

Student Housing Handbook



Welcome to the Olympic College Res Life Housing Guide! This document provides valuable information about being a good neighbor and a vibrant member of the Res Life Community.

Olympic College Residence Hall Contact Information:

Address: 1100 12th St. Office 100 Bremerton, WA – Bldg. 16

Office Phone: (360) 479 - 0840

Residence Life Email: reslife@olympic.edu

Residence Hall Manager: Chiffon Noble

Residence Hall Manager Email: cnoble@olympic.edu

Table of Contents

Welcome! -- 5

Mission -- 5

Vision -- 5

Community Respect -- 5

Residence Life Staff -- 5

Residence Hall Manager (RHM) -- 5

Assistant Residence Hall Manger - 6

Resident Advisors (RA) 6

Contracts, Fees, and Payments -- 6

License Agreement -- 6

Release of Information -- 7

Quarterly Credit Load – 7

Income Verification -- 7

Standard Fees and Charges -- 8

Making Payments – 9

Payment Plan Requirements -- 9

Non-Payment Procedure -- 9

Missed Payments on Payment Plans -- 10

Renters Insurance -- 10

Email Requirement -- 10

Check Out Procedure -- 11

Check Out Basics -- 11

For Students Remaining at OC -- 11

Students Leaving OC -- 11

Improper Check Out -- 12

Room Condition -- 12

Check Out Exceptions + Fines -- 12

Damage Deposit -- 13

Storage -- 13

Abandoned Property -- 13

Mail Services -- 13

Fines and Fees -- 13

Resident Services and Amenities -- 16

On-Campus Resources + Important Departments -- 16

Maintenance Issues -- 16

Plumbing -- 17

Community Room -- 18

Laundry Room -- 18

Parking -- 18

Trash and Recycling -- 19

Room Changes -- 19

Mail -- 19

Technology/Internet -- 20

Food Service -- 21

Roommates and Your Rights -- 21

Your Roommate and You -- 21

Room Changes -- 22

Roommate Responsibilities -- 22

Community Living -- 23
Resident Rights -- 23
Resident Responsibilities -- 23
Community Room/Common Areas -- 24
Trash and Recycling -- 24
Rules and Regulations -- 24
Section 1: Community Environment -- 24
OC Code of Conduct -- 24
Respect and Civility -- 25
Physical Violence -- 25
Sexual Harassment/Assault/Misconduct -- 25
Resident Non-Compliance -- 25
Quiet Hours -- 26
Community Meetings -- 26
RA/Resident 1 on 1s -- 26
Academic Progression -- 26
Decorations -- 27
Weapons -- 28
Guests and Visitation -- 28
Overnight Guests -- 28
Disorderly/Disruptive Behavior -- 30
Posting -- 30
Pets -- 30
Emotional Support Animal Request/Process (ESA) -- 30
Accessibility/Student Disability Services -- 32
Section 2: Facilities and Furniture -- 33
Room Condition -- 33
Furniture -- 33
Balconies, Ledges, and Windows -- 33
Installations -- 33
Painting -- 33
Trash and Recycling -- 34
Bicycles -- 34
Damages -- 34
Restricted Areas -- 34
Section 3: Environmental Health and Safety -- 34
Equipment -- 34
Fire Safety -- 35
Sprinklers/Fire Extinguishers -- 36
Smoke Detectors -- 37
Fire Alarms -- 37
Cleanliness -- 37
Egress -- 37
Room and Door Decoration -- 38
Theft -- 38
Room Keys -- 38
Room Changes -- 39
Living with a Vacancy -- 39
Room Assignment -- 39

- Vehicles -- 39
- Section 4: Alcohol and Other Drugs -- 40
 - Alcohol -- 40
 - Cannabis -- 40
 - Tobacco 40
 - Other Drugs -- 41
- Important Policies Regarding Drugs/Alcohol/Behavior -- 41
- Confiscation Policy of Prohibited Items -- 42
 - Purpose -- 42
 - Roles -- 42
 - Illegal Drugs -- 42
 - Alcohol -- 43
 - Weapons -- 43
 - Procedure -- 43
 - Conduct Process -- 43
- Conduct Process – Residence Hall -- 44**
 - OC Student Code Of Conduct -- 44
 - General Conduct/Behavior -- 44
 - Appeal Process -- 45
 - First Level Appeal -- 45
 - Second Level Appeal -- 45
 - License Cancellations -- 46
 - Exceptions -- 46
 - Sanctions -- 47
- Safety and Security -- 47**
 - Important Contact Information -- 47
 - Emergency Phones -- 48
 - Health and Wellness Checks -- 48
 - Maintenance Checks -- 49
 - Entering a Student Apartment/Room -- 49
 - Room Consolidation -- 49
 - Trespassing -- 49
 - Security Rounds -- 50
 - Cameras -- 50
 - Valuables -- 50
 - Sexual Assault and Misconduct Prevention and Reporting -- 50
 - Consent -- 50
 - Survivors -- 51
 - Missing Residents -- 51
 - Self-Harm and Suicide -- 52
 - Other Resources -- 52
 - Earthquakes -- 52
 - Fire Alarm Procedures -- 53

Welcome!

Mission:

The Office of Residence Life strives to provide safe, quality student housing, and aims to challenge, support, and educate residents to become responsible and engaged global citizens.

Vision:

The Office of Residence Life offers a diverse, multinational living and learning environment that augments the academic pursuits of our residents through intentional education, innovation, and community development.

