The Residence Life Staff supports the rights of residents to live in an environment where they feel safe, secure, and comfortable. Learning to respect the rights of others and take responsibility for one’s own actions is imperative to living as a community. To ensure residents are able to live together in a constructive environment, the Residence Life Department has developed standards for community behavior. This guide will outline important information and policies that will serve students as they contribute positively to their campus community.

A
Alcohol and Drug Policy

B
Bicycling

C
Camping
Candles and Incense
Check-In and Check-Out Procedures
Common Area Furnishings
Computers

D
Damage
Delivery
Deposits
Disabilities Act
Door propping and unlocking
Drugs

E
Electrical Appliances
Escort Policy
Exterior Doors

F
Facility Service Work Requests
Fire Safety
Firearms and Explosives
First Aid Kits
Food Services
Furniture Removal

G
Gambling
Guests/Visitation

H
Hallway Safety
Harassment

K
Keys
Kitchen Usage

L
Laundry Facilities
Lost and Found

M
Maintenance Issues
Meal Plan Change Request

N
Alcohol & Drugs

Possessing, consuming, or distributing illicit drugs and alcoholic beverages is prohibited on the Rocky Mountain College Campus. This includes all administration buildings, classrooms, parking lots, and athletic fields, Anderson Hall, Rimview Hall, and Widenhouse Hall.

Jorgenson Hall allows personal consumption of alcohol inside residential units. All persons consuming alcohol in Jorgenson Hall must be 21 years of age or older. Jorgenson residents with guests under the age of 21 years of age will be held responsible for any underage consumption.

Advertisements promoting alcohol or alcohol-related products are prohibited on campus. Rocky Mountain College's name and/or logo shall not appear in conjunction or co-sponsorship with the name of any alcoholic product or distributor without written approval of the President's Council. All trophy bottles and other paraphernalia are subject to removal from the residence halls as determined by the Residence Life staff.

Rocky Mountain College Housing and Residence Life staff members may enter a student’s room without permission upon reasonable suspicion of alcohol and/or alcohol use.

It is unlawful and prohibited to manufacture, distribute, dispense, possess, or use a controlled substance at Rocky Mountain College.
Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any Rocky Mountain College residence hall or any other Rocky Mountain College property; nor is it allowed at any College sponsored event or activity off campus.

Rocky Mountain College Housing and Residence Life staff works closely with the Billings Police Department and reserves the right to execute canine drug searches throughout each semester. Staff members may also enter a student’s room without permission if reasonable suspicion of drugs is present.

Violations of the Rocky Mountain College Alcohol or Drug policy will be treated on an individual basis; however, violators can expect one or more of the following sanctions to be enforced;

- Disciplinary hearing with a college official or supervisor
- Disciplinary hearing with a the Peer Review Board
- Restitution for any damages caused as a result of the alcohol/drug policy violation
- Students may be required to participate in an approved alcohol/drug education or rehabilitation program
- Students violating the College alcohol/drug policy may be placed on disciplinary probation, suspended or expelled from the College

Bicycles
The use of bicycles on campus is encouraged, however, students are expected to care for and use them appropriately. Bicycles should be stored in designated stands located outside each residence hall, or in student rooms. All bicycles inside residence hall rooms must be stored with respect to roommates and housing staff members.

Students are not permitted to ride bicycles and other wheeled items through the hallways, lounges, or restrooms within the residence halls.

Camping
To maintain student health and safety, camping is prohibited on Rocky Mountain College property without permission from the Vice President for Student Life.

Candles and Incense
To ensure the safety and health of students, the use of candles and incense is prohibited in the residence halls. Students violating this policy will be asked to remove the items or may have them held by staff members until the end of their residency on campus.

Check-In and Check-Out Procedures
Check in dates for fall, spring, and summer semesters are communicated on the housing web page as well as through mail correspondence with students. Students may not check into the residence halls prior to these posted dates. Students must check into their rooms with a designated housing staff member, and must complete all appropriate paperwork and key information.

Check-out dates will also be designated for each semester and clearly posted in the residence halls and on the housing web page. Students must be properly checked out of their residence hall rooms with a Resident Assistant no later than the intended check-out date. Rooms must be left in clean condition, with all furniture supplied by Rocky Mountain College intact. No personal items should be left in the room. Students who do not check out properly with an RA, will be charged a $100 fee. Students who do not turn in their room key will be charged a $50 fee. Students will also be billed for missing furniture and damage to the room. Student rooms that are not cleaned properly will be charged a cleaning fee of $150 per student. All charges will be posted to the student’s deposit account. Deposits will be released the week of July 1st and January 1st after the student has left or graduated from Rocky Mountain College.
Common Area Furnishings
Our lounges and common areas are furnished for the benefit of all students and enhance each building’s community. Furniture in the common areas should not be removed and is not intended for the personal use of students. Fines may be assessed for the removal or damage of furniture.

