



Whatcom  
COMMUNITY COLLEGE  
**CEDAR HALL**



Whatcom welcomes you to your new home!

We look forward to having you as a member of the Whatcom Community College housing community. As some of the first residents to live in Cedar Hall, you have the unique opportunity to help create a community that will enrich the lives of students living on campus for years to come.

Our Housing and Residence Life Education Program aims to cultivate a dynamic living experience for students to engage with peers. We want to create a community of sustainable practices, inclusive understanding of each individual's unique identity and experiences as well as an attitude of accountability to each other.

Here are some ways you can be a part of Cedar Hall:

- **BUILD COMMUNITY.** Get to know the other residents on your floor and throughout the building.
- **BUILD EQUITY.** Our residents are from all around the world and all walks of life. Take this opportunity to learn 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 knows how to connect you with campus and community resources.

The following sections contain valuable information that will make your housing experience at WCC more rewarding. It is your responsibility to read, understand and follow the policies outlined in this handbook.

If you have questions or if there is anything we can do to make your stay more positive, just let us know. We are here to help. The Office of Residence Life is happy to welcome you to Whatcom's Cedar Hall.

## ***STAFF***

### DIRECTOR FOR COMMUNITY STANDARDS AND RESIDENCE LIFE – TERRI THAYER

The Director for Community Standards and 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 student conduct process.

**Office Hours:** Monday - Friday 8am-5pm

**Phone:** (360) 383-3073

**Location:** Cedar Hall Office

**Email:** [tthayer@whatcom.edu](mailto:tthayer@whatcom.edu)

### RESIDENCE LIFE MANAGER – MO WHALEN

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 handles conduct cases related to Residence Life policies and procedures.

**Office Hours:** Monday - Friday 8am-5pm

**Phone:** (360) 383-3008

**Location:** Cedar Hall Office

**Email:** [mwhalen@whatcom.edu](mailto:mwhalen@whatcom.edu)

### RESIDENCE LIFE COORDINATOR – ROD RUMBLE

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:** Monday - Friday 8am-5pm-on call

**Phone:** (360) 672-5802

**Location:** Cedar Hall Unit # 119

**Email:** [rrumble@whatcom.edu](mailto:rrumble@whatcom.edu)

### RESIDENT ADVISORS

Resident Advisors (RAs) are a team of student staff members who each 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. Please let Residence Life staff know if you have a maintenance request and we will route your request to the appropriate staff. Facilities staff is on call for after-hours maintenance emergencies.

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## Welcome to Whatcom!

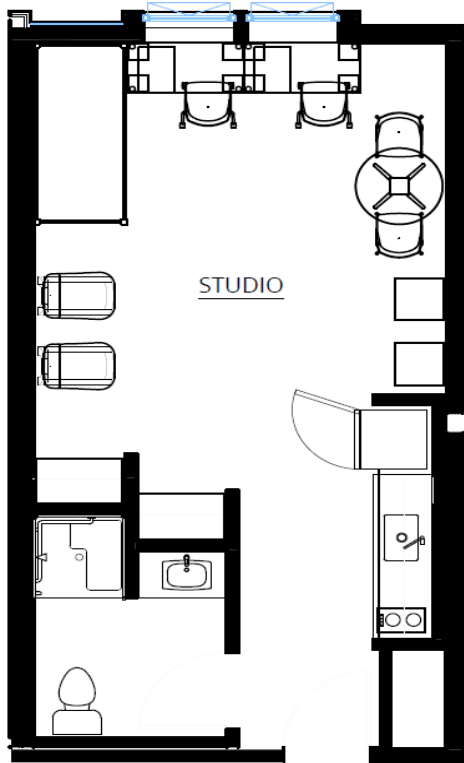
### ***LIVING OPTIONS***

Welcome to Cedar Hall, WCC's new on campus residence hall. This state-of-the-art building includes four floors of living and communal gathering space with a combination of studios, one, two and four bedroom suites that include private bedrooms and shared bathrooms.