Community Respect:

We believe each resident deserves to be treated with respect and dignity. Each resident shares the responsibility of creating an environment in which all students are welcomed and valued – regardless of age, weight, gender, sexual orientation, disability, race, ethnicity, color, creed, national origin, cultural background, socio-economic status, or religious affiliation or conviction. We expect each resident and their guests to take the time and energy necessary to get to know people from different groups and cultures as individuals. This is why we require you to participate in one event a quarter if you want to reside in our community. Join us in embracing our differences and appreciating the perspectives each of us brings to OC.

OC strives to offer opportunities for students to get involved in the creation of community on campus and to have fun in the process. Research demonstrates that student involvement in campus activities has many benefits including: new relationships, better time management, improved academic performance, and experiential learning.

Residence Life Staff

Residence Hall Manager (RHM):

The Residence Hall Manager is a full-time, professional, live-in staff member who oversees the daily operations of the residence hall. The Manager is here to challenge and support residents as they pursue their academic goals at Olympic

College. The Manager supervises 3-4 paraprofessional student staff members who all offer support in resource connection on campus and assumes responsibility for the general management of the living areas.

Assistant Residence Hall Manager (ARHM): Currently Vacant

The Assistant Residence Hall Manager is a full-time, professional, live-in staff member who supports the manager in programming, emergency response, and RA supervision at the residence hall. The Assistance Manager works primarily at the main campus in their respective area, but is available to residents for support and connection to resources.

Resident Advisors (RAs):

Resident Advisors are paraprofessional student staff members who assist the Residence Hall Manager in executing the mission and vision of the Office of Residence Life. Resident Advisors serve as student leaders who engage and support you, their fellow residents. RA's execute regular community programs, provide guidance on Residence Life policies and procedures, and assist with the management of the residence halls.

Contracts, Fees, And Payments

License Agreement

The License Agreement gives you the right to stay in Olympic College's campus housing under certain conditions. It must be signed and submitted to the Residence Hall Manager prior to moving in. By signing it you agree to the terms and conditions outlined in it. The License Agreement contains rental figures, policies, rules, and regulations, as well as, and responsibilities involved in living in the Residence Hall. The License agreement can be found on the Olympic College website at <https://www.olympic.edu/student-life-support/residence-hall> under "Paperworks and official documents."

The License Agreement is binding between you and Olympic College. The License Agreement extends from the start of the academic school year to the end (September to August). Please take the time to read through it completely. We encourage you to ask the Residence Hall Manager if there are any questions or concerns.

Release of Information:

If you are over 18 years old in the State of Washington, you are considered an adult. The release of information form is completed upon move in, if there are any other questions or concerns from parents, family members, or students please ask the RHM.

In accordance with federal privacy laws (FERPA), Olympic College is committed to protecting the privacy and rights of our students. While we understand that some parents or guardians may feel frustrated or confused when information cannot be shared, please know that we are legally required to maintain confidentiality unless the student has provided written authorization. If such authorization is on file, we are happy to communicate with designated individuals. Without it, we are unable to release any personal or academic information and will continue to uphold the student's right to privacy.

FERPA is the act that encompasses this section, which can be found at <https://www.olympic.edu/student-life-support/enrollment-services/registration-records/student-records/family-educational>

Quarterly Credit Load:

Students must be enrolled full time (currently defined as 12 or more quarter credits) and of these credits, at least 5 need to be in-person or hybrid classes to live in Olympic College's student housing, unless an exemption is approved by OC. To apply for an exemption to this rule, you must fill out the Credit Exemption Form, attach your academic plan outlined by your academic advisor or success coach, and submit it to the Residence Hall Manager 5 business days before the start of the quarter. To reside at the Residence Hall, students must be full-time or have an approved Credit Exemption. Please note that for the Summer Quarter housing is available and residence must be enrolled in a minimum of 5 in-person credits. Please contact the RHM for more information or if you have any questions.

Income Verification

Students who are employed must submit proof of income based on their employment status:

Off-Campus Employment

- A recent pay stub dated within the last 30 days, or
- A signed employment verification letter on company letterhead

On-Campus Employment / Work-Study

- A recent pay stub dated within the last 30 days, and
- A copy of the work-study award letter to accompany the hiring letter

Out of Pocket

Students paying tuition and housing expenses without financial aid or loans must submit proof of payment resources:

- Bank statement showing available funds or
- Receipt(s) of prior payments

Financial Aid

Students using financial aid, scholarships, or loans must provide:

- A current Financial Aid Award Letter showing:
 - The term and amount of funding awarded
 - Contact information for the aid provider
- If financial aid does not cover the full cost of housing, students must submit additional documentation showing how the remaining balance will be paid (e.g., pay stub, savings statement, parental support letter).

Standard Fees and Charges:

Application Fee: \$150 This fee covers the required Background Check and Application process that all students must clear to be eligible to live within the Residence Hall.

Damage Deposit: \$200 one-time fee that is refundable. This ensures that the room is kept in good condition. Upon move out, if the manager deems there has been no damage done to the room, other than normal wear and tear, this will be refunded entirely to the student after check out process is completed. Damage deposits are handled by the cashier's office and students accounts. The Residence Hall Office does not handle any physical money transfers.

Cleaning Fee: \$150 Fee that goes towards the cleaning of the room upon move out. Professional cleaners come to thoroughly disinfect and clean the room. . The cleaning fee applies to all new residents as well as to those moving into a different room due to an approved room change request submitted via the [Room Change Form](#).