Computers
Computers are provided in Anderson, Rimview, and Widenhouse halls for academic use by students. Any problems with the operation of the computers should be referred to the Academic Computing Department at 406.657.1161 or support@rocky.edu.

Damage
Students may incur charges for damage to residence hall property. These charges are assessed by the residence life staff in cooperation with the custodial and maintenance staff and are posted to each student’s subsidiary account which contains the $250 student deposit. In some instances, fines may be assessed to multiple students in a residence hall to repair damages caused by students whose identities are not known.

Delivery
Widenhouse and Anderson students who place orders from local businesses and request delivery to a residence hall are to receive the item(s) at the front desk. Rimview and Jorgenson students may have local businesses deliver to their personal rooms.

Deposits
Charges and fines assessed to a student by the residence life staff, custodial staff, library, or parking and safety staff are posted to each student’s subsidiary account which contains a $250 student deposit. If charges exceed $250, the balance will be posted to the student’s account. Deposits are released to students after attendance has ceased (Graduation, withdrawal, transfer, etc.). Deposits will be released the week of July 1st and January 1st regardless of the student’s last date of attendance. Exceptions may be granted on a case-by-case basis.

Disabilities Act
Rocky Mountain College is in compliance with the American Disabilities Act. The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

For a full and complete statement regarding the American Disabilities Act, please refer to [http://www.ada.gov/](http://www.ada.gov/)

Door Propping and Unlocking
For safety and security purposes, propping exterior doors to Widenhouse, Anderson, and Rimview is prohibited. Students should use caution when propping individual bedroom doors and should keep doors and windows locked at all times when not in use.

Drugs
It is unlawful and prohibited to manufacture, distribute, dispense, possess, or use a controlled substance at Rocky Mountain College.

Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed in any Rocky Mountain College residence hall or any other Rocky Mountain College property; nor is it allowed at any College sponsored event or activity off campus.

Rocky Mountain College Housing and Residence Life staff works closely with the Billings Police Department and reserves the right to execute canine drug searches throughout each semester. Staff members may also enter a student’s room without permission if reasonable suspicion of drugs is present.
Violations of the Rocky Mountain College Alcohol or Drug policy will be treated on an individual basis; however, violators can expect one or more of the following sanctions to be enforced:

- Disciplinary hearing with a college official or supervisor
- Disciplinary hearing with a the Peer Review Board
- Restitution for any damages caused as a result of the alcohol/drug policy violation
- Students may be required to participate in an approved alcohol/drug education or rehabilitation program
- Students violating the College alcohol/drug policy may be placed on disciplinary probation, suspended or expelled from the College

**Electrical Appliances**

Electrical appliances are permitted in student rooms provided their use does not disturb other residents and that their state of repair is not a fire hazard. Because of fire safety concerns, students are not permitted to have appliances with an open coil or burner, air conditioners, hot plates, grills, halogen lamps, gas appliances, toasters, and toaster ovens. In addition, all coffee pots should have an automatic shut off feature.

**Escort Policy**

Campus escorts are available at night through the campus safety office. Students may request either a physical escort or a video escort. To schedule an escort or discuss campus safety options, please contact 406.657.1093.

**Exterior Doors**

All residence hall entrances are locked 24 hours a day, but can be accessed by students’ ID card. Perimeter entrances to the halls are accessible until 10 pm, after which they must go through the main entrances. Main entrance doors can be accessed with student ID cards 24 hours per day. Students may only access the residence hall they are assigned to live in using their student ID.

During winter break, students do not have access to their room or residence hall unless approved by athletic coach for training or events.

**Facility Service Work Requests**

To submit a work request to address an issue in your residence hall room, submit a work request on the housing webpage. You will receive a confirmation email with a support ticket number. Please use this number to track your request with facilities. For more information or to contact facility services, email Crystal Voss at vossc@rocky.edu or call 406.657.1077.

**Fire Safety**

Student safety is the highest priority of Rocky Mountain College. As such, residence halls have been equipped with various emergency systems and equipment to help ensure student safety. Tampering with and/or misuse of fire and safety equipment, including fire alarms, fire doors, fire extinguishers, smoke alarms, exit signs, and any other safety equipment, poses a serious threat to student safety and will result in a $300 fine. Starting any type of fire on college property without written permission is strictly prohibited and may result in disciplinary action through the appropriate college channels and local law enforcement.