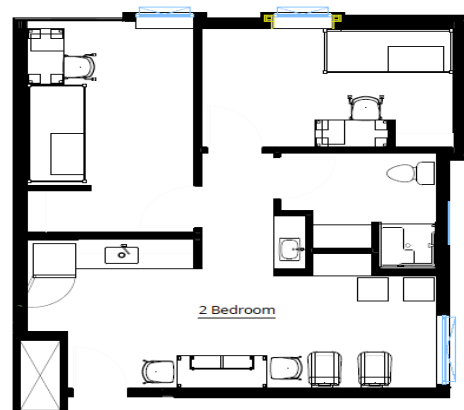
Units include:

- Private bedroom
- Extra-long twin bed
- Desk with chair
- Built-in closet
- Kitchenette with microwave, stovetop, and refrigerator
- Ovens available in the 1<sup>st</sup> floor community kitchen and fourth floor lounge
- Wi-Fi
- Seating in living room
- Smart TV in living room

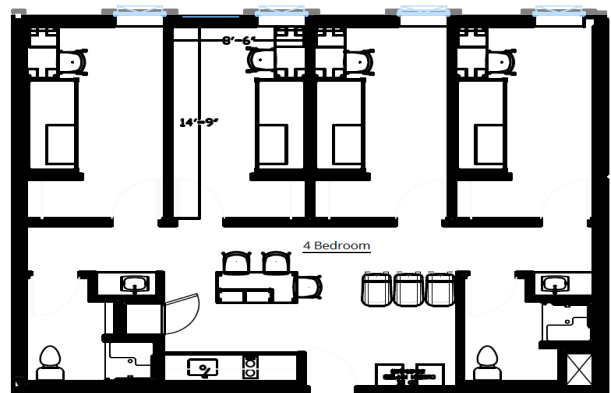
### ***SUITE LAYOUTS***



**STUDIO**



**2 BEDROOM**



**4 BEDROOM**

## TAKING CARE OF YOUR ROOM

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. Each bedroom within a suite has an individual thermostat for temperature control. Please remember to turn your heat down when you leave your unit. Keep all items at least 2 inches away from the wall to prevent mildew from developing in your bedroom.

## BATHROOM

Be sure to keep your bathroom clean and dry to prevent mildew from occurring. 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 the mildew returns so that our maintenance staff can address the issue.

## COMMON SPACE IN YOUR SUITE

All residents are expected to keep the common areas 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. Common Areas include: kitchen, bathrooms and living room.

## KITCHEN

Please use caution when cooking in your suite. If your smoke detector goes off in your suite **do not open the door in to the hallway.** This will activate the other smoke detectors throughout the building. When possible, open the windows within your suite. If a grease fire occurs while cooking turn the stove off and cover the pot/skillet with a lid. Keep the lid on the pot until it has cooled. Do not try to put out a grease fire with water! Tampering with any smoke detector will result in a \$50 fee.

## DECORATIONS

Items that can cause damage to walls, doors or blinds are not permitted. This includes but is not limited to: darts, wallpaper, paint, tacks, nails, and strong adhesives. Blue painter's tape does not damage the walls and is allowed.

Prohibited items include: any posters or signs that are obviously intended to be pornographic, obscene or offensive; candles, window coverings, decorative weaponry, non-UL rated electrical cords/appliances, and drug/alcohol advertisements.

## CONFLICT RESOLUTION

Community will start to form on the day you arrive. You, your suitemates and all of the residents in the building make up this community. You will have the opportunity to meet people with a variety of backgrounds, cultures, and lifestyles. Your interactions with them will be some of 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 talk with their roommates about their living preferences within the first few days of moving in together. To provide assistance for this conversation, we have created a roommate agreement to help you and your suitemate(s) live peacefully together and create a plan for keeping your suite clean and organized. RAs will discuss this process during the initial floor meeting/orientation and are available to help you with these discussions. It is important that you lay out clear boundaries during this process. Address your needs early to help prevent conflicts later. Here are some common roommate challenges:

- Use of common space (cleanliness, decorations, scheduling)
- Noise
- Guests, significant others
- Cultural differences, respect
- Sharing items (food, toiletries, dishes, etc.)

#### QUIET HOURS

Quiet hours are in effect every day from 10pm-8am. Noise audible through a closed door will be considered excessive and in violation of the quiet hours policy. Outside of quiet hours, we ask that residents maintain a courteous atmosphere for those who choose to study or sleep throughout the day. Televisions, game systems, and music should not be played at an excessive volume.

#### FURNITURE

Suites are fully furnished. Residents are expected to return furniture to its original location upon move out. No furniture is to be disassembled or removed from the apartment. For your safety, do not stack furniture that is not designed to be stackable.

#### GUESTS

Residents are responsible 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 the premises immediately.

