



RESIDENCE LIFE & HOUSING

This is your personal copy of the

Apartment Guide & Owner's Manual (TVM)

It includes everything you need to know about living in the Apartments at Northwest College. Read it, use it, refer to it often, enjoy it!

2026-2027

WELCOME HOME!

August 1, 2026

Dear Northwest Student

Welcome to Northwest College and **YOUR** Apartment. Your home away from home is ready for you and we hope that you enjoy your time living on campus. Your apartment manager will be available to support you as you pursue your personal and professional goals.

This Apartment Guide & Owner's Manual is designed to provide information that will help you to participate responsibly in the experience of community living at Northwest College. In this book you will find regulations for the protection, safety and security of our students. For additional information about your Rights and Responsibilities when living in the Trapper Village Main apartments can be found in the Northwest College Housing License Agreement and Contract and the Student Handbook. If you have any questions, please contact your manager of the Residence Life Office.

Your cooperation, participation and helpful contributions to the living environment are necessary for the success of your apartment complex and your total educational growth.

Welcome to the best neighborhood in Wyoming and best wishes for the coming year.

Michelle Black

Residence and Campus Life Director

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Quick Reference Phone Numbers

Apartment Manager.....307-250-8211 or 307-250-2289
 Office of Residence Life.....307-754-6163
 Housing Office.....307-754-6165
 Night Security.....307-202-0605
 Student Success Center.....307-754-6135
 Peer Tutoring Services.....307-754-6052
 Northwest College Switchboard.....307-754-6000
 Visit www.nwc.edu or call the switchboard for complete campus directory information.

Remember in case of an immediate emergency dial 911.

If your Apartment Manager is unavailable contact:

Michelle Black, Director of Residence and Campus Life **DSC, 307-754-6412**
Josh Buhmann, Campus Safety and Security Officer **DSC, 307-754-6067**
Powell Police (Non-Emergency) **307-754-2212**

Fall Semester 2026 Calendar of Dates

View the full college calendar online — www.nwc.edu

Date	Information	Time
August 22	Apartments open	9 a.m.
August 22-25	Move-in Weekend	See schedule
August 26	Classes Begin	
September 7	Labor Day—College Holiday	
November 25-29	Apartments remain open for Thanksgiving Break.* NO MEALS SERVED.	
November 29*	Dinner-only served in dining hall	4:30 – 6:30 p.m.

Spring Semester 2027 Calendar of Dates

	See Dining Hall for meal schedule	
January TBD	New Student Orientation	
January 19	Classes Begin	
March 20-28	Spring Break * No Meals served	
March 28	Dinner – only served in dining hall	4:30-6:30 p.m.
March 28-29	Apartments remain open for Spring Recess.* Brunch and Dinner served	
May 15	Apartments Close *	4 p.m.

Know Your Rights. Understand Your Responsibilities.

Every successful residence apartment depends on understanding different lifestyles and respecting the rights of others. **All residential communities at Northwest College are based on the understanding that each resident possesses certain rights and responsibilities, which must be held in high regard.** In order for all students living on campus housing to pursue their academic goals while residing in the residence halls and college apartments, each member of the on-campus community must accept responsibility for ensuring that his or her actions do not interfere with the ability of others to attain their goals.

It is the student's responsibility to respect the rights of all community members regardless of backgrounds, beliefs, values, or attitudes. The college expects all students living in or visiting campus housing to follow campus and Residence and Campus living policies, regulations, and procedures.

Listed below are rights and courtesies to help you, your roommate, and other apartment residents adjust to the community living environment.

Resident Rights

- To sleep, study, and socialize in an environment free from undue interference, unreasonable noise, and other distractions
- To reside in a safe and clean environment
- To be free from fear of intimidation and physical and/or emotional harm
- To expect that the personal belongings of self and others will be respected
- To expect that these rights will be respected by all community members
- To discuss grievances and/or concerns with a campus housing staff member, who can assist in addressing the concern
- To host guests with the expectation that these guests will respect the rights of roommates/suitemates, fellow residents, and other members of the NWC community.
- To have the right to personal privacy. (*see "Student Rights to Privacy"*).
- To be an active member within a supportive and stimulating community
- To grow and develop as a citizen of Northwest College through interaction with other members of the community
- Residents have the right to their own unique interests and values.
- Residents have the right to be treated as they want to be treated.

NWC Residence Life is committed to the overall education and personal development of its students and views the unique experience of living in an apartment as contributing significantly to such development. It is important to maintain an appropriate apartment environment.

To facilitate this process, every member of the apartment community is expected to uphold certain responsibilities to ensure the growth and development of the community.

Resident Responsibilities:

- To treat others with respect and consideration and to guarantee them their individual rights
- To consider the needs of other residents and to balance them with your own needs
- To take responsibility for personal and community safety
- To provide open communication with other community members and Residence Life staff
- To assertively communicate your rights to other residents, which is the first step when problems arise
- To respond to all reasonable requests made by fellow community members
- To respond to and cooperate with residence life staff members
- To take responsibility for guests and their behavior
- To be aware of and abide by NWC policies, regulations, and procedures and local, state, and federal laws.
- To inform the Office of Residence Life staff and/or Campus Security about behavior that is disrespectful to the community as well as situations that infringe on the safety of the community

- To avoid inappropriate conduct including violence, disregard for the rights of others, verbal, physical, or sexual harassment, academic dishonesty, fraud, theft from anyone associated with the college, etc.
- To avoid any behavior that indicates or could be perceived as retaliation for the reporting of potential violations of community standards, policies, regulations, and procedures
- To become involved in the social and intellectual life of the community, and caring for the facilities and the community environment
- To know and use the services you need to succeed as a student in the NWC community

Residents are expected to familiarize themselves with the Department of Residence Life policies, regulations, and procedures, the College policies and procedures, and to also comply with applicable local, state, and federal law.

Student Rights to Privacy

Privacy of Student Records: The Family Education Rights and Privacy Act of 1974 (FERPA) is a set of federal regulations governing the rights of students and institutional responsibilities with respect to student records (educational records). It is also known as the Buckley Amendment.

Basically, the Buckley Amendment states that access to confidential information, beyond that required for the normal business of the College, may be granted only to the student. The only information that may be publicly released is directory information, which includes items such as name, class, college, major, and telephone number. Non-directory information, such as grades and/or disciplinary records, will not be released to a third party without express written consent of the student. The exception to this rule is for parents of dependent students, as defined by the IRS. Visit www.nwc.edu/registrar/info/ferpa.html for more information.

Right of Privacy/Personal Property: Students are guaranteed the reasonable privacy of their room and their belongings. However, under specific guidelines, rooms may be entered and inspected by NWC staff members. These guidelines include, but are not limited to: cases of emergency, need for repairs, health and safety inspections, and when reasonable suspicion exists to indicate that a violation of College regulations, federal, state or local law may be taking place in the room. This right is exercised with great discretion. Remember, you are responsible for everything in your room (contents, guests, etc.).

Room Inspections/Entry: Northwest College personnel reserve the right to enter and inspect students' rooms and the contents therein for reasonable suspicion of violations of College rules and regulations, to determine the condition of safety, to be sure that health standards are being maintained, and to perform maintenance as required. Student rooms will be entered and the students' privacy protected in accordance with state law. Announcements will be made before periodic inspections. While recommended, it is not necessary for the student to be present at the time of a room inspection or repair of the room.

Summary of Fourth Amendment Rights:

- Students have a legitimate right to privacy in their apartment.
- It is not considered a "search" for staff who have a right to be in a certain location to detect something by her/his natural senses.
- Housing administrators make reasonable warrantless searches in emergencies, for necessary maintenance, inventory, health and safety inspections, or to enforce appropriate regulations which further the educational mission of the institution. These searches should be undertaken with student consent whenever possible and with advance notice and limited in frequency and scope.
- Generally, one resident cannot legally consent to a search of the personal effects of another resident, even if both occupy the same room.
- Searches conducted for the purpose of initiating criminal prosecution, or which are likely to produce evidence of a crime, should be left to law enforcement officers.