Students are not permitted to have appliances with an open coil or burner, air conditioners, hot plates, grills, halogen lamps, gas appliances, toasters, and toaster ovens. In addition, all coffee pots should have an automatic shut off feature. Residence hallways must be kept free of debris and personal items to ensure fire safety.

For a complete guide to fire safety, contact the campus safety office.

**Firearms and Explosives**

The possession of firearms on campus is strictly prohibited for all students, employees, visitors, and independent contractors.
The possession of any other weapons, including knives, ammunition, explosives, and fireworks is also prohibited and will be referred to the student conduct process. If you are aware of a student on campus in violation of this policy, please report this issue immediately to the campus safety office or call 911.

**First Aid Kits**  
A first aid kit is kept at the front desk of every residence hall for student use. In case of an emergency, please contact the on duty residence life staff at 406.698.8777 or call 911.

**Food Services**  
Food services are available through Sodexo campus dining to all students. Students residing in Widenhouse Hall or Anderson Hall are required to be on the Carte Blanche or 10 meal plan. Students in Jorgenson Hall, Rimview Hall, or off campus are eligible for any meal plan, but are not required.

Students may add or increase a meal plan to their account at any time throughout each semester. Meal plans may only be removed or downgraded prior to the add/drop date of each semester. To add or change your meal plan, submit a meal plan change request form on the housing and residence life web page.

**Furniture Removal**  
All furniture in common areas and lounges is available for all students to use. Moving common area furniture into individual rooms is not permitted. Students may be fined for moving or removing furniture.

**Gambling**  
Gambling is prohibited in and around all residence halls. Any form of game played for money, without written permission from the Vice President for Student Life is considered an illegal activity and engaging in such will result in a referral to the student conduct process.

**Guests**  
All residence hall guests must be 18 years of age or older, or accompanied by a parent or guardian. Any guests under the age of 18, who are not accompanied, must be approved by the Residence Director. Students are required to register their guests at the front desk for residents of Anderson/Widenhouse or in the RA office for residents of Rimview. Visitors must check-in and present valid identification. Failure to check-in or falsify check-in records can result in being asked to leave campus immediately.

Same sex visitors are allowed overnight with the permission of the roommate(s). Guests may stay up to 7 days. Inter-visitation (opposite sex) hours are 9:00 am to midnight Sunday through Thursday and 9:00 am to 2:00 am Friday and Saturday. Hours spent in individual rooms by visitors are also subject to the permission of the roommate(s) and the roommate contract as set up by the residents of the room. Students are responsible for the behavior of their guests.

**Hallway Safety**  
All residence hallways must remain free from student belongings and furniture to ensure fire safety. Students are not permitted to ride bicycles and other wheeled items through the hallways, lounges, or restrooms within the residence halls.

**Harassment**  
Rocky Mountain College does not discriminate on the basis of race, color, sex, religion, national origin, citizenship, age, disability or sexual orientation in admissions or its policies and/or programs, employment or other activities.

Members of the Rocky Mountain College community have the right to work and study in an environment free of harassment and discrimination. Rocky Mountain College strongly disapproves of and forbids the harassment of students. The College will not tolerate discrimination or harassment, which includes discrimination or harassment based on race, color, sex, religion, national origin, citizenship, age, disability, or sexual orientation. Student claims
of harassment and discrimination should be reported to the Vice President of Student Life/Dean of Students or campus counselor, who will determine an appropriate course of action based on the nature of the claim, which may include filing a charge of harassment via the complaint resolution procedure outlined below.

Any student who has a question or concern that he or she is being or has been harassed or discriminated against should contact the Vice President of Student Life (657-1018) or one of the liaisons listed below. The liaisons can help identify the types of behavior, verbal or physical, that constitute harassment and discrimination and will assist in determining an appropriate response to an alleged incident. For more information on what constitutes harassment, please refer to the “No Harassment Policy” located in the student handbook and on the College’s homepage under “current students/student tools”.

Students may contact one of the following College community members if they have questions or concerns about harassment and discrimination:
Vice President for Student Life. ............... 406.657-1018
Campus Counselor. .......................... 406.657-1049
Executive Director of Human Resources ......406.657-1160

Housekeeping
Housekeeping services are not provided for student rooms, suites, or private baths. Students are responsible for providing their own cleaning supplies. Regular cleaning of hallways community bathrooms, laundry rooms, and community lounges occurs each week. Students should regularly clean their rooms and carpets. Rooms that are not cared for may be in violation of the departmental cleanliness and health standards and could be referred to the student conduct process.