Overnight guests are limited to 3 consecutive nights and 3 nights per quarter. Guests are only permitted to sleep in the resident's room. Other rooms in the unit are not to be entered, regardless of whether or not they are currently occupied by another resident. If you permit a guest to stay in a room that has been cleaned and prepared for an incoming resident, you will be charged additional housing and cleaning fees.

Residents are responsible for making their guests aware of Residence Life policies. Please notify Residence Life when you are having an overnight guest. To request an exception to the guest policy, contact Residence Life staff: [residencelife@whatcom.edu](mailto:residencelife@whatcom.edu). Previous residents who have been evicted from Residence Life are not allowed as visitors or guests.

## PETS

Pets are not allowed in Cedar Hall. Violators of the pet policy will be fined **\$50** for the first offense and evicted for the second offense. Having unauthorized pets may also result in forfeiture of your security deposit.

## Community Living

*Cedar Hall is designed to build community. Individual living spaces are compact, encouraging students to use common areas, engage with fellow students, and reduce excess resource consumption. The Cedar Hall community is centered on building positive relationships with each other and the environment.*

### ***NON-DISCRIMINATION STATEMENT***

WCC is committed to providing an inclusive community that promotes understanding and appreciation for all races, religions, national origins, socio-economic classes, gender identities and expressions, sexual orientations, physical & learning abilities, and ages. We are dedicated to recruiting, selecting, and retaining a competent staff that reflects the cultural and personal diversity of the residence hall population. We recognize the essential role of equity in promoting educational excellence, and provide routine opportunities for personal and professional development for our faculty, staff and students.

### ***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 common areas 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
- Accept responsibility for behavior at all times
- Maintain cleanliness and order of bedroom, bathroom, and common areas
- 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 school property, 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

### ***CONDUCT PROCESS***

Depending on the severity of the alleged policy violation, residents will meet with a designated Residence Life staff member or Conduct Officer. Your meeting notification letter will inform you which staff member you will meet with. 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 your right to appeal will be explained in your outcome letter.

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***

All appeals concerning Residence Life disciplinary actions must be submitted in writing to the Office of Student Conduct within 10 days of the of hand delivery, postmark, or electronic timestamp of the Conduct Officer’s decision. If no request for review is filed within 10 business days of service of the initial decision, the initial decision shall be deemed the final decision.

## ***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
- Temporary loaner key to your room when you have locked yourself out (this key must be returned promptly; it is *not* a replacement if you lose your room key).
- Assistance with requesting maintenance on your room
- Checking out games or equipment
- Lost and found
- Emergency assistance

### MAIL AND PACKAGES

Mail and packages shipped through the U.S. Postal Service will be delivered to Cedar Hall Monday through Friday. The front desk also accepts packages or items shipped via other delivery services. In following with privacy regulations, staff will not confirm or deny whether a student lives in the building before accepting the package. Packages that appear to be hazardous or violate College policy will not be accepted.

Residents will receive an e-mail and a door notification when a package is received for them. Please bring your student ID 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, we will return the package 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. There is a basket at the front desk for outgoing mail. Packages cannot be sent from Cedar Hall. Please visit your local post office, UPS or shipping store to mail a package.

Your mailing address is:  
204 Olivine Lane Unit #  
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 common areas are equipped with cable. If you are interested in cable service in your unit, please contact your local cable provider. There is information about cable service in the welcome guide in your suite.

## COMMON AREAS

Please remember that common areas are accessible to all residents. Please keep these areas clean so that all members of the community can enjoy the use of these spaces. Do not dispose of your personal trash in any common area. Please observe the open hours for these spaces and realize the impact that noise has on the nearby suites. Program equipment is available for check out at the front desk during desk hours of operation. Residence Life staff can answer any questions regarding the use of any common 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.

## 4<sup>TH</sup> FLOOR RESIDENT LOUNGE

The 4th 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 Orca ID card. Funds can be deposited to your Orca Card online via the [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 facilities and will have their laundry removed if this regulation is violated. 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.

## PARKING/TRANSPORTATION

There is limited resident parking at Cedar Hall available on a first come first serve basis. Additional parking is available on campus in the orange lot directly across from Cedar Hall. All resident vehicles are required to display a parking permit while the vehicle is parked at Cedar Hall or in the orange parking lot. Parking is free and permits are issued to residents on move in day. Residents are not permitted to park in visitor parking or any other restricted parking area on campus. Guests visiting for longer than 4 hours must park in the orange lot. Read more about [parking at Whatcom](#).