Activity Fee: \$50 This fee goes towards all things Res Life. Including events, cleaning supplies, general maintenance, improvements, programs, etc. Any ideas that you have for events or activities are more than welcomed by the Manager!

Quarterly Rent: Rent amounts vary based on room type and size. Residents are responsible for ensuring payment is made in full each quarter or must have an alternative payment plan approved in advance by the Residence Hall Manager. Current rates are outlined in the Residence Hall License Agreement.

Making Payments:

New residents are required to pay the application fee, damage deposit, cleaning fee, and activity fee prior to moving into the Residence Hall. Students will have 5 business days from moving in to pay their quarterly rent. If a payment plan is needed, it must be completed prior to moving into the Res Hall. For continuing students, if a payment plan is needed, the student must notify the manager and have a plan filled out and approved by the RHM at least 5 business days prior to the quarter starting.

Students can check their balance and make payments online via their CTCLink student portal. Students can also pay at the Cashier's Office in the Humanities and Student Services Building 4, Room 106, Monday-Friday from 8am-4pm.

There are payment plans available on a case-by-case basis.

Payment Plan Requirements

Students who are not paying in full within five (5) days of the start of the quarter must complete a Payment Plan Agreement.

For the payment plan to come into effect, the student must:

- Pay any fees for the incoming quarter (cleaning fee, activity fee, damage deposit, etc.)
- Pay 1st month's rent
 - Standard Double Room (400 sq ft): \$641
 - Large Double Room (480 sq ft): \$712.34

Payment plans must be approved prior to moving into housing or before the start of the quarter, whichever comes first.

Failure to submit an approved payment plan or income verification within the required timeframe will initiate the revocation process.

Non-Payment Procedure:

In the event of non-payment, the license revocation process will begin. The manager will send an email notification and post a notice on the door giving the student 5 business days to choose from the following options:

- Set up a meeting and create a payment plan
- Pay remaining balance in full
- Schedule a move out time

Missed Payments on Payment Plans:

If you have an approved payment plan with the Residence Hall and miss any scheduled payments, you will receive an email notification 1 business day from the date of previously scheduled payment with a grace period of 3 business days to make your payment. If no payment is made within this grace period, the license revocation process will begin.

If you have an established payment plan, but need to amend the current payment plan or make a new payment plan, you are responsible for reaching out to the Res Hall Manager to notify and create a new plan. If your current balance is greater than \$1,000 you are required to put down at least 10% of the remaining balance to change the current payment plan.

Please note:

If you are 18 years or older in Washington you are legally an adult and, as such, you are personally responsible for your debts. Even if your parents or guardians pay for your expenses, the Office cannot release your financial information to anyone except you without your written consent. Since you are the one who signed the license agreement, you are the person legally responsible for making payments. If someone is helping you make payments (parent, guardian, etc.), it is your responsibility to coordinate with them to make sure payments are made on time.

Renters Insurance:

The College does not provide insurance to cover personal property loss or damage beyond those covered by your \$200 damage deposit. Please note that any damage caused exceeding the \$200 damage deposit will be billed to your student account. The College assumes no responsibility for personal items stored in any College living space, parking space, or College storage areas. Therefore, we recommend each Resident obtain additional rental insurance.

Email Requirement:

Students at the Residence Hall are required to activate their OC email upon moving in and check it weekly. The Residence Hall office will use it to communicate appointments, events, and important information. It is the student's responsibility

to check their email regularly to receive pertinent information regarding their housing. Questions and concerns surrounding email access should be directed towards the Internet Technology department in Building 5 Room 216. You can contact them by phone at (360) 475 – 7600 or by email at HelpDesk@olympic.edu.

Check Out Procedure

Check Out Basics:

- Written (email) notice 30 days prior of quarter ending submitted to RHM.
- Schedule a checkout inspection with RHM.
- All personal items removed from room.
- Clean Room (clean as the day you moved into your room)
- Complete mail forwarding address form.

For Students Remaining at OC:

If you decide to leave the residence hall while continuing to remain a student enrolled in classes at OC, according to the terms of the license agreement you are legally and financially responsible for payment of the entire Residence Life charges for the balance of the Agreement. Please see the Residence Life License Agreement for full details.

Students Leaving OC:

Requests to vacate when leaving OC will be approved only as outlined in the License Cancellations/Revocations and Refund Policy section of the Residence Life License Agreement. A 30-day written (email) notice is required. Failure to provide a 30-day written (email) notice may result in additional fees. Residents will receive email notice in advance before their license agreement expires requesting them to indicate their intentions at the conclusion of the current licensing period.

This will enable the RHM to plan accordingly for incoming residents. Students who fail to notify the RHM office of their intentions at least 30 days in advance or by the deadline provided could lose their housing and their Security Deposit. Residents are expected to check-out by 12:00pm on the Sunday after the quarter ends of the quarter they are moving out. Failure to do so will result in additional rent charges, possible loss of security deposit, and possible improper checkout fees. Residents must make a checkout appointment through contacting the manager and scheduling the day and time of move out. Late check-outs are not usually approved

except in extreme circumstances. At the time of checkout, residents are to call the on-call number to meet with staff member(s). A residence life staff member will follow the resident back to the apartment and inspect the apartment for damage and ensure all personal items have been removed and apartment cleaned thoroughly.

Improper Check Out:

Residents who fail to check-out by the assigned deadline, meet with OC staff as scheduled, or leave without scheduling a checkout appointment (abandonment) are subject to a \$1,000.00 improper check-out fine, in addition to any per-day late-stay fees that could be incurred as a result of failing to check-out. An improper check-out fine may also be added if student fails to fill out move-out form or submit move-out survey.

