



TAFT COLLEGE

A public two-year community college

**29 Cougar Court, Taft, CA 93268-2317 (661)763-7700
Call for information and class schedules**

2016-2017 RESIDENCE HALL HANDBOOK

TAFT COLLEGE

WEST KERN COMMUNITY COLLEGE DISTRICT

TERMS AND CONDITIONS OF OCCUPANCY

Welcome to Taft College! We are pleased you have joined our educational community and hope that the time you spend here is rewarding both personally and educationally. This handbook is provided to assist you while you reside in a TC residence hall. The primary duties of staff members are to look after the safety and well-being of the resident students. You should contact the person on duty if you have a question, problem, or emergency.

Please be aware of the regulations in this handbook and those of Taft College. Remember, it is important in any group-living situation to respect the rights of others and to also accept responsibility for your own actions.

ADMITTANCE/CLEARANCE PROCEDURE

Admittance

1. Complete a "Residence Hall Application".
2. Pay your \$150 security deposit and the cashier will provide you with a receipt.
3. Take the receipt and your completed "Residence Hall Application" to the Residence Hall Supervisor. The Residence Hall Supervisor or designee will assign a room and issue a key.
4. Go to the library for your Taft College student identification card.
5. All students will be required to submit a photocopy of their driver's license or photo I.D. and register their vehicles to the Residence Hall Supervisor upon check-in.

Clearance *(At end of Fall and Spring semester)*

1. Obtain a "TC Clearance Card" from the Residence Hall Supervisor.
2. Complete the information and obtain the required signatures. Students are required to obtain signatures from the Athletic equipment technician, Cafeteria, and College Bookstore before they leave. Failure to do so will result in a \$50 improper checkout fee.
3. Present the card along with the room key to the Residence Hall Supervisor. Ash Street Dorm key cards will be replaced for a \$10 fee. Cougar Dorm keys will be replaced for a \$60 fee.
4. Your room will be checked, and charges will be assessed if there is damage to the room and/or furnishings or if the room is not clean. The Residence Hall Supervisor will sign the card.
5. Take the completed card and your mailbox key to the Cashier's Office for final review of your account.

Clearance *(Leaving the residence hall mid-semester)*

1. Obtain TC clearance card from the Residence Hall Supervisor.
2. Complete the information and obtain the required signature from the Food Service Supervisor. Failure to do so will result in a \$50 improper checkout fee.
3. Present the card along with the room key to the Residence Hall Supervisor. Ash Street Dorm key cards will be replaced for a \$10 fee. Cougar Dorm keys will be replaced for a \$60 fee.
4. Your room will be checked, and charges will be assessed if there is damage to the room and/or furnishings, or if the room is not clean. The Residence Hall Supervisor will sign the card.
5. Take the completed card to the Cashier's Office.

Checking in and out

Check-in hours are from 8:00 a.m. until 8:00 p.m. Prior arrangement must be made if a resident plans to arrive at another time. Check in for the fall semester begins on August 17, 2016. The Residence Halls are closed during the semester break starting on December 17, 2016 through January 15, 2017. Check-in for the spring semester begins on January 11, 2017. Final checkout is May 21, 2017 (absolutely no exceptions without the approval of the Vice President of Student Services).

******* ADVANCE CHECK-IN WILL NOT BE PERMITTED *******

PARKING PERMIT

Students bringing a vehicle to campus are required to obtain a free campus parking permit from the Cashier's Office.

RESIDENCE HALL ORIENTATION

At the beginning of the academic year, residents will meet staff and go over all rules and regulations. At that time contracts and emergency contact cards are completed and filed by staff.

ROOMS

Each room is equipped with a bed, desk, chair, mattress, and storage space for clothing and personal belongings. Furniture is not to be moved from a room without the permission of the Residence Hall Supervisor.

Residents are expected to cooperate with college employees in the care and maintenance of the resident halls. Roommates are equally responsible for the room and furnishings and are expected to keep the room clean.

The College recognizes the right of privacy of all residents but reserves the right for authorized personnel to enter student rooms for security, management, maintenance, health, and/or safety reasons. Residents will be notified in advance, if possible.

