

# **DORM PACKET**

**(2014-2015)**

## CHECK IN/MOVE IN INSTRUCTIONS

- Residents may move in as early as Thursday, August 14, 2014 @ 8:00 a.m. or later. Check in at the Residence Halls “Commons” building (building 3000) any time on that day or any day and time after August 14.
  - Building 3000 is located on the north/west side of campus across from the bookstore. Our address is 19733 Shasta College Dr. Redding, CA 96003.
  - You will receive your room and mail box keys at check in.
- Room and roommate assignments:
  - Room and roommate assignments take place just a few days before move in day.
  - Fill out your roommate questionnaire on-line on the dormitory web page. Be sure to check the box giving your permission to send an email to you and your prospective roommate, using your email address listed in the District database.
- Parking:
  - Park near the appropriate dorm; building 3300 (Trinity Hall) is the male dorm and 3100 (Tehama Hall) is the female dorm.
  - Walk over to the 3000 building to receive your keys and a tour.
  - Once you get your room, you may move your vehicle closer for unloading.
  - You may prop the door open while moving in, please un-prop when finished.
  - If you will have a vehicle remaining with you then you’ll need to fill out a vehicle registration card and turn that in to the Housing Director to receive your dorm parking sticker.
- Please break down your cardboard boxes and take them to the cardboard recycling container behind the cafeteria (across the street from the female dorm).
- We have a mandatory dormitory meeting for all residents in the 2000 building on Sunday, August 17 @ 3:00pm and classes start on Monday, August 18.

## *Shasta College Community Guidelines*

### *Welcome Residents*

We're glad that you have chosen to live in our Residential Housing. By doing so, you have accepted the responsibility of being a member of the Shasta College community. Living in a community can have wonderful benefits, but only if each member follows the guidelines. These guidelines reflect Federal and State laws, California Community College District policies, and other guidelines deemed necessary by fellow students. These policies are key ingredients to building our community and each member has the responsibility to know and follow them. They should give you, the student, a clear and concise representation of the policies we are all expected to follow. **This is considered a supplement to your Residential Housing License Agreement (contract).** Violation of these rules and regulations, or violation of any federal, state, or local law places you subject to judicial and/or disciplinary action. Please take the time to review this pamphlet as you will be held accountable for all information contained here. **Lack of knowledge or unfamiliarity on your part will not be an excuse for a policy violation.** If you have questions, please direct them to a Residential Housing Staff Member.

### *Residential Life Philosophy*

Residential Housing is a living and learning environment. It's our hope that you will increase your academic ability, learn more about yourself, grow in your experiences with other people, and have a better understanding of your local and global community. To accomplish these goals requires respect, tolerance, and cooperation of all residents. An easy way to remember our philosophy is the 3 R's of community living: **respect for self, respect for others, and respect for the community environment.**

#### *Director of Housing:*

The Director is an employee of the District and has the authority on behalf of the District to enforce the rules and regulations throughout Residence Halls and is the direct supervisor of the Student Housing staff.

#### *Discipline Officer*

Housing discipline that does not involve suspension or expulsion from school is handled by the Director of Student Housing. Discipline that could potentially result in a sanction of suspension or expulsion from school is handled by the Vice President of Student Services. The Vice President of Student Services serves as the "Campus Discipline Officer" and handles the discipline for the general population of the campuses.

#### *Head Residents:*

Head Residents are employees of the District and have the authority on behalf of the District to enforce the rules and regulations throughout Residence Halls. Head Residents are responsible for guiding the efforts of the Resident Advisors that work on their shift.

#### *Resident Advisors (RA's):*

Resident Advisors (RA's) are student employees of the District and have the authority on behalf of the District to enforce the rules and regulations throughout Residence Halls.

### *Abandoned Property*

Property left behind when you vacate the premises will be stored for fifteen (15) days at a charge of \$5.00 per day. Be prepared to pay this bill when you pick up the property. If not picked up within 15 days, your property will be donated to a charity or properly disposed of.

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### *Academic Standards*

All residents must be a registered Shasta College student enrolled in a minimum of twelve (12) units, and must maintain a cumulative 2.0 GPA or higher to remain in Residential Housing. Low units/GPA may jeopardize your privilege to remain in Residential Housing.

### *Airborne Objects*

Throwing objects at other people, into or out of windows, through doorways, or inside the buildings is prohibited at all times.

### *Appliances*

Small appliances/equipment such as clocks, radios, lamps, personal computers, and televisions, are permitted to be used in the student rooms and public areas of the facilities at any time, provided that the resident ensures the wiring is safe, that the items are turned off when not in use, and that concerns from other residents/staff regarding noise from such appliances/equipment are respected.

Medium sized appliances such as electric coffee pots, microwaves and small refrigerators (under 4 cubic feet) may be used in student rooms. Appliances such as electric frying pans, toasters, camping stoves, toaster ovens, and **any items with an exposed heating element are prohibited** in Residential Housing at all times. **The only exception to the exposed heating element is a clothes iron.**

Students are required to use power strips instead of extension cords to protect their equipment during power outages and for fire safety. Space heaters and other heat producing appliances are a fire safety concern and are prohibited in the halls at all times.

### *Candles / Barbecues / Other Incendiary Products*

Burning candles in Residential Housing is prohibited at all times. This is considered a fire hazard. Any candle found with a burnt wick will be confiscated. Candle warmers (basically a small hot plate) are not allowed, these are also a fire hazard. **Incense burning is not allowed in the buildings. Portable Barbecues may not be used at any time in any area of the housing facility.** A public barbecue with natural gas is provided for student use. Residents assume responsibility for any damages or problems caused as a result of this activity. Flammable liquids such as gasoline or charcoal starter may NOT be in any Residential Housing facility.

### *Check-in/Check-out Procedures and Room Condition Forms (RCF)*

All residents are required to follow designated check-in and check-out procedures. All residents will complete a RCF upon checking into their rooms. It is critical that residents review this form carefully and note, in detail, the condition of each item listed. Once signed, the resident assumes financial liability for any new damages sustained to the room. Residents will be notified when it's time to schedule a check-out inspection date and time. Details on check-out procedures are distributed prior to final check-out inspection. Failure to adhere to such procedures can subject the resident to forfeiture of their \$200 security deposit.

### *Community Respect*

Residence Halls is an environment based upon the creation of an atmosphere where all residents are safe and secure in their home. Bigotry or hatred have no place within our community and no one has the right to degrade or denigrate any human being based upon their age, physical ability, national origin, race, sexual orientation, gender, or religious affiliation. We will not tolerate verbal or written abuse, threats, intimidation, violence, or any other forms of harassment against any member of our community. Likewise, we will not accept alcohol, ignorance, ridicule, or substance abuse as an excuse, reason, or rationale for such behavior. Such behavior will result in severe disciplinary action, which may include removal from Residence Halls, expulsion from the College, and the filing of criminal complaints.

### *Computer Lab*

Three computers with internet capability and Microsoft Office 2007 suite are located in the Commons for your use. You may sign up for computer usage time through the Resident Advisor's Office. Residents may reserve a computer for two hours per day, up to three days per

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week. Residents may reserve a computer no earlier than one week in advance, for example; if a resident wants to reserve computer time for April 11<sup>th</sup> @ 9:00pm then they may sign up no earlier than 9:00pm on April 4<sup>th</sup>. Obviously, if no one is using a computer a resident may feel free to do so. While we support academic freedom, we do expect a sense of taste and responsibility when accessing various web sites. Residents found to be irresponsible will be restricted from computer lab usage. A printer is available, but you'll need to supply paper.

## *Consolidations*

The college reserves the right to change room assignments, assign a new licensee, re-assign a current licensee, and/or consolidate vacancies at any time in the interest of health, discipline, occupancy, or for the general welfare of the licensee. Residents directed to consolidate that are paying at the double occupancy rate, may ask permission to keep their current double room as a single occupancy room. If permission is granted, those residents will pay a higher fee for the balance of the academic term. For further information regarding assignments or consolidations, see the Director of Student Housing.

## *Contract Cancellation*

Please see the License Agreement for conditions of termination.

## *Curfew/ Noise / Quiet Hours*

The Residential Housing Office is committed to providing an atmosphere conducive to sleep and study as well as academic and social achievement at all times. **The right to sleep and study supersedes the privilege to entertain oneself or others AT ALL TIMES.**

**Curfew** – Curfew hours have been established as 10:00 pm to 10:00 am Sunday through Thursday nights and from Midnight Friday and Saturday nights to 10:00 am. Curfew refers to when visitors must leave the dormitory buildings. All visitors, regardless of gender, remaining after 10:00 p.m. (12:00 a.m. on weekends) are required to visit in the Commons Building (until quiet hours begin), so others in the wing are not disturbed. Violations of curfew policy will result in judicial action.

**Noise** – There are several rules regarding noise. **1)** When curfew is in effect, noise that emanates from any room into the hallway or common area or vice-versa is prohibited. Noise in areas adjacent to facilities is expected to be kept at a minimum level as well. **2)** During times when curfew is not in effect, “courtesy hours” are considered to be in effect. Courtesy hours mean that any resident has the right to request that your noise level be lowered. Residents are expected to comply with such requests. Failure to comply will result in disciplinary actions being taken. Stereo speakers may never be positioned so music is directed out windows or doorways to exterior or public areas of buildings. Failure to comply with the noise restriction policy will result in the confiscation and storage of the offending equipment and/or components. **3)** On the last day of regular classes through finals week, up to the closing of the dormitories, noise will be restricted 24 hours a day to allow all students the optimum advantage for study and sleep.

**Quiet Hours** – Quiet hours refers to the commons building located between the two dormitories and the area outside of the dormitories such as the patio area and parking lots. Weeknight quiet hours will begin @ midnight each evening and end @ 5:00 a.m. the following morning. On Friday night, Saturday night and the night before a school holiday, the quiet hours will begin @ 2:00 a.m. and end @ 5:00 a.m. The commons building will be completely locked up at the beginning of quiet hours. This means that the TV room, kitchen and recreation room in the Commons are restricted during quiet hours. In other words, students should either be in their dorm or off campus. However, should students need assistance they may call the staff member on duty or knock on the door. The Head Resident on staff during quiet hours will control access to, and activity in, the commons building.