--Administering College University Housing

Student Rights During the Conduct Process

The student conduct process shall be fair and reasonable in keeping with the fundamental concept of due process. The right to privacy and the right to protection against discrimination is guaranteed to all NWC students. (See “Residence Life Student Conduct Process” for more information and conduct process rights.)

Student Rights Regarding Behavior Online

The First Amendment to the United States Constitution is the part of the Bill of Rights that expressly prohibits the United States Congress from making laws “respecting an establishment of religion,” prohibiting the free exercise of religion, infringing freedom of speech, infringing freedom of the press, limiting the right to peaceably assemble, or limiting the right to petition the government for a redress of grievances. The protections of the First Amendment are extended to state governments and public college campuses by the Fourteenth Amendment.

Students generally have broad freedom under the First Amendment to express themselves on the Internet on their own time. The results of that freedom include non-college online communities, social media, and web sites or blogs (all containing personal diaries or posted conversations) that can be coarse and offensive at best and harbor threats to people and property at worst.

The U.S. Supreme Court has said the Internet is a protected free speech zone, calling it “the most participatory form of mass speech yet developed.” **But there is a wide berth between speech that is offensive, obnoxious, and insulting—all of which is protected—and speech that places the safety of others in jeopardy.**

--Center for Public Education

Residence Life staff members who choose to participate in non-college online communities do not use the forum as a formal mechanism for monitoring inappropriate student behavior, illegal activity, or issues of student safety. Notwithstanding the above, it is possible that a staff member may unintentionally encounter inappropriate student conduct, or such conduct may be brought to the staff member’s attention by another.

In general, a student’s conduct in non-college affiliated online communities should not be subject to disciplinary action unless the information relates to documented incidents or the conduct affects the student’s position as a member of the college and/or campus housing community.

- Exceptions include situations where online/electronic activity and/or conduct may involve cases of sexual violence and discrimination (per Title IX regulations), cases where the safety of self or others is perceived to be in question, or in cases where the student is held to an additional code of conduct (i.e. athletics, residence life staff, etc.).
- For incidents involving policy violations, online/electronic activity may be cause to address policy violations in person if they are in progress, or if not in progress, may result in a non-judiciary follow-up with the student about the online behavior (see exceptions listed above).

Privacy & Personal Property

Northwest College requires all students residing in Trapper Village Main to carry Renter’s Insurance or have proof of coverage under their family’s Home Owner Insurance.

Personal property damage: NWC will make every effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat, electrical issues and or/other natural disasters. Students should mark personal items and purchase insurance to cover loss or damage to personal property or the extension of parents’ insurance for this purpose. Items in storage may need to be moved to other areas. When storing items in college storage, students assume the risk of loss or damage. NWC will not be responsible for damages to

electrical equipment, computers, microwaves, TV's, etc. due to power surges caused by room overloads. Students must provide their own U.L. approved surge protectors. Multi-plug adaptors, without surge protection, are not permitted

Room Inspections/Entry: Northwest College personnel reserve the right to enter and inspect students' rooms and the contents therein for reasonable suspicion of violations of College rules and regulations, to determine the condition of safety, to be sure that health standards are being maintained, and to perform maintenance as required. Student rooms will be entered and the students' privacy protected in accordance with state law. Announcements will be made before periodic inspections. While recommended, it is not necessary for the student to be present at the time of a room inspection or repair of the room.

Before any entry, except in emergencies or fire evacuation, the staff member will knock on the door and identify himself/herself before entry. Staff need not receive verbal permission before entering, if, in the mind of the staff member in charge, the danger is of sufficient magnitude, and/or if s/he is reasonably sure that the occupants or College property is in danger, or policies or laws are being broken.

Students may not physically or visually obstruct, block, restrict, or deny a Residence Life staff member or other College official from entering their room. Failure to respond to a staff member's reasonable request to open the door may result in disciplinary action. If an occupant is not present, a staff member will enter with another staff member or resident whenever possible.

College staff will enter your room in the following circumstances:

- When there is an emergency that requires entry, such as:
 - An imminent threat of damage to the room/suite, building, and/or its occupants, including, but not limited to fire, smoke, fire bombs, flooding, gas leaks, smoke detector alarm, fire sprinkler problems, lack of heat, too much heat, electrical malfunction, unauthorized entry by trespasser;
 - A credible report from a roommate, friend, family member or College official that the occupant is missing under circumstances that create reasonable cause to believe the student may be in danger or require assistance;
 - A call for help from persons in the apartment.
- To check the facilities for safety, health and maintenance concerns and inspections and to assure security of the room during Thanksgiving, Winter and Fall/Spring Break and other applicable breaks.
- In response to building evacuations (including fire and other safety drills), to determine that the residents have exited the building. Failure to exit during a building evacuation, including drills, will result in disciplinary action.
- When an alarm, radio or stereo or other sound emitting device is left on creating disturbance and/or concern that the occupant may need help.
- When a reasonable suspicion exists to indicate that a violation of College policies, local, state, or federal laws may be taking place in the room/suite.
- A weapon, explosives or combustibles have been reported to be in the room/suite.
- At such other times a specific prior written notice is provided.

Residence Life Student Conduct Process

The Mission of Northwest College is to ***“be student centered; be forward thinking; cultivate community; prepare students for transfer, career, and life; and retain and graduate students.”*** This involves providing an atmosphere conducive to the student's holistic development. With the help of staff, individual students must assume the responsibility for establishing and maintaining a living and learning environment beneficial to all.

As does every community, the college apartments have specific rules and regulations, as well as general guidelines of good citizenship and responsible behavior. One should understand that by virtue of enrollment, all students enter into an agreement with the College that they will abide by the institution's rules and regulations and will observe standards expected of students. This same expectation for housing rules, regulations, and procedures applies to residential students when they sign the Housing License Agreement.

The Apartment Guide and Owner's Manual exists in addition to the **NWC Student Handbook** and applies to residents, students, guest and visitors while they are present in student housing facilities or surrounding areas. Students are responsible for guest and visitor behavior as if it were their own.

Apartment policies, regulations, and procedures have been designed to allow for maximum individual freedom while at the same time preserving a community environment conducive to study so that all residents have an opportunity to strive toward their maximum scholastic potential. It is the responsibility of all residents to protect and support the community atmosphere in the Trapper Village Main Apartments.

Certain forms of behavior which disturb or offend others and/or violate the rights of others living and working on campus may result in a disciplinary procedure/action. For this reason, and to protect the rights of the community, Residence Life staff has the responsibility and the authority to document and address violations when they occur.

Our conduct process is designed to encourage students to take responsibility for their actions and to assure that the rights of all members of the living community are respected. The process is intended to be an educational response to inappropriate behavior. Sanctions are applied to assist the student in understanding why their behavior was not consistent with community expectations, policies, and procedures, and to prevent similar behavior in the future.

All judicial/conduct meetings/hearings shall be fair and reasonable in keeping with the fundamental concept of due process. Along with the right to privacy and the right to protection against discrimination guaranteed to all Northwest College students, if you are documented for an incident, you will also have the rights listed below.

