education by (4:00 p.m.) following the day when the student was advised that he/she was subject to sanctions. The Notice of Appeal must contain the following:
 - a. What decision the student is appealing and what relief the student is requesting.
 - b. Reasons why the student believes he/she is entitled to such relief.
 - c. All evidence in support of the student's request.
 - d. Whether the student is requesting a personal appearance before the Academic and Residential Life Disciplinary Review Board along with the student's justification for such personal appearance.
 - e. Any other material relevant to the judicial board's decision.
5. All appeal requests will be submitted to the board for review. The Board may choose one of the following actions upon reviewing the appeal:
 - a. Recommend keeping the assigned sanction(s) as-is.
 - b. Recommend dismissing the assigned sanction(s).
 - c. Recommend assigning similar or less punitive sanction(s).

Double Jeopardy

Students charged with College or residential life policy violations may also be held responsible for violating existing local, state and federal law. Since the purposes and consequences of the two processes are so different, such reviews are mutually exclusive and do not create double jeopardy for charged students. Disciplinary action will not be subject to challenge because criminal charges involving the same incident have been dismissed or reduced. The residential life office reserves the right to postpone judicial proceedings if staff members determine the proceedings would interfere with the civil or criminal process.

All residents are subject to the Ranken standards of conduct listed in the Student Handbook as well as all policies and procedures listed in the Residential Life Handbook.

The judicial process begins when there is reason to believe a resident has violated one or more policies.

DISCIPLINARY SANCTIONS FOR POLICY VIOLATIONS

Disciplinary sanctions may include, but are not limited to:

No Action

It may be determined that no sanction will be administered to a student for a documented violation.

Warning

A verbal or written warning is given to a student that has violated a policy and/or exhibited an unacceptable behavior.

Restitution

Payment for theft or damages caused to campus property or another individual's property in addition to other sanctions. A student may also be required to pay for another individual's medical fees if they caused that person injury.

Community Service

This can include, but is not limited to, assigned work with Residential Life, Buildings & Grounds, Housekeeping, Dining Services, campus or community organizations, or other appropriate projects.

Discretionary Service

This can include, but is not limited to, behavior modification papers, work assignments, attendance at on or off campus educational programs, and other assignments related to the behavior associated with the violation.

Fines

Fines may be charged to student accounts for infractions in addition to other sanctions.

Loss of Privileges

Resident privileges may be denied for a designated period.

Notification of Parent/Guardian

Residential life or public safety staff members may contact a student's parents/guardians if the student is under the age of 18 or the student meets the reporting criteria under FERPA. This would be a likely sanction for a student that violates alcohol or drug policies or become safety threats to themselves or to others. Other sanctions will be applied.

Mandatory Counseling or other Support Services

A student may be required to see the school counselor, Student Achievement Center, Student Support Services, or an off-campus group or professional to receive extra support for psychological and behavioral concerns, substance abuse issues, or academic assistance.

The following is a list of disciplinary sanctions for Residential Life policy violations. These sanctions may also result from any local, state law or ordinance violations or violations of federal law.

RESIDENTIAL LIFE CHARGES AND FINES

CHARGE OR FINE	AMOUNT
Misuse of fire safety equipment	\$200
False alarm or false threat of emergency	\$200
Failure to participate in an emergency drill	\$75
Smoking or lighting an object with a flame inside building	\$75
Room key + core replacement	\$50
Additional key replacement	\$10 per key
Making a copy of a key	\$100
Loaning or using his or her own room key or ID card for another resident or guest	\$50
Room lockout (2 nd documented lockout & up)	\$10 per lockout
Moving common area furniture	\$75
Misusing common area furniture	\$75
Cleaning charges	\$100
Excessive or misplaced garbage	\$75
Tracking mud into the building	\$25
Items left in residential unit after contract period	\$100
Failure to lower bed upon check-out	\$25 per bed
Improper check-in	\$100
Improper check-out	\$100
Failure to vacate a room after contract termination or expiration	\$25 per day
Failure to submit immunization records within 30 days of moving in	\$20
Failure to submit immunization records within 60 days of moving in	\$40
Failure to submit immunization records within 90 days of moving in	\$60
Dropping an item out of a window	\$200
Propping open a residential unit exterior door	\$50
Entering, exiting, or holding open any exterior building door other than the front entrance/exit doors (except for fire drills)	\$75
Failure to make recommended changes after failing a room inspection	\$50 minimum
Electrical outages caused by residents or their guests	Charged for parts needed to restore electricity
Lost bed post pin or clip	\$5 each
Bed frame and top bed post replacement	\$180
Bottom bed post replacement	\$133
Mattress replacement	\$75
3 drawer chest replacement	\$246