## *Damages/ Alterations to Premises*

Once you vacate your room, due to a room change or final checkout, an inspection of your room will be performed by the Housing Staff. Any new damages unaccounted for are subject to charges. If you wish to contest a charge, you will have 30 days to file an appeal with the Residential Director of Student Housing. Damage, destruction or vandalism is prohibited at all times. Financial liability for damage,

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destruction or loss in/to “common area” facilities and equipment, may be borne by all members of the living group unless specific responsibility can be identified. Any damage charges owed by a resident will be taken from their \$200 deposit. If damages exceed the \$200 deposit, the resident will be billed for the balance. The balance will be due in full within 30 days. If not paid within 30 days, the balance will be sent through collections. This may have an adverse effect on your credit rating and may affect your eligibility to register for the next semester and/or the privilege to live in Residence Halls. No alterations, additions or improvements will be made by the Resident at any time. All items listed on the inventory sheet must remain in the Resident’s room. The Resident agrees to exercise reasonable care in the use of the premises and to keep areas free from dirt and litter. The Resident also agrees not to litter or damage the common areas of the buildings. The cost of repairs caused by the Resident, Resident’s visitors, or persons under the Resident’s control will be paid for by the Resident. Repair costs will be charged to the Resident(s) responsible for the damage.

### *Door Propping*

It is a security, fire and safety hazard to prop open exterior doors. Students found propping the doors will be subject to disciplinary sanctions. The only exception is on move-in or move-out day, doors should be un-propped after you are finished moving items in or out, with no extended break in time. Residents are reminded that financial liability for propping doors and any damage, destruction or loss in common area facilities and equipment may be borne by all members of the living group **unless specific responsibility can be identified**. If you wish to contest a charge, you will have 30 days to file an appeal with the Residential Director of Student Housing.

### *Dress Code*

Residents must wear shoes and proper attire in the commons and around the exterior of the buildings – “no shirt, no shoes, no service”.

### *Fire and Safety Equipment*

Removal or tampering with the smoke alarm in the resident’s room is cause for immediate dismissal from Residence Halls. Smoke detectors must be visible from the front door into your room. Fire and safety equipment is installed in the halls for emergency use only. Tampering with such equipment including pull stations, fire extinguishers, fire hoses, smoke detectors, alarm horns and bells, or any other items is a threat to life and safety and is strictly prohibited at all times. Violations of this will result in severe judicial action. **Fines for false alarms will be charged directly to the student(s) responsible.** We conduct a fire drill at least once each semester, announced or unannounced. Residents are required to vacate the facilities in the event of a fire alarm. Failure to do so is a violation of state law. Residents are also required to vacate the facilities when directed to do so by staff members (in the event of other emergencies). Driving or parking on service roads around the buildings are limited to a 30 minute loading/unloading time. Unattended vehicles will be ticketed. Any room decorations, which create a fire hazard, hang from the ceiling, block fire detection units, facilitate ignition, or create dangerous barricades must be removed. Behavior which endangers the safety of residents or facilities is prohibited.

### *Firearms and Other Prohibited Items*

No person may bring to Residence Halls, or possess while in Residence Halls, firearms such as, but not limited to; pistols, rifles, fireworks, explosives, shotguns, air rifles, BB-guns, potato guns, ammunition, bows, arrows, or similar weapons. (Penal Code Section 626.9) In reference to knives; knives with a blade length over 2 ½ inches are not allowed on campus, per Board Policy 3530 and (Penal Code Section 626.10). RESIDENTS are not permitted to have the following; illegal drugs, poisons, alcoholic beverages, (including empty cans, bottles, containers, i.e., cartons/boxes as displays), waterbeds, inflammables, candles (with burnt wick), incense (oil lamps, sticks, etcetera) burnable pellets, pets, amplifiers, martial arts weapons, combustibles, gambling equipment or games of chance. Any items of this nature will be confiscated from the RESIDENT(s), and the RESIDENT(S) is/are subject to discipline.

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### *Guests and Visitors*

The difference between a guest and a visitor is that a guest remains overnight as long as they meet the requirements listed in this section; a visitor is someone that visits during non curfew hours. Guests and visitors must be signed in and sponsored by a host resident.

Residents may not host more than two visitors at the same time. Residents may invite non-resident **same sex guests** to stay overnight with them in their room providing all such guests are registered with the Housing Office prior to **curfew and they meet the requirements listed below. Guests discovered to be staying overnight and not registered with the Housing Office by curfew will be asked to leave.** Opposite gender visitors must visit with residents either in the Commons or in the outside area after curfew begins, and they must leave the Residence Halls when quiet hours take affect (see quiet hours section).

#### **Guests of the same sex are allowed to remain overnight providing the hosting resident:**

1. Receives permission from his or her roommate for the guest to stay over night.
2. Registers their guest with the staff member on duty prior to curfew hours.
3. Does not have guests staying overnight more than three (3) nights per month.
4. Does not have more than one overnight guest at a time.
5. Does not host the same overnight guest more than a cumulative total of **three (3) nights per semester.**
6. Obtains a visitor parking pass for their guest if needed.

Note: Guests are not allowed to “homestead” in the dorms. In other words, they will not go from resident to resident seeking a place to stay. The three night rule applies to non-resident individuals regardless of who has hosted them or who wants to host them.

### *Health and Safety Checks / Rooms and Bathrooms*

The staff does a safety and security walk through every 30 – 40 minutes, 24/7. If they see a room, that in their opinion, needs to be cleaned up; then they will ask the resident(s) to do so. They will inform the resident(s) that they will follow up with them to see that the room has been properly cleaned up. While we don't expect resident rooms to be picture perfect, we don't want rooms that are unsafe or unhealthy. Occasionally we will conduct a formal inspection of all rooms. If we are going to have a formal inspection, residents will be notified well in advance of the inspection. Rooms are expected to be neat, clean, safe and healthy. We enter each room to see that proper safety, health and hygiene are being adhered to. We leave an inspection form for each resident with the results of the inspection. Any violations need to be corrected within 48 hours and the room will be re-inspected. Near the end of the school year, a memo is sent out instructing residents how the room should be prepared for final move out. The Director of Housing and Staff Members have the right to enter any room at any time where a health and safety concern or violation of a law or ordinance is suspected, or in the event of an emergency.

### *Housing Payments*

You are responsible for making your payments on time. These payments can be made at the Business Office window (room 105) in the Administration Building, Monday through Friday. Please bring a copy of all receipts to the Director of Student Housing for your file. You are responsible for your payments according to the payment schedule. Should you not fulfill your financial obligations in a timely manner, you will be notified and you will face possible eviction. If you have questions about your payments, stop by or call the Coordinator of Housing at (530) 242-7740. Students who fail to pay on time are subject to late fees and possibly loss of occupancy. Students will still be held to their financial obligation to the DISTRICT even if the DISTRICT evicts the resident (please see license agreement).

### *Insects and Pesticides*

Since we are located in the country, you may encounter ants and other insects attempting to enter your building or room in an effort to get in out of the elements. In May 2010 we were able to establish a pest control program. A local contractor sprays around the exterior of the

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buildings once per month and can spray inside a room if occupants are experiencing problems with pests. Residents are asked to store food properly, don't leave used dishes sitting around in their room and to empty their trash often.

### *Judicial/Disciplinary Procedures / Non-Compliance*

If you violate Residential Housing community guidelines, you will be subject to disciplinary actions. Residents should report violations directly to Residential Housing Staff Members. Staff members who become aware of community guideline violations, either through observation or through reports, must document such circumstances via an incident report. Once an incident report is filed, it is given to the Director of Student Housing. Should disciplinary action become necessary, you will be notified in writing. This notification will request your attendance at a discipline hearing with the Director of Student Housing. In most cases, you will be given 48 hours advance notification to schedule a hearing. During the hearing, you will be given an opportunity to present facts on your behalf concerning the incident. After hearing the case, a decision will be rendered and sanctions (if applicable) will be imposed. Please note: failure to attend a discipline hearing does not prevent the case from being heard. The case will be conducted without any additional input from you. Any of the following sanctions may be imposed based on the severity of the guideline violation and the student's overall attitude and behavioral pattern: written warning, community service hours, residential housing probation, removal of personal property creating the violation, (i.e. stereo equipment) referral to a higher authority, relocation of the student within Residence Halls, removal from Residence Halls without release of financial obligations, legal action through the police, college probation, and suspension or expulsion from the college. If a student is removed he/she will have in most cases 24 to 72 hours to move out of Residential Housing.

### *Keys*

Residents are given an exterior entrance key card, a room key, and a mailbox key. Sharing keys can place the residents' safety at risk. Lost keys or key cards incur a \$35 replacement fee that is taken from the resident's \$200 security deposit.

### *Kitchen Use*

The kitchen in the commons building is available for use by student residents except during quiet hours. Residents must provide their own cooking utensils and leave the kitchen facility clean after each use. Students who use the kitchen and do not clean it will be served a warning. Continued violations will result in more severe sanctions. In the event that the cleanliness of the kitchen becomes an ongoing problem, the kitchen may be closed down on a temporary or permanent basis; residents are reminded that the use of the kitchen is a privilege, not a right, and that this privilege carries with it the responsibility to maintain the kitchen in a clean condition.

### *Laundry Room Use*

Laundry rooms are provided for the convenience of the residents. Tampering with laundry equipment is prohibited. It is important that you report all machine malfunctions or problems to the Housing Office. It's advisable to closely monitor your laundry and check on it often during the laundering process. This will help secure your belongings and make the machines available for other residents as soon as possible. The college is not responsible for any damage or loss of items. You will need to supply your own laundry soap, bleach and fabric softener. Laundry cost is .75¢ to wash and .50¢ to dry.