Student Rights during the conduct process include:

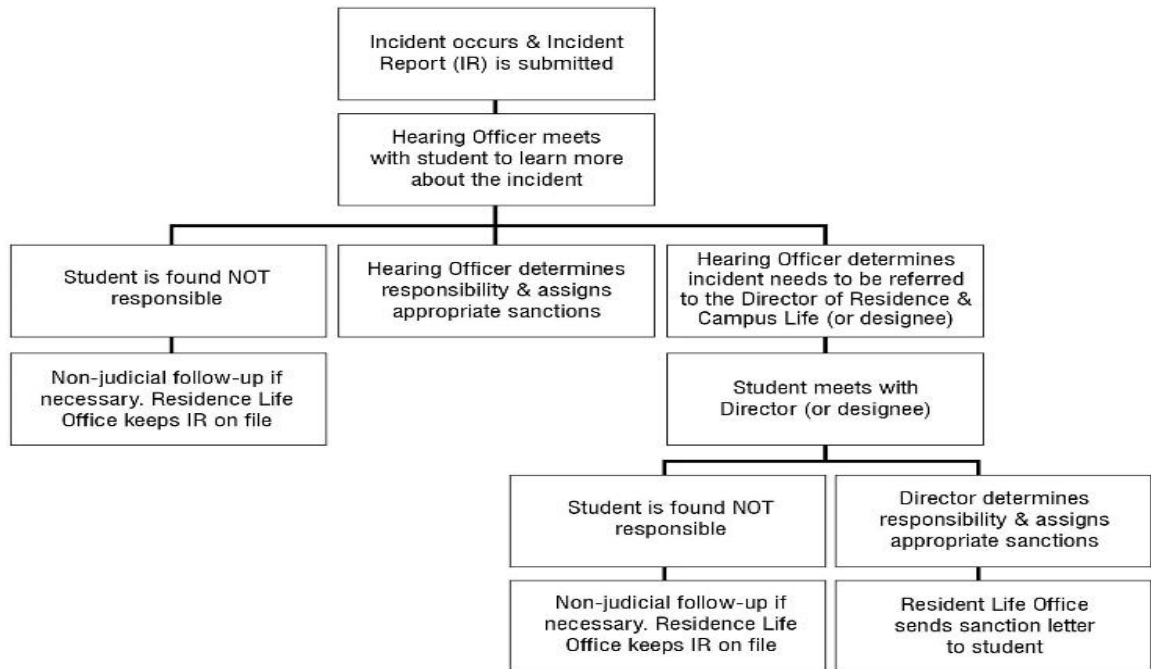
- The right to receive timely notification of being documented as involved in an incident report.
- The right to view the incident report (or section of the report pertinent to your involvement)
- The right to present information at a follow-up meeting (conduct hearing) about the alleged violation.
- The right to receive timely notification of the final decision regarding the alleged incident.
- The right to appeal the decision in accordance with procedures.
- The right to have conduct information confidential, only to be disclosed under the provisions set forth by the Family Education Rights and Privacy Act.

For conduct purposes, the decision of responsibility is based upon a preponderance of information and not "reasonable doubt." If there is information (examples include, but are not limited to, what is seen, heard, or smelled) indicating a violation has occurred, the resident may be found responsible. The conduct process is not a court of law; its proceedings pertain only to the handling of alleged violations of the Student Code of Conduct and other policies, regulations, and procedures outlined in the NWC Student Handbook as well as the Apartment Guide and Owner's Manual. Students who become involved with the criminal or civil court system may also be subject to the NWC conduct process.

Department of Residence Life Conduct Process Outline

- Residence Life or other college staff member becomes aware of a possible violation of campus Housing and/or campus policies, regulations, and standards.

- Student is notified in writing (via NWC Student Email Account) that they have been documented in an incident and a meeting is requested.
 - Email will show as coming from Staff Name (via Maxient)
- Meeting is held to hear student's perspective and to ascertain responsibility.
- Student is notified of determination of responsibility and sanction(s) if appropriate.



The conduct process in the college apartments may be initiated when an Incident Report form is filled out documenting a possible violation of policy, regulations, or procedures. Other forms of documentation such as police reports and official records may also initiate the conduct process. Student staff are instructed to document apparent violations of policy, regulations, or procedures. Having an incident documented does not always result in a sanction.

If you have participated in, have knowledge of and/or witnessed a violation of the Housing License Agreement, the Apartment Guide and Owner's Manual, or other policies, regulations, and/or procedures outlined in the Student Handbook, you may be asked to appear at a follow-up meeting (conduct hearing).

Whether you are involved in the conduct process as an involved student, complainant, or a witness, the goal of the process is to treat each person with respect and objectivity. The conduct process responds to incidents involving inappropriate behavior within our community.

Incident Report:

Housing staff is required to document any "out of the ordinary" incident on an Incident Report form. This could be a medical emergency, a weather-related emergency, an accident causing damage, or an alleged policy violation. If a resident's name is listed on the report, they may be required to meet with a conduct hearing officer to discuss the incident and their responsibility.

Referral Notice:

If you are documented in an Incident Report and required to meet with the hearing officer, you will receive a written Referral Notice via NWC email or delivered to your apartment mailbox. You have three working days after the Referral Notice is sent to contact your Hearing Officer and schedule a Follow-Up Meeting. **If you have not responded to or met**

with the hearing officer after having been delivered 2 Referral Notices, then responsibility determination and sanctioning can occur without your participation. Failure to follow up in the appropriate time, or at all, may result in an additional sanction. (If there is not time for referral notice and follow-up 3 days later (e.g. end of semester, student checking out early, etc...) this procedure may be shortened or eliminated to make sure that the follow-up meeting may be concluded before the student leaves campus

Follow-Up Meeting:

A follow-up meeting is a conduct hearing scheduled within Residence Life. It is in reference to a submitted incident report in which you were documented as an involved student or witness.

Conduct hearings/follow-up meetings are one-on-one meetings with a staff member and the involved student. *[Note: students involved in incidents on campus but outside of Campus Housing, or non-residential students involved in campus housing may be required to meet with the Campus Security Officer (or designee).]*

During your meeting with the Hearing Officer, they will:

- Answer any questions you have about the student conduct process,
- Allow you to read a copy of the report, this report may be redacted, at your request,
- Review the alleged violation in question,
- Allow you the opportunity to talk about the situation and provide additional information which may be useful in determining whether or not you are responsible for the violation of a policy, regulation, or procedure.

Sanctions:

The Residence Life Student Conduct System is educational in nature. Its primary purpose is to help students learn from the choices they make and to become a positive contributor to the apartment community. Consequences, or sanctions, are assigned when a student is found responsible for violating residence life or campus policies, regulations, and procedures, license agreement obligations, or local, state, and/or federal law. Sanctions are intended to help students learn and each subsequent violation/sanction builds upon the last.

The following is a list of possible sanctions that will be issued to residents for violations of the Residence Life regulations.

Note: Certain policies and regulations have specific sanctions (i.e. alcohol, fire safety, etc.) that may be assigned in addition to or in combination with the possible sanctions listed below and will be further discussed under those policies and/or regulations and at the follow-up meeting.

Letter of conduct warning: This letter is a formal written statement that a resident or resident's guests' actions are not acceptable and that subsequent infractions will result in more severe action. This sanction may not be deferred.

Educational Session: (1) Attending an educational session may be imposed in lieu of, or in addition to other sanctions given (e.g. alcohol/drug education class). (2) Assignment of a task, which is educational in nature and appropriate to the violations. Failure to complete the assigned task will result in the initiation of further disciplinary action. Community restitution projects will also be assigned as needed.

Penalty/fee/fines: Payment of a penalty fee for services or violations of a specific regulation. This can be billed directly to your account.

Exclusion: Residence Life reserves the right to exclude (prohibit entry to a specific apartment/hall area) those persons whose behavior is determined to be detrimental to the well-being of the apartment/residence hall community or incompatible with its function as part of an educational institution.

Relocation: Residence Life staff reserves the right to relocate (reassign a resident to an alternate hall/apartment area) those persons whose behavior has been determined to be detrimental to the wellbeing of the current community or incompatible with its function as part of an educational institution. Residents will be given 48 hours after notification to relocate to their new housing assignment.

Apartment Probation: Formal notice to the student that his/her behavior is unacceptable in the apartments and any additional violations of any policy or regulation, however minor, may result in more significant consequences including dismissal from the apartments.

Disciplinary Probations: Formal notice to the student that his/her behavior is unacceptable at Northwest College and any additional violations of any policy or regulation, however minor, may result in more significant consequences including suspension or expulsion from the college.