If cleanliness of the room is effecting the health and comfort of others, students may be given a period of time to rectify the problem. If a change is not made, they will be responsible for the fees associated with professional cleaning. Student rooms that are not cleaned properly upon the time of check-out will be charged a cleaning fee of $150 per student.

Keys
Each resident will be given one key to his or her room upon the time of check-in. If the key is lost, a $50 fee will be deducted from the student’s deposit. Students are prohibited from making duplicate keys. All student keys must be returned at the time of check-out.

If a student is locked out of a residence hall room, a staff member may assess a $3.00 charge to unlock the door.

Kitchen Usage
Kitchens are available on each floor of Anderson Hall. Students using kitchens are responsible for cleaning after each use. All maintenance issues in kitchens should be reported to the Anderson Hall residence director.

Laundry Facilities
Laundry services are available free of charge to all students residing on campus. Laundry rooms must be maintained and respected by all students. Soap and laundering accessories must be provided by the individual.

Lost and Found
To report lost items or submit found items, please visit the office of the Vice President for Student Life in the Bair Family Student Center.

Maintenance Issues
To submit a work request to address a maintenance issue in your residence hall room, submit a work request on the housing and residence life web page. You will receive a confirmation email with a support ticket number.
Please use this number to track your request with facilities. For more information or to contact Facility Services, email Crystal Voss at voss@rockey.edu or call 406.657.1077.

**Meal Plan Change Request**
Students may add or increase a meal plan to their account at any time throughout each semester. Meal plans may only be removed or downgraded prior to the add/drop date of each semester. To add or change your meal plan, submit a meal plan change request form on the housing and residence life web page.

**Noise**
All residents living on campus have the right to a living environment conducive to academic success and health. Students must be courteous of all residents 24 hours a day. Quiet hours are in place Sunday-Thursday 10:00pm-6:00am and Friday-Saturday 12:00am-8:00am.

During finals week each semester, 24-hour quiet hours are in effect.

**Parking**
Students are able to obtain parking permits in the Vice President for Student Life Office in the Bair Family Student Center at no charge. Permits must be kept in cars at all times and stickers must be updated each fall. Students parking in unauthorized lots will be ticketed by the campus safety staff. All tickets must be paid in the Dean of Students office.

**Painting**
Students are not permitted to paint the walls of their residence rooms. If a student violates this policy, they will forfeit their student deposit and may be required to pay additional fees to repaint the residence hall room.

**Personal Property**
Students are responsible for all personal property. It is important that students keep vehicles and residence hall doors locked at all times to protect personal items. If any property is stolen or destroyed on campus, students may file a campus report with the campus safety office.

**Pet Policy**
The residence halls are not properly designed for the care of pets, and the presence of animals can affect the health of other residents and potential property damage. Pets, with the exception of fish in aquariums, are not allowed in the residence halls. Aquariums may not be larger than 15-gallons. In documented instances, registered service animals may be allowed and are evaluated on a case by case basis.

**Peer Review Board**
Students may be referred to the Peer Review Board by a Residence Director, the Director of Residence Life, or the Associate Dean of Students. The Peer Review Board collaborates with students concerning their alleged violations to find a mutually beneficial resolution that protects the interests of the college community, allows the student to be accountable for his or her actions, and facilitates learning opportunities. Visit the Student Conduct web page to learn more about the Peer Review Board and student conduct processes.

**Quiet Hours**
All residents living on campus have the right to a living environment conducive to academic success and health. Students must be courteous of all residents 24 hours a day. Quiet hours are in place Sunday-Thursday 10:00pm-6:00am and Friday-Saturday 12:00am-8:00am.

During finals week each semester, 24-hour quiet hours are in effect.

**Residence Life Staff**
The Rocky Mountain College Residence Life Staff is committed to providing students with an educational and healthy community experience. The staff is comprised of Resident Assistants (RA) in each building and a Residence
Director (RD) in Anderson, Widenhouse, and Rimview Halls. Visit the Housing and Residence Life page to learn more about the staff.

**Room Entry**
Entry may take place by a college staff member without prior notification for repair and maintenance or when there is imminent danger to the health and welfare of the students. Staff will leave a notice with the reason for entry, time and date of entry, and contact information for any questions the student may have.