### *Lost, Stolen, or Damaged Property*

Shasta College is not liable for property that may be lost, stolen, or damaged. Keep all valuables under lock and key. In the event that something is lost, stolen, or damaged make a report immediately to the Housing Office and Campus Safety. Shasta College does not provide personal property insurance. It is advisable that you insure all property kept in your room. Residents should check with their parents or personal insurance provider regarding family household insurance or renters insurance.



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### *Maintenance Requests*

If something breaks or malfunctions in your room, ask a Head Resident, a Resident Advisor or the Director of Student Housing to complete a work order. Work orders give college staff and maintenance technicians your permission to enter your room in order to complete the required repairs. Staff will attempt to make repairs while residents are in their room. Repairs not completed within 5 working days should be brought to the attention of residential housing staff.

### *Mail*

Your mailing address is: *Your Name*, 19733 Shasta College Drive Redding, CA 96003

Please be sure that all mail is addressed properly. All incoming mail will be sorted and placed in the resident's mailbox by 4:30 pm Monday through Friday. Outgoing mail is to be dropped in the white mail box in front of the Commons building by 10:30 am for pick-up. If you receive a package, a notice will be placed in your mailbox and you can pick it up at the Resident Advisor Office. Use the address above for UPS deliveries. No mail will be accepted for non-residents; mail for non-residents will be returned to the Post Office.

Mail procedures when checking out of Residence Halls for winter break, summer or permanently:

- You should contact each company or person you deal with and change your address directly with them. It is recommended that you do this **two weeks prior to check out**.

***We do not forward your mail and the Postal Center will not (is not allowed to) forward it. We send it back to the Postal Center and they will send it back to the sender as undeliverable. You may miss some very important mail if you do not coordinate with all of your sources of mail in a timely manner.***

- You should change your address at the Admissions and Records Office so that all mail sent to you from various Shasta College departments is properly addressed. The various departments access your record to obtain your address prior to mailing out information.

Note: Of course you need to do the opposite procedures from the steps above if you return for another semester.

Lastly, you should **check your mail box every day**. This is one of our means of communicating information to all residents. Just because you do not anticipate receiving mail from outside sources, you may miss some very important information internally, if you do not check your mail box daily.

### *Movies*

We have DVD movies available in the RA office for residents to check out and watch in their room. Movies are free of charge and may be checked out for a two-day period. Anyone returning movies late will be restricted from checking out other movies for a three-day period. Further violations of the return policy may result in longer restrictions. We normally stop allowing movies to be checked out when we are within one week of the scheduled move out date for the semester.

### *Parking*

Residents may request a parking sticker (***at no charge to the student***) allowing you the use of Residence Hall parking areas only. To request a parking sticker see the Director of Student Housing. The Resident must show proof of registered ownership of the vehicle, insurance and valid driver's license. A replacement parking sticker will cost \$25.00 each. There are parking lots provided for each Residence Hall, because parking is limited, only women are allowed to park in the women's parking lot and men in the men's. All automobiles, motorcycles and other vehicles are to be parked solely in those areas designated by the DISTRICT. You are to obey all college driving and parking regulations while on campus. Your residential housing parking sticker is **only valid in the Residential Housing lots**. If you wish to use the campus parking lots, you must purchase a permit allowing you to do so. **Do not give your parking permit to anyone!** All handicapped and staff parking zones are enforced 24 hours a day, 7 days a week.

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### *Pets*

Pets are prohibited in Residence Halls at all times. This includes warm-blooded, feathered, fish, amphibians, and reptiles. It also includes pets of guests or visitors who may be present in the halls for a short time. The only exception to this ruling is a service animal used within the American Disabilities Act compliance. These visitors should still check with the staff member on duty. Violators of any part of this policy will subject the resident and/or guest to the cost of fumigating the room.

### *Phones (Public)*

Each dormitory has a payphone for your use. These phones will accept incoming calls.

**Men's Hall Payphone (530) 241-9877   Women's Hall Payphone (530) 241-9790**

### *Phone in Rooms (Private)*

The District provides Wi-Fi service to the dorms and commons at no charge to the residents. If you wish, you and/or your roommate may consider the installation of a phone and DSL router for your room. The resident must contact AT&T @ (1-800-310-2355) to request private phone and DSL service. The installation charges will vary depending on your credit and previous service. Should you choose to have a DSL router in your room, you must ensure that it is **not used in the wireless mode**; for this will interfere with the District's wireless service that is provided to the dorms and commons. Should you be found using the router in wireless mode it will be confiscated.

### *Physical and Verbal Abuse*

A climate of fear or intimidation will **NOT** be tolerated at Shasta College. Physical and verbal abuse towards staff members or fellow students will not be tolerated and will be grounds for immediate removal. Physical abuse includes but is not limited to pushing, restricting someone's ability to move, hitting, choking, or kicking. Verbal abuse includes but is not limited to name calling, derogatory remarks, put downs, profanity, or racial remarks at staff members or fellow students. California State Law has strict guidelines covering such violations, the resident and/or guest(s) will be subjecting themselves to possible arrest and/or prosecution.

### *Posting on Exterior Doors and Windows*

Surfaces, which are visible to the public, including exterior doors and windows, must be free of distasteful postings, markings and other alterations. Any damages done to these spaces will subject the individual to repair charges to restore these surfaces to the original state. If you have information that you would like to make available to the residents please see the Director of Student Housing for proper display.

### *Right to Enter*

The District will respect the Resident's right to be free of unreasonable searches and intrusions into their living quarters. The District, however, reserves the right to have its authorized personnel announce themselves and enter rooms to make necessary inspections for purposes of health, safety, security, service and repair, and with reasonable cause, the enforcement of applicable rules and regulations. The Director of Student Housing and Staff Members have the right to enter any room at any time where a health and safety concern or violation of a law or ordinance is suspected, or in the event of an emergency.

### *Rooftops*

All rooftops to the Residence Halls buildings are off limits. If you lose an item on the roof such as a ball or Frisbee; contact the staff member on duty for assistance.

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### *Room Changes*

Room changes will only take place if coordinated through and approved by, the Director of Student Housing. Failure to do so may result in forfeiture of your security deposit. Room mates are encouraged to resolve any differences they may have in an effort to avoid room changes. Staff members can assist with this mediation. **No room changes will take place within the first three weeks of the semester.** The District may change room assignments during the semester for reasons of health and/or student welfare. The District has the right to require a Resident who is renting at a double rate but living alone, to move to a room with a roommate. A Resident who refuses to move will be held accountable for the single rate until the Resident moves to a double-occupancy room with a roommate.

### *Room Condition Form (RCF)*

The Room Condition Forms must be filled out and returned to the Housing Office within 24 hours after you occupy your room. This form protects you from being held responsible for any prior damages to your room. Please be detailed about any problems you find. If you do not return the Room Condition Form to the Housing Office you will be held responsible for all damages discovered at the end of a semester(s) and this may result in forfeiture of your security deposit.

### *Security and Emergency Response*

All Residents will be issued a traditional key for their room door and a key card for the exterior door to their dormitory. Residents will be held accountable for the proper use of these keys. Residents are expected to take an active role towards ensuring adequate security. In the interest of security, the Resident should report suspicious persons or activities to the Housing Office or Campus Security. Any Resident putting foreign objects in the doorways to keep them from closing or locking will be held financially accountable for any damage and will be referred for disciplinary action. The District assumes no responsibility for any property of the Resident that is stolen, damaged or destroyed, including when the Resident is not in occupancy. The District's authorized, on behalf of the Resident, to request ambulance service and emergency medical service for sickness or injury. The Resident is responsible for all charges.

### *Skateboards / Roller-Skates / Roller Blades / Bicycles*

Bicycles, skateboards, roller blades and skates are prohibited in the interior of buildings, or in any areas, which create safety issues or damage to the facilities. The college reserves the right to confiscate such items should problems be reported. These items are allowed in resident rooms as long as they do not create a safety concern and the resident has approval from their room mate.

### *Solicitation*

Unauthorized selling or solicitation is forbidden on the Shasta College campus as well as in Residential Housing.

### *Subleasing*

The RESIDENT will not assign or transfer this Agreement, or sublease the dwelling unit to any other party.

### *Substance Abuse*

Shasta College is a drug and alcohol free institution. That means that it is illegal to possess, consume, or be under the influence of drugs or alcohol at any time while on college grounds, this includes Residential Housing. The campus drug and alcohol policy has been mandated by campus officials as well as state and federal laws. Although this will be your home, the Housing Department is not at liberty to change or make exception to any part of the Campus Drug and Alcohol Policy. This policy applies to persons over the age of 21 as well as those who are under 21.

**You may not possess drugs or alcohol or indulge on campus or return from off campus after partaking in those activities, regardless of your age or your good intentions.**

The use, possession, cultivation, production, sale, gift, or exchange of illegal drugs is prohibited on campus at all times. Possession of drug paraphernalia, i.e. smoking devices, is prohibited on campus at all times. If any items are found, they will be confiscated and the

## Student and/or Parent Copy

student will be subject to discipline. **We will actively pursue such violations and take judicial or disciplinary action, up to and including removal from Residential Housing.**

Empty alcohol containers, beer caps, and alcohol boxes are also prohibited in students' rooms or in any person's possession while on campus. These items will be confiscated and the student will be held responsible for a drug and alcohol violation.

**You may not possess drugs or alcohol or indulge on campus or return from off campus after partaking in those activities, regardless of your age or your good intentions.** The use, possession, cultivation, production, sale, gift, or exchange of illegal drugs is prohibited on campus at all times. **MEDICAL MARIJUANA - Under Federal law, the use and/or possession of marijuana on campus is unlawful, even if you are authorized under California's Proposition 215 (prescription).** Possession of drug paraphernalia, i.e. smoking devices, is prohibited on campus at all times. If any items are found, they will be confiscated and the student will be subject to discipline. **We will actively pursue such violations and take judicial or disciplinary action, up to and including removal from Residential Housing.**

### *Television Reservations*

Residents may reserve the big screen TV in the TV lounge for two hours per day, up to three days per week. Residents may reserve the TV no earlier than one week in advance, for example; if a resident wants to reserve TV time for April 11<sup>th</sup> @ 9:00pm then they may sign up no earlier than 9:00pm on April 4<sup>th</sup>.

