



Whatcom
COMMUNITY COLLEGE
CEDAR HALL



Whatcom welcomes you to Cedar Hall!

We look forward to having you as a member of the Whatcom Community College housing community. Building connection is important maintaining a healthy independent lifestyle. We encourage all residents to participate in Cedar Hall and WCC campus events, and we understand that engagement is different for everyone. Be brave. Start small. Find shared interests. Have fun.

Here are ways you can get involved in Cedar Hall:

- **BUILD COMMUNITY.** Get to know the other residents on your floor and throughout the building.
- **EMBRACE DIVERSITY.** Our residents are from all around the world and all walks of life. Take this opportunity to gain experience from each other. Treat everyone with respect and kindness.
- **ENGAGE.** Participate in programs and events. Use your voice. Get involved!
- **SET YOURSELF UP FOR SUCCESS.** Feel free to ask us for help. Residence Life staff is here to answer questions and can connect you with campus and community resources.

This handbook contains information that will make your housing experience at WCC more rewarding. It is your responsibility to read, understand and follow the policies outlined here. If you have questions or if there is anything we can do to make your stay more positive, please let us know. We are here to help.

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RESIDENCE LIFE STAFF

TERRI THAYER - DIRECTOR FOR
RESIDENCE LIFE

The Director of Residence Life is responsible for the administrative leadership of student housing and ensuring that the department is providing a safe and positive residential living experience. This includes supervision of professional staff and overseeing the Residence Life conduct process.

Office Hours: Monday-Friday 8am-5pm
Phone: (360) 383-3073
Location: Cedar Hall Office
Email: tthayer@whatcom.edu

STARR RAMIREZ - RESIDENCE LIFE
OPERATIONS MANAGER

The Residence Life Manager is responsible for the operations of Cedar Hall, including resident services, facilitating maintenance needs, billing, and following up on student payments. This position also manages conduct cases related to Residence Life policies and procedures.

Office Hours: Monday-Friday 8am-5pm
Phone: (360) 383-3071
Location: Cedar Hall Office
Email: sramirez@whatcom.edu

DAWSON KAMALU-NAKO -
RESIDENCE LIFE COORDINATOR

The Residence Life Coordinator (RLC) is a live-in staff member responsible for supervision of the Resident Advisor staff and provides oversight for Residence Life programming. This person is on call for after-hours emergencies.

Office Hours: Mon – Fri 9am-5pm-on call
Phone: (360) 383-3150
Location: Cedar Hall Office
E-mail: dkamalunako@whatcom.edu

RESIDENT ADVISORS

Resident Advisors (RAs) are a team of student staff members who live on an assigned floor and work to develop a sense of community throughout the building. RAs assist residents with questions, concerns, and connections to campus resources. RAs also enforce Residence Life policies. There is an RA on call in Cedar Hall 24/7.

FACILITIES TEAM

The facilities staff addresses all routine and emergency maintenance, custodial work, and grounds keeping. Please let Residence Life staff know if you have a maintenance

request and we will route your request to the appropriate staff.

ELIGIBILITY

Cedar Hall is student housing, which excludes non-students or full-time employees for residing in Cedar Hall. Residence Life housing is open to students who meet the eligibility requirements listed below. Applications for housing are processed on a first come, first serve basis according to the day and time the completed application is received.

- 18 years of age by the date of move-in
- Enrolled in a minimum of ten (10) credits at WCC, WWU, BTC or NWIC
- Remain in good standing with WCC as defined in the [conduct code](#)
- Review of WCC conduct history check (if a WCC student)
- A criminal background check
- Good academic and financial standing

Because Cedar Hall is student housing, any resident whose status changes from a student or student employee to a full-time WCC employee will be given 30 days to move out of Cedar Hall.

WHAT TO BRING

The bedrooms and living spaces in Cedar Hall are small with limited storage space. It is important to bring only the items that you will need to live comfortably in your space. Below is a guide for what to bring and what not to bring.

Things to Bring/Purchase on Arrival

- Bedding, including XL twin sheets
- Foam topper for mattress
- Desk lamp
- Hangers/other storage solutions
- Clothes hamper and laundry detergent
- Shower curtain
- Towels
- Toilet paper
- Cleaning supplies and trash can liners
- First aid kit and emergency supplies
- Re-usable dishes/utensils
- UL-rated power strip and device chargers
- 3M hooks that will not damage paint

DO NOT BRING

Additional room furniture
· dressers/mattresses/tables etc.
Candles/incense
Nails or other invasive wall fasteners or adhesive light strips
Pets *except for a service animal or an approved ESA
Drug/alcohol advertisements
Offensive decorations
· things a reasonable person would find offensive or that target a specific group of people
Weapons capable of inflicting bodily harm

COMMUNITY LIVING

Cedar Hall is designed to build community. Individual living spaces are compact, encouraging students to use shared spaces and engage with fellow students. The Cedar Hall community is centered on building positive relationships with each other.

BREAK PERIODS AND VACATION QUARTER

Cedar Hall offers housing all year. Residents are permitted to remain in Cedar Hall during breaks between quarters. Residents are permitted to take one (1) vacation quarter with permission from the Residence Life Operations Manager and is registered for the following quarter. .

SERVICES & AMENITIES

FRONT DESK

The front desk on the first floor of Cedar Hall serves as a central location of information and services for residents. Front desk services include:

- Mail and package pickup
- Access to the building or your unit/bedroom if you lock yourself out. Residents are allowed three free lock outs per quarter. A \$25 fee will be added to your student account for all additional lock outs requiring staff assistance.
- Assistance with requesting maintenance in your suite
- Assistance filling out any forms in erezlife or accessing your student account
- Checking out games or equipment
- Lost and found
- Emergency assistance

MAIL AND PACKAGES

Mail and packages are delivered to Cedar Hall Monday through Friday. Packages that are hazardous or violate College policy will not be accepted.