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

## DINING

There are no dining services at Cedar Hall, but there are many restaurants close by. To learn more about dining on campus, please visit [Dining Services](#)

## WASTE DISPOSAL

Each resident is responsible for disposing of their own trash and recycling. All trash should be bagged and placed in the trash receptacle located on the first floor of Cedar Hall. Please make sure that your trash/recycle bag is not leaking when you transport it to the trash room. Clean up after yourself if transporting your trash created a mess behind you. Recycled items must be clean and placed in the appropriate bin. Please remove recycled items from any garbage bag. SSC services will not pick up the recycle if there are plastic bags in it. For residents that choose to compost their food waste, a bin will be provided in your suite and a container in the trash room is available to place food waste.

## ***ACCESS AND DISABILITY ACCOMODATIONS***

Cedar Hall has a number of 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.

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 common areas or elsewhere on campus and must remain in the resident's room or suite. 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.

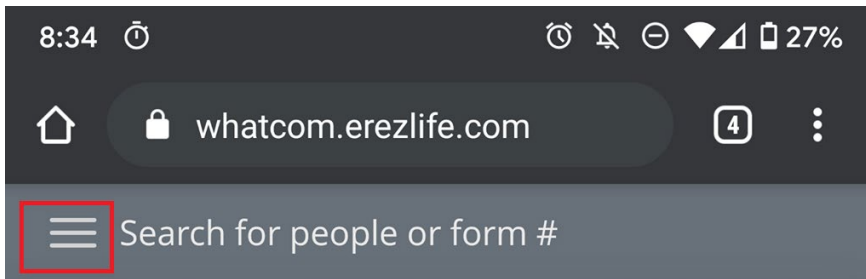
To apply for approval for an ESA, or to request other accommodations, please contact [Access and Disability Services](#) ; [ADS@whatcom.edu](mailto:ADS@whatcom.edu) or 360-383-3080.

## ***MAINTENANCE SERVICES***

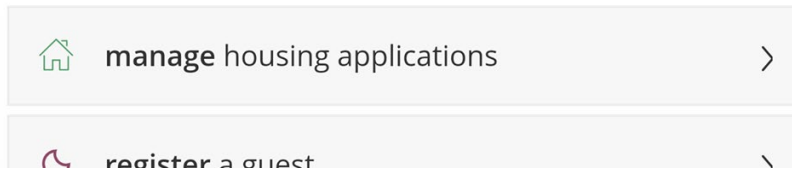
### ROUTINE MAINTENANCE

For any non emergent maintenance issue within your unit, please submit a facilities request through erezlife using the steps below. A Residence Life staff person will contact you to check on the issue and submit a request to WCC facilities and maintenance department when necessary. You will receive at least 24 hours prior to maintenance coming to your unit. Maintenance will leave a door hanger on your door noting the work completed and inform you of any follow up needed. Maintenance requests will be addressed within 48 hours. Completion may take longer if parts/replacement is necessary. To fill out a maintenance request:

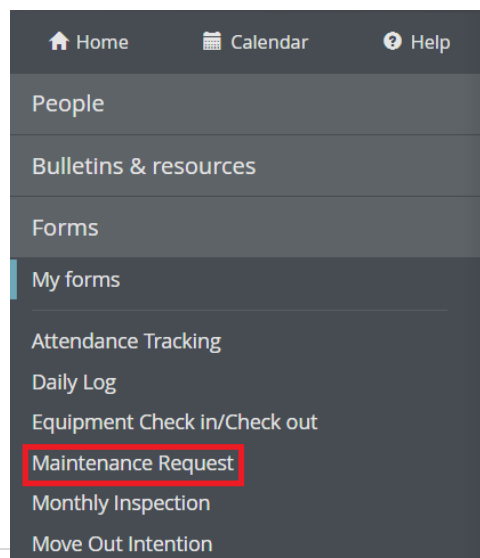
- 1. Go to [whatcom.erezlife.com](http://whatcom.erezlife.com)**
- 2. Sign in, and (if you're on a phone) click on the upper left button to open the menu.**