### *Tobacco Use*

**Residents are not allowed to smoke inside the dorm or the commons building and residents are not allowed to use "chew" in the Commons building.** The designated Smoking Area is outside the Commons building on a portion of the Patio.

### *Windows*

Absolutely nothing, including trash, bottles, paper, or liquids may go out of or into any window. This includes climbing in or out of the windows. You may not remove screens from windows at any time. If any damages occur, repair costs will be charged to the Resident(s).

### *Woodland Access*

Wooded areas near the campus close at dusk, entering these areas after dark cause safety and security concerns. These areas are not lighted and they are adjacent to a heavily traveled highway.

## *Students Rights and Responsibilities*

Now that you are aware of the guidelines and disciplinary procedures, that govern Residential Housing, it is important that you understand what your responsibilities, as a resident are, if infractions occur. When you encounter another resident violating community guidelines, or when/if someone's behavior is disturbing you, you are expected to request that the offender comply with community expectations. If you are uncomfortable with this interaction, you may want to seek some advice from the Residential Housing Staff as to how to approach the situation. If you do approach someone and that person does not comply, you should then let the Residential Housing Staff Member on duty, or Campus Security know of the situation. It is important that you realize that the Residential Staff is not solely responsible for maintaining your environment and enforcing guidelines. The residents will generally establish the living group environment. While staff is expected to respond to infractions which others have been unsuccessful in handling, they are not there to solve all problems. As a member of the residential community, you are responsible for responding to and reporting violations. If you are unwilling to do so, then you are contributing to the problem rather than assisting with resolving the problem. **It is your responsibility and choice to remove yourself from a situation when a violation is occurring, or you are subject to being held responsible for the violation even if you weren't the one in violation. For example, if you are in a room where alcohol is being consumed, you are not drinking (maybe you're studying) and others are drinking, you need to make a choice to leave the room or ask them to stop or go elsewhere. If you remain, and the situation is documented, you can be held responsible for an alcohol violation. You need to learn to make choices, however difficult, and be responsible for them.** It is our hope that you can develop these personal skills and be a productive member of your community. Remember, the quality of your experience while living on campus is up to you! Only you can choose to make it as fun as it can be.

## e-CHUG and e-TOKE Certificates

Dormitory residents are required to complete these self assessments.

- You need to **print your certificates of completion and include them in the return envelope that is to be sent back to me no later than July 15.**
- What is e-CHUG and e-TOKE? These are prerequisites for living in the dorms. These are interactive web based assessments designed to give you personalized feedback on alcohol and marijuana use.
- If I do not use alcohol or marijuana do I have to do these? **Yes.**
  - Each assessment takes just a short time to complete and the personalized information is **CONFIDENTIAL**. The Housing Office DOES NOT receive any of your assessment information.
  - Answering each question truthfully and accurately will give you helpful feedback regarding your individual pattern of alcohol or marijuana use and how it might be affecting your personal relationships, life and career goals, and your overall health and wellbeing.
- Where will I find e-CHUG and e-TOKE?
  - You go to the Shasta College home page <http://www.shastacollege.edu/>
  - Click on “Resources”
  - Select “Health and Wellness” <http://www.shastacollege.edu/wellness/>
  - Then choose e-CHUG or e-TOKE. There you will find links to take the assessments and print certificates of completion.
- I’m a returning student to the dorms; do I have to take these again? **Yes.**
  - When you go to the e-CHUG and e-TOKE web sites it will ask you if you have completed the program before – use “I have not completed the program before”.

You are required to complete the program prior to living in Residence Halls. You need to **print your completion certificates and include copies in your envelope.**

Be sure to include all other required dorm paperwork and payment in the pre-addressed envelope too.

Steve Cross

Director of Student Housing

## THIS IS HOW FINANCIAL AID AND YOUR DORMITORY FEES WORK

The information listed below is an example of how financial aid is used to pay toward your dormitory fees. This example uses the maximum Pell Grant entitlement for FY 2014 - 2015. If you do not qualify for the maximum Pell Grant then you would use what you qualify for in your financial aid award letter to determine how much FA will go to you after each dorm payment is taken from your FA or if you will need to pay any dorm fees after your financial aid is exhausted.

The Pell Grant is not the only financial aid that can be used towards your dorm fees. Let's take a look at all the funds that may be used toward the dorm fees; **Pell Grant, Cal Grant, Chafee Grant, Sierra Pacific Foundation, ACG First Year Award, and Supplemental Education.** The Board of Governors (BOG) waiver and Federal Work Study DO NOT go toward dorm fees. The example below uses only the Pell Grant to give you an idea of how FA and the dorm payments work.

### REMEMBER – THE INFORMATION LISTED BELOW IS ONLY BASED ON YOUR PELL GRANT.

The maximum Pell grant per semester is \$2,865.00 (fall) and \$2,865.00 (spring). If you are receiving a Cal grant, scholarships, a loan or other forms of FA then it is not considered in the tables below. The amount listed as “dorm fees to be paid from FA”, is what will be input into the system and placed against your student account as a charge. Any FA funds disbursed beyond what is used to pay that amount; will go to you.

### REMEMBER – YOU MUST BE IN 12 UNITS TO RECEIVE YOUR FULL FA ENTITLEMENT.

If you are wait listed in a class, those units do not count towards your 12 units. You must have 12 “active” units to get the full disbursement of your FA. This is especially critical for the August and January disbursements. In other words – get your classes figured out early and get registered so you receive your full entitlement of FA.

FA will be disbursed using 4 disbursements each semester at the rate of 25% each disbursement. The example below uses the maximum Pell grants of \$2,865.00 per semester.

Disbursement Date	Pell Entitlement	% of Entitlement	Disbursement	Dorm Payment Due Date	Amount Due	To be paid from FA	Amount to you
	<b>\$2,865.00</b>			<b>FALL 2014</b>			
8/15/2014		25.00%	\$716.25	8/15/2014	\$156.90	\$156.90	\$559.35
9/19/2014		25.00%	\$716.25	9/5/2014	\$500.00	\$500.00	\$216.25
10/17/2014		25.00%	\$716.25	10/5/2014	\$500.00	\$500.00	\$216.25
11/7/2014		25.00%	\$716.25	11/5/2014	\$500.00	\$500.00	\$216.25
		100.00%	\$2,865.00			\$1,656.90	\$1,208.10
				12/5/2014	\$500.00	to be paid by student	
	<b>\$2,865.00</b>			<b>SPRING 2015</b>			
1/16/2015		25.00%	\$716.25	1/5/2015	\$500.00	\$500.00	\$216.25
2/6/2015		25.00%	\$716.25	2/5/2015	\$500.00	\$500.00	\$216.25
3/20/2015		25.00%	\$716.25	3/5/2015	\$500.00	\$500.00	\$216.25
4/24/2015		25.00%	\$716.25	4/5/2015	\$500.00	\$500.00	\$216.25
		100.00%	\$2,865.00			\$2,000.00	\$865.00

Notes: 1) you will need to BUDGET your money. 2) If you owe any District fees other than for the dormitory, then the amounts that you receive could be less. 3) The “amount to you” should be available via your Higher One debit card on each of the disbursement dates listed above. 4) You must be in 12 active units on the Monday prior to the Friday disbursement; otherwise you won't get your full entitlement of FA. 5) FA is run once per month; if you don't get a disbursement on schedule then you have to wait until the following month.

# DecisionChart

Protecting Yourself, Protecting Others

## IF YOU HAVE FLU SYMPTOMS

Use the guidelines in this table to help make the best decision for you and your loved ones. Always use hygiene and prevention measures to avoid contamination:

- > Wash your hands frequently.
- > Cough or sneeze into the crook of your elbow rather than into your hands.
- > Keep your surroundings clean.

### SITUATION FOR AN ADULT

#### OR CHILD

The person does not have a fever (temperature less than 100°F), but does have these symptoms:

- > Sore throat
- > Stuffy nose
- > Runny nose
- > Cough

### DECISION

Probably a cold.  
Rest is indicated.

### SITUATION FOR AN ADULT

#### OR CHILD

The person has a fever over 100°F. The fever came on suddenly and is accompanied by these symptoms:

- > Cough
- > Sore throat
- > Significant fatigue
- > Headache
- > Muscle aches

### DECISION

Probably the flu.  
Rest at home is indicated.  
Refer to the Influenza A information on our website.

### SITUATION FOR AN ADULT OR CHILD AT RISK OF COMPLICATIONS

The person has a fever over 100°F and belongs to a group at risk of developing complications (children under 2 years of age, the elderly, pregnant women, and individuals with chronic diseases).

### SITUATION FOR AN ADULT

#### OR CHILD

The person has a fever and one of these symptoms:

- > Shortness of breath
- > Difficulty breathing
- > Painful breathing
- > Vomiting for more than four hours
- > Fever in a child who is too quiet and less active than normally or who refuses to play or is agitated

### DECISION

See a doctor today.

### SITUATION FOR AN ADULT

#### OR CHILD

The person has a fever over 100°F and one of the following:

- > Difficulty breathing that persists or worsens
- > Blue lips
- > Difficulty moving
- > Severe neck stiffness
- > Drowsiness, confusion, disorientation, or difficulty being roused
- > Convulsions
- > No urination for 12 hours
- > Fever in an infant under 3 months old

### DECISION

Go to the emergency room immediately.  
Call 911, if necessary.

## KEY REMINDERS AND IMPORTANT DATES

- Review paperwork carefully, initial, sign and return it **no later than July 15.**
- Payment options:
  - Payment in full or the appropriate down payment is due by **July 15.**
- How to pay:
  - Use a check or the credit/debit card form that was in your packet.
  - Mail the following documents in the pre-addressed envelope provided:
    - license agreement
    - personal/emergency contact information (4 page document)
    - e-CHUG & e-TOKE certificates
    - payment
  - Make checks payable to “Shasta College”.
- Residents may begin moving in on Thursday, August 15 @ 8:00 a.m. or later. Check in at the Residence Halls “Commons” building (building 3000) any time on that day or any day and time after August 15.
  - You will receive your room assignment and keys on that day.
  - Roommate matches and room assignments are done just a few days prior to move in due to last minute changes.
  - If all goes well, you and your prospective roommate will receive an email from us a few days ahead of time so that you can communicate with each other.
- We have a mandatory dormitory meeting for all residents in the 2000 building on Sunday, August 17 @ 3:00pm and classes start on Monday, August 18.