Dismissal/Eviction: Residents dismissed for violation of college policies and/or apartment regulations have 48 hours after notification to properly check out. Fewer days may be assessed depending upon the nature of the violation and the threat to the safety, property or security of the apartments and other individuals. Evicted residents forfeit their deposit and may be subject to additional penalties for damages and cleaning.

Actions that will result in eviction include, but are not limited to: assault, arson, drug and alcohol violations, breaking and entering, noncompliance of weapons policy, and failure to pay room and board charges. Residents dismissed from the apartments are not eligible for room and board refunds. Please refer to your Student Handbook for all sanctions. The following sanctions could occur in conjunction with the above sanctions:

Disenrollment/Expulsion: Expulsion terminates a resident's academic program and his/her right to future enrollment. Only the Vice President for Student Affairs, with prior approval of the President of the College, may expel a student. A student who has been expelled may not attend classes, use College facilities, or visit the campus. Refunds for tuition and/or room and board will not be issued.

Alternative Sanctioning: The hearing officer can apply alternative sanctions, not listed, to address behavior modification. Examples include, but not limited to, research papers, apology letters, project, etc.

Repeat Violations: Continuing to violate behavioral standards/regulations after a follow-up meeting or hearing will result in a recommendation of dismissal from the apartment, relocation to another apartment, apartment probation or loss of privileges.

Appeal of Sanction(s)

If you are documented for a violation of College policy or apartment regulations and you want to appeal the sanction(s) assigned, you will be expected to pursue the appropriate channels for behavioral matters. In most cases, you will first be expected to meet with your Hearing Officer. In some instances, you may be referred to the Director of Residence and Campus Life and/or the Vice President for Student Services (or designee).

Not all administrative actions or decisions are eligible for appeal. The appeals process affords students an opportunity to appeal in select circumstances. **View the complete appeals process and procedure in the Student Handbook at www.nwc.edu/life/handbook.html.**

An appeal is not automatic and may be granted only in those cases where the resident has cause to appeal. Not being pleased when found responsible, or not wanting to complete a sanction may not be deemed adequate cause for appeal. There are 3 reasons for an appeal to be heard.

3 reasons for an appeal

1. New or previously unavailable relevant evidence that could have significant impact on the original findings. (failure to participate or provide evidence in the investigation or follow-up is not a basis for new or previously unavailable evidence.)
2. Procedural and/or substantive errors that substantially compromised the fairness of the outcome. (e.g. substantial bias, material deviation from established procedures, etc.)
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

For campus residents, the appropriate channels for behavioral matters are listed below. A student may not forgo a level of appeal unless approved by the Director of Residence and Campus Life. If the Hearing Officer assigns a sanction it may be appealed to the Director of Residence and Campus Life (or designee). If the Director of Residence and Campus Life assigns a sanction, then it may be appealed to the Vice President for Student Services (or designee). The decision rendered by the Vice President for Student Affairs (or designee) may be appealed to the Student Appeal Board.

Level 1: Initial Hearing Officer, Usually the Resident Director

Level 2: Director of Residence and Campus Life (or designee)

Level 3: Vice President for Student Services (or designee)

Level 4: Student Appeals Board

All appeals must be initiated in writing within 2 business days of the student being sent written notice of being found responsible and sanctions assigned. This letter should be addressed to the next level of the appeals process, see list above, and must give rationale for the appeal based on at least one of the three reason for appeal listed above. Failure to address one of the three reasons will result in the appeal being denied.

Student Appeals Board:

The Student Appeals Board addresses all student appeals related to actions or decisions by the Vice President for Student Services (or designee) and the Vice President for Academic Affairs (or designee) related to the Student Code of Conduct, Academic Code of Conduct, and compliance matters as specified in the Student Handbook. The Student Appeals Board will also address student appeals regarding exceptions to academic policy and decisions on academic dismissal.

When an administrative decision has been made to dismiss a student for behavioral misconduct, the student shall have the right to request a full contested case hearing before the Student Appeals Board. Refer to the Student Handbook online for full Student Appeals Board procedures. NOTE: The Student Appeals Board is the final procedure constituted by the College for all matters within its purview. Decisions made by the Appeals Board are not grievable.

FAQs

Q: What does “preponderance of evidence” mean?

A: Preponderance of evidence is the burden of proof used to decide responsibility. It means that if the Hearing Officer believes it is “more likely than not” that a student violated policies, regulations, and procedures, he or she will find the student responsible for the violation and possibly issue sanctions.

Q: What does it mean to be “in the presence of a violation”?

A: If you are present in a student room, apartment, or otherwise on campus where a violation of residential or campus policy or regulation is occurring, you will be in violation. If you are present and/or realize a violation is occurring, you must leave the room and/or area immediately and report the violations(s) to residential or security staff.

Advertising & Solicitation

Advertising/Posting of Flyers:

All advertisements/flyers/ promotional materials, etc. posted in the apartments MUST be approved by the Residence Life Office. Once approved, flyers may be posted in designated/approved areas ONLY (i.e. bulletin boards, NOT on room doors, windows, etc.). Advertising of events involving the consumption or sale of alcohol is not permitted. Advertisements/flyers and the events they promote must not be in conflict with any NWC campus policies or residential regulations.

Solicitation:

Soliciting door-to-door for funds, or services or operating a business out of your room is prohibited.

Alcohol

Northwest College is a community dedicated to the academic, social, cultural and intellectual development of its members and is committed to educational and social programs that promote such development. Personal and communal responsibility with regard to the College's Alcohol and Other Drug Policy is essential in ensuring that Northwest's environment is conducive to student learning and development. Northwest College has a "Dry Campus" policy. Therefore, alcohol is not permitted on campus by any student or guest of a student, regardless of age. Intoxication of person, or being in the presence of alcoholic beverages in any campus building or property shall also constitute a violation of the alcohol policy. Alcohol beverage containers (empty, full, or decorative), including, but not limited to, shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are not allowed in the apartments, regardless of age. Alcohol advertisements and signage are not permitted in any area visible outside of a apartment. Regardless of age, you are in violation of Northwest College's alcohol policy if you are on college property and found in the immediate area where alcohol is present, whether consuming it or not. Additionally, in the absence of clear mitigating circumstances (resident away for the evening, etc.), all residents of the apartment in which an alcohol violation occurs will be charged with the violation.

The college is committed to fostering an environment free of drug and alcohol abuse through (1) education and referral to counseling programs, and (2) the prohibition of illegal or imprudent use of drugs or alcohol. **Please see your NWC student handbook for complete alcohol and drug policies on campus.**

In the case of a guest or visitor who is under the age of 18, the matter will immediately be referred to the Powell Police Department.

Northwest College is an alcohol-free campus. Regardless of age, you are in violation of Northwest College's alcohol policy:

MONUMENTS:

Promotion of events where alcohol or other drugs are the primary focus; display of alcohol or drug related materials in windows or areas outside of apartment rooms (i.e. posters, bar signs.); possession or presence of alcohol-related "collectible" items (i.e. shot glasses, growlers, etc.)

PRESENCE OF ALCOHOL:

It is prohibited to be on college property, and found in the immediate area where alcohol is present, whether consuming it or not.

UNDER THE INFLUENCE OF ALCOHOL:

If you are on college property and under the influence of alcohol and/or exhibiting intoxicated behavior.

- Behavioral symptoms frequently associated with being intoxicated or impaired by the use of other alcohol will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior and engaging in any behavior which may endanger oneself or others.
- Members of the community who choose to consume alcohol or other drugs will be held fully responsible for their behavior while under the influence of alcohol or other drugs, regardless of where it was consumed. Loss of control due to intoxication or other drug impairment in no way excuses or justifies violation of state law, college regulations, or the rights of others.

POSSESSION OF ALCOHOL:

If you are on college property and have alcohol in your possession.