Residents will receive an e-mail when a package is received for them. Please bring your student ID to the front desk when picking up your package. The package must be picked up by the resident it is addressed to. If the item remains at the front desk for more than a week, or if we are unable to identify the recipient, the package will be returned to sender. Whatcom shall not be held liable for theft or damage to any item.

Residents are responsible for checking in with the front desk for standard mail.

Your mailing address is:

Your first and last name

204 Olivine Lane Unit # XXX

Bellingham, WA 98226

NETWORK SERVICES

Each suite is equipped with a Smart TV and Wi-Fi is available throughout the building. To access the Wi-Fi information for Cedar Hall, log in to your MYWCC portal. The community televisions in the shared spaces on the first and fourth floor are equipped with cable.

COMMUNITY SPACES

The community spaces are available for all residents to enjoy. Please clean up any space after you use it. Please realize the impact that noise has on the nearby suites. Games and other equipment are available for check out at the front desk during desk hours. Residence Life staff can answer any questions regarding the use of any community spaces in Cedar Hall.

STUDY AREAS

Study spaces are available for a group to reserve and when not reserved can be used by any resident of Cedar Hall.

COMMUNITY KITCHEN

The community kitchen is open to all residents of Cedar Hall and can be reserved for a special event/program. The items in the kitchen are provided by Residence Life and must remain in the kitchen. Residents are expected to clean up after themselves when using the community kitchen.

4TH FLOOR RESIDENT LOUNGE

The fourth-floor resident lounge has a smart TV/cable for gaming and gathering, a small kitchen and comfortable seating.

LAUNDRY

The laundry room is located on the first floor of Cedar Hall. Laundry is paid for using your student ID card. Funds can be deposited to your card online via your [MyWCC student portal](#). Residents are responsible for emptying the washers and dryers and removing lint from the dryer lint trap after each use. Non-residents are prohibited from using the laundry room in Cedar Hall. Whatcom does not assume responsibility for loss or damage to any laundry or supplies left unattended in the laundry room. If a machine is not working properly, please let staff know and we will submit a maintenance request. Clothes found in or on top of washer/dryers over a 24-hour period will be removed and placed in lost and found.

Residents can track machine availability and set reminders by using LaundryView. Check in with your RA for more information.

PARKING/TRANSPORTATION

There is limited resident parking behind Cedar Hall available on a first come first serve basis. Additional parking is available on campus in the orange lot. All resident vehicles are required to

display a parking permit while parked at Cedar Hall or on campus. Parking is free and permits are issued to residents upon move in. Residents are not permitted to park in the front parking lot of Cedar Hall. This lot is reserved for staff, facilities, maintenance, and short-term visitors to the building. Guests of residents must park in the orange lot. Read more about [parking at Whatcom](#). Parking privileges may be revoked if an excessive number of violations occur. A fee of \$25 will be held from your refundable deposit if your parking permit is not returned at move out.

Bus service is available from the Cordata Station, located next to Cedar Hall. Your student ID card works as a bus pass if you are enrolled in classes and have paid tuition.

DINING

During the quarter, The Cove is open for dining services in the Learning Commons. There are many other food options within walking distance of Cedar Hall.

WASTE DISPOSAL

Each resident is responsible for disposing of their own trash and recycling in the trash room on the first floor. Recycled items must be clean and placed in the appropriate bin. For residents that choose to compost their food waste, a compost bin can be requested.

ACCESS AND DISABILITY ACCOMMODATIONS

Cedar Hall has several accessible units available for residents. Accessible parking spots are available for drivers displaying a valid state-issued permit. If you have a valid permit and a parking spot is not available you may park in visitor parking at Cedar Hall. Anyone violating the parking policy will be ticketed and/or towed.

Residence Life allows emotional support animals (ESAs) in housing for a documented mental health disability, once approved through Access and Disability Services. ESAs are not permitted in community spaces. Resident must complete an ESA application and procedure agreement and are responsible for adhering to all requirements including cleaning up and properly disposing of their animal's waste.

To apply for approval for an ESA, or to request other accommodations, please contact [Access and Disability Services](#) ; ADS@whatcom.edu or 360-383-3080.

INTERRUPTION OF SERVICES

WCC is not responsible for the continuation of mail, custodial, heating, or security services at normal levels in the event of a natural disaster, strike, or lockout of public employees or supplier's employees, power-water-sewer interruptions from on-campus or off-campus sources, or in the event of other casual events beyond the control or reasonable anticipation of college housing.

EMERGENCY MAINTENANCE

For emergency maintenance issues, contact the front desk. If after hours, call the duty phone at 360-201-1159. The following maintenance issues are considered emergencies:

- Flooding
- Broken window
- Fire safety equipment issue (fire alarm is activated or beeping)
- Loss of heat or hot water
- Power outage
- Key/lock issues (cannot unlock or lock your door)
- Any situation that compromises the health or safety of the residents/community

YOUR ROOM

Your room comes furnished with an XL twin bed, desk, chair, drawers, and closet space. All bedrooms have an individual thermostat for temperature control. Residents are expected to keep their room neat and clutter free. For safety reasons, the bedroom door must open all the way without obstruction.

FURNITURE

All rooms are furnished and furniture must remain in your room. Furnishings are the property of WCC and misuse, theft, or destruction of college or student property is prohibited. Room size does not allow for any additional furniture. No furniture is to be disassembled or removed from the suite. For your safety, do not stack furniture. Residents are expected to return furniture to its original location upon move out.

STORAGE

No storage space is provided outside of your room. Any personal belongings left in shared spaces, including hallways and lounges, may be discarded.

BATHROOM

Be sure to keep your bathroom clean and dry. Use your bathroom fan while showering. If mildew should develop, clean the area with a solution of ¼ cup plain vinegar to 1 quart water. Spray the area and wipe off with a damp cloth. Inform your Resident Advisor if mildew returns so that our maintenance staff can address the issue. You must use a shower curtain to avoid water damage to the floor.