#### RECOMMENDED ACTIONS




- 3. Click on the Forms tab, and then “Maintenance Request”**



**4. Fill out the date and residence, make sure to be as specific as possible with the location.**

<p>▼ Cedar Hall</p> <ul style="list-style-type: none"><li>▼ ○ 1st Floor<ul style="list-style-type: none"><li>▶ ○ 101</li><li>▼ ○ 102<ul style="list-style-type: none"><li>○ A</li><li><input checked="" type="radio"/> B</li><li>○ C</li><li>○ D</li></ul></li></ul></li></ul> <p>Select a Bedroom if:</p> <p>The maintenance issue is only within <u>that bedroom.</u></p>	<p>▼ Cedar Hall</p> <ul style="list-style-type: none"><li>▼ ○ 1st Floor<ul style="list-style-type: none"><li>▶ ○ 101</li><li>▼ <input checked="" type="radio"/> 102<ul style="list-style-type: none"><li>○ A</li><li>○ B</li><li>○ C</li><li>○ D</li></ul></li></ul></li></ul> <p>Select the entire suite if:</p> <p>The maintenance issue is in the kitchen, living room, bathroom, or other <u>shared areas.</u></p>
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**5. Then fill out the lower section, and try to be as specific as possible.**

▼ Maintenance Request 

Location of the issue: \*

Bathroom

If you have multiple requests for the same suite, click this button.

Please give a brief description of the maintenance issue: \*

When I flush the toilet, the water comes up and overflows onto the bathroom floor

Photo

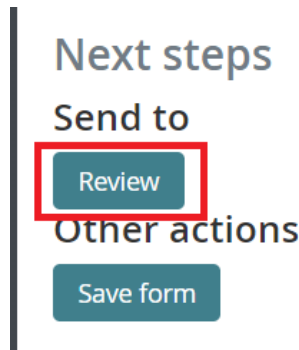
Maximum upload file size: 32 MB

Choose File

No file chosen

Photos are not required, but will help the RAs and maintenance crew understand your problem faster.

6. Then, click on “Review” to send the maintenance request to your RAs.



#### EMERGENCY MAINTENANCE

For emergency maintenance issues, contact a Residence Life staff member immediately. If after hours call the Residence Life duty phone. The following maintenance issues are generally considered to be emergencies:

- Plumbing (toilet is not flushing or is spewing water)
- 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

## Safety

### ***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 any housing information to anyone other than the student unless a release of information has been submitted by the student.

### ***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 works together with all members of the Campus Community to preserve life, protect property, investigate crime, promote individual responsibility and fulfill community commitments.



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 an important role in maintaining a safe campus community by taking personal responsibility for their own conduct, conduct of their visitors and for overall personal safety.

Campus Safety and Security provides security services for all students, faculty, staff and visitors at WCC. Safety is the top priority. Please contact your Resident Advisor for a list of security services available.

WCC is committed to ensuring the safety and security of all students, residents and staff. Students, residents and staff are expected to abide by the policies and procedures of Whatcom Community College, and local, state and federal laws. There is a trained Residence Life staff member on-call 24 hours a day to respond to emergencies and crisis situations. Cedar Hall residents have an important role in maintaining a safe campus community by taking personal responsibility for their own conduct and safety.

#### HOW TO REPORT A CRIME

If you observe a crime in progress, immediately CALL 9-1-1. Do not approach. 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 safely able to do so.

If you feel that you are a victim of a crime; know of a crime that may have occurred; or you have emergent concerns for your personal safety, CALL 9-1-1. If there is not an immediate threat, please contact a Residence Life staff person as soon as possible. They are trained to provide guidance and support in matters of urgency.

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 the Residence 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 or not 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 an apartment to “checkup” 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 rich with evergreens, lush landscape and friendly wildlife. Due to this inviting campus atmosphere, WCC experiences visits from neighbors, tourists, and travelers.

Although WCC is a safe campus located 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 and locked; shut windows when leaving; and secure all valuables by storing them out of view and never leaving them unattended when in common or shared spaces outside your suite. Remember to close your window shades to maintain privacy.

Avoid walking or running alone, day or night. When you do, please share your plans with a friend or Residence Life staff just in case there is an emergency while you’re away. Be mindful of the area and others around you as you enjoy your excursion. 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 you observe behavior by someone that makes you feel uncomfortable or 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.