INCAPACITATION:

If you are on college property, and as a result of the use of (or withdrawal from) alcohol or other drugs, is unconscious or has his/her judgment impaired so that s/he is in jeopardy of harming self, others, or property.

- Northwest College reserves the right to call the police or ambulance service and all costs incurred will be the responsibility of the student.
- Whenever a student assists an intoxicated/impaired person by calling for assistance from Security, Police, Residential Education staff, or medical professionals (EMT), neither the intoxicated/impaired individual nor the individual who assists will be subject to formal college disciplinary actions for (1) being intoxicated/impaired or (2) possession of alcohol or other drug. This does not preclude having an educational conversation with a campus administrator or charges for multiple incidents of this nature.

SALE/DISTRIBUTION TO A MINOR:

If on college property and student is or has been distributing or transferring alcohol to minors or attempting, soliciting, or conspiring to commit any of these offenses with others.

The staff reserves the right to confiscate and dispose of any alcoholic beverages and/or prohibited alcohol-related materials found in the apartment.

SANCTIONS:

Sanctions are generally a combination of educational and punitive sanctions with the goal being that the College first strives to educate students about acceptable behavior while also holding students accountable for their misconduct. In determining sanctions, hearing officers may consider students' demeanor, past conduct record, the nature of the misconduct, and the severity of any damage, injury or harm resulting from the misconduct or other factors.

Being under the influence of alcohol or other drugs will not be accepted as an excuse for conduct that violates Community Standards. Any student found to allegedly violate this policy will be subject to the Student Conduct System. Students who violate the policies regarding Alcohol and Other Drugs are subject to disciplinary action ranging from educational measures to dismissal from the institution. Sanctions *most likely* to result from alcohol or other drug violations are listed below. Please note, these are not exhaustive lists and provide only a range of typical sanctions; other sanctions not listed here may be assigned when appropriate. *NOTE: If a student is under the age of 18, their parent/legal guardian may be notified. If a student is a member of a college athletic team or Student Senate, their coach and/or advisor may be notified.*

Monuments Violations

Typical minimum sanctions—more severe sanctions may apply. Please remember, your college discipline record carries over for each semester you are enrolled at NWC, regardless of time elapsed between violations or hall/apartment assigned.

Violation(s);

First Violation:

- Meeting between hearing officer and student
- Official letter of written warning
- \$50.00 fee
- Removal of item(s) from campus

Second Violation:

- Second and subsequent violations become an alcohol violation and are assigned the appropriate sanctions.

Alcohol Violations

Combination of 1 alcohol violations and 1 drug violation could result in dismissal from the apartment.

Violation(s):

First Violation:

- Meeting between hearing officer and student
- Final warning before loss of campus housing
- Apartment probation
- BASICS or other educational program as assigned -- \$100.00 program fee

Second Violation:

- Meeting between hearing officer and student
- Disciplinary Probation
- Dismissal from Campus Housing
- BASICS or other educational program as assigned -- 150.00 program fee

Sale or distribution to minors

- Meeting between hearing officer and student
- Disciplinary Probation
- Dismissal from Campus Housing
- STEP ZERO or other educational program as assigned -- \$200.00 program fee

Drugs

USE OF ILLEGAL SUBSTANCE (NON-ALCOHOLIC/TOBACCO):

No student shall possess or use an illicit/illegal drug in violation of state or federal law, to include the use of prescription drugs that were not prescribed to the user.

- At the discretion of Residence Life, odor and/or smoke may be determined as use of a controlled substance. The College reserves the right to have Residence Life staff inspect any area of the apartment. Local law enforcement will be involved in incidents where suspected drug use and/or possession is involved and the responsible student(s) will be subject to any local, state, and federal laws that may apply.

ILLEGAL SUBSTANCE IMPAIRMENT:

If you are on college property and under the influence of an illegal substance and/or exhibiting intoxicated behavior.

- Behavioral symptoms frequently associated with being impaired by the use of illegal substance will be considered in determining impairment. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, verbal and/or physical

aggressiveness, destructive and/or disruptive behavior and engaging in any behavior which may endanger oneself or others.

- Members of the community who choose to consume drugs will be held fully responsible for their behavior while under the influence of illegal substances, regardless of where it was consumed. Loss of control due to drug impairment in no way excuses or justifies violation of state law, college regulations, or the rights of others.

ILLEGAL SUBSTANCE INCAPACITATION:

If you are on college property, and as a result of the use of (or withdrawal from) illegal substances, is unconscious or has his/her judgment impaired so that s/he is in jeopardy of harming self, others, or property.

- Northwest College reserves the right to call the police or ambulance service and all costs incurred will be the responsibility of the student.
- Whenever a student assists an intoxicated/impaired person by calling for assistance from Security, Police, Residential Education staff, or medical professionals (EMT), neither the intoxicated/impaired individual nor the individual who assists will be subject to formal college disciplinary actions for (1) being intoxicated/impaired or (2) possession of alcohol or other drug. This does not preclude having an educational conversation with a campus administrator or charges for multiple incidents of this nature.

POSSESSION OF DRUG PARAPHERNALIA:

No student shall be in possession or use of drug paraphernalia (as defined by the U.S. Drug Enforcement Administration/Title 21, Sec. 863 of the Controlled Substances Act), and hookahs.

DISTRIBUTION/TRANSFER/TRAFFICKING/MANUFACTURE:

No student shall transfer, distribute, manufacture or attempt to manufacture, or traffic illicit drugs in violation of state or federal law or attempt, solicit, or conspire to commit any such offenses. Synthetic or counterfeit substances that are an analogue for a controlled substance are prohibited under this policy. The misuse, transfer, or sale of legal substances such as prescription drugs and inhalants are also prohibited.

First Violation:

- Meeting between hearing officer and student
- Dismissal from Campus Housing
- BASICS or another educational program as assigned -- \$100 program fee

Failure to Comply, Cooperate, or Identify

FAILURE TO COOPERATE/COMPLY:

Failure to cooperate with the request of a staff member or authorized agent of the College is prohibited.

- Two (2) or more violations of this regulation could result in dismissal from the apartment.

FAILURE TO IDENTIFY:

Failure to identify yourself by NWC ID card, or other form of picture ID upon request or furnishing false identification upon request is prohibited.

- Two (2) or more violations of this regulation could result in dismissal from the apartment.

Computers, Telephones, & Technology

Copyright sharing:

Please be aware that the sharing of copyrighted materials is a violation of Federal Law and the Northwest College Student Handbook. Violations could result in prosecution and/or loss of computer privileges on campus.

Illegal use of Computers:

Illegal use of college computers or student-owned computers will be referred to the Campus Safety & Security Officer and Local Law Enforcement for criminal investigation.

Technology/Telecommunication Misuse, Tampering or Damage:

Misuse, damage, or tampering with computers, software, and/or data line access is prohibited. Tampering, misuse of a telephone, calling card number, or telephone line is prohibited. Violations will result in a conduct warning and financial restitution of all damages.

Damages and Corporate Responsibility

Property Damages/Vandalism & Corporate Responsibility:

All damages and/or vandalism, either purposefully or through negligence, will be charged to the student(s) involved.

Personal Living Quarters:

At the time of check in, each resident will be provided a detailed room condition report documenting any existing damages. This report is available on-line in Erez Life, under forms, as well as a copy is sent to your NWC email address. The checkout portion of the form will be completed when the resident prepares to move from the apartment. Repairs or damage to the apartment or its furnishings beyond normal wear will be assessed to the resident who is responsible or to all residents of the apartment if the individual responsible cannot be determined.

Common Areas:

In public areas of the Complex/apartment, including but not limited to: hallways, kitchens, bathrooms, and stairwells. The replacement or repair costs for damages are assessed to an individual when responsibility can be determined; however, when individual responsibility cannot be determined for damages, the residents of the complex are collectively responsible for repair costs.

The action of “collective billing” or “corporate responsibility” is taken by the Manager in consultation with the Director of Residence and Campus Life. All damages are assessed and forwarded to the Business Office. They will then be charged to each individual’s account.