COMMON SPACE IN YOUR SUITE

All residents are expected to keep the shared spaces of their suite clean and clutter free. When you are finished using an area, pick up after yourself by removing all garbage and cleaning the surface of the table/counter. Shared spaces include kitchen, living room, and bathrooms.

KITCHEN

Please use caution when cooking in your suite. Always use your exhaust fan when cooking. If the smoke alarm goes off in your unit **do not prop open the door into the hallway.** This will activate all the building alarms. Call the duty phone 360-201-1159. Staff will check your unit and then turn off the alarm when it is safe to do so. When possible, open the windows within your suite. If a grease fire occurs turn the stove off and cover the pot/skillet with a lid. Keep the lid on the pot until it has cooled. Do not pour water on a grease fire!

Tampering with any smoke detector will result in the forfeiture of your refundable deposit.

PEST CONTROL

To avoid pests, (bedbugs, ants, and pests) please take out your trash regularly, do not leave food out on the counter and practice personal hygiene. Keep clutter from accumulating in your bedroom and unit. If you find evidence of pests, inform Residence Life staff immediately. Do not use pest spray in your unit.

DECORATIONS

Items that can cause damage to walls, doors or blinds are not permitted. This includes strip lights, darts, paint, tacks, nails, and strong adhesives. 3M hangers do not damage the walls and are permitted. Prohibited decorations include: any posters or signs that are obviously intended to be pornographic, obscene, or offensive; candles, decorative weaponry, and drug/alcohol advertisements. Housing charges will be applied for any damages in a unit.

RENTER'S INSURANCE

Residents are responsible for insuring their private property. Whatcom assumes no responsibility for lost, stolen, or damaged items. Whatcom strongly recommends that you purchase a renter's insurance policy through a licensed insurance provider.

ROOM ASSIGNMENTS

Room assignments shall be at the discretion of the Residence Life Staff. As a courtesy, Residence Life staff will attempt to notify current residents at least 48 hours prior to the move in of a new suitemate.

ROOMMATE REQUESTS

Residents may request a specific roommate, and staff will attempt to honor these requests when possible.

PAYMENTS

Housing fees are billed for the academic quarter and added to your student account before move in. Housing fees are due on the first day of the quarter. The initial invoice will also include a \$250 non-refundable cleaning fee and a \$250 refundable deposit. Any unpaid housing fees may result in a block on your account resulting in the inability to register for classes and your contract may be terminated. It is important to communicate with Residence Life staff as soon as possible regarding any concerns related to housing fees.

CONSOLIDATION

Residence Life reserves the right to move students to complete maintenance or maximize the efficiency and safety of Cedar Hall. Residents will be provided as much notice as possible if they are requested to move units.

COHABITATION

Residents may not allow another person to reside with them. Guests found residing in Cedar Hall will be asked to leave immediately and their host resident will be subject to disciplinary action, including additional fees.

ROOM CHANGE POLICY

Room transfers are at the discretion of the Residence Life Staff. Room transfers are not available during the first 2 weeks of the academic quarter. Requests for a room change can be e-mailed to residencelife@whatcom.edu Residence Life Staff will attempt to accommodate individual requests but cannot guarantee them. If your request is approved, you will be charged a **\$100** transfer fee to cover the cost of cleaning the room you are moving from. The number of room transfers may be limited.

VACANT ROOMS

Residents may not enter or store their belongings in any vacant room. Any resident who has used a vacant room will be charged additional fees, including damages incurred from the use of space.

KEY POLICY

Your WCC ID card will be programmed to provide access to Cedar Hall and your suite. Residents are also provided a bedroom key at check-in. Keys are the sole responsibility of the resident. Keys and ID cards are not to be loaned, copied, or left unattended. Allowing anyone to use your key or ID card is considered a serious violation that jeopardizes the safety and security of residents and may result in the termination of your housing contract.

LOST/STOLEN KEYS

To maintain safety and security in Cedar Hall, Residence Life staff must be informed immediately if a resident loses their ID card or bedroom key. Resident will be charged for a replacement key/ID and if necessary, for rekeying locks.

LOCK-OUTS

If you are locked out of your room during business hours, see the front desk for assistance. After hours, call the Residence Life duty phone at 360-201-1159. Residents are provided three free lock outs per quarter and will be charged \$25 for each additional lock out.

ORIENTATION/FLOOR MEETINGS

Residence Life will hold new resident orientation sessions shortly after the beginning of the quarter. To remain eligible for your refundable deposit, you must attend orientation.

Residents must also attend all floor meetings to remain in good standing. If you are going to be absent from a floor meeting, please contact your Resident Advisor prior to the meeting.

MONTHLY HEALTH AND SAFETY INSPECTIONS

Resident safety is our primary concern. Resident Advisors will complete monthly inspections of all units, including bedrooms, bathrooms, and kitchen, including appliances, for general safety and cleanliness. Resident will be e-mailed notice of inspections at least 48 hours in advance.

What to expect? Residence Life staff will walk through your suite including bedrooms to check for basic cleanliness:

- Kitchen: space should be free of clutter, countertops, surfaces including cabinets, microwave, and refrigerator are wiped down. Fridge should be clean and free of moldy or expired food. Dishes should be washed and put away. Floors should be swept and mopped, not sticky, or muddy.
- Bathroom: space should be free of clutter, mirrors wiped clean of spots, sink and counter tops wiped down. Toilet scrubbed inside the toilet bowl and the toilet seat wiped down. The shower should be free of soap scum and floors should be swept and mopped.

- Bedrooms: space should be free of clutter, clear pathway from your bedroom door to the bed and the bed to the window in case of emergency. Floor should be clean and free of garbage, excess clothing, or personal items creating a tripping hazard.
- Trash: separated into recycle, landfill, compost, mixed paper, and cardboard. The trash should be emptied and using a trash liner or washing your trash bin to prevent smells and bugs.

*Wipe down: food residue, dried toothpaste, water, general dirt, and hair should be gone.