Fill out front/back of all pages, initial, sign & return in envelop provided along with payment – make check payable to Shasta College

**Shasta-Tehama-Trinity Joint Community College District**  
**Residential Housing, 19733 Shasta College Drive, Redding, CA 96003**  
**LICENSE FOR USE OF HOUSING FACILITIES**  
**Academic Year 2014 – 2015 (August – May)**

NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

STUDENT ID #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
**(ID# was issued when you first applied to Shasta College)** (Shasta College issued or personal email address)  
[Entering ID # is mandatory - you can view your # on-line or call (530) 242-7665]

ADDRESS: (Street) \_\_\_\_\_ (City) \_\_\_\_\_

(State) \_\_\_\_\_ (Zip) \_\_\_\_\_

HOME PHONE: (\_\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_\_) \_\_\_\_\_

I, \_\_\_\_\_ (RESIDENT), in consideration of the assignment of student residential housing facilities in Tehama or Trinity Hall by the Shasta-Tehama-Trinity Joint Community College District, (DISTRICT), do hereby agree to occupy a space as assigned by the DISTRICT in one of the Residential Halls, and to keep, perform and fulfill the conditions and agreements as expressed herein and in attachments.

**1. TERM**

The term of this License<sup>1</sup> shall be from 8:00am, Thursday, August 14, 2014 to noon, Saturday, May 23, 2015.

**2. FEES:**

**A. Residential Hall Fees for 2014 - 2015:**

- Security Deposit (*already paid, held for damage, cleaning etc.*) \$200.00 (deposit not applied toward payment)
- Activities Fee (used at the discretion of the management staff) \$50.00 (fee included in payment plan on pg. 4)
- Double Occupancy (282 days @ \$15.00) \$4,230.00 (receive \$326.90 discount if paid in full)

**THERE ARE THREE PAYMENT OPTIONS AVAILABLE, SEE PAYMENT PLAN CONTRACT AND PROMISSORY NOTE ON PAGE 4 OF THIS CONTRACT**

**1. Check one of the following payment options:**

- ☐ Pay in full (see “pay in full” rate listed on page 4)
- ☐ Use “Regular Payment Plan” (see payment plan on page 4)
- ☐ Use “Financial Aid Payment Plan” (financial aid award letter must be enclosed with this license agreement along with a \$250.00 payment [see resident obligations regarding FA on page 4])

**2. This is a double occupancy license agreement (contract):**  
**Double occupancy means you will have a roommate.**

<sup>1</sup>This License is not effective unless signed by the Director of Student Housing.

Fill out front/back of all pages, initial, sign & return in envelop provided along with payment – make check payable to Shasta College

- B.** The two-hundred dollar (\$200.00) Security Deposit and fifty dollar (\$50.00) Activities Fee are required for all RESIDENTS. The Deposit may be applied by the DISTRICT toward reimbursement for any cost incurred because of the Resident's violation of this agreement, including room and/or equipment loss or damage, cleaning, lost or damaged keys and nonpayment of fees. Replacement of broken/lost equipment or furnishings and repair of room damage will be based on current replacement cost and repair cost. The \$200.00 Security Deposit will be refunded to the originator if paid by check (to the student if paid by cash or credit card) if there is no outstanding debt when the RESIDENT properly and formally vacates the Residential Halls, and there is no damage to the room. Additional charges may be incurred after final inspection by the maintenance staff. The Activities Fee is used at the discretion of housing management.
- C.** If you've been approved for financial aid (FA) and qualify for at least \$2,000 in FA per semester, then you may use the FA Payment Plan. You must make a \$250 payment **and** provide a copy of your FA award letter to the Housing Office no later than July 15, 2014. If you have not received your FA award letter by July 15, then you must use the "Regular" payment plan. **Out of state students** are required to use the regular payment plan regardless of financial aid approval, due to higher out of state tuition costs. FA disbursements will be held by the District and used to cover any unpaid debt to the District. Do not rely on Financial Aid as your **ONLY** source of payment. Any remaining balance of financial aid will be issued to the student during each financial aid disbursement after appropriate District charges are paid.
- D.** All RESIDENTS, including financial aid recipients, who do not pay in full in advance, are required to sign the payment plan contract and the promissory note included in this license agreement. If the student is under the age of 18, an adult co-signer must also sign the promissory note.
- E.** The RESIDENT and co-signer are financially responsible for all monies owed to the DISTRICT. It is the responsibility of the RESIDENT to inform the co-signer of his or her financial responsibility should the RESIDENT be unable to meet his or her financial responsibilities. The DISTRICT may terminate a RESIDENT's License if fees are not paid according to the payment schedule.

**Initials:**

### 3. STANDARDS

The RESIDENT must be a registered Shasta College student enrolled in a minimum of twelve (12) units, and must make satisfactory progress as defined in the College Academic Standards Policy during the year. GPA must not fall below 2.0 at anytime. Students residing in Residence Halls must be in good financial, discipline and academic standing. Failure to meet these standards is cause for termination.

**Initials:**

### 4. TERMINATION OF LICENSE

- A.** Prior to occupancy, at least 30 days or more before the start of this agreement, all prepaid student housing fees are refundable provided that a written notice is received by the Housing Office. Telephone notice or postmarks do not meet this requirement. No refund of housing fees will be made except as set forth herein; provided, however, that special circumstances may be appealed to the VP of Student Services.
- B.** Prior to occupancy, but less than thirty (30) days prior to the start of this agreement, refunds will be made on a case by case basis as determined by the VP of Student Services, Extraordinary circumstances such as verified accidents and medical illnesses and other circumstances beyond the control of the student may meet these criteria.
- C.** After occupancy, the resident is responsible for all housing fees for the entire license agreement, or a pro-rated daily fee (determined by the Housing Office) and a two hundred dollar (\$200) termination fee, regardless if whether the resident terminates residency, the district evicts the resident for cause in accordance with this license, or if the termination is considered mutually agreeable in the best interest of the district and the resident. All unpaid balances must be paid by the RESIDENT or co-signer in accordance with the payment plan. Failure to make payment may result in referral to a collection agency.

**Initials:**

5. **CAUSE FOR TERMINATION OF LICENSE**

- A. My initials verify that I have been provided a copy of the Residential Housing policies, regulations, rules and guidelines, and the District Student Code of Conduct. My failure to comply with this license agreement and all Residential Housing policies, regulations, rules, and guidelines, and/or the District Student Code of Conduct may be cause for termination of this license agreement.

Initials:

6. **INVENTORY/ROOM CONDITION**

- A. The DISTRICT will provide a room condition form to the RESIDENT upon possession of the assigned room space. The RESIDENT will indicate on the form whether the furniture, decorations, floor, walls, and ceiling are in good and sanitary condition. The RESIDENT is further responsible for signing and returning the room condition form to the Housing Office within twenty-four (24) hours. He or she will be charged for all damages present in the space at termination of occupancy. The RESIDENT is responsible for the condition of both the interior and exterior of the room, door, and windows, even if they are damaged from the outside. When the RESIDENT returns possession of the space to the DISTRICT, the RESIDENT will return the premises in the same condition as when received, reasonable wear expected.
- B. When possession of the space is returned to the DISTRICT at the termination of this License, the DISTRICT and RESIDENT will conduct a joint inspection of the furniture, decorations, floor, walls, door, and ceiling. The RESIDENT must, within one (1) week prior to vacating the space, arrange a mutually convenient time during normal business hours for the inspection. Failure to do so or to attend the arranged time will relieve the DISTRICT of any obligation to make an inspection in the RESIDENT's presence. At the time of the inspection, the DISTRICT will prepare a list of damages or cleaning charges, if any, to be deducted from the \$200 Security Deposit.

Initials:

7. **LENGTH OF LICENSE/VACATING PREMISES**

The signing of this License obligates the RESIDENT for the full school year. **Termination of this License or the RESIDENT'S abandonment of the premises will not release the RESIDENT from paying any obligation due the DISTRICT, or the fee for the entire License period.** The RESIDENT will promptly vacate the premises upon expiration of this license or upon termination under the provisions of this license. The RESIDENT will leave the premises in a neat, clean, undamaged condition, normal wear accepted. If the RESIDENT fails to do so, then the DISTRICT will charge the RESIDENT for the cost of restoring the room to that condition. Departure from the Residence Halls must be formalized by checking out with the Housing Director or designee at the agreed upon date and time.

Initials:

8. **RELEASE OF INFORMATION**

I authorize the DISTRICT to discuss my payments, academic standards, units and/or behavior with my parents, guardians, or payee, as needed; if it will have an effect on my financial commitments.