Room Condition:

When you are checking out of the residence halls, your room, bathroom, and kitchen should be left in the same condition as when you arrived. This includes furniture condition. You will be expected to clean your room and portion of the bathroom and kitchen in your living area. All personal belongings need to be removed (couches, coat racks, food, kitchen appliances, etc.). If there are personal items left in the room or the room is found to be in unsatisfactory condition, this may incur a \$1,000.00 improper move out fee and loss of damage deposit.

Check out Exceptions + Fines:

Failure to adhere to the check-out instructions provided to you can result in an improper check-out fine of \$1,000.00. Once you check out of your room, the premises will be inspected, and you will be held financially liable for any damage or loss other than what is determined to be normal wear and tear. If you vacate the apartment without a checkout inspection, you will waive your right to appeal any cleaning or damage charges assessed.

Any exception to persons being held financially responsible for damages, be it between roommates or those acknowledged by Residence Life staff, must be documented in writing and on file with the Residence Hall Manager prior to check-out. Verbal acknowledgments by roommates or staff will not be accepted as reason to cancel or redirect damage charges. If you have concerns about being assessed for damages that are the result of actions of known individuals, you are encouraged to speak with Residence Hall Manager prior to check-out.

Improper check out/Less than 3 days' notice: \$1,000

Less than 30-day notice: \$200

Less than 14 days' notice: \$500

Damage Deposit:

Damages will be first taken from the \$200 deposit, as well as remaining Res Hall fees. Any damages over \$200 in value will result in a fine for that cost.

If the room is in the same condition, beyond normal wear and tear, the damage deposit will be returned within 30 business days via the payment method used previously.

Storage:

During the academic year, the Office of Residence Life does not provide additional storage outside of your assigned apartment. Over the summer, some storage may be available for returning and new residents. This is not always available. Please check with Residence Life staff for more information.

Abandoned Property:

The College does not have space to store items left behind by you moving out. Please make sure you have a plan to remove all of your belongings before you vacate. Items left behind will be donated to local charities or disposed of. You may be charged up to \$1,000, as this is considered an improper move out, for the costs of removing items from vacated spaces.

The college will hold on to belongings for 3 business days after a resident has vacated. After that the items will be removed.

Mail Services:

The local USPS provides mail services. If you plan on receiving packages from UPS, FedEx, or other delivery services, we encourage you to communicate with both the sender and shipping service to make sure you receive your packages in good condition and in a timely manner. Make sure to fill out an address change form with USPS upon move-out. [Welcome | USPS – Postal Service Link!](#)

Fines and Fees

The items listed below are all the possible fines that a resident can be charged with. This is copy of the "Fines + Fees Form" that each student signs upon move in. The RHM keeps this form on file for each individual student. Any concerns or appeals for these fines can be brought to the RHM or Dean of Student Success & Engagement.

Violations of Policies:

Student agrees to pay a fine of \$50 for multiple violations of any policy, rule or guideline listed in this handbook. Or perform 5 hours of community service.

----- Initials

Parking:

Student agrees to pay a fine of \$100 for reckless driving.

Student agrees to pay a fine of \$50 for parking in non-designated parking spots or accessible parking spot without proper documentation.

Student agrees to pay \$20 fine for not displaying their Residence Hall Parking Pass properly.

Student agrees to have their parking privileges at the Residence Hall for multiple or extreme violations of the parking and vehicle guidelines listed in this handbook.

----- Initials

Check Out Policy:

Student agrees to pay \$200 for checking out with less than 30 days written notice.

Student agrees to pay \$500 for checking out with less than 14 days written notice.

Student agrees to pay \$1000 for checking out with less than 3 days written notice and/ or improper check out procedure. (See Check out Procedure section for more details)

----- Initials

Damages:

Student agrees to pay, in full, for the damages caused by themselves or their guests.

----- Initials

Guest Policy:

Student Agrees to pay \$50 or perform 5 hours of community service for violating the guest policy (1st offense).

Student agrees to pay \$200 or perform 15 hours of community service for a 2nd offense of the guest policy.

----- Initials

Littering:

Student agrees to pay \$150 or perform 8 hours of community services for a 1st offense of the littering policy.

Student Agrees to pay \$250 or perform 30 hours of community service for a 2nd violation of the littering policy.

----- Initials

Pet Policy:

Student agrees to pay \$500, or face revocation if found in violation of the pet policy.

----- Initials

Smoking:

Student agrees to pay \$200 or perform 15 hours of community service for a 1st violation of the smoking policy.

Student Agrees to pay \$500 or perform 40 hours of community service for 2nd violation of the smoking policy.

This includes cannabis.

----- Initials

Lost Key:

Student Agrees to pay \$120 if room or mail key is lost. This fee covers re-keying the lock fully.

----- Initials

Cameras:

Student agrees to pay \$100 for any damage, altering, or malicious intent towards the Residence Hall camera system. Residents agree to be monitored by cameras owned and operated by Campus Security.

_____ Initials

Resident Services and Amenities

On-Campus Resources + Important Departments:

Here at Olympic College, we pride ourselves on providing our students with the resources they need to be successful. Below is a list of all the resources the Residence Hall has collected over the years. Please feel free to ask the Res Hall Manager for connecting to any department within the college or services within the community, we want to help!