Assignment

Assignment to a room is made after acceptance for admission to the College and is subject to the space available. The College reserves the right to change or cancel assignments in the interest of order, health, safety, and/or discipline.

A resident who wishes to have a change in room assignment must have the approval of the Residence Hall Supervisor. The resident requesting the change is generally the one who moves. Room transfers are based on student need, the availability of space, and the date of the request.

Items to Bring

Residents should bring a bedspread, blanket(s), pillow, laundry bag, study lamp, alarm clock, towels, bathroom items, and bed linens (twin). Residents might want to bring a rug, iron, radio, stereo, television, and/or room decorations.

Room Check

Residence Hall staff will inspect your room bi-weekly and during breaks.

Repair

Rooms will be repaired and maintained by College personnel. Notify Residence Hall staff or leave a message for the room-check team if repairs are needed.

Laundry Room

The laundry room is furnished with coin-operated washers and dryers. Do not leave your clothes unattended. Taft College is not responsible for lost or stolen items. The use of the laundry room is a privilege that can be revoked. Please report problems with washers & dryers rather than trying to fix problem(s).

Charges

Upon arrival, you are required to pay the Residence Hall fee of \$900 and the Meal Plan fee of \$1453 for a total of \$2353 per semester as listed in the Residence Hall contract to the Cashier in the Administration Building. If you are unable to pay the full amount due as required, the College offers a payment plan option as shown on **Page 11**. If you choose to set up a payment plan for the remainder of your fees, a \$25 non-refundable administrative fee is required by the Cashier's Office for this service. Students with outstanding charges will have a "hold" placed on all academic and financial records, which will negatively impact a student's ability to re-enroll or transfer.

Security Deposit

A \$150 security deposit must accompany the "Residence Hall Application" form.

Room Key

There is a \$10 charge for a lost Ash Street Dorm key card and a \$60 charge for a lost Cougar Dorm key.

Responsibility for Damage, Loss, and/or Alteration

A resident's signature on the check-in form establishes acceptance of the condition of the room and contents at the time of occupancy, and therefore, becomes the standard for the condition of the room and contents at check out. The resident agrees to be liable for damage or other loss incurred to the building, room, furniture, and equipment that is not the result of ordinary wear and tear. Rooms found to be altered will be brought back to the original condition by College personnel and the cost will be charged to the resident responsible. If the responsible resident cannot be determined, all room occupants will be charged.

Refunds

Refunds will be made under the following conditions:

1. the student is not admitted to the College;
2. the student is not assigned a room;
3. the student cancels the reservation in writing prior to the first day of the semester or the intercession;
4. circumstances beyond the control of the student that are acceptable to the Residence Hall Supervisor and the Vice President of Student Services.

A student withdrawing after the 10th day of the month will be charged housing and meal fees up to and including the last day of the month. The \$150 security deposit will be returned if the clearance procedure is followed, and there are no outstanding bills. If there are fees owed, the security deposit will be applied towards those fees.

RESIDENT LIABILITY

The College assumes no responsibility for the theft, destruction, or loss of money, valuables, or personal property belonging to or in the custody of residents. This includes residence hall rooms and automobiles, both of which should be locked at all times. This also includes time when they are not in residency. Residents are encouraged to carry personal property insurance and comprehensive auto insurance.

SERVICES

1. The mailroom is located in the cafeteria.
2. The snack bar is located in the cafeteria.
3. A laundry room is located at each residence hall site.
4. A television set is located in each residence hall lobby.
5. A game room is located at each residence hall site.
6. Computers are available in the library.

MAILBOXES

Personal student mailboxes are located in the cafeteria. Students with a personal mailbox may use their assigned mailbox as their mailing address.

INTERNET SERVICE

Taft College campus and residence halls offer free wireless internet.

MAILING ADDRESS

TAFT COLLEGE
29 COUGAR COURT
TAFT, CA 93268-2317

PHONES: Personal

Students can order personal telephone service by calling Verizon at (800) 483-5000.