Staff will not be looking through your personal items. This includes desk and dresser drawers. Due to concerns related to faulty equipment, resident concerns, and cleanliness, Residence Life staff will be looking in the refrigerator, cabinets, microwave, and testing appliances. We may need to inspect window blinds as well as heating units.

CONFLICT RESOLUTION

In Cedar Hall, you will have the opportunity to meet people from a variety of backgrounds, cultures, and lifestyles. Your interactions with others can be the most interesting and at times challenging aspects of your college experience. In the event you find yourself in conflict with another resident, our Residence Life team has some suggestions:

- Attempt to understand others before starting to argue.
- Be direct and respectful in your interactions.
- Address your conflict with the person directly before approaching a staff member.
- If you cannot resolve the issue on your own ask a Residence Life staff member for help.

LIVING WITH ROOMMATES

We encourage all residents to share their living preferences with their suitemates within the first few days. To help with this conversation, we have created a roommate agreement. RAs will discuss this process during new resident orientation and are available to help you with these conversations. Here are some common causes of roommate challenges:

- Use of common space (cleanliness, decorations, scheduling)
- Noise
- Guests
- Cultural differences
- Sharing items

QUIET HOURS

Quiet hours are in effect daily from 10pm-8am. Noise audible through a closed door will be considered in violation of the quiet hours policy. Outside of quiet hours, we ask residents to

maintain a courteous atmosphere for those who choose to study or sleep during the day. Televisions, gaming systems, and music should not be played at an excessive volume.

While many residents may use headphones, please be aware of alarms and requests for entry. The volume should be such that you can hear others and safety warning alarms.

GUESTS

Guests are required to sign in and out at the front desk. Residents are responsible for making their guests aware of Residence Life policies and for the behavior of their guests. If a guest violates a Residence Life policy the resident hosting the guest will be held responsible for the violation. Guests should have no known criminal background. Those who conduct themselves in a disorderly or disturbing manner will be asked to leave. Previous residents who have been evicted from Residence Life are not allowed as visitors or guests.

Overnight guests are limited to 2 consecutive nights and 7 nights per quarter. Guests are only permitted to sleep in the resident's room, not in the common space of the unit. To request an exception to the guest policy, contact Residence Life staff: residencelife@whatcom.edu.

SOLICITATION

Cedar Hall may not be used for business purposes. Door-to-door solicitation is prohibited.

PETS

Pets are not allowed in Cedar Hall. Violations to the pet policy may result in termination of your housing contract and forfeiture of your security deposit.

BICYCLES

Bicycles must be stored in one of the designated Cedar Hall bike storage areas. Residents are encouraged to keep their bicycles in the bike room in Cedar Hall. For access to the bike room, please register your bicycle at the front desk. WCC does not assume responsibility for theft or damage to bicycles. The use of bicycles or other wheeled vehicles is prohibited inside Cedar Hall.

FIRE AND SAFETY EQUIPMENT

Tampering with fire alarms or other safety/security equipment (smoke detectors, fire sprinklers, fire extinguishers or security cameras) is prohibited. A resident who tampers with any safety equipment forfeits their refundable deposit.

RESTRICTED AREAS

Residents are not permitted to enter storage or electrical closets, or rooftops under any condition. Residents may not enter staff offices or go behind the front desk unless accompanied by a staff member.

SMOKING AND VAPING

Smoking and vaping are prohibited in Cedar Hall. No smoking of any kind is permitted inside the building. There is a smoking area near the shed behind Cedar Hall. Residents and their guests may only smoke/vape outside, at least twenty-five feet from any entrance to the building. This includes the use of cigarettes, electronic cigarettes, vaporizers, pipes, cigars, etc. Hookahs and marijuana products are not permitted on campus or in Cedar Hall. If a resident violates this policy, they will be charged a \$250 smoking fee and forfeit their refundable deposit. This may also result in immediate contract termination.

DRUGS AND ALCOHOL

Drugs and alcohol are prohibited in Cedar Hall, regardless of whether the resident or guest is of legal age. No person shall possess, use, consume, sell, manufacture, cultivate, package, or distribute a controlled or illegal drug or substance in Cedar Hall or on college property. While state law permits the recreational use of marijuana, federal law prohibits such use on college property or in connection with college activities.

WEAPONS

Weapons are prohibited in Cedar Hall and on campus. Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions: a) Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties; b) A student with a valid concealed weapons permit may store a weapon in their vehicle parked on campus in accordance with RCW 9.41.050(2) or (3), provided the vehicle is locked and the weapon is concealed from view; or c) The college president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

This policy is applicable to all residents, students, faculty, staff, and visitors.

WHATCOM CAMPUS ALERTS

Students, faculty, and staff are highly encouraged to sign up to receive Whatcom Alert messages to your personal email account and personal cell phone number in case of an emergency. Login and update your information [here](#).

Whatcom Safety and Security will notify the campus community in times of emergency via the Whatcom Alert system. This system includes the following communication outlets: Text, email, computer desktop alerts, building annunciation through phones and speakers, public website (whatcom.edu) and social media. Please note: Do not reply to Whatcom Alert emails or text messages. Please wait for additional information to be sent. If you have an emergency call 9-1-1

HOUSING AND COMMUNITY STANDARDS

As members of the Whatcom Community College community, all students have an obligation to demonstrate academic and personal honesty and integrity. Students are expected to respect individual rights, recognize their impact on others, and take responsibility for their actions. Students may be subject to disciplinary action for any activity that unreasonably disrupts the operations of the college or infringes on the rights of another member of the college community. Students are prohibited from engaging in any unlawful conduct and may be subject to criminal or civil prosecution.

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages, or assists another person to commit acts of misconduct, as defined by the [Student Code of Conduct](#) Policy WAC 132U-125.

As a member of the Residence Life community, each resident has the following rights and responsibilities that are intended to help students develop a healthy living community.