Cashiers Office - Building 4, RM 106 - cashieroffice@olympic.edu

Resource Center - Building 4, RM 207 - resourcecenter@olympic.edu

International + Multicultural - Building 10, RM 10 + 118: international@olympic.edu
+ multicultural@olympic.edu

Counseling + Advising Center - Building 4, RM 205 + 203:

CounselingServices@olympic.edu + AdvisingCenter@olympic.edu

Fitness Center - Building 9 - visit olympic.edu for updated hours!

Athletics – Building 10 – bsarto@olympic.edu

SGOC + Food Pantry - Building 12, RM 119: SGOC@olympic.edu

Associate Vice President of Student Development and Engagement - Heather Lukashin – hlukashin@olympic.edu

Financial Aid – financialaid@olympic.edu

Advising – advising@olympic.edu

Student Disability Services- studentdisabilityservices@olympic.edu

Other Olympic College Departments can be found at - [Olympic College](http://www.olympic.edu)
<https://www.olympic.edu/>

Our website is newly done and is easy to navigate! All our departments and resources can be found on the four main tabs or via the search bar.

Maintenance Issues:

Requests for routine maintenance should be directed to the RHM Office during posted office hours. OC staff and contracted maintenance workers will determine the urgency of the request and act accordingly. During the evening and weekends, emergency maintenance calls should be directed to the RA on-call by calling or texting (360) 731-5784.

Emergency maintenance includes, but is not limited to: flooding, gas leaks, fires, no heat, no electricity, broken window(s), inability to lock/unlock door(s), or other significant disruptions or critical issues that could pose a risk to safety, health, or property.

Residents are responsible for proper use of appliances and facilities. Residents will be charged for the repair costs associated with the negligent use of appliances or facilities. Please report any maintenance needs quickly so more serious damage does not occur. For most instances, submit a maintenance request form via QR code found behind your door and posted in the community room.

By requesting maintenance service, you are giving appropriate OC Staff/maintenance/contractor permission to enter your room for the purpose of repairs or inspection to address the request. Assistance and supplies (when available) can be obtained from the RHM office during regular business hours.

Plumbing:

Residents are reminded that plumbing problems can be very disrupting to the living environment. Please report any plumbing problems to Res Life Staff in a timely manner. NEVER flush anything down the toilet other than bodily waste and toilet paper. All other items like sanitary napkins and other hygiene products should be discarded in the trash. Should your toilet start to overflow, immediately turn the valve off (counterclockwise). The valve is usually located by the lower left-hand side of the base of the toilet.





2 Turn the valve clockwise until it can't turn anymore. Turning the valve clockwise as far as it can go will turn off the water supply to the toilet. The valve should not be difficult to turn, so don't try to force it if you can't easily turn it.^[2]

- If the water valve looks rusty or is difficult to turn, try applying some WD-40 to it. If you're still unable to turn it after this, you probably will need to replace it.

Community Room:

Our community room includes an 85" television with streaming apps. The community room also features a switch docking station, large fridge, large freezer, cooking equipment, and two ovens/stove tops. This space requires students to take care of it and clean up behind themselves and their guests to keep it enjoyable. In the event residents are not cleaning up after themselves, Res Life staff reserves the discretion to make cooking supplies and equipment unavailable to residents for a duration of time, until residents learn to tidy after themselves. This facility is under code which is changed quarterly to ensure only current Res Hall students and their guests have access.

Laundry Room:

Our laundry facility contains three washers, and five dryers. They are operated and owned by Wash Laundry Services. Any issues can be directly reported to them via the maintenance request process listed above each unit. Should there be any immediate concerns regarding a broken machine, the on-call phone should be notified immediately. These units are operated by debit/credit card and currently charge \$1.50-\$1.75 per load. Upon swiping and approved payment, there is an \$8 initial charge that gets refunded after 48-72 hours of swiping. This facility is under code to ensure only current Res Hall students and their guests have access.

Parking:

Any student living at the Residence Hall can park in the lot on a first-come basis due to the limited amount of parking spaces. Students, who are granted permission to park, are required to have a [pass](#) issued with the Res Hall Office. Please note that

the Res Hall has 37 spaces for over 90 residents. Overflow parking is available in lots 5 and 7 on the OC Campus, just a quarter mile from the Residence Hall.

Students are required to keep their vehicles in working condition and not perform any maintenance or activities with their vehicles.

Residents are required to display their parking pass, drive carefully, park correctly within the lines, and only inside designated parking spots. Failure to do so will result in fines or removal of parking privileges. Residents found in violation of parking in the accessible parking spot, management indicated parking spot(s), or blocking two-way traffic parked on Broadway Street will be towed 30 minutes after emailed warning. Knowledge of improper parking will result in an email notification being sent as a warning to the resident to move their vehicle and/or notice that their vehicle has been towed. Management reserves the discretion to have the vehicle(s) towed. Parking at the Res Hall is enforced by Bethel Towing.

Bethel Towing

www.betheltowing.com

6750 Bethel Rd SE, Port Orchard, WA 98367 · ~5.6 mi

(360) 876-8292

Open 24 hours

Trash and Recycling:

Trash and recycling is picked up from the Residence Hall twice a week. This has been increased as demand increases over the years. Students are asked to place their garbage and recycling all the way in the bins/dumpster. Failure to do so will result in fines or disciplinary action.

Room Changes:

Room changes are a necessity for some in College Housing. Room change requests should be submitted via form to the Residence Hall Manager. Not all room changes can be accommodated, so please ensure that you come to the manager with valid reasoning and an attempted mediation strategy. Room changes may also happen administratively based on the need of the Residence Hall housing/availability.