PHONES: College Contacts

Residence Hall Supervisor Angelo Cutrona	Residence	(661) 763-7832
	Cell	(661) 428-4032
Evening Security	Office	(661) 763-7774
	Cell	(661) 747-3258
Officer K. Altenhofel	Office	(661) 763-7872
	Cell	(661) 748-3101
Night Administrator	Cell	(661) 865-8855

RESIDENT REGULATIONS

Residents are expected to conduct themselves in a reasonable and considerate manner observing College and residence hall rules and showing respect for the rights of others. ***The College has the right to discipline students for off campus behavior considered detrimental to the college's interests regardless of whether or not legal action has been taken.*** Law enforcement agencies have the right to investigate cases where local, state, and/or federal law(s) may have been broken.

RESIDENT RIGHTS

Each resident has the following rights:

1. the right of personal privacy in one's room;
2. the right to study without unreasonable distractions;
3. the right to sleep without undue disturbances;
4. the right to live in a clean environment;
5. the right to host guests, as defined by the visitation rule;
6. the right to be free of physical or emotional harm;
7. the right to be free from sexual harassment;
8. the right to have full access to one's room;
9. the right to enjoy living areas that are kept safe, clean, and secure.

RULES AND POLICIES

1. *Quiet Hours*

- a. Quiet hours are from 10:00 p.m. until 10:00 a.m.
- b. Guidelines for behavior during this time include but are not limited to the following: a radio, stereo, TV, computer games, or conversations should not be heard outside the room.
- c. Also, the right of a roommate or neighbor to study or to sleep has priority over another resident's right to entertain.

2. *Visitation*

Visitation is defined as the privilege of having another residence hall student, a significant other, member of the opposite sex or a non-resident of the residence hall in your room. Visitation is allowed on a restricted basis. No person under 18 years of age, except a TC Residence Hall resident, is allowed in the Residence Hall area unless the Residence Hall Supervisor grants permission. Visitation begins each morning at 10:00 a.m. Visitation ends Sunday through Thursday evenings at 11:00 p.m. and on Friday and Saturday evenings at 1:00 a.m. the next morning.

Residents are responsible for the conduct of their guests. Guests will adhere to College rules and regulations and will be told to leave the residence hall site if they are found to be in violation. A continual and/or major problem may result in a guest being restricted from a residence hall site.

3. *Overnight Guests*

Residents may have overnight guest(s) up to three (3) times a semester. The resident and his/her guest(s) must register with a staff member. No more than two guests can stay with a resident at a time.

4. *Health and Safety*

- a. Smoking and other tobacco products are prohibited in the room, lobby, and laundry areas.
- b. Alcoholic beverage containers, drug paraphernalia, and related materials are not allowed.
- c. Cooking appliances (hot plate, wok, frying pan, etc.) are not allowed except for a microwave oven, small refrigerator, coffee pot, and/or blender.
- d. Pets or other animals are not allowed.
- e. Flammable liquids are not allowed in the room.
- f. Extension cords are not allowed in the room.
- g. Candles, incense, etc., are not allowed in the room.
- h. Tampering with fire alarms, heaters, smoke detectors, and/or fire-fighting equipment is not permitted.
- i. Trash must be picked up in laundry and lounge areas.
- j. Rooms must be kept clean to prevent problems with insects and pests.

5. *Room Alteration*

The alteration and/or movement of furniture, fixtures, and/or other property without permission from the Residence Hall Supervisor and Vice President of Student Services are not permitted. Certain fixtures are required by state and local fire codes. Removal of these is strictly prohibited.

Painting or writing on walls or furniture is not allowed. Tape or nails are not allowed on the walls. The use of thumbtacks is permitted for posters.

6. *Games*

Football, baseballs, baseball bats, softballs, softball bats, golf balls, golf clubs, soccer balls, and volleyballs are not to be thrown, hit, or swung in the residence hall area at any time. Severe injury could result. Damage may also occur to the residence halls. Replacement costs will be assessed to the students violating the rules.