Corporate Charge:

When you move into your apartment you become a part of the greater community within that complex. As a part of the community you are now equally responsible for the wellbeing of your complex. If damage, vandalism or other infractions result in a monetary repercussion of some sort for the party at fault, and that party is unknown to the Housing staff, then a corporate charge is assessed to apartment or entire complex.

Theft

Theft of college property:

Theft of or unauthorized possession of college property, furnishings, equipment or other items could result in dismissal from the apartments. Incidents of this nature may be reported to and further investigated by local law enforcement.

Theft and/or possession of Stolen Property:

Theft of or unauthorized possession of public property, or the personal property of another could result in dismissal from the apartments. Incidents of this nature may be reported to and further investigated by local law enforcement. Please report all thefts to the Campus Safety and Security Officer immediately (307-754-6067) and file a report with the Powell Police Department at (307)754-2212.

Fire Safety & Fire Emergencies

Northwest College has a commitment to providing students with a safe and comfortable environment in which to live and learn. One aspect of this commitment is a dedication to fire safety. Below is a comprehensive list of Northwest's fire safety regulations.

Tampering with Fire Equipment:

Tampering with and/or damaging fire safety equipment is prohibited. Any resident caught tampering with fire safety equipment (i.e. covering room smoke detectors) may be suspended from the College and/or College housing and prosecuted through civil authorities. These alarms are here for your safety. Please leave fire extinguishers in their proper places unless an emergency occurs. The fire doors at the end of the wings are for emergency purposes only.

Violation(s):

- Minimum \$50.00 fine for tampering with fire equipment
- \$500.00 fine and cost of damages for tampering or vandalism to fire sprinkler equipment.

Intrusive Odors and Open Flame:

Items such as incense, potpourri, candles, cigars, clove cigarettes, sage, and the like are not to be burned in the apartments because they present a fire hazard and may produce an odor that is offensive to the community environment. Additionally, all heat source odor emitting devices are prohibited (i.e. oil warmers, candle warmers, heat-producing scented plug-ins, etc.). Also prohibited are flammable materials and dangerous chemicals including gasoline, kerosene, motor oil, and the like. College housing reserves the right to final judgment regarding intrusive odors and open flame. Non-heat producing scented oil fans and blowers may be used with discretion. As a rule of thumb, if your non-heat producing air freshener, scented oil fan, etc. can be smelled outside your room, the item should be removed. Intrusive odors caused by unsanitary conditions need to be removed immediately.

Violation(s):

- \$50.00 charge per incident
- Possible dismissal from the apartment for open flame violations.

Prohibited Apartment Appliances/Items:

Due to fire and safety codes, certain items are PERMITTED and certain items are NOT PERMITTED in your apartments. The table below lists which items are permitted, not permitted, and which items are approved for use in the kitchen area only. It is to be assumed that items/appliances listed include similar or like items. (For example, "George Foreman type grills" includes ALL brands/makes/models of indoor grill with or without removable/adaptable plates.) If an

item/appliance is not listed, or if you are unsure if an item/appliance falls into one of the “categories,” please ask your manager prior to use. Persons using items/appliances not specifically listed-without prior approval from the manager are still subject to sanctions for violation of fire safety regulations.

PERMITTED	KITCHEN USE ONLY	NOT PERMITTED
Mini-Fridge (less than 5 cu. ft.)	Standard Toaster	Swamp Coolers or Air Conditioners
Coffee Pot (auto shut-off)	Crock Pot	Water Bed
Electric Tea Kettle	Rice Cooker	Firearms/explosives/ firecrackers/fireworks
Small Microwave Ovens	Waffle Iron	Any heat-source/ heat producing odor emitting device
Non-heat producing air fresheners/reed diffusers/etc.	Air Popcorn Popper	Live Christmas Trees
Electric Blanket	Electric frying pans, woks, griddles	Space Heaters
Heating Pad	Pizza oven, hot plate, George Foreman type grills, oil popcorn popper, deep fat fryer	Candles
Curling/Flat Irons		
Hair Dryer		
Clothing Iron (auto shut-off)		
Sewing Machines		
Christmas/Holiday/ Twinkle Lights (LED lights only) (UL approved)	Reminder: If an item/appliance is not listed, or if you are unsure if an item/appliance falls into one of the “categories,” please ask your Manager <u>prior</u> to use. Please <u>unplug</u> all curling irons, electric blankets, etc. when not in use. All appliances must be used for intended purpose only. *See “Intrusive Odors and Open Flame”	
Surge Protectors with reset buttons (UL approved only).		

Violation(s):

- 1st violation \$50.00 fine.
- 2nd violation may result in dismissal from Residence Housing and an assessment of \$100.00 fine.

Smoking/Vaping/E-cigarettes:

The apartments are smoke-free. Smoking, including the use of e-cigarettes, e-hookahs, etc., is not permitted in any section of the apartment or complex. Please smoke outside the building (25 feet away from doors/windows) and dispose of cigarettes, cigars, etc. safely.

Violation(s):

- \$50.00 charge per offense

Laundry

Misuse/damage to machines or facilitates:

Any individual that is found misusing or causing damage to machines or facilities through improper use or intentional acts, will be charged for any damage and may be subject to fines or loss of use of the laundry facility for a specified time period.

Non-resident laundry use:

Laundry is provided in each apartment at no additional cost to the residents of that complex. Any individual found responsible for allowing non-residents to use the laundry machine for the non-residents personal use or doing laundry for non-residents, is prohibited.

Violation(s):

- Assessed charges for damages to your student account.
- 1st violation a 100.00 fine.
- 2nd violation dismissal from apartment Housing and an assessment of \$200.00 fine

Sexual Violence, Harassment, & Threatening Behavior

Northwest College is concerned about the safety and well-being of its students and about incidents of sexual misconduct, harassment or violence (including sexual assault, stalking, and dating and domestic violence), whether on- or off-campus. **Please review the College policy on Sexual Misconduct and Title IX at www.nwc.edu/title9.**

If you experience any type of sexual violation, please know that you have options, you have rights, and support is available for you.

You have options:

Counselors in the Student Success Center are trained to offer support for victims of assault and can help you explore your options in a safe, nonjudgmental and confidential environment. The Campus Safety and Security Officer can offer support and intervention. There are many people on campus who are ready and willing to assist you in this matter at any time. Your campus housing staff have also been trained to handle these issues and can help to put you in contact with the appropriate personnel.

You have rights:

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. Sec. 1681, *et seq.*, prohibits discrimination based on sex (including sexual harassment and sexual violence) at any federally funded education program or activity. The Violence Against Women Act ("VAWA") amendments to the Clery Act require institutions to develop policies prohibiting sexual assault, stalking, and dating and domestic violence.

The college must respond to complaints concerning Title IX and VAWA.

Because of this, please note that **your confidentiality cannot be guaranteed** when reporting to a Title IX coordinator. College processes may include internal investigations and/or hearings and may result in discipline and remedial action. Northwest College prohibits retaliation against anyone for raising complaints for Title IX and the Clery Act.

For more information about Title IX, Title IX investigations, and Northwest College policies concerning Title IX and the Clery Act, contact our Title IX Coordinator at (307) 754-6159, email Title9@nwc.edu, or visit www.nwc.edu/title9.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report alleged misconduct to College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

To encourage reporting and participation in the process, the College offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

Unacceptable behavior

Failure to follow-up:

It is the student's responsibility to respond to any correspondence from a college official and follow through on all requests asked of the student. Failure to do so, may result in additional sanctioning.

Retaliation:

Actions by, or on behalf of a student, toward or against another who engages in legally protected activity, to include but not limited to: filing a report, complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Sanctions may include, but are not limited to letter of apology, being moved to a new campus living environ, dismissal from apartments, and recommendation to the Vice President of Student Services for suspension or expulsion.