Mail:

Each student is provided with a mailbox and key. Students do share a mailbox with their roommate. The address for the mailbox is the following. Should a resident

misplace or break their mail key, please inform the manager immediately. Large packages will be delivered to residents' doors, or occasionally the Managers office.

Full Name

110 12th St. Apt # _____

Bremerton, WA 98337

Technology/Internet:

Network Name: OCB_ResidenceHall

WiFi Password: Thisismywifi123456

We understand how important internet is to student life. With the changing technology we have done our best, with recent upgrades to the internet system, to accommodate these needs. Internet is a service provided by the Residence Hall and is used by all the students. If the speed/ability is not good enough for a student, they are able to go out and purchase their own private internet connection.

The following policies are intended to ensure proper use of the Network:

- Harassing others by sending or posting threatening, libelous, fraudulent, or sexually, racially, or religiously offensive materials. Use that creates or contributes to a hostile work and/or learning environment.
- Transmission of commercial or personal advertisements, solicitations, promotions, or use of the resources for personal business interests.
- Waste, misuse, or abuse of technological resources. Your use should not interfere with the operation of the networks, computers, or with the work of others. Examples of prohibited activity include (but not limited to): flooding systems, networks or user accounts with e-mail; forging e-mail or obscuring the identity of the e-mail sender; providing access to your account to people affiliated with the College; or unauthorized access to other users' accounts, data, files, or passwords.
- Promotion of political beliefs or unlawful activities.
- Download illegal content (copyrighted materials without permission, child pornography, etc.)
- Use of resources outside of academic activities should be of minimal cost and should not interfere with any employee's official duties and other residents.

Violations of this policy can revoke your access to the Residence Life network at any time. Use of Residence Life technological resources, including computers in the common area, printing and Internet is limited to educational purposes. The following actions are in violation of this policy and may result in disciplinary action:

You are legally responsible for content and materials to and from your devices (computers, phones, etc.) and the retention and loss of your own data on any device. Illegal content found on your devices are your responsibility legally, Residence Life is not responsible for the malfunction of any of your devices due to power, network connection and malicious players.

Food Service:

Olympic College does not have a resident meal plan available; therefore, residents must budget money and time to purchase and prepare their own food. The OC cafeteria is open during specified times during the school year and is located in Building 10. An OC operated coffee stand is also located in Building 10 with limited menu, but extended hours of operation. You can also buy food in the OC Bookstore, also located in Building 10.

Our Res Life Staff provides bi-weekly shopping trips for residents. This allows students who do not have transportation to be able to get their groceries and shop in the community on a consistent basis.

Roommates & Your Rights

Your Roommate and You:

Roommates can be a lot of fun. They can provide companionship, are a great resource to explore new interests, share opinions, talk about classes, and form life-long friendships. They can also save you a lot of money! While there are many positives to sharing a space with a roommate, challenges may also arise, especially if you've never had to share a space with anyone before. Therefore, COMMUNICATION IS KEY! 99% of roommate issues arise from misunderstandings and a lack of communication. As you prepare to live with your roommate, you are strongly encouraged to think about and discuss the following before they become an issue:

Set Ground Rules: Chores- who cleans what? When do we clean? Do we share things like food and laundry detergent, or should we each use our own? When are study hours? When is bedtime and lights out? Can we have friends and guests over? Can my girlfriend/partner/boyfriend stay for the weekend? Talk about all of these things and mutually agree on a decision.

Learn About Each Other and Ask Questions: Discuss what bothers or irritates you), personal habits, musical tastes, common space expectations, etc.

Tips:

- Be accepting and understanding of different lifestyles than your own.
- Keep accurate records of any shared bills.
- Make an effort to keep your living space clean and comfortable. The more livable your space is, the happier you both will be.
- Return or replace anything you've borrowed or broken.
- Talk about your feelings (a roommate cannot respond to unexpressed feelings).
- Communicate in person instead of leaving notes or using online forms of communication (e.g., TikTok, Instagram, text messaging, etc.).
- Discuss any problems instead of thinking they will go away on their own.
- Address issues instead of pretending that everything is fine.
- Reach out to the Residence Hall Manager or RA staff for assistance in conflict mediation.

Room Changes:

Restructuring room assignments causes unrest in the community. A resident may request a [room change](#) from the RHM office but should understand that room changes may not always be approved, depending on the specific situation. Roommate conflicts are not usually viable reasons to move unless other action has been taken to work through the problem first. Should a room change request be granted, the resident must be relocated into their new room assignment within the timeline provided by OC staff (typically 3 business days of being issued the key to the new room). Residents will not be allowed to change apartments without prior approval from the RHM. There may be a fine issued for unauthorized room changes.

Roommate Responsibilities:

- Verbally express your views to the person(s) involved in a respectful manner, should you feel your rights have been infringed upon.
- Treat your roommate(s) and other residents with respect and consideration.
- Be responsive to all reasonable requests of your roommate(s) and of fellow residents.
- Accept responsibility for personal and community safety.
- Discuss your expectations regarding guests. Remember, having guests is a privilege, not a right.
- Inform your guests of behavioral standards and expectations of both the college and your roommate(s).
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- Inform your guests of behavioral standards and expectations of both the college and your roommate(s).

Community Living

Resident Rights:

- Sleep and study in your room free from undue interference.
- Have control over your personal belongings.
- Enjoy a clean and safe environment.
- Entertain guests when it does not violate another resident's rights, or conflict with community guidelines.
- Feel respected and valued.
- Be free from all forms of intimidation and verbal, physical or emotional harm.
- Have the ability to provide feedback concerning the development of the community.
- Bring forward issues and grievances.
- Seek the aid of staff in resolving conflicts.