Initials:

I understand false or incomplete information may result in the termination of my license agreement:

Initials:

Resident's Signature:

Date:

Sign: Parent or Person Legally/Financially Responsible:

Date:

Director of Student Housing: Stevan E. Cross:

Date:

Fill out front/back of all pages, initial, sign & return in envelop provided along with payment – make check payable to Shasta College

Regular Payment Plan		Financial Aid Payment Plan	
Double Occupancy 282 days x \$15.00	\$4,230.00	Double Occupancy 282 days x \$15.00	\$4,230.00
Mandatory activities fee (for both semesters)	\$50.00	Mandatory activities fee (for both semesters)	\$50.00
payment plan incurs a 3% finance fee of \$126.90	\$126.90	payment plan incurs a 3% finance fee of \$126.90	\$126.90
<b>Total Cost:</b> (\$4,230.00 + \$50.00 + \$126.90)	\$4,406.90	<b>Total Cost:</b> (\$4,230.00 + \$50.00 + \$126.90)	\$4,406.90
<b>Pay in full by July 15, 2014 to receive a \$200 discount and avoid the \$126.90 finance fee. OR – Use the Regular Payment Plan</b>	<i>Paid in Full</i> <b>\$4,080.00</b>	<b>Financial aid (FA) students must make a \$250 down payment and provide a copy of their award letter by July 15, otherwise they must use the regular payment plan</b>	
Regular Payment Plan		Financial Aid Payment Plan	
<b>down payment due by July 15, 2014</b>	<b>\$406.90</b>	<b>down payment due by July 15, 2014 (plus FA letter)</b>	<b>\$250.00</b>
1 <sup>st</sup> payment due by Sep. 5, 2014	\$500.00	1 <sup>st</sup> payment taken from FA on Aug. 15, 2014	\$156.90
2 <sup>nd</sup> payment due by Oct. 5, 2014	\$500.00	2 <sup>nd</sup> payment taken from FA on Sep. 19, 2014	\$500.00
3 <sup>rd</sup> payment due by Nov. 5, 2014	\$500.00	3 <sup>rd</sup> payment taken from FA on Oct. 17, 2014	\$500.00
4 <sup>th</sup> payment due by Dec. 5, 2014	\$500.00	4 <sup>th</sup> payment taken from FA on Nov. 7, 2014	\$500.00
5 <sup>th</sup> payment due by Jan. 5, 2015	\$500.00	5 <sup>th</sup> payment made by student on Dec. 5, 2014	\$500.00
6 <sup>th</sup> payment due by Feb. 5, 2015	\$500.00	6 <sup>th</sup> payment taken from FA on Jan. 16, 2015	\$500.00
7 <sup>th</sup> payment due by Mar. 5, 2015	\$500.00	7 <sup>th</sup> payment taken from FA on Feb. 6, 2015	\$500.00
8 <sup>th</sup> payment due by Apr. 5, 2015	\$500.00	8 <sup>th</sup> payment taken from FA on Mar. 20, 2015	\$500.00
		9 <sup>th</sup> payment taken from FA on Apr. 24, 2015	\$500.00

Payment in full or the down payment, listed above, must be submitted by the due date listed above via check, money order or by using the credit card (CC) authorization form included in your packet, to the Coordinator of Student Housing in the return envelop provided or it may be delivered in person to building 3000, room 3002 on main campus. All subsequent payments can be submitted via check or money order by the due date listed to 19733 Shasta College Drive, Redding, California 96003 or delivered to room 3002, or they can be made at the Shasta College Business Office in building 100 directly or sent by mail to the Business Office at P.O. Box 496006, Redding, CA 96049-6006. Proof of payment is to be delivered to the Coordinator of Student Housing. Failure to pay your balance on time could result in termination of your housing contract. **If you want to make a semester payment you may do so by using your “My Shasta” account along with your access codes. You may call the Business Office at (530) 242-7687 to use a debit or credit card over the phone. Be prepared to provide the student’s ID number or social security number. You can only phone in the July 15th payment if you contact the housing office first at (530) 242-7739.** The Shasta College Business Office accepts checks, cash, debit or credit cards. The Housing Office can only accept checks, money orders, or a credit card authorization form.

**Financial Aid:** If you’ve been approved for financial aid (FA) and qualify for at least \$2,000 in FA per semester, then you may use the FA Payment Plan. You must make a \$250 payment **and** provide a copy of your FA award letter to the Housing Office no later than July 15, 2014. If you have not received your FA award letter by July 15, or if you do not qualify for enough FA, then you must use the “Regular” payment plan and make the down payment of \$406.90 no later than July 15. If the award letter and/or the down payment are not received by July 15, then you will forfeit your spot to someone on the wait list. **Out of state students are required to use the “Regular” payment plan regardless of financial aid approval, due to higher out of state registration fees.** All residents on FA should refer to the Financial Aid handout in their packet to see how FA and dorm fees are calculated. The amount that you will receive personally from FA, if any, will depend on how much FA you qualify for and what part of the semester that we are in. You will have out of pocket expenses up front that you’ll need money for such as books, food etc... Financial aid should only be considered a secondary means of making dorm fee payments. If your FA does not cover your dorm fees then you are held financially responsible.

**Promissory Note:**

I promise to pay by the due dates listed, all amounts owed on the payment schedule of the “License for Use of Housing”. I also agree to allow the Shasta College Business Office to deduct amounts owed to the District from all sources that I might receive through the District or funds that have been paid to the District on my behalf, including, but not limited to financial aid. I understand that unless payment is received in full as agreed to in the conditions of the License, my account will be sent to collections, the Credit Bureau will be notified and I will be held responsible for all collection costs and that my housing license may be terminated. Additionally, under Title 5 Section 59410 a “hold” will be placed on my account. I will be unable to obtain my transcripts, grades or diploma, and I will be unable to register for classes. Under a penalty of perjury, all information provided is correct and true to the best of my knowledge.

<div></div>		<div></div>	
Student’s Signature	Date	Co-signer or Responsible Person Signature	Date

**THIRD PARTY, CO-SIGNER IF THE STUDENT IS UNDER 18 YEARS OF AGE (Must be 21 years old or older and gainfully employed.)**  
Should the student default on payments, I promise to pay all the unpaid debts on this promissory note in full, including collection and legal fees.  
Relationship: \_\_\_\_\_ Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: (\_\_\_\_) \_\_\_\_\_ Driver’s License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# LIST OF ITEMS TO BRING WITH YOU

- California or government issued photo ID to receive services at the Health & Wellness Center.
- Bedding
  - Pillow(s) and pillow cases
  - Blanket(s)
  - Sheets
    - Mattresses are 38” wide x 80” long. Twin extra long sheets should be fine.
- Personal health and hygiene items.
- Towels, wash cloth, soap, shampoo, etc...
- Dishes, cookware, food storage containers, plates, bowls and utensils. We do have some of these items for public use.
- Food – the nearest shopping is approximately five miles away.
- Laundry detergent and fabric softener.
- Adhesive/removable hooks for hanging items on the walls – we do not allow nails, pins or staples.
- Alarm clock.
- Power strips (heavy duty) with surge protectors.
- Microwaves are allowed in the rooms.
- A small personal refrigerator is highly encouraged.
- Personal computer (lap top is best). Phone line and DSL arrangements are available at resident expense through SBC/AT&T @ 1-800-310-2355. You must know your room number first and these are not assigned until about one week prior to the move in date. However, you may not need DSL since Residence Halls buildings are Wi-Fi accessible supporting A, B & G wireless systems. For older computers, you may need to check with your place of purchase or another tech support store to see if you need to add an internal card (D link or linksys) or possibly an external adapter.
- The rooms have a built in closet for each person with four drawers and hanging space. Each person also has a three drawer chest, so there is plenty of drawer space.
- Each person has a lofted bed with a full desk top underneath and two three drawer pedestals that accompany the desk top. A desk lamp is also provided.

**Note:** We suggest you consider renter’s insurance to cover your belongings. Some home owner’s insurance will provide coverage for students away at college and others require a separate policy or addendum. Here is a website for a company that deals specifically with college students (this is not an endorsement, it’s merely provided for informational purposes) [www.nssinc.com](http://www.nssinc.com).

Your mailing address will be:  
Your Name  
19733 Shasta College Drive  
Redding, CA 96003

Mail procedures when checking out of Residence Halls for the summer or permanently:

- You should contact each company or person you deal with and change your address directly with them. It is recommended you do this **two weeks prior to check out**.

***We do not forward your mail and the Postal Center is not allowed to forward it. We send it back to the Postal Center and they will send it back to the sender as undeliverable. You may miss some very important mail if you do not coordinate with all of your sources of mail in a timely manner.***

- You should change your address at the Admissions and Records Office so that all mail sent to you from various Shasta College departments is properly addressed. The various departments access your record to obtain your address prior to mailing out information.

Note: Of course you need to do the opposite procedures from the two steps above if you return to Residence Halls in the fall. If you “are” returning for the fall semester, we will hold your mail for you if you do not make any changes.

Lastly, you should **check your mail box every day**. This is our means of communicating information to all residents. Just because you do not anticipate receiving mail from outside sources, you may miss some very important information internally, if you do not check your mail box daily.

- **Know Your Risk Related to Meningococcal Disease**
- **Learn About Vaccination**

**To date there has been no reported case of meningococcal disease associated with Shasta College Residence Halls.** However, certain college students are at increased risk for this rare, but potentially fatal, bacterial infection commonly referred to as meningitis. The *American College Health Association* provides this information about risk factors and offers information about vaccination.

#### **Did you know?**

- **Meningococcal disease** is a bacterial infection that most often leads to meningitis or a condition called meningococcal septicemia, which is an infection of the blood.
- **Meningococcal disease is caused** by bacteria called *Neisseria meningitidis* that are spread person-to-person through the air (usually by sneezing or coughing), through direct contact with an infected person, such as oral contact with shared items like cigarettes or drinking glasses, or through intimate contact, such as kissing.
- **Meningococcal disease can lead to** death or permanent disabilities, such as brain damage, hearing loss, seizures, or limb amputation.

#### **What are the symptoms of meningococcal disease?**

- **Symptoms of meningococcal disease often resemble those of the flu or other mild illnesses with a fever**, making it sometimes difficult to diagnose. Symptoms may include high fever, severe headache, stiff neck, rash, nausea, vomiting, fatigue, and confusion. If you notice these symptoms – in yourself or friends – you should contact your college health service or doctor.

#### **How is meningococcal disease transmitted?**

- **College students, particularly freshmen who live in dormitories, are more likely to acquire meningococcal disease** than the general college population, due to lifestyle factors, such as crowded living situations, bar patronage, active or passive smoking, irregular sleep patterns, and sharing personal items.