RIGHTS AND RESPONSIBILITIES

Resident Rights

- Respect of self and personal belongings
- Freedom from excessive noise or disturbance during sleep and study
- A clean and safe environment
- Access to own bedroom and shared spaces of suite
- Fairness and due process for grievances
- Access to Residence Life staff for support

Resident Responsibilities

- Abide by the policies in this handbook and WCC's Student Code of Conduct
- Respect the rights and needs of other residents
- Communicate needs with other residents and staff
- Support individual and campus community safety and security
- Always accept responsibility for behavior
- Maintain cleanliness and order of bedroom, bathroom, and shared spaces
- Honor agreed upon housing costs and fees

Residents are responsible for their own actions, the actions of their guests, and maintaining an environment that fosters academic success, safety, and the well-being of the community. When determined that a student has violated a policy, disciplinary actions may be implemented including but not limited to termination of your housing contract. Severe or continuous violations may be subject to progressive disciplinary action and/or criminal charges. Bellingham Police may be called for any crime, including violence and drug and alcohol violations.

The policies that follow provide a general outline of the types of conduct that are prohibited in Residence Life. They reflect local, state, and federal laws as well as unique requirements of a college residential environment. They are based on common sense and reflect the importance of consideration for other individuals and their property. These policies are not intended to define misconduct in complete terms.

Prohibited conduct includes:

- Damage or destruction of property
- Theft of property or services
- Harassment or intimidation, including bullying or stalking, whether in person or online
- Discrimination, including sexual or gender-based discrimination
- Hazing
- Endangerment, assault, or infliction of personal harm
- Sexual misconduct, including harassment, intimidation, and violence
- Obstruction or disruption of any college activity or property
- Failure to comply with college staff directives
- Use of weapons, firearms, explosives, dangerous devices, or chemicals
- Possession or use of alcohol or drugs on campus, including Cedar Hall
- Misuse of keys or unauthorized access to restricted areas
- Violations of any other College policy, rule, or procedure
- Forgery, alteration, or misuse of documents, funds, property, or electronic resources
- Any other action that interferes with the rights or safety of others

HOUSING VIOLATION AND CONDUCT PROCESS

Depending on the severity of the alleged policy violation, residents will meet with a designated Residence Life staff member or Conduct Officer. During this meeting, staff will explain your rights and responsibilities, and talk with you about the alleged policy violation. Following the meeting, a decision will be made finding you “responsible” or “not responsible” for each policy violation and an outcome letter will be sent to you. The sanctions for any violations you are found responsible for and if eligible, your right to appeal will be explained in your outcome letter.

Sanctions can include but are not limited to verbal warnings, written warnings, probation and contract termination. Educational components may also be included in a housing violation sanction which could include attending appropriate educational workshops, community services, and/or other examples of restitution.

Social media accounts are public platforms. Self-disclosure of a policy violation, including online, constitutes evidence of the violation. Whatcom can include a search of your social media accounts as part of an investigation. Do not make anything public that you would not want used for this purpose.

APPEALS

Residence Life supports a due process for residents and as such residents have the right to appeal, although not every decision is appealable. Email notifications will be sent to a resident's student email. For violations that may result in a termination of contract, hard copy notifications will be posted on the unit door.

All appeals concerning Residence Life disciplinary actions must be submitted in writing to the Director for Residence Life within two (2) weeks of the decision. A resident can appeal the Director's decision by notifying in writing and setting up a meeting with the Vice President for Student Services two (2) weeks of the decision.

TERMINATION OF CONTRACT

A resident contact can be terminated at any time. Residents who are asked to leave will be provided written notice through Maxient notifications, if appropriate. This notification will state the date and time of expected departure. The residents refundable deposit will be forfeiture. Resident may be asked to leave immediate if there is a threat to the safety of individuals or the Cedar Hall community.

The following are the Residence Life steps for removal, if required:

1. After the day and time of move out, resident access will be deactivated.
2. Residents will be asked to leave and escorted from the building.
3. Refusal to leave would result in Residence Life contact Safety and Security and/or 911.

RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of students. Once a housing application has been received by Residence Life, staff is not permitted to share student's housing information with anyone other than the student unless the student has submitted a release of information in erezlife.

PERSONAL SAFETY

The mission of the Whatcom Community College Campus Safety and Security is to provide and maintain a safe and welcoming environment for students, faculty, staff, and visitors. This is accomplished by maintaining a community-friendly approach that recognizes the value of a diverse community.

Campus Safety and Security collaborates with all members of the Campus Community to preserve life, protect property, investigate crime, and promote individual responsibility.

Campus Safety and Security works closely with Residence Life staff to ensure the safety and security of all residents and visitors to Cedar Hall. Trained Residence Life staff are on-call 24 hours a day to respond to emergencies and crisis situations. WCC partners with the City of Bellingham's Police and Fire Departments for emergency services.

Cedar Hall residents have a key role in maintaining a safe campus community by taking personal responsibility for their own actions and safety.

HOW TO REPORT A CRIME

If you observe a crime in progress, immediately CALL 9-1-1. Do not approach the situation. Be prepared to provide a description of the situation, of the person(s) involved, and where the crime is occurring. Stay at a safe distance! If this is a crime occurring in or around Cedar Hall; and / or involving a fellow Cedar Hall resident, please contact a Residence Life staff person as soon as possible.

If you feel that you are a victim of a crime; know of a crime that may have occurred; or have emergent concerns for your personal safety, CALL 9-1-1. Please contact Residence Life staff as soon as possible.

If you believe you have been the target of a hate crime or bias incident that has occurred while on campus or by another member of the campus community, please inform a staff member immediately. If you have this experience off-campus unrelated to the WCC campus community, you are encouraged to CALL 9-1-1 immediately.

MISSING PERSON

Any person concerned that a resident might be missing is required to notify a Residence Life staff person. A resident may be considered missing when the student has been absent from Cedar Hall for 24 hours or longer without giving notice of absence. The college will follow the

institution's missing student policy which may include contacting the parent of a student of any age, whether the parent is listed as an emergency contact.