Resident Responsibilities:

- You are required to demonstrate an ability and a willingness to establish and maintain a reasonable relationship with your roommate, if you have one.
- Residents are expected to become familiar with and adhere to all guidelines and information contained in this handbook and the Residence Life License Agreement.
- You have a responsibility to remove yourself from any situation during which a policy violation is occurring.
- You may also be held responsible for any violation that occurs in your room (even if you are not present)

Community Room/Common Areas:

You have access to shared spaces such as the community room, laundry room, and smoking area. We expect that residents will respect each other and keep the residence hall common areas in good shape for everyone to enjoy. Cleanliness is a big one. If you eat dinner in the community room, make sure to throw away your leftovers and wash your dishes. If you spill laundry detergent on the floor, clean it up. If you smoke, dispose of your cigarettes responsibly (please note that you cannot smoke in your room). It is up to us to make our community enjoyable, so let's all do our part!

Trash and Recycling:

It is important to make sure all trash and recycling is placed inside the containers. The trash removal workers will not take any trash that is outside of the bins. If you put bags next to the dumpster, or on top of the dumpster, the workers will leave them behind.

Additionally, we want to keep trash and recycling inside closed containers, so animals don't get in and rip open the bags and spread it around the property. Raccoons, opossums, and birds are common in this area, and they love making a mess of trash bags! We also want to be good neighbors. Imagine how you would feel if your neighbor's trash was constantly blowing into your yard? Let's be responsible and considerate to our neighbors.

Rules and Regulations

Section 1: Community Environment

OC Student Code Of Conduct

All students are required to adhere to the Student Conduct Code as well as the Residence Hall License agreement and Handbook.

Link to the Student Conduct Code –

<https://app.leg.wa.gov/wac/default.aspx?cite=132C-120>

Copies of it can be generated upon request.

Respect and Civility:

Please know that we will not tolerate intimidation, harassment, or disrespect in any form (i.e. racism, sexism, classism, homophobia, ageism, religious discrimination, etc.) against any member(s) of our community. "Community" includes all individuals connected to the Residence Life program: staff members, maintenance & custodial workers, residents and their guests. Violations include, but are not limited to, face-to-face communication, phone communication, email communication, social media communication (Facebook, Snapchat, Instagram, TikTok, etc.) Such behavior will be subject to severe conduct action up to and including immediate removal from the residence hall and/or suspension from Olympic College.

Physical Violence:

Absolutely no kind of physical abuse or physical violence toward any member of the OC community will be tolerated in any Residence Hall facility. This includes, but is not limited to: punching, hitting, kicking, pushing, slapping, spitting, or the use of any weapon to cause harm. Any behavior of this nature will be grounds for immediate removal from the residence hall. Campus Safety & Security will be notified and may begin an investigation and/or work with local police services to file criminal charges.

Sexual Harassment/Assault/Misconduct:

Any behavior determined to constitute sexual harassment, misconduct, or assault – including but not limited to: stranger rape, acquaintance rape, date rape, other forms of sexual violence and/or any non-consensual sexual contact – will be viewed as a serious matter and will be subject to severe student conduct action. Acts of sexual assault include those committed by force or intimidation or through use of the survivor's mental incapacity, intoxication or physical helplessness.

Resident Non-Compliance:

Residents are expected to comply with requests made by staff members in their efforts to create a positive environment in the halls. This compliance includes but is not limited to: opening your door, stepping out to the walkway to speak with a staff member, or providing identification when a staff member makes such a request related to the enforcement of community guidelines. Intentionally or recklessly interfering with staff members in the performance of their duties is unacceptable. Non-compliance with staff requests may result in removal from housing. Compliance with all officially posted signs and notices (e.g. smoking signs) is required.

Quiet Hours:

Quiet hours in the res hall and adjacent residential areas are Sunday through Thursday 10:00 pm – 7:00 am and Friday and Saturday 12:00 am – 8:00 am. Outside of set quiet hours, we enforce 24-Hour Courtesy Hours where residents and res life staff may ask a student(s) to reduce their noise level. As always, we expect that you be respectful of your neighbors/roommate with noise levels and be mindful of the community you are a part of.

Community Meetings:

Residents are expected to attend all mandatory meetings. This includes quarterly orientations, community meetings, as well as meetings set by Res Life staff to address community behavioral issues. Failure to attend or reasonably reschedule a mandatory meeting may result in conduct action and/or non-renewal of license agreements.

RA/Resident 1 on 1s:

One-on-one meetings between RAs and residents are essential for building personal connections and trust within the residence hall community. These meetings provide residents with a safe, private space to share concerns, ask questions, and seek support. They allow RAs to identify and address potential issues early, such as academic struggles or mental health challenges. Personalized check-ins also help RAs foster a sense of belonging and inclusion by recognizing each resident's unique experiences and needs. Ultimately, these meetings contribute to a stronger, more supportive, and engaged residential environment. Residents are required to meet with one RA once every two quarters (roughly 6 months).