#### **How can meningococcal disease be prevented?**

- **Many cases of meningococcal disease can be prevented.** The Centers for Disease Control and Prevention and the American College Health Association recommend that all first-year students living in dormitories be vaccinated against meningococcal disease. All other students under age 25 who wish to reduce their risk for the disease may choose to be vaccinated.
- **Vaccination is safe and effective.** It protects against four of the five most common strains (or types) of bacteria that cause meningitis. Approximately 70 to 80 percent of cases in the college age group are caused by strains that are potentially vaccine-preventable. The most commonly reported adverse reactions among adolescents and adults in clinical studies were pain at the injection site, headache, and fatigue. These respond to simple measures (ibuprofen or acetaminophen) and resolve spontaneously within a few days.

Visit the websites of the American College Health Association, [www.acha.org/meningitis](http://www.acha.org/meningitis), the Centers for Disease Control and Prevention, [www.cdc.gov/ncidod/diseases/submenus/sub\\_meningitis.htm](http://www.cdc.gov/ncidod/diseases/submenus/sub_meningitis.htm).

# Skin Infections / Staph MRSA

## Frequently Asked Questions



### What are Skin Infections caused by Staph/MRSA?

*Staphylococcus aureus* (S. aureus) is a type of bacteria that is commonly carried on the skin or in the nose of healthy people. Some *S. aureus* are resistant to a medicine that kills the bacteria – an antibiotic called methicillin —and are referred to as methicillin-resistant *S. aureus* or MRSA (Methicillin Resistant Staph Aureus).

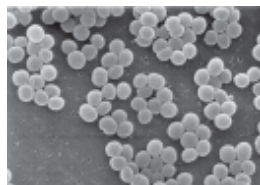


Skin infections can begin with something as simple as pimples, blisters, or other minor skin problems. Superficial infections of the skin can usually be treated successfully with proper skin care and antibiotics, if necessary. MRSA, however, can be difficult to treat and can progress to life-threatening blood or bone

infections because there are fewer effective antibiotics available for treatment.

### How is Staph/MRSA Spread?

Skin infections often begin where there is an opening in the skin such as where a hair grows, a cut or abrasion, or an insect bite. *S. aureus* (Staph), including MRSA, is almost always spread by direct physical contact with infected people or contaminated objects, and not through the air. The bacteria can be transmitted during close physical contact.



Spread may also occur through indirect contact by touching contaminated objects such as wound dressings, towels, sheets, soap, and clothes. The infected skin of a person with staph bacteria or MRSA can also contaminate other surfaces, like sauna benches, hot tubs, or exercise equipment. MRSA can easily spread among individuals with weakened immune systems.

### Who Gets Infected?

MRSA can infect **anyone**:

- Healthy adults
- Children
- Infants
- Athletes
- Incarcerated
- Students in dorms
- Immune-compromised
- Injection drug users

### What are the Symptoms?

Symptoms of a Staph/MRSA infection may include redness, warmth, swelling, fever, tenderness of the skin, or boils/blisters. What may appear to be a spider bite may actually be signs of Staph/MRSA infection and prompt medical attention is necessary. Early treatment can help prevent the infection from getting worse. Healthcare provider directions need to be followed closely, even when the person starts to feel better. Incomplete treatments of Staph/MRSA may lead to stronger, antibiotic-resistant bacteria.



### How is Infection Prevented?

Infection can be prevented by paying attention to the Four C's:

- **Cuts:** Keep cuts and scrapes clean with soap and water.
- **Contact:** Avoid skin contact and sharing personal items with infected individuals.
- **Clean:** Thoroughly clean objects and surfaces that are shared with others.
- **Call:** Make an appointment with a doctor if a skin infection is present.



### Additional Information:

Shasta County Public Health (530) 225-5591  
[www.shastapublichealth.net](http://www.shastapublichealth.net)

Centers for Disease Control and Prevention:  
[www.cdc.gov](http://www.cdc.gov)



## Payment Information

May 2, 2014

Things to keep in mind regarding the “Regular Payment Plan” and payments:

1. Pay the exact amount due. We cannot accept overpayments. Once you have obligated yourself to use the payment plan then those are the exact amounts that need to be paid.
2. You cannot pay early or pay it off.
3. If you end up qualifying for financial aid (FA), you will automatically be converted to the FA payment plan.
  - a. If your financial aid entitlement doesn't adequately cover the entire dorm payment then you are financially responsible for the balance.

Dorm payment due date	Amount due
<b>FALL 2014</b>	
9/5/2014	\$500.00
10/5/2014	\$500.00
11/5/2014	\$500.00
12/5/2014	\$500.00
<b>SPRING 2015</b>	
1/5/2015	\$500.00
2/5/2015	\$500.00
3/5/2015	\$500.00
4/5/2015	\$500.00

Your dorm payment obligations are put into the system incrementally: They will normally be in the system by the 30<sup>th</sup> of the month preceding the 5<sup>th</sup> of the month payment. For example: The payment due on September 5, 2014 will be in the system by August 30, 2014. The exception to this is the payment due on January 5, 2015; it won't be in the system until mid-January.

The reason that it's important for you to know when the amounts are entered into the system is so that you are not surprised if you are notified that you have another payment due. Sometimes a student, parent, guardian or payee will phone in a payment via credit or debit card to the Business Office and they will ask if that pays off the account in full. The answer is probably yes, but it's yes for what was on the account at the time the payment was made, not what may still be awaiting input when the appropriate date from the chart above rolls around.

What methods of payment may I use? There are several easy ways for you to make a payment.

**For the initial payment that is due by July 15:**

1. Use the pre-addressed envelope provided; include a check, money order or the credit/debit card authorization form.

**For the other payments during the academic year:**

2. Bring a check or money order to the Housing Office; building 3000, room 3002 on main campus.
3. Use a credit card authorization form at the Housing Office, or call (530) 242-7739 to pay over the phone.
4. A check can be mailed to the Housing Office:
  - a. Attention: Director of Student Housing, 19733 Shasta College Dr. Redding, CA 96003
5. The payment can be made using “My Shasta”.
  - a. Log on with the appropriate user ID and password and make the payment.
6. You can pay by check, cash, money order or debit/credit card at the Business Office window in building 100.
7. Lastly, someone may call in a debit or credit card payment to the Business Office.
  - a. Call (530) 242-7687, that's a direct number for Angela. For ease of payment, the person making the call/payment should have the student's ID number. **Tell them you are paying dorm payments, not registration.**

# Resident Advisor Job Posting

TYPICAL DUTIES: Assist in providing general supervision of the dormitory residents including their adherence to college policies and regulations. Assist in providing a safe, healthy, and orderly environment for residents. Perform security walk around checks, enforce residential living guidelines, and write incident reports if need be for infractions. Operate entertainment equipment (TV/DVD), perform some light cleaning and issue recreation equipment.

ABILITY TO: Exercise tact, diplomacy and good judgment in dealing with staff and students. Act in a responsible manner and **maintain confidentiality**. Maintain good relationships with those contacted during the course of duties.

PAY RATE: \$9.00 per hour – max 20 hours per week – average is 12 hours.

SCHEDULE: Flexible hours based on school class schedule, but may include early mornings, weekends and holidays.

APPLICATION PROCESS: Go to the dorm website @ [shastacollege.edu/dorms](http://shastacollege.edu/dorms) to fill out an application. Current residents returning for the next semester must **submit their application to Steve by May 16**. You'll make arrangements with Steve for an interview prior to your departure from Residence Halls for the summer. The deadline **for new students is June 13**. All applicants can email their form and supplemental questions sheet to Steve @ [scross@shastacollege.edu](mailto:scross@shastacollege.edu) or you can fax it to (530) 225-4825 or take it to Steve in room 3002. **New hires and returning RAs must be available to attend one day of paid training Thursday, August 7, and begin work on August 8, 2014. RAs living in the dorms will be allowed to move in on Wednesday, August 6, at no extra charge.**

**SHASTA COLLEGE RESIDENCE HALLS  
APPLICATION FOR RESIDENT ADVISOR**

NAME: \_\_\_\_\_  
(Last) (First) (MI)

PERMANENT HOME ADDRESS: \_\_\_\_\_  
(# Street) (City) (State) (Zip)

CONTACT NUMBERS: \_\_\_\_\_  
(Home) (Work) (Mobile)

PREVIOUS LEADERSHIP EXPERIENCE: (List all High School, College, and Community activities):

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PREVIOUS WORK EXPERIENCE:

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PLEASE ANSWER THE FOLLOWING QUESTIONS (A-D) ON THE ATTACHMENT PROVIDED:

- A. Why do you want to fill this position?
- B. Briefly describe a situation when you had to act as an authority. What was the situation, what did you do and what was the outcome?
- C. What do you feel you can contribute to the team?
- D. Describe your strengths and your areas of improvement?

UNITS PRESENTLY CARRYING: \_\_\_\_\_ UNITS TO BE CARRIED NEXT SEMESTER: \_\_\_\_\_

DO YOU PLAN TO CARRY NIGHT CLASSES NEXT SEMESTER? \_\_\_\_\_

DO YOU PLAN TO GO OUT FOR A SPORT NEXT SEMESTER? \_\_\_\_\_

LIST 3 REFERENCES:

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
Name Phone No.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**NOTE: COMPLETED APPLICATIONS SHOULD BE MAILED, FAXED OR EMAILED TO INTERIM DIRECTOR OF STUDENT HOUSING, STEVE CROSS, BUILDING 3000, ROOM 3002. SCROSS@SHASTACOLLEGE.EDU**

APPLICATION FOR RESIDENT ADVISOR  
ATTACHMENT  
(Page 2 of 2)

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A. Why do you want to fill this position?

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B. Briefly describe a situation when you had to act as an authority. What was the situation, what did you do and what was the outcome?

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C. What do you feel you can contribute to the team?

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D. Describe your strengths and your areas of improvement?

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## **Standards of Conduct--Shasta College Board Policy 5500**

Reference: ***Education Code Section 66300, 66301; Accreditation Standard 11.A.7b***

Students and visitors to a Shasta College campus are expected to obey all California State laws and all Federal laws which pertain to behavior on a college campus. The following regulations represent reasonable standards of conduct for students and visitors, and shall be followed at all times on a Shasta College campus. Generally, Shasta College's jurisdiction and discipline shall be limited to conduct which occurs on Shasta College premises or which is related to school activities.