Disruptive Behavior:

Inappropriate behavior that interferes with the functioning and flow of the educational and living environment in the Residence Halls/apartments and is regarded as speech or action which 1) is disrespectful, 2) interferes with the learning activities of other students, 3) impedes the delivery of College services and/or 4) has a negative impact in any college living and/or learning environment. Disruptive Behavior includes physically, verbally or psychologically harassing, threatening, or acting abusively toward a faculty, staff, or student at Northwest College, on college property or in any activity authorized by the College, including use of cyber methods (computer, email, texts, social media, etc.). Disruptive behavior also includes any other behavior covered by the Student Conduct Code in the Student Handbook.

Threatening Behavior:

Includes physical action short of actual contact/injury, general oral or written threats to people or property, as well as implicit threats. Causing another student or staff member to feel they are in danger of bodily harm by actions of another person is prohibited. Physical or verbal threats to self will also be considered threatening behavior. Threatening behavior could result in dismissal from the campus housing.

Violent Behavior:

Includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent, or specific threats to inflict physical harm. Any person willingly engaging in such activity will be

evicted from the residence halls/apartments of NWC. If it is determined that both parties were willing participants, then both may be evicted. If it can be determined that one party was clearly the aggressor and at fault, then only that party will be evicted from the residence halls/apartments.

Intimidation or bullying:

Means any act that substantially interferes with a person's safety, employment, academic efforts, opportunities or performance, or participation in College-sponsored activities that takes place on or immediately adjacent to college property, at any college-sponsored activity, or on college-provided transportation.

Harassment:

Includes any behavior, physical, written, electronic, or verbal, that victimizes or stigmatizes an individual and that may be based on, but not limited to race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, genetic information, veteran status, race, ethnicity, ancestry, sex, sexual orientation, national origin, source of income or disability having the effect of:

- Physically harming a person or damaging a person's property.
- Knowingly placing a person in reasonable fear of physical harm to the person or damage to the person's property.
- Creating a hostile educational or living environment including interfering with the psychological wellbeing of the person.

Harassment violation(s):

- Recommended sanction is eviction from the Residence Halls/apartments/dining room, unless circumstances, in the opinion of the Residence Life Staff, determine otherwise.

Cyber bullying:

Is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or college property/equipment to engage in this behavior.

Hazing:

Includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, and college-sponsored activity or attainment. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

Inappropriate Behavior:

Behavior that is deemed non-conducive to the educational environment, and/or the safety, wellbeing, or comfort of residents within the community (ex. mooning, streaking, or any form of indecent exposure) is prohibited. The final judgment regarding these behaviors will be made by the Residence Life staff. These behaviors may be deemed as harassment and/or in violation of the Student Code of Conduct.

Apartment Security and Access

Door Propping:

Exterior doors are locked 24 hours a day for your safety and security. Any door found propped open will result in a minimum individual or complex corporate charge of \$20.00. Please un-prop any door that you find blocked open and do not let anyone into the building unless you are willing to take responsibility for them and escort them at all times.

Screen Removal:

Removal of the window screen is prohibited for any reason other than emergency exit. Violations will result in a \$25.00 fine, plus any damages, to the room occupant(s) and/or those individuals deemed responsible for the removal of the screen.

Unauthorized Entry/Use of Keys:

Building and room entry is restricted to residents of that facility and their invited/accompanied, registered guests. Entering through windows or attempting to break and enter is prohibited. Unauthorized use of a key, combination or other method to gain entry to locked facilities without College authorization is prohibited. A resident that willingly gives their college keys to an unauthorized person(s) and/or uses another's keys without college authorization is violating this regulation. Violations could result in dismissal from the apartments.

Core/Lock Changes:

There are certain instances when a Residence Life staff member may change your lock/core on the door to your room (which means that your key will no longer work in your door). If this happens, there are various reasons why, which may include, but are not limited to: non-payment of bill, failure to follow up with Residence Life staff, failure to vacate within 48 hours of notification of dismissal, lost/stolen keys, etc. Upon having your core changed contact your manager immediately for more information.

Mail

Mail Tampering:

Misuse or tampering with another person's mail is prohibited and subject to sanctioning. NWC Residence Life reserves the right to involve the United States Postal Service regarding any mail handling violations.

Your Apartment Address:

Here's an example of how your mailing address should appear:

Your Name
Building address, Apt #
Powell, WY 82435

The building addresses are as follows:

- A building – 900 N Beckman
- B building – 903 N Beckman
- C building – 905 N Beckman
- D building – 902 N Beckman
- E building – 904 N Beckman

If you have any questions about mail, please contact Holly Berryman at 307-754-6117, email mail.service@nwc.edu, or stop by the Mail Services office.

Noise

Courtesy Hours:

Courtesy hours are in effect 24 hours per day and all residents must respect other students' need for quiet. Please respect other students' rights to a quiet environment.

Excessive Noise:

Noise can be a significant problem in apartment communities. Excessive noise is defined as any noise that can be heard outside of the room from which it originates and is prohibited when in the opinion of the staff it is disrupting to others within the complex.

Room Alterations

Residents/occupants are not allowed to paint, alter or remodel any room or public area in the apartment without prior approval from the Director of Residence and Campus Life. Damages will be assessed to the residents concerned.

FAQ's:

Q: How can I hang up my posters and pictures?

A: In order to minimize damage to your room walls and surfaces, we recommend you use 3M brand Command Strips and hooks (when used as directed). Depending on your wall surface, you can probably use small pushpins, thumbtacks, and painter's tape with discretion. *Note: Regardless of product used, residents are responsible for all room damages. Care and caution should be used when hanging items on the walls.* We strongly discourage the use of nails, foam adhesives (other than the 3M Command product line), and most kinds of tape (scotch, electrical, duct, etc.) as the use of these products almost always results in damage. Please do not use soap/liquid detergent, poster putty, etc. on the walls and ceiling.

Q: What if my light bulb burns out?

A: Just contact your manager. They will advise if it is a bulb we replace or if it is your responsibility.

Q: Can I bring my own furniture?

A: You may bring in personal furniture, as long as you and your roommate agree with the piece of furniture being in your room. It must also safely fit in your room, and if it is deemed unsafe by Residence Life staff, then it must be removed from your room. Please be aware that **you are responsible for all damages that might incur while moving the piece of furniture in and out of your room, and using the furniture while in your room** (this includes damage to the wall included to, but not limited to, damage caused by reclining furniture). **Furniture that is property of the College and is provided in your furnished room MAY NOT be removed from your room in order to make room for your personal furniture.**

Objectionable/Offensive Material

Any material that is deemed objectionable or offensive (including, but not limited to, pornographic material, vulgar language, etc.) is prohibited in publicly viewed areas. Public areas include apartment common areas, hallways, room doors facing the hallways or facing out your windows. Please do not display inappropriate or objectionable window or door decorations. Final judgment in this regard will be made by the Manager and Residence Life staff.

Checking In/Out, Roommates & Room Changes

Checking In:

When you first check into your apartment it is a good idea to thoroughly look over everything in your room. You will sign a Room Condition Report, which has been completed by your Apartment Managers. This document assesses the existing

damage in the room and documents it for your records and the Housing Office records. The Apartment Managers have spent a great amount of time carefully looking over your room, but ultimately it is your responsibility to double check your Room Condition Report during the first three days after you check-in for anything that may have been missed. Additions to the Room Condition Report will not be allowed after this time. *Any damages present at check-out that were not listed on the Room Condition Report at check-in will be the responsibility of the resident.*

Apartment/Room Changes:

All apartment changes must be approved and coordinated through the manager and/or the Housing Coordinator. **Once you are approved to check-out of your room**, you need to complete the following checkout procedures. *Residents not following these checkout procedures are subject to all applicable fees, including an improper check-out fee.*

Checking Out:

Prior to check-out, you must:

- Schedule a check-out time with your apartment manager
- Thoroughly clean the apartment (see Cleanliness Expectations)
- Remove all tacks, tape, and other adhesive items from ceilings, walls, and floor.
- Return beds to original positions. This means beds must set with 6 bars showing from the top
- Remove ALL personal belongings from the room. You will NOT be checked out if you still have belongings in the room (even if it's the "last load").
- If you wish to check-out of Trapper Village Main for any other reason prior to Finals Week of Spring Semester, you must have approval from the Housing Office. (Refer to your Housing License Agreement and Contract or contact the Housing Office for details).