Academic Progression:

Academic progression is a central purpose of college and a critical focus for residents living in a campus residential community. Steady academic growth ensures that students are on track to meet their educational goals and graduate on time. Within the residence hall setting, fostering academic success contributes to a culture of motivation, responsibility, and shared purpose. Residents are expected to be making academic progress at the College. This is reflected by maintaining a minimum 2.0 GPA while residing at the residence hall. RAs and staff can support this by providing resources, encouragement, and referrals to academic support services. When residents prioritize academics, it reduces stress and increases overall well-being, which positively impacts community dynamics. Residents who do not meet this GPA requirement can submit an Academic Progression Promise form to the Res Hall Manager who can approve or deny their academic plan to do better and to maintain their residency at OC. Academic success also opens doors to future opportunities, such as internships, research, and career advancement. Therefore, promoting academic progression is essential to the mission of campus housing and student development.

Students must be enrolled full time (currently defined as 12 or more quarter credits) and of these credits, at least 5 need to be in-person or hybrid classes to live in Olympic College's student housing, unless an exemption is approved by OC. To apply for an exemption to this rule, you must fill out the Credit Exemption Form, attach your academic plan outlined by your academic advisor or success coach, and submit it to the Residence Hall Manager 5 business days before the start of the quarter. To reside at the Residence Hall, students must be full-time or have an approved Credit Exemption. Please note that for the Summer Quarter housing is available and residence must be enrolled in a minimum of 5 in-person credits. Please contact the RHM for more information or if you have any questions.

Decorations:

When decorating your living area, please remember that you are part of a diverse community. We reserve the right to determine the appropriateness/ reasonableness of decorations and to request the removal of and/or physically remove posters, signs and/or other forms of expression in public view that are perceived as offensive, degrading, discriminatory, or which promote hate toward community members, including members of constitutionally protected categories. We support the rights of individuals to express thoughts and ideas, but an

appropriate time, place, and manner of that expression will be expected of all members of the residence hall community.

Weapons:

Weapons of any kind are strictly prohibited from the residence hall. This includes all firearms, crossbows, swords, hunting knives, etc. If you have further questions about what constitutes a weapon, please contact the Residence Hall Manager.

Guests and Visitation:

Visitation refers to the privilege of having guests in your room and the residential area in which it is located. The rights of other residents, especially your roommate(s), take precedence over this privilege. Students must exercise good judgment when hosting a social gathering to not disrupt the community. The residence life staff reserves the right to inform residents that a gathering is disruptive and to end it at their discretion, by requiring visitors to depart.

Overnight Guests:

An overnight guest is any guest of a resident in the community that stays with that resident between the hours of 12:00 am and 8:00 am.

Any resident who will be hosting another individual as an overnight guest or visitor must adhere to the following expectations:

Resident hosts are responsible for the conduct of their guests and visitors. Resident hosts are liable for any damages incurred to their room and/or residence hall and will be assigned appropriate sanctions as a result of their guest's behavior and/or actions.

Guests and visitors are expected to adhere to all College policies as well as state and local laws. It is the responsibility of the resident host to ensure that the policies, Community Living Standards, and Code of Conduct have been explained to their guests.

Guests and visitors must be escorted in residential areas by their host/hostess at all times. Resident hosts may not allow their guest(s) to occupy their room without their presence or to give their room key to their guest(s) under any circumstances.

Guests are not permitted to sleep in the residence hall lounges or any space other than the host's designated room.

Resident hosts must obtain permission from their roommate(s) before their guest or visitor arrives to campus. Resident hosts cannot deprive their roommate(s) of the use of the room, of privacy, study, and/or sleep time.

Overnight guests are not permitted for more than three (3) consecutive nights. Students may not host more than two (2) overnight guests at one time. Students may not host the same overnight guest more than ten (10) nights in any one quarter.

Overnight guests must be registered with the Office of Residence Life.

We allow three methods to be convenient for the Residents:

- 1) Use the form linked below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=ijeJUBWrwESxutTyHMwwhV9xl3OUsdBClheX9zEfZ49UNzQ0UDFPRIJUQldVRVUxQzFEVVJNRE9aQi4u>

- 1) Email the RHM – cnoble@olympic.edu – (Guest Name, Vehicle Information, Length of Stay)
- 2) Text the On-Call Phone – (Guest Name, Vehicle Information, Length of Stay)

Guests and visitors must carry picture identification (i.e., state license, college student ID, passport) at all times. If a college official (RA, Campus Safety officer, etc.) asks for identification, guests/visitors are expected to show proof of identification. If a guest/visitor creates a disturbance in the hall or stays longer than the guest policy allows, they will be asked to leave and not permitted to return to the residence hall.

If resident hosts fail to comply with the above stated policy and expectations, their actions will be documented and subject to residence life and student conduct sanctions. Violation of the above policies could result in the loss of guest privileges at the discretion of the Office of Residence Life.

Athletic Recruits:

Olympic College Athletics and the Residence Hall have partnered to create an overnight visit experience for athletic recruits.

- Athletic Recruits follow the same rules and regulations that other overnight guests of the Residence Hall must follow.
- Per NWAC Guidelines, athletic recruits are allowed to be housed for one night, and one night only.

- Details of the Agreement lie with the RHM and Athletic Director.
- The Residence Hall is not responsible for the visitation experience of Athletic Recruits, but is here to support them in their visit of the OC Campus.

Disorderly/Disruptive Behavior:

The playing of sports/games is prohibited in hallways, balconies or other areas of egress. Examples include, but are not limited to basketball, bicycle riding, Frisbee, skateboarding, football throwing, running, Nerf activities, squirt gun/water fights, etc.

Any behaviors considered abnormal/disruptive/disorderly by the Residence Hall Manager will be reported to OC Report IT! The RHM will then decide whether to meet with the student or elevate the concern to the Community Standards Officer.

Posting:

Residents