RESIDENT WELFARE CHECK

When a parent or friend inquires about a student who has been unreachable, Residence Life staff may perform a courtesy visit to the suite. If the resident is located, they will be encouraged to contact the individual trying to reach them. Due to federal privacy laws, we will not be able to confirm with parents, friends, or other individuals that the resident has been located. College staff may enter a room if there is legitimate concern about the immediate health or safety of a student. Otherwise, we do not enter a unit to check up on students.

MEDICAL EMERGENCIES

If you or someone you know is experiencing a medical emergency that requires immediate medical attention, CALL 9-1-1 Inform a Residence Life staff member right away or ask someone to contact them for you. When calling 9-1-1 be prepared to give the emergency dispatcher as much information as possible, including your address and a description of the emergency. Staff are not permitted to transport residents to the hospital.

SAFE PRACTICES

WCC is a beautiful campus with lush landscape and friendly wildlife. Due to this inviting campus atmosphere, WCC experiences visits from neighbors, tourists, and travelers.

Although WCC's campus is in a safe community, crimes can occur. Most incidents are crimes of opportunity due to an unlocked vehicle or an unattended bag. To lessen these opportunities and to help prevent theft, lock your car door, remember to keep your suite doors closed, shut windows when leaving; and secure all valuables by storing them out of view and never leaving them unattended when in common spaces outside your suite. Remember to close your window blinds to maintain privacy.

Avoid walking alone at night. Be mindful of the area and others around you and remember to stay on well-lit paths when traveling at night.

Do not loan your keycard or keys to anyone and NEVER prop open any exterior doors at Cedar Hall. When entering the building, do not allow anyone you do not know to follow you in or enter the building as you leave. If someone does, notify a Residence Life staff member immediately. Before you leave Cedar Hall, look outside, and report any concerning persons before exiting the building.

While inside or outside Cedar Hall, if you are approached by someone or observe behavior by someone that makes you feel unsafe, trust your instincts, and walk away. Inform a staff person immediately and / or CALL 9-1-1.

In all matters of concerning behavior or criminal activity, you are encouraged to submit a WCC Incident Report. A staff person can help you with this process.

LARGE-SCALE emergency EVENTS

FIRE

In the case of a fire or smoke:

- Remain calm. Call 9-1-1.
- If it is safe to do so, exit the building immediately. Do not re-enter a burning building to retrieve possessions. If fire or smoke is visible, stay low to the ground and exit away from the fire.
- As you exit, attempt to warn others.
- If there is no smoke in your room, and your doorknob is hot to the touch, do not exit. Open your window, stuff towels under door, and wait for emergency responders to reach you.
- Gather at the Cedar Hall picnic shelter behind the building.
- Once in a safe location, contact Residence Life staff.

EARTHQUAKE

During the Quake:

- Remain calm. Do not panic or run.
- Stay where you are – indoors, outdoors, or in a car.
- If indoors, immediately drop, cover, and hold-on. Drop low to the ground, get under a heavy table or desk or against an inside corner wall away from windows, mirrors, or heavy objects. Cover your head. Watch for objects that could fall on you such as light fixtures, books, furniture, or bricks.
- Wait until the shaking stops before moving.
- Once shaking stops, immediately exit the building. Do NOT use elevators. Get a safe distance away from the building. If you are unable to use the stairs, wait near the elevator and ask someone to inform Residence Life staff. If you are in a wheelchair, position yourself against the wall and lock your brakes. If an aftershock occurs, cover your head. There is an Evacu-Chair located on the fourth floor. This device may be used to safely carry one person at a time down the stairs.
- If outdoors, avoid tall buildings, trees, power lines and other objects that could fall. Move to an open area if possible. Drop to the ground and cover your head. Wait for the shaking to stop.

After the Quake:

- Check yourself first. You may be injured without realizing it.
- Think before you move. Use common sense and do not take any risks out of panic.
- Be prepared for aftershocks. Wait until all motion has stopped before cautiously exiting.

After the quake, walk to the Cedar Hall field. Attempt to group together with your suitemates and your floor. You will receive further directions and information from staff at that location.

LOCKDOWN

A lockdown is a security measure taken during an emergency to prevent people from leaving or entering a building. In the event of a lockdown at Cedar Hall:

Cedar Hall residents, staff and visitors should:

- If in your suite, stay where you are, lock your door.
- If you are in the open common area, get to a room and secure yourself by locking or by barricading the door.
- If you are outside the building, leave the area and seek a safe location away from campus.
- Remain calm and quiet.
- Stay away from windows and doors.
- Do not open doors for any reason.
- Close window blinds.
- Turn off lights, computer monitors, and music.
- Turn cell phones to silent and refrain from using them except for emergency notification.
- Assist persons with disabilities or injuries who may be in need.

Remain in place, even if a fire alarm has been activated, unless:

- An “all clear” message has been delivered through the College’s Emergency Notification System or by emergency personnel
- You are in immediate danger
- A fire is an immediate threat
- You are instructed to leave by a uniformed emergency personnel (police, fire, campus safety and security, etc.)
- Do not attempt to restrain any person who demands to leave a locked down space.

SEVERE WEATHER/POWER OUTAGE

In the event of a power outage, residents should remain calm and use the flashlight on their phone. If you are in an unlit area, proceed cautiously to an area with emergency lighting and remain in that area until you hear from a Residence Life staff member.

Residents in an elevator should remain calm and use the emergency call button or telephone to alert Residence Life staff. In the event of a building wide power outage, the front desk will serve as the central communication center for residents until power is restored.

For your safety, do not exit the building during high winds. Live electrical wires, debris and falling trees may create a danger.

EMERGENCY DRILLS

All residents are required to participate in all fire evacuation drills and other emergency drills conducted in Cedar Hall.

SITUATIONS OF CONCERN

In college, you will experience situations that you are unsure how to respond to. These situations may appear innocent or “typical” but can be serious and even life-threatening. If you believe someone is experiencing such a crisis, please contact a Residence Life staff person immediately. Do not worry about getting in trouble or the person becoming angry or embarrassed—remember, you cared enough to help.