Here are the guidelines for **room cleanliness** when checking out of your room:

- Remove all trash to the dumpster.
- Make sure you have thoroughly cleaned all surfaces, including inside cabinets.
- Clean the inside and outside of your door.
- Thoroughly clean your floor (don't forget under the bed and other furniture!).
- Thoroughly clean the refrigerator and stove/oven.

Once the above is completed, THEN the room is ready for check-out. Staff will not check you out unless the above is done (*and done to high enough standards*).

At time of check-out:

- Complete the check-out portion of the Room Condition Report with staff. Sign and date the Room Condition Report.
- Return ALL keys to staff.
- If moving out of the NWC housing entirely:
 - Provide a forwarding address and phone number.

Abandoned Property:

Personal property left behind by residents following check-out (whether proper or improper) and/or contract termination is considered abandoned. The resident shall be charged for any costs incurred by moving or removing property from their room or college property. Abandoned property will be donated, thrown out, or otherwise disposed of or dispensed as deemed appropriate by the housing professional staff.

Visitation/Guest Standards

Standard Visitation:

Residents are welcome to host guests between the hours of 9:00AM and 1:00AM Sunday—Thursday.

24-hour visitation:

Effective from 9:00am Friday—1:00am Sunday (*Friday and Saturday nights*) with the following requirements: A resident is allowed to sign in one guest per night. A resident must sign in their guest no later than 10:00 PM with the manager in order for the guest to remain in the building after this time Roommate consent (if applicable) must be received for a guest prior to sign-in. NOTE: 24-hour visitation privileges apply to Friday and Saturday nights ONLY and do not apply to a weeknight where there is no class the following day (i.e. college holidays). 24-hour visitation is not permitted during Finals Week.

Special circumstances:

Circumstances that may require an exception to the visitation regulations MUST be approved by the Director of Residence and Campus Life a minimum of 24 hours in advance.

Weapons & Explosives

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any substances or device designed to harm or incapacitate is prohibited on campus. The specifics are outlined in NWC college policy #7150. The only exception to this is for those issued concealed weapon permits through the State of Wyoming, pursuant Wyoming Statute 6-8-104.

Definition

Weapons; as defined by NWC Policy #7150:

1. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot, or shell by the action of an explosive or other propellant.
2. Any handgun, pistol, revolver, rifle, shotgun, or other firearm of any nature, including those that are concealed or openly carried.
3. Any martial arts weapon such as nun chucks or throwing stars.
4. Any longbow, crossbow, arrows, or other projectile that could cause serious harm to any person.
5. Any incendiary of explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device.
6. Any tear gas or smoke bomb; however, personal self-defense items containing mace or pepper shall not be deemed a weapon under this policy.
7. Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle, or any knife having a blade that opens or falls or is ejected into position by the force of gravity.
8. Any straight-blade knife with a four-inch blade length or more. An ordinary pocketknife or culinary knife designed for and used solely in the preparation of service or food shall not be construed as a weapon for the purposes of this policy.
9. Any other dangerous or deadly weapon or instrument of like character.

Toy weapons that look like real weapons are similarly prohibited on campus*. [**Certain toy weapons may be approved for temporary use on campus provided they are pre-approved by Campus Security and authorized for use by a College administrator for a College sponsored event or activity (i.e. Humans VS Zombies, Laser Tag, etc.) AND their users are in no way violating disruptive behavior regulations*].

Misuse of any device or substance designed to inflict a wound, cause injury, or incapacitate including, but not limited to Tasers, pepper spray, hot shots, bull whips, etc. is prohibited.

Exceptions to this include those provided through Wyoming State Statute 6-8-105 and NWC policy, which apply to individuals who have been issued and possess a valid Wyoming concealed carry permit or are certified peace officers; pursuant to Wyo. Stat. § 6-8-104(a)(i) and(ii).

Students must obtain authorization for the temporary storage of all approved weapons/ammunition from the Campus Security Manager. Proper gun storage lockers for weapons are provided. A student may check out a weapon/ammunition for sporting activity immediately prior to departure for the activity and must return it to the Campus Security Office immediately upon return from the activity for proper check-in procedures. If a student finds it necessary to check out a weapon in advance, that weapon must be stored at an off-campus location.

Expect for previously stated statutory exemptions, under no circumstances should weapons/ammunition be taken to an apartment. If you cannot contact Campus Security staff to check the items back in properly, leave the items at an off-campus site until Campus Security staff is available to assist you with your weapon check- procedures. Any violation of the Weapons & Explosives regulations will result in immediate dismissal from the residence halls/apartments.

Campus Security staff reserve the right to refuse to check-out a weapon/ammunition if it is determined that a student is under the influence of alcohol/drugs or displays behavior that questions the prudence of checking out that weapon(s)/ammunition. Non-cooperation with staff members under these circumstances will be referred to the Powell Police Department immediately.

Pets

Pets are not permitted in the apartments, either on a temporary or permanent basis. The only exception is for a reasonable number of fish (and **ONLY fish**) in appropriate containers (30-gallon maximum). Any water damage to the room or furnishings will be the responsibility of the resident. NOTE: Service and support animals (as defined by the American Disabilities Act and the Fair Housing Act) are NOT considered pets and therefore do not fall under the pet policy. However, proper authorization must be acquired PRIOR to bringing them into the apartments. Please contact Disability Support Services (307-754-6227) if you need information about approval for use of service and support animals in college facilities.

Violation(s):

- \$400.00 fine
- Multiple violations could result in dismissal from housing

PARKING

Students living in apartments are required to register vehicles at the time of check-in and are required to park in designated lots on campus. Parking is free on the campus of Northwest College. Cars/trucks illegally parked in handicapped spaces, fire lanes, or other designated "No Parking" spaces are subject to being ticketed and/or towed at

the owner's personal expense. Do not drive on the lawn or sidewalks. Any damages to sprinklers, sidewalks, shrubs, etc. will be billed to your student account.

All vehicles parked on campus, must have current registration and plates displayed on their vehicle. Vehicles with expired registration and plates may be towed at the owner's expense.

All trailers unhooked from a vehicle (horse, cargo, house, etc...) must be parked in the parking lot North of Ashley Hall.

Limited vehicle plug-ins are available near Ashley Hall with restriction for residents registered with Campus Security. Contact Campus Security at (307) 754-6067 for more details.

Other Information to Know:

Missing Student Policy:

Please refer to the Northwest College Student Handbook for our Missing Student Policy.

Emergency Notification System:

In an on-going effort to meet the compliance requirements of the Jeanne Clery Act and the Higher Education Opportunity Act, Northwest College has entered into a contract with RAVE Mobile Software to provide an emergency text messaging and email system. This system allows the College to send notification messages to students, faculty, and staff in the case of an emergency situation on campus. All Northwest College email accounts are automatically set up to receive the emergency messages. You will be able to sign up to receive emergency text messages through the NWC Portal. You are not required to give your cell phone or opt into this service.

Emergency Response Guide:

For emergency protocol at Northwest College, view the "Emergency Response Guide" on the NWC Portal under Campus Security under the Main Menu. If you have any questions about this guide, please contact Campus Security at (307) 754-6067.

Emergency Contacts:

All tenants are required to provide emergency contact information for two individuals when you check into the apartment. For students under the age of 21, one of the two listed contacts MUST be a parent/legal guardian. This contact information will be used only in the event of an emergency and per the guidelines of the Family Educational Rights and Privacy Act (FERPA).