Rules and Regulations: Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Board Policy and Administrative Procedures 3550 and 5520.

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty. Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit, and includes all student behavior by fraudulent and/or deceptive means. The student has the full responsibility for the content and integrity of all academic work submitted.
  - b. Furnishing false information to any Shasta College official, faculty member or office.
  - c. Forgery, alteration or misuse of any Shasta College document, record or instrument of identification.
  - d. Tampering with the election of any Shasta College-recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Shasta College activities including its public-service functions on or off campus, or other authorized non-Shasta College activities when the act occurs on Shasta College premises.
3. Physical abuse, verbal abuse, threats, intimidation, coercion and/or conduct which threatens or endangers the health and safety of any person.
4. Sexual harassment as defined by law or by regulation of the college or the District.
5. Attempted or actual theft of and/or damage to property of Shasta College or property of a member of the Shasta College community or other personal or public property, or knowingly receiving stolen district property or private property on campus.
6. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, or any other status protected by law.
7. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization.
8. Failure to comply with direction of Shasta College officials or law enforcement officers acting in the performance of their duties, and/or failure to identify oneself to one of these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys to any Shasta College premises or unauthorized entry to or use of Shasta College premises.
10. Violation of published Shasta College policies, rules or regulations.
11. Violation of federal, state or local law on Shasta College premises or at Shasta College sponsored or supervised activities.
12. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
13. Public intoxication or use, possession or distribution of alcoholic beverages except as expressly permitted by law and Shasta College regulations.

## Standards of Conduct—Shasta College Board Policy 5500

14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals including but not limited to any facsimile firearm, knife, explosive or weapon on Shasta College premises.
15. Participation in a campus demonstration that disrupts the normal operations of Shasta College and infringes on the rights of other members of the Shasta College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
16. Obstruction of the free flow of pedestrian or vehicular traffic on Shasta College premises or at Shasta College sponsored or supervised functions. The use of bicycles, roller blades and skateboards is not permitted in heavy traffic areas or in buildings.
17. Conduct that is disorderly, lewd or indecent; habitual profanity or vulgarity; breach of peace; or aiding, abetting or procuring another person to breach the peace on Shasta College premises or at functions sponsored by or participated in by Shasta College.
18. Theft or other abuse of computer time and network resources, including but not limited to:
  - a. Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Unauthorized use of phone and electronic devices such as radios, etc.
  - e. Use of computing facilities to interfere with the work of another student, faculty member, or Shasta College official.
  - f. Use of computing facilities to send obscene or abusive messages
  - g. Use of computing facilities to interfere with normal operations of Shasta College computing systems.
19. Abuse of the judicial system, including but not limited to:
  - a. Failure to obey the summons of a Shasta College official.
  - b. Falsification, distortion or misrepresentation of information before a hearing officer.
  - c. Disruption or interference with the orderly conduct of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.
  - g. Failure to comply with the sanction(s) imposed under the Student Code.
  - h. Influencing or attempting to influence another person to commit an abuse of the judicial system.
20. Willful or persistent smoking in any area where smoking is prohibited by lawful authority.
21. Littering of any kind.
22. Misrepresentation of oneself or of an organization to be an agent of Shasta College.
23. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.
24. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Students who engage in any of the above are subject to the procedures outlined in AP 5520.

### ***See Administrative Procedures***

Reviewed by the Board Ad Hoc Committee on Policy 8/12/09  
Board Approval of Revisions 4/14/10

# Shasta College Student Health / Wellness Services

## Staying Healthy While Living in the Dorms - 101

*Welcome to Shasta College and Residence Hall Life!*

You have lots of stuff to read right now, so I'll get to the point...

- Being successful in college is closely linked with going to class and completing the work...
- Going to class and completing the work is dependent on being awake and able to concentrate...
- Being awake and able to concentrate is dependent upon good sleep, the right foods, good mental & physical health, good planning, no substance use...

Student Health / Wellness Services can't go to class with you or do your homework, and *we don't cook*, but we can help with your success at Shasta College.

***You must have a California or government issued photo ID***

***Check out our many services – physician clinic, psychological counseling, family planning, nursing services, HIV testing, health screenings, health education and stop-smoking counseling – just to name a few! We also have minor first aid supplies, over-the-counter medications, and condoms.***

For now...Stuff you can do to stay healthy while living in the dorms....!

- Get enough sleep (this is BIG – your body and brain need 7-8 hours nightly)
- Stay up to date on your immunizations – tetanus, annual flu shot, consider the meningococcal vaccine (*from your physician or local public health department*)
- WASH YOUR HANDS! (a dorm resident said it should be underlined!) You know those door knobs, stair rails, computer game controls you touch? Everyone else touches them too – and I guarantee they haven't washed their hands after sneezing or *you-know-what!* Only touch your eyes, nose or mouth, and eat, with clean hands.
- If you choose to be sexually active (not in the dorms, please) use condoms every time!
- Learn to manage stress / anger / anxiety / loneliness – we can help with this ☺
- Develop healthy, supportive relationships – we all need these!
- Take time for healthy activity – healthy play!

Come by our office or give us a call – we have lots of information and resources

*Most of all – we have a friendly smile and look forward to assisting you!*

**Our office is located in the cafeteria (2000) building, Room 2026  
Phone - (530) 242-7580**

# Recommendations for Immunization and Screening Requirements for California Colleges & Universities with Student Housing



## Recommendations of the California Department of Public Health

Recommended Immunization	Doses	Which students should be immunized or immune? <sup>§</sup>	Existing Requirements by State Law or Executive Order
<b>Measles, Mumps and Rubella (MMR)</b>	2 doses, 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday*	All	CSU System requires proof of full immunization to measles and rubella (CSU Executive Order 803-2002).
<b>Varicella (chickenpox)</b>	2 doses, 1 <sup>st</sup> dose on or after 1 <sup>st</sup> birthday*	All	N/A
<b>Tetanus, Diphtheria and Pertussis (Tdap)</b>	1 dose in last 10 years <sup>#</sup>	All	N/A
<b>Meningococcal Conjugate†</b>	1 dose	Students new to dormitory settings (Universities may choose to require all students to receive this vaccine.)	Institutions that provide on-campus housing must inform students about meningococcal disease and vaccine and must document receipt of information and whether they choose to be immunized. (Health and Safety Code, Sections 120395-120399). <sup>^</sup>
<b>Hepatitis B</b>	3 doses (or completed licensed series)	All	First-time enrollees at UC and CSU ≤18 years of age (Health and Safety Code, 120390.5). <sup>^</sup>

\* Minimum interval of 4 weeks between doses is valid.

# The first Tdap vaccines were licensed in the U.S. in 2005. Tdap provides additional protection over Td by protecting against pertussis (whooping cough), a common respiratory illness.

† Preferred to meningococcal polysaccharide vaccine

^ Applicable to UC only by UC Resolution.

### Other Immunization Recommendations:

Additional immunizations are recommended for preventative care:

- influenza vaccine (annual)
- hepatitis A vaccine
- human papillomavirus vaccine (for women through age 26 years; males through age 26 years may also receive the quadrivalent HPV vaccine.)
- poliovirus (if did not complete series as a child)
- vaccines for international travel, based on destination.

Students in health professions may have additional immunization requirements. Students with certain medical conditions (e.g., diabetes mellitus) may need additional immunizations.

### Tuberculosis (TB) Risk Assessment:

All incoming students should be assessed for their risk of developing TB. A model TB risk assessment questionnaire suitable for inclusion in student acceptance packets is available at [www.acha.org/Info\\_resources/tb\\_statement.pdf](http://www.acha.org/Info_resources/tb_statement.pdf). Students with identified risk factors for TB, such as living in a country where TB is common, should have a tuberculin skin test (TST) or Interferon-gamma release blood test (IGRA).

### Documentation:

Proof of immunization should be submitted to the school prior to attendance. Documentation must include the month and year that each vaccine was given. The day must be documented for MMR and varicella vaccines given near the first birthday, with a minimum interval of 4 weeks between doses.

Review of the TB screening questionnaire and action indicated (e.g. obtain TB test - yes or no) should be documented and submitted to the school prior to attendance. If a TB test has been

performed, documentation should include the type and date of test and the skin test reading (in mm) or IGRA results.

The completed immunization record, tuberculosis risk questionnaire, and results of any TB test should be maintained in each student's health or academic file in paper or electronic form. Using an immunization registry to access or store records is highly recommended. Find out how to join California's registry system at [www.cairweb.org](http://www.cairweb.org).

### Immunization Exemptions:

<sup>§</sup>Students who are not in health professions may be granted exemption from immunization requirements if they can provide a signed statement from a physician documenting either:

- a) the student's vaccine contraindications or
- b) other evidence of immunity (the statement must be signed by a physician or nurse);
  - **MMR:** born in the U.S. before 1957 or positive IgG serology for measles, mumps and rubella.
  - **Varicella:** born in U.S. before 1980, physician certification of history of chickenpox disease or shingles, or positive varicella IgG (prior disease)

Colleges may choose to register students who have not received one or more immunizations if they present a personal belief exemption statement that is signed by the student if ≥18 years of age, or by a parent or guardian if the student is <18 years of age. CSU and UC campuses must permit such exemptions for hepatitis B vaccine (California Health and Safety Code 120390.5).

Students in health professions have fewer exemptions.

### Resources:

This Table is based on the U.S. Advisory Committee on Immunization Practices (ACIP) recommendations [www.cdc.gov/vaccines/pubs/ACIP-list.htm](http://www.cdc.gov/vaccines/pubs/ACIP-list.htm) and American College Health Association (ACHA) Guidelines for immunizations (1/09) [http://www.acha.org/Publications/Guidelines\\_WhitePapers.cfm](http://www.acha.org/Publications/Guidelines_WhitePapers.cfm).

Additional information regarding these recommendations can be found at [www.getimmunizedca.org](http://www.getimmunizedca.org) and [www.cdph.ca.gov/programs/tb/Pages/default.aspx](http://www.cdph.ca.gov/programs/tb/Pages/default.aspx).