RESIDENCE HALL VIOLATIONS

Violations of regulations that result in disciplinary action include but are not limited to the following:

1. failure to comply with quiet hour, visitation, health and safety, room alterations, and/or game rules as defined above
2. failure to comply with the directions of or to identify oneself when requested to do so by College officials acting in the performance of their duties
3. admission of unauthorized guest to a room
4. illegal gambling
5. obscene posters or those advertising alcohol or drugs
6. removal of dishes, silverware, drinking glasses, etc. from the cafeteria without prior approval
7. unauthorized or illegal use of campus telephones
8. unauthorized entry to or use of College supplies, equipment, and facilities and/or unauthorized possession, use, or sale of keys to College facilities
9. physical abuse, harassment, a threat to another person, or conduct or expression that is disorderly, disruptive, lewd, indecent, loud, or obscene
10. theft of or damage to property of the College, of a member of the College community, or of a visitor
11. possession or use of fireworks, dangerous chemicals, and poisons on district-owned or controlled property
12. storing, keeping, or being in possession of any weapon which could cause bodily harm. This includes but is not limited to guns (hand, rifle, shot, sawed off, BB, pellet, air powered, etc.), ammunition, knives, martial arts devices, and/or any other device which could cause bodily harm
13. possession, use, distribution, and/or being under the influence of alcoholic beverages, narcotics, and/or dangerous drugs on district-owned or controlled property or at college-sponsored events
14. conduct in the community that is detrimental to college interests

Minor infractions (violations #1-5) are generally handled according to the following three-step process (the process may vary depending on the circumstances): 1) A warning for the first offense, 2) probation for the second, and 3) dismissal from the residence halls for the third. Major infractions (violations #6-14) will normally result in either probation or dismissal. Probation will normally include (required counseling, workshop or course attendance). The College reserves the right to confiscate items listed under the Health and Safety or any other item being used inappropriately to violate the rights of residents.

NOTE: All room occupants (residents) will be considered guilty of a violation if no one claims responsibility for the infraction. In cases involving alcohol and drug abuse, all individuals in the room will be considered guilty of the relevant violation.

CONSENT TO TEST FOR DRUGS AND ALCOHOL

Residents give their consent to be tested for alcohol and drug use in situations involving reasonable suspicion.

RESIDENCE REQUIREMENTS

1. A resident must be enrolled in 12 units Fall and Spring semester and earn a semester G.P.A. of 2.0.
2. Residents must participate in the Food Service Program.
3. Residents may live in the residence halls for a maximum of four semesters.
**The above may be appealed to the Vice President of Student Services.

STATUS OF RESIDENCE HALL CONTRACT

Students who fail to meet the minimum standards as described above will be subject to probation or dismissal. The College may terminate the contract and take possession of a room at any time for violations that result in disciplinary action by giving not less than one day's written notice to the resident. If the resident is not available to receive the notice, it will be posted on the door of the resident's room. The return of a resident to the residence hall will depend on an individual evaluation conducted at the end of each semester or intercession by the Residence Hall Supervisor and the Vice President of Student Services.

FOOD SERVICE – MEALS AND DAYS OF SERVICE

The cafeteria is open for **3 meals** per day Monday-Friday and **2 meals** per day on Saturday and Sunday. Changes in this routine will be posted. Cafeteria hours for Monday – Friday are: breakfast 7 a.m. – 8:30 a.m.; lunch, 11 a.m. – 1 p.m.; and dinner, 5 p.m. – 6:30 p.m. EXCEPTION: Friday dinner is 5 p.m. – 6 p.m. and weekend breakfast hours are 9 a.m. – 10 a.m. with dinner at 3 p.m. to 3:45 p.m.