## RENTER'S INSURANCE

Residents are responsible for insuring their personal property. Whatcom assumes no responsibility for lost, damaged, or stolen items. Whatcom strongly recommends that you purchase a renter's insurance policy through a licensed insurance provider. NSSI is one company that offers renter's insurance specifically for college students. More information can be found on their website: [www.nssi.com](http://www.nssi.com)

## ***LARGE-SCALE EMERGENCY EVENTS***

### FIRE

In the case of a fire or smoke:

- Remain calm. If possible, pull the nearest fire alarm.
- 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.
- Regroup at the Cedar Hall field and call 9-1-1.
- Once in a safe location, contact Residence Life staff and/or Campus Safety and Security

The designated evacuation location is the far north end of the Cedar Hall field. Emergency personnel may direct you to another location. Please follow their direction and inform Residence Life staff once you are in a location where it is safe to do so.

### 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.
- 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 in the emergency refuge area located near the elevator and ask someone to inform emergency personnel. If you are in a wheelchair, position yourself against the wall and lock your brakes. If an aftershock occurs, cover your head. Emergency personnel will come to you as soon as possible. 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 don't take any risks out of panic.
- Be prepared for aftershocks. Wait until all motion has stopped before cautiously exiting.
- Do not light a match or turn on a light switch. At night, use a flashlight.
- When going outside after a quake stay clear of any debris or downed power lines.

After the quake, walk to the Cedar Hall field. Attempt to group together with your suitemates and your floor mates. This will assist in accounting for all students in a timely manner and identifying any potentially missing students or staff. 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 the door or by barricading the door.
- If you are outside the building, leave the area and seek a safe location away from campus. Notify your Resident Advisor of your location as soon as safely able to do so.
- 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 vibrate and refrain from using them except for emergency notification. Think safety first and refrain from filming live social media broadcasts.
- 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 locate a flashlight or use the light from 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 or Campus Safety & Security. In the event of a significant 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 shall be prepared to participate in all fire evacuation drills (mandatory) and other emergency drills conducted in Cedar Hall.

## ***DIFFICULT 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 very serious and sometimes life-threatening if not addressed. If you believe someone is experiencing such a crisis, please contact a Residence Life staff person immediately. Don't 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 situation. 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?

- Know the above symptoms.
- Do not wait for all symptoms to be present.
- Be aware that a person who has passed out may die.
- Don't try to guess whether or not 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 sexual activity, including kissing, cuddling or any kind of sexual activity, 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’re 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 cease 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 don't 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 particular 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 isn't 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.

## 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 of the below are types of sexual violence:

- Nonconsensual sexual intercourse-any intercourse with any object, by a person upon another person, that is not consensual
- Nonconsensual sexual contact-any intentional sexual touching, however slight, by a person, upon another person, that is not consensual
- Domestic violence-Asserted violence by the victim's current or former spouse, domestic partner, or family member



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



- 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 Whatcom

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: Ben Reed  
 Office Location: Laidlaw 208  
 Phone: 360.383.3074  
 Email: [breed@whatcom.edu](mailto:breed@whatcom.edu)

All faculty and staff at Whatcom are mandated to report knowledge of Title IX incidents to the WCC Title IX Coordinator. Please report any concerns to a Residence Life staff member or the Title IX Coordinator.

### 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](mailto: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

## Policies and Procedures

### BICYCLES

Bicycles must be stored in one of the designated Cedar Hall bike storage areas. Residents are encouraged to lock their bicycles. Whatcom does not assume responsibility for theft or damage to bicycles or any other student property. The use of bicycles or other wheeled vehicles is prohibited inside the buildings. Please register your bicycle with Residence Life staff.

### FIRE AND SAFETY EQUIPMENT

Tampering with fire alarms or other safety/security equipment (smoke detectors, fire sprinklers, pull stations, fire extinguishers or security cameras) is strictly prohibited. A resident who tampers with a smoke detector will be charged a \$50.00 fee. Do not touch or hang anything from any fire sprinkler.

### 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. Residents and their guests may only smoke/vape outside, at least 25 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. If a resident violates this policy their housing contract will be terminated immediately.

## SOLICITATION

Cedar Hall may not be used for business purposes. Door-to-door solicitation is prohibited. Fliers and advertisements for campus-related events may be posted on approved bulletin boards by registered student and college organizations.

## STORAGE

No storage space is provided outside of your room. Provided furniture must remain in your room at all times. Any personal belongings left in common areas, including hallways and lounges, may be discarded.

## ***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 Residence Life 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***

All weapons are prohibited in Residence Life 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 personal while in performance of their duties; b) A student with a valid concealed weapons permit may store a pistol 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 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

## Occupancy

This section covers some of the major points of your housing contract. It is your responsibility to read and understand your housing contract before signing. For additional information or if you have questions, please contact [residencelife@whatcom.edu](mailto:residencelife@whatcom.edu)

### ELIGIBILITY

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.