RESIDENTIAL LIFE CHARGES AND FINES

Desk replacement	\$261
Wardrobe replacement	\$378
Chair replacement	\$95
Refrigerator replacement (4-bedroom apartment kitchens)	TBD
Stove replacement (4-bedroom apartment kitchens)	TBD
Microwave replacement (4-bedroom apartment kitchens)	TBD
Solar shades replacement (all bedrooms and 4-bedroom apartment living rooms)	TBD
Window screen replacement	\$25
Furniture damage (beyond normal wear & tear)	\$20 and up
Appliance damage (beyond normal wear & tear)	\$20 and up
Fixtures damage (beyond normal wear & tear)	\$10 and up
Wall cleaning	\$10 per area
Wall repainting	\$40 per wall
Small-medium dents, chips or gouges in walls, ceilings, furnishings, doors	\$5-10 each
Large dents, chips or gouges in walls, ceilings, furnishings, doors	\$20 each
Provided furniture, appliance, or fixture cleaning	\$10 per item
Carpet cleaning (vacuum)	\$10 per section
Carpet cleaning (vacuum) entire room	\$30
Carpet extraction	\$50 per room
Tile cleaning (sweeping)	\$10 per area
Tile cleaning (mopping)	\$20 per area
Smoke detector replacement	TBD
Fire alarm replacement	TBD
Room plate frame replacement	\$10
Room plate lens replacement	\$12
Bathroom mirror replacement	\$90
Toilet paper holder replacement	\$22
Shower curtain replacement	\$8
Shower rod replacement	\$15
Towel rack replacement	\$38
Pendant light fixture replacement	\$125
Bathroom light fixture replacement	\$90
Window screen replacement	TBD
Disposal of personal furniture	\$100
Emergency procedures chart and plastic holder	\$50

DO NOT BRING TO CAMPUS

DRUGS & ALCOHOL ARE PROHIBITED. THIS INCLUDES THE FOLLOWING ITEMS...

- Alcohol and associated paraphernalia
- Illegal drugs, synthetic drugs, and associated paraphernalia
- Prescription drugs not prescribed to the student.
- Hookah pipes
- Flasks
- Tobacco use of any kind inside the building
- Cigarette rolling papers

IF YOU ARE NOT IN A 2 OR 4 BEDROOM APARTMENT DO NOT BRING THE FOLLOWING...

- Toaster ovens
- Toasters
- Hot plates
- Crock-pots
- George Foreman style grills

NO WEAPONS OF ANY KIND ARE ALLOWED ON CAMPUS. THIS INCLUDES BUT NOT LIMITED TO...

- Weapons and firearms including hand guns, rifles, pistols, crossbows, bows and arrows, knives, axes, martial arts training equipment, swords, slingshots, paintball guns, B-B guns, airsoft guns, potato guns, pellet guns, dart guns, flare guns, brass knuckles
- Replica guns
- Ammunition of any kind

- Waterbeds
- Pets of any kind other than fish in a 10- gallon aquarium
- Candles or candle warmers
- Incense (including herbal incense such as K2 brand products)
- Tattoo equipment
- Dartboards (other than electronic)
- BBQ grills
- Metal tip darts
- Space heaters or radiators
- Air-conditioners (other than those provided by the College)
- Coffee pots that do not have automatic shutoff
- Woks
- Halogen lamps
- Ceiling fans
- Kerosene lamps
- Potpourri burners
- Combustion engines
- Flammable, explosive and hazardous substances or objects including fireworks, road flares, gasoline, kerosene, lighter fluid, paint thinner, acids, gun powder, CO2 canisters, bombs of any kind, butane canisters or torches, explosive devices of any kind.
- Box cutters & razor blades (unless it is a tool issue for Architecture)
- Laser pointers
- Street or road signs
- Barricades
- College signs
- Mattresses (see furniture policy for explanation)
- Smoke machines
- Live Christmas trees
- Saws of any kind
- Wireless router, switches and Wi-Fi base stations
- Motorized vehicles including hoverboards, motorcycles, motor scooters, go- carts, dirt bikes, 4- wheelers, and golf carts
- Radio control cars, planes, etc. are not allowed to be operated inside the dormitory
- Bed frames
- Box springs
- Drums or drum sets
- Amplified music instruments
- Amplifiers used without headphones
- Electric blankets or heated mattress pads
- Fragrance pots
- Window treatments including blinds, mini-blinds, shades, curtain rods or other curtain fixtures, curtains
- Temporary window coverings
- Light bulbs other than those installed and replaced by the maintenance department
- Black lights
- Water balloons
- Water guns
- Non-manufacture original gaming systems
- Bit Torrent
- Peer-to-peer file sharing computer programs
- Air horns
- Electronic cigarettes
- Bath salts
- Door hangers
- Homemade lofts or any loft kit other than those provided by the College

RANKEN TECHNICAL COLLEGE HAS THE RIGHT TO AMEND THIS LIST BASED ON THE NEEDS OF THE CAMPUS.