It is always best to be prepared with a plan before finding yourself in a crisis. That is why we have provided an overview of some challenges faced by college students.

DRUG OR ALCOHOL OVERDOSE

Critical Signs and Symptoms of an Overdose

- Mental confusion, stupor, coma, or person is unresponsive
- Vomiting, especially while unconscious
- Seizures
- Slow breathing (fewer than eight breaths per minute)
- Irregular breathing (10 seconds or more between breaths)
- Hypothermia (low body temperature), bluish skin color, paleness

What Should You Do If You Suspect Someone Has Overdosed?

- Do not wait for all symptoms to be present.
- Be aware that a person who has passed out may die.
- Do not try to guess whether medical care is needed.
- If there is any suspicion of an overdose, call 9-1-1 immediately and inform a Residence Life staff member.

What can happen to someone during an overdose if they do not receive assistance?

- Victim can choke on his or her own vomit. To prevent this, roll the victim to their side and wait for help to arrive.
- Breathing slows, becomes irregular, or stops.
- Heart beats irregularly or stops.
- Hypothermia (low body temperature).
- Hypoglycemia (too little blood sugar) leads to seizures.
- Severe dehydration from vomiting can cause seizures, permanent brain damage, or death.

Even if the victim lives, an overdose can lead to irreversible brain damage. Rapid binge drinking (which often happens during drinking games, on a bet, or a dare) is especially dangerous because the victim can ingest a fatal dose before becoming unconscious.

SEXUAL ASSAULT

1 in 10 college students experiences a rape or sexual assault while pursuing their degree. While this statistic is shocking, we can all help to lower it by responding appropriately to consent or lack of consent and taking care of each other in times of crisis.

What is consent?

When someone gives consent, they are giving permission for something to happen or agreeing to do something. This means they need to know exactly what they are agreeing to so be clear in your request.

- Always ask for consent before you begin any kind of sexual activity, including kissing and cuddling, even if the person has consented in the past.
- Your partner might not give you a clear “no” if they are not interested but that does not mean they are saying “yes.” “Um...I guess,” is an indication they do not really want to do what you are asking them to.
- Pay attention to your partner’s body language. If they pull away, tense up or look uncomfortable you should check in. For example, “You don’t seem to be into this. Do you want to stop?”
- Sometimes your partner will say “no” to engaging in sexual activity. Reassure them that you are glad they can be honest with you and respond appropriately, “That’s OK. Maybe another time.”
- Consent matters. Talking about what your partner wants to do ensures that sex is consensual and makes it more enjoyable. Your partner will feel more comfortable being close to you.

So, you know how to practice consent, but how do you go about caring for someone if they have experienced sexual assault?

Critical Signs and Symptoms of Sexual Assault

- Shock, guilt, confusion, anger, fear, helplessness, and depression are common responses to sexual assault. These are your cues to check in on your friend and ask them if they are okay and offer to listen.
- A student may have difficulty concentrating on schoolwork. She/he may withdraw from class discussion and interaction with peers or may stop coming to class entirely.
- Some students may experience flashbacks, especially when unpredictable triggering events happen in the world around them.
- Weight loss, poor hygiene, sleeplessness, jumpiness, paranoia, and not wanting to be touched can all be signs of sexual assault.

What should you do if you suspect someone has been sexually assaulted?

- **Offer support.** Offer to call someone they trust or reach out to a confidential resource. Do not ask too many, or detailed questions, just listen to them. You do not need to know the details, your focus is on supporting the person. Do not blame the victim (e.g., he/she/they was asking to be raped if he/she/they wore those clothes, went to the perpetrator's room, was drinking, walked home alone).
- **Offer to help the victim in getting medical help.** Even if they feel fine, injuries can appear long after the incident. Remember, it is not your place to force the person to get medical help, just make sure they know that you support them in seeking help if they want to.
- **Tell someone.** Encourage the person to report the incident to a WCC staff member. This helps the college respond appropriately and ensures a safe living and learning environment for everyone. There is no time limit for reporting an incident to the College. Reporting can be confidential and does not have to result in a police report.
- **Preserve evidence.** Police and nurse examiners are in the best position to secure evidence of a crime. If the victim wants to seek medical support, they can assist in collecting physical evidence, ideally within the first 24 hours. The victim can preserve evidence by refraining from: taking a shower, brushing teeth, eating, or drinking. If they change clothes, keep those clothes in a paper bag.
- **See Something? Say Something.** Pay attention to cues, comments, instincts, and experiences.
- **Listen.** Do not attempt to “take control,” since the victim already feels a loss of control.
- **Control your own feelings.** The victim is allowed to feel however they feel in the moment, and the best thing you can do is stay calm.



Have you been a victim of sexual harassment, sexual assault, dating violence, domestic violence, or stalking?

KNOW YOUR OPTIONS

TAKE A PHOTO AND SAVE THIS INFO



Domestic Violence & Sexual Assault Services/Crisis Line

360.715.1563

Campus Counseling Services

360.383.3080

Director of Residence Life

360.383.3073

Local Law Enforcement: 911

360.778.8800 (non-emergency reporting)

Campus Safety & Security: 360.383.3394

Campus Title IX Support

360.383.3400

What can happen to someone who has experienced an assault that goes unaddressed?

- Injuries, such as internal bleeding
- Pregnancy
- Sexually transmitted viruses
- Self-harm/suicidal thoughts or actions
- Repeated assault or other violence
- Depression, anxiety, PTSD

TITLE IX

Title IX is federal law that prohibits discrimination based on sex. Sex discrimination includes all forms of sexual misconduct (such as sexual harassment, sexual assault, rape, and stalking). Title IX also prohibits discrimination based on a person's LGBTQIA + identity, pregnancy or parenting status, or marital status. Washington State prohibits discrimination against those that identify as Transgender or non-binary.

What is Sexual Harassment?

Sexual harassment is a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic, and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender.

Examples that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature
- An instructor who promises a student a better grade in exchange for sexual favors
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body
- Unwelcome letters, e-mails, texts, telephone calls or other communications referring to sexual activities

What is Sexual Violence?