Residence Life staff members authorized by the Associate Dean of Students may enter a student room upon suspicion of alcohol, drugs, or other behaviors detrimental to the college community. Residence Life staff members have authority to inspect college property (i.e. refrigerators, cabinets, toilets, etc.) for alcohol when an alcohol policy violation is suspected. Residents will be asked to voluntarily open suspect items first, but if such requests are not followed, designated staff may act accordingly.

**Roommate Contracts**
All students will be required to review roommate agreements and complete roommate contracts at the start of each semester and after all room changes. These contracts will be used by staff members during mediations and roommate discussions.

**Room Consolidation**
Staff members reserve the right to consolidate student rooms when space becomes available.

**Room Change Request**
While the Residence Life staff does encourage students to communicate and work through roommate conflicts, we are always here to help! Students have a trained and talented Resident Assistant (RA) staff as well as experienced Residence Directors in each building. After working with roommates, resident assistant and in some cases, residence director(s) to solve the issue, students may request a room change to be reviewed and considered by Residence Life staff members.

**Safety and Security**
Campus safety is of the utmost importance to the staff and faculty of Rocky Mountain College. For full and complete information regarding safety and security on campus, contact the campus safety office.

**Signs**
Regulation traffic signs, street signs or road markers are not permitted in any residence hall room. In addition, all official school signs and properties should remain in common areas. Signs found in student rooms will be removed by staff and returned to proper owners. Students will pay for any damage to signs and may be responsible for replacement fees.

**Smoking Policy**
Smoking is not permitted in any of the residence halls under any circumstances. Students who choose to smoke outside of the residence halls must be at least 30 feet away from the building. Any student violating the smoking policy will be documented and may be referred to the conduct process, potentially resulting in loss of deposit.

**Solicitation**
Commercial solicitation is not allowed in the residence halls under any circumstances.

**Storage**
Rocky Mountain College does not offer student storage at any time throughout each semester or during winter and summer breaks. Students interested in storing personal items will be responsible for seeking off campus storage options.

**Student Conduct Process**
The student conduct programs at Rocky Mountain College strive to maintain the welfare of the college community as well as to assist individual students in developing personal responsibility. For a full and complete statement regarding the Rocky Mountain College student conduct systems, please refer to the student conduct web page or contact the Vice President for Student Life.

**Telephones**
Each residence hall room is equipped with telephone capability. Students are required to provide their own personal telephone. Contact the Residence Life office for help determining what the room phone number is.

**Television**
Student lounges and common areas with televisions are equipped with cable. Cable television is available in student rooms and can be purchased through USA Digital. For more information regarding pricing and installation, call 406.248.9887.

**Theft**
All incidents involving theft and vandalism should be reported to the campus safety office as well as the Residence Life office. Students are responsible for all personal property. It is important that students keep vehicles and residence hall doors locked at all times to protect personal items. If any property is stolen or destroyed on campus, students may file campus reports with the campus safety office in the Bair Family Student Center.

**Vandalism**
All incidents involving theft and vandalism should be reported to the campus safety office as well as the Residence Life office. Students are responsible for all personal property. It is important that students keep vehicles and residence hall doors locked at all times to protect personal items. If any property is stolen or destroyed on campus, students may file a campus report with the campus safety office in the Bair Family Student Center.

**Visitation**
All residence hall guests must be 18 years of age or older, or accompanied by a parent or guardian. Any guests under the age of 18, who are not accompanied, must be approved by the Residence Director. Students are required to register their guests at the front desk for residents of Anderson/Widenhouse or in the RA office for residents of Rimview. Visitors must check-in and present valid identification. Failure to check-in or falsify check-in records can result in being asked to leave campus immediately.

Same sex visitors are allowed overnight with the permission of the roommate(s). Guests may stay up to 7 days. Inter-visitation (opposite sex) hours are 9:00 am to midnight Sunday through Thursday and 9:00 am to 2:00 am Friday and Saturday. Hours spent in individual rooms by visitors are also subject to the permission of the roommate(s) and the roommate contract as set up by the residents of the room. Students are responsible for the behavior of their guests.

**Weapons and Firearms**
The possession of weapons and firearms on campus is strictly prohibited for all students, employees, visitors, and independent contractors.

The possession of any other weapons, including knives, ammunition, explosives, and fireworks is also prohibited and will be referred to the student conduct process. If you are aware of a student on campus in violation of this policy, please report this issue immediately to the campus safety office or call 911.

**Windows and Screens**
Windows in residence hall rooms should remain locked at all times. For safety reasons, screens on residence hall windows must not be removed. Students violating this policy may be fined $50 per screen.

To ensure that windows remained locked, students are not permitted to have window air conditioning units.