FOOD SERVICE - GENERAL RULES

1. Appropriate language is appreciated. Use of profanity could be grounds for suspension of cafeteria privileges.
2. With the permission of the residence hall supervisors, or an authorized staff member, food may be taken from the cafeteria.
3. Appropriate attire is expected. Shoes and shirts must be worn at all times in the cafeteria.
4. Second portions will be served to those asking for them. It is necessary to go through the line again for second servings – you cannot crowd through the line to pass your plate across to the food service staff. Please do not waste food.
5. Eating in the service line is not allowed.
6. Smoking is prohibited in the dining area at all times.
7. The cashier will oversee the meal swiping cards. Do not sign for anyone else. Swipe your card before you get your meal, not after.
8. A student cannot use his/her meal plan to purchase anyone's meal but their own.
9. When a student finishes a meal, the area should be cleaned and the tray should be taken to the counter. Each student is expected to bus his or her tray.
10. No food or drink is served after serving hours without prior arrangement.
11. Residence hall students who are ill will be served meals in their room on disposable plastic plates with plastic utensils. Prior staff arrangement will be needed.
12. Food is allowed on the patio area. If you take a tray out, please bring it back.
13. No student is to enter the service area or kitchen unless working.
14. The cafeteria is open for 3 meals per day Monday-Friday and 2 meals per day on Saturday and Sunday. Changes in this routine will be posted.

Minor Infractions: Violations 1 & 2 are generally handled in the following 3 step process; 1) a warning for the first offense, 2) probation for the second offense, and 3) loss of cafeteria privileges for the third offense.

Major Infractions: Violations 3-10 will normally result in either probation or loss of cafeteria privileges.

**TO : TAFT COLLEGE ADMISSIONS
29 COUGAR COURT
TAFT, CA 93268-2317**

Fall Semester Only ____ Spring Semester Only ____ Fall & Spring Semesters ____
(Check only one)

2016/2017 RESIDENCE HALL APPLICATION

1. Name: _____
Last First Middle Initial

2. Social Security # or Assigned Taft College Student ID#: _____ - _____ - _____

3. Home Address: _____
Street City State Zip

Telephone: (____) _____

4. Parent/Guardian: _____
Name Relationship

5. Address: _____
Street City State Zip

Telephone: (____) _____

6. Gender: _____ 7. Date of Birth: _____

8. Check the class to which you will belong during the year for which this application is made:
Freshmen: _____ Sophomore: _____

9. Major field of study? _____

10. When do you plan to enter Taft College? Month: _____ Year: _____

11. Do you have any chronic ailments or physical disabilities which will affect your room assignment?
If yes, please attach a doctor's statement giving the nature of your disability.
Yes: _____ No: _____

12. Roommate preference: _____
(For consideration, students must request each other)

13. I understand that if I am assigned a room in the hall I will abide by the Residence Hall Rules and Regulations that have been established by the college administration and the Board of Trustees.

14. A refundable \$150.00 security deposit is required. I understand my application will not be processed until the \$150.00 security deposit is received by Taft College.

15. Payment of charges will be made when due.

16. If there is any other information about yourself that you feel would be helpful to the college in making a satisfactory room assignment, please provide it in the space below:

Comments: _____

Signature: _____ Date: _____

**Taft College Residence Hall
Medical History/Emergency/Insurance Form**

Emergency or Illness Procedures:

In case of emergency, illness, or injury, the College is authorized to call paramedics and—if deemed necessary—to allow them to transport the student to a local hospital by ambulance. ____ Yes ____ No

Emergency Contact Information:

Mother's Name: _____ AM Phone: (____) _____
Address : _____ PM Phone: (____) _____

Father's Name: _____ AM Phone: (____) _____
Address : _____ PM Phone: (____) _____

Other Contact : _____ AM Phone: (____) _____
Relationship : _____ PM Phone: (____) _____

Family Physician: _____ Best Phone:(____) _____

Check all that apply and explain all checked items:

____ Medication taken regularly

____ Drug/Medication sensitivity or reaction

____ Asthma ____ Heart Disorder ____ Allergies

____ Other medical or physical conditions of which the college should be aware

Explanations: _____

Name of Insurance Carrier: _____ Group #: _____
(Please attach a copy of the front and the back of the Insurance Card)

Student's Name (Please Print): _____ SS# or TC assigned #: _____

Student's Signature: _____ Date: _____

If the student is under 18 years of age as of the date the student signs the application, then this form *MUST BE SIGNED* by a parent or a guardian.