Sexual Violence is a type of sexual discrimination and harassment. All the below are types of sexual violence:

- Nonconsensual sexual intercourse-any intercourse with any object, by a person upon another person, which is not consensual
- Nonconsensual sexual contact-any intentional sexual touching, however slight, by a person, upon another person, which is not consensual
- Domestic violence-asserted violence by the victim's current or former spouse, domestic partner, or family member
- Dating violence-violence by a person who has been in a romantic or intimate relationship with the victim
- Stalking-intentional and repeated harassment or following of another person, which places the person in reasonable fear that the perpetrator intends to injure, intimidate, or harass the person

HOW TO REPORT SEXUAL MISCONDUCT AT WCC

Our Title IX Coordinator has ultimate oversight for the College's compliance with Title IX. This person's job is to receive and assess all reports from the entire college, and make sure people are connected to the resources they need. They can also answer any questions you may have about sexual misconduct, sexual assault, or gender-based violence. Title IX Coordinator, by phone: 360.383.3400 or email: titleIX@whatcom.edu

SUPPORT

Students may receive professional, confidential no-cost crisis counseling services at the Counseling Center, located in Laidlaw 116. The phone number is 360.383.3080 and email is counseling@whatcom.edu

Campus Safety & Security provides free after-hours escort services. Call 360.715.2418 if you feel unsafe walking to your car or around campus by yourself.

In some cases, Residence Life can assist residents in moving to another room permanently or as a temporary measure. Contact a Residence Life staff member to inquire about this process.

EXTREME MENTAL OR EMOTIONAL DISTRESS

SUICIDAL THOUGHTS OR ACTIONS

Critical signs and symptoms of suicidality

- Talking about wanting to die or kill oneself
- Talking about feeling hopeless or having no purpose
- Talking about feeling trapped or being in unbearable pain
- Talking about being a burden to others
- Increasing use of alcohol or drugs
- Acting anxious, agitated, or reckless
- Sleeping too little or too much
- Withdrawing or feeling isolated
- Showing rage or talking about seeking revenge
- Displaying extreme mood swings

What should you do if you suspect someone is suicidal?

- Do not leave the person alone. Call for help from a Residence Life staff member. Staff can assist in getting the person the resources they need.
- Listen. Do not debate or minimize their feelings.
- Remain calm. A person in crisis is not likely to be dangerous, although they may trigger your fear response.

What can happen to someone in extreme distress that goes unaddressed?

- Self-harm/harm to others
- Escalation of symptoms or dangerous behaviors
- Inability to focus on studies and be successful in school

MOVING OUT

Residents are required to submit a move out intention form in erezlife at least 30 days before their move out date to remain eligible for the \$250 refundable deposit. Resident must move out by the end of the day on Sunday following the last day of the quarter if they do not intend to remain in housing for the following quarter. When notice is received a move out inspection is scheduled with your Resident Advisor. Any deposit refund is usually paid to the student within 2 weeks after moving out if no additional estimates for repairs/cleanings are needed. Failure to check out with a Residence Life staff member may result in a \$300 fee added to your student account.

DEPARTURE CHECKLIST

Please drop your key and parking pass (if applicable) through the slot behind the front desk as you leave.

Check to see if you have mail or packages before leaving Cedar Hall. Anything arriving for you after you move out will be returned to sender.

Your Resident Advisor will check the following during your move out inspection. Cleaning supplies can be checked out from the front desk.

It is important to work with your roommates to identify personal property and cleaning responsibilities to avoid additional charges or delay in receiving your deposit if eligible.

Bedrooms

- Remove all personal items/remember to check all drawers
- Move all furniture to original location
- Sweep and mop floors

Door and Walls

- Remove all picture tacks, adhesive, and hangers from the walls

Trash

- Remove all personal items/trash/recycle from the unit. Anything left behind will be discarded and a disposal fee will be added to your student account

Bathroom

- Remove all personal items
- Clean toilet, sink, and counter
- Sweep and mop floor

Kitchen

- Remove your food from refrigerator, freezer, and cabinets
- Clean microwave
- Wipe down stove top using soft sponge and degreaser (do not scratch)
- Wipe the wall behind the stove

- Sweep and mop the floor

Living Room

- Move furniture back to its original location
- Sweep and mop the floor

DAMAGES

Residence Life staff will inspect your unit at move out to assess for any damage. Costs for damage repair in any common space will be divided between residents unless it is proven the damage was a result of a particular resident. Damages confined to a bedroom will be charged to the resident of that room.

Common charges include:

- Wall damage from unapproved fasteners or strip lights
- Personal items/trash left behind
- Damaged furniture
- Cleaning costs that exceed the \$250 cleaning fee

A resident is eligible to receive their \$250 deposit back providing:

- Resident provided notice to vacate
- Resident attended new resident orientation
- The unit is left clean
- No items were left behind
- No damage to the unit
- No outstanding housing fees are owed
- Move out procedures were followed

If the resident paid for their deposit online using a debit or credit card, a refund will be issued to that card. If the resident paid using any other method, a check will be mailed to the resident. To ensure delivery, please make sure you have updated your address in CTCLink. Refund of deposit can take up to 14 business days to process.

NON-DISCRIMINATION STATEMENT

Whatcom Community College does not discriminate on the basis of race, color, national origin, religion, sex, disability, honorably discharged veteran or military status, sexual orientation, gender identity, gender presentation, ancestry, ethnicity, family status, immigration status, citizenship, socioeconomic status, genetic information or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director for Human Resources, by phone: 360.383.3400 or email: hr@whatcom.edu , 237 W. Kellogg Road, Bellingham, WA 98226.

For Title IX compliance: Title IX Coordinator, by phone: 360.383.3400 or email: titleIX@whatcom.edu , 237 W. Kellogg Road, Bellingham, WA 98226.

WCC publications are available in alternate formats upon request by contacting the Access & Disability Services office at 360.383.3139