- Applicant must be 18 years of age by the date of move-in.
- Applicant must pass a WCC conduct history check.
- Applicant must pass a criminal background check.
- Resident must be enrolled in a minimum of 5 credits.
- Resident must remain in good standing with WCC as defined in the [conduct code](#).

### ***ROOM ASSIGNMENTS***

Room assignments shall be at the discretion of the Residence Life Staff. As a courtesy, Residence Life Staff will attempt to notify existing residents at least 24 hours prior to the move in of a new roommate into your suite.

### ROOMMATE REQUESTS

Residents may request a specific roommate, and Residence Life will attempt to honor these requests. However, all final decisions regarding placement will be at the discretion of the Residence Life Staff.

### PAYMENTS

Housing fees are billed for the academic quarter and added to your student account after move in and due upon receipt of your invoice. The initial invoice will also include a \$250 non-refundable cleaning fee. Any unpaid housing fees may result in a block on your account resulting in the inability to register for classes or access your academic transcript.

### CONSOLIDATION

Residence Life reserves the right to move students in order to complete maintenance or maximize the efficiency and safety of Cedar Hall. Residents will be provided as much notice as possible if they need to move units for any reason.

### COHABITATION

Residents may not sublet their room or allow another person to reside with them. Those found illegally residing in student housing will be immediately asked to leave 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 3 weeks of your Residence Life contract. Requests must be made in writing to Residence Life staff, describing the reason for your request. The Residence Life Staff will attempt to accommodate individual requests but cannot guarantee them. If your request is approved, you will be charged a **\$75** transfer fee.

### **ROOMMATE TAKEOVER**

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

## ***KEY POLICY***

### **PROPER USE**

Your WCC student ID will be programmed to provide access to Cedar Hall and your suite. Residents will also be provided with 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 non-residents to use resident keys or ID cards is considered a serious violation that jeopardizes the safety and security of residents and their personal property and may result in the termination of your housing contract.

### **LOCK-OUTS**

If you are locked out of your room during business hours, ask the front desk for assistance. You will need to provide ID. After hours, call the Residence Life on-call phone.

### **LOST/STOLEN KEYS**

Residence Life staff must be informed immediately if a resident loses their student ID card or bedroom key. Resident will be charged for a replacement key/student ID and if necessary, for rekeying locks.

## ***CHECKING IN***

### 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. A minimalist lifestyle will serve you well in your suite in Cedar Hall. Below is a guide for what to bring and what not to bring.

### Things to Bring/Purchase on Arrival

- Bedding, including XL twin sheets
- Toiletries
- Towels
- Hangers/Other Storage Solutions
- Prescription Medications
- Important Documents
  - ID/Passport/Visa/Health Insurance Information etc.
- Toilet Paper
- Cleaning Supplies
- Clothing
- Rain Gear
- First Aid Kit, including face mask/covering and gloves
- Flashlight
- Clothes Hamper and Laundry Detergent
- Re-Useable Dishes/Utensils
- UL-Rated Power Strip and Device Chargers
- Backpack and School Supplies
- Computer
- Desk Lamp
- Small Decorations
- Small Bedroom Trash Can
- Food
- Re-Usable Shopping Bags

### **DO NOT BRING**

- Additional Room Furniture
- Dressers/Mattresses /Tables etc.
- Candles/Incense
- Open Coil Equipment
- Halogen Lamps etc.
- Nails or Other Invasive Wall Fasteners
- Pets \*with the exception of a Service Animal or an approved ESA
- Drug/Alcohol Advertisements
- Offensive/Targeting Decorations
- Things a reasonable person would find offensive or that target a specific group of people
- Weapons
- Capable of inflicting bodily harm
- Appliances/Tools

## International Students

We are looking forward to helping you make your home with us in Cedar Hall. In order to make your transition easier, Whatcom Community College has some packets available for purchase upon arrival.