I hereby give my consent for medical or surgical care to be given to my son or my daughter should the need arise. In the event that cannot be reached, I authorize the College to proceed as indicated above.

Parent's Name (Please Print): _____

Parent's Signature: _____ Date: _____

**TAFT COLLEGE
WEST KERN COMMUNITY COLLEGE DISTRICT
2016/2017 LICENSE FOR USE OF RESIDENCE HALL FACILITIES AND FOOD SERVICE**

The Food Service Program consists of a 19 meal per week plan. The cafeteria is open for 3 meals per day Monday through Friday and 2 meals per day on Saturday and Sunday. The cost for the mandatory meal plan is \$1453 per semester.

The cost for residence hall rent is \$900 per semester for a shared room in the Cougar Dorms or Ash Street Dorms. The College reserves the right to fill all vacancies. In addition, a \$150 security deposit is required. When a student leaves the residence hall, all or any part of the security deposit not due the College for damage to or loss of property of the residence hall and/or food service charges will be refunded.

EXCEPTION: Athletes involved in fall or winter sports may be required to pay residence hall and/or food service fees during intercessions, breaks, and other periods of time beyond the check-in and check-out periods defined in this handbook. Fees will be determined at a later date by the Vice President of Student Services.

****NOTE: A \$150 security deposit must accompany the Residence Hall application to be placed on the list for consideration of a residence hall room.****

It is each student's responsibility to ensure fees are paid at the time of enrollment or by the due date specified for each semester. If the financial obligation is not met by the stated deadline, the student **may** be dropped from classes. Residence hall fees are considered due when the student checks into the residence hall at the beginning of each semester.

In an attempt to make each student's experience at Taft College as enjoyable as possible, the College offers payment plan options for those students who cannot pay the entire balance of their residence hall fees when they move in. Participation in the payment plan option requires a \$25 non-refundable administrative fee and a \$200 1st down payment per semester. ***A student may have the \$200 down payment waived only if, prior to move in, they have their financial aid completed to the point in which the Financial Aid Department can determine aid eligibility covers the initial amount.***

<i>Semester Fees:</i>	<u>Fall Semester</u>	<u>Spring Semester</u>
Residence Hall	\$900.00	\$900.00
Meal Plan	\$1,453.00	\$1,453.00
<i>Amount Due For Semester:</i>	\$2,353.00	\$2,353.00

Payment Plan (Option) Information:

<u>FALL SEMESTER</u>	<u>AMOUNT DUE</u>	<u>SPRING SEMESTER</u>	<u>AMOUNT DUE</u>
Payment upon arrival	\$225.00	Payment upon arrival	\$225.00
September 20, 2016	\$538.25	February 20, 2017	\$538.25
October 20, 2016	\$538.25	March 20, 2017	\$538.25
November 21, 2016	\$538.25	April 20, 2017	\$538.25
December 20, 2016	\$538.25	May 19, 2017	\$538.25

Participation in the payment plan option requires a \$25 non-refundable Administrative Fee per semester. Security deposit and ASB sticker charges are not included in the payment plan option. ***The payment plan information above DOES NOT include enrollment fees for classes or non-resident tuition.***

Note: Enrollment fees for classes and/or tuition are paid separately at the time of registration or through a Business office approved payment plan.

The undersigned, herein called the Licensee, in consideration of the assignment to him or to her of housing facilities by Taft College, hereby agrees to occupy a room in the residence halls and to subscribe to the Food Service Program for the

TAFT COLLEGE
Handbook Acknowledgment

I, _____, have read the Taft College Residence Hall Handbook and Food Service Handbook.

I understand that if I am in violation of any of the rules, I will be subject to a warning, probation, or dismissal as determined by the Residence Hall Supervisor and/or the Vice President of Student Services.

Print Name/Student Signature

Date

Social Security #: _____ - _____ - _____ or Taft College Student ID#: A _____

Print Name/Residence Hall Supervisor Signature

Date

All students are required to sign and to submit this form to the Residence Hall Supervisor.