### Welcome Packet

- Hand Soap
- Paper Towels
- Toilet Paper
- Clothes Hangers
- Laundry Hamper
- Laundry Detergent
- Dish Soap
- Dish Sponge
- Dishes/Utensils
- Snacks



### Linen Packet

- Sheets and Pillowcase
- Pillow
- Blanket
- Bath Towel
- Hand Towel
- Washcloth



Nearby you can purchase:

- Cleaning Supplies
- Desk Lamps
- Decorations
- Trash Cans
- First Aid Kit
- Flashlight
- Food
- Other Necessary Items

## ORIENTATION/FLOOR MEETINGS

Residence Life will hold an initial new resident orientation shortly after your move in to Cedar Hall. To maintain 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. In addition, all domestic students are required to attend Whatcom Wave Orientation and International students are required to attend New International Student Orientation.

## MOVE IN INSPECTION

As part of the check-in process, residents, along with their Resident Advisor will complete a move in inspection of each bedroom and suite. Residents will be held responsible for any damages-not listed on the inspection and may be charged fines as a result.

## ***MONTHLY INSPECTIONS***

To ensure the safety and cleanliness of Cedar Hall Residence Life staff will complete monthly inspections of each unit. Residents will receive at least 48 hours' notice prior to inspections. You will be notified by staff if your room/suite did not pass inspection and any follow up action needed. Continued inspection violations may result in termination of your housing contract.

## ***MOVING OUT***

### RESPONSIBILITY

Resident must follow proper check out procedures. If resident fails to follow proper procedures, informing a Resident Life staff member of your departure, having your room checked, your ID access disabled and returning your bedroom key a \$300 fine will be added to the resident's student account. Whatcom is not responsible for any items left behind in a resident's room/suite. Any items left behind will be discarded at the resident's expense.

### MOVE OUT CLEANING

The following is an outline of items checked at move out. To avoid cleaning charges in excess of your cleaning fee, please make sure that this list is completed prior to your move out inspection. Cleaning supplies may be available for check out at the front desk.

#### **Bedrooms**

- Wipe down mattress with soft cloth and cleaning fluid
- Wipe down shelves and closet bar
- Move all furniture to original location
- Clean desk, including drawers
- Sweep hardwood floors
- Remove all personal items

#### **Door and Walls**

- Remove all picture tacks, adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls



**Trash**

- Remove and properly dispose of all trash

**Windows**

- Clean glass and wipe windowsill
- Wipe blinds with a damp cloth

**Bathroom**

- Clean out cabinets, wipe down shelves and drawers
- Clean mirror with glass cleaner
- Wash sink and countertop, remove all stains and clean around faucets
- Clean toilet inside and out and remove all stains
- Clean shower walls and around fixtures and drain
- Sweep and mop floor

**Kitchen**

- All surfaces must be cleaned and wiped down
- Clean and wipe out the sink, including faucets
- Clean out kitchen cabinets and under the sink
- Dust furniture
- Sweep and mop the floor
- Clean stove
- Clean inside and outside of microwave
- Remove all of your food from the refrigerator and freezer, wipe down the interior of the refrigerator/freezer

**Living Room**

- Remove all nails, picture tacks, adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls
- Dust furniture
- Clean windows, blinds and ledges
- Sweep and mop the floor

**DAMAGES**

Residence Life staff will enter a vacated unit to assess or conduct repairs. Costs for damage repair in the common area will be split between residents unless it is proven the damage was a result of one particular resident. Damages confined to one room will be charged to the resident of that room.

Common charges include:

- Wall damage from unapproved fasteners or moving furniture
- 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 initial floor meeting/orientation
- The unit is left clean
- No items were left behind
- No damage to the unit
- No outstanding rent charges are owed to the college
- Move out procedures were followed

If the resident paid for their deposit using a debit or credit card, a refund will be issued to that card. If the resident paid for the deposit by check, a check will be mailed to the resident. To ensure delivery, please make sure you have updated your address on file with the Business Office. Refund of deposit can take 10-14 business days. Additional time may be needed to process checks.

### ***PEST CONTROL***

Pests such as bedbugs, fleas and ants can be common in communal living spaces. To avoid potential health issues, please remember to take out your trash regularly, do not leave food out on the counter and practice personal hygiene. Pests will leave evidence of their presence, even before you see them. This usually includes droppings, missing or “nibbled” food, and red marks or bites on your body, if you find evidence of bed bugs, fleas, rodents, or other pests, inform Residence Life staff immediately. Do not spray bug use pest or bug spray in your unit.

### ***BREAK PERIODS***

Residents are allowed to remain in Cedar Hall during breaks between quarters and during summer if they are enrolled for the following quarter. If residents are finished with their classes at Whatcom and are graduating or transferring to another school, they are required to leave at the end of their last quarter at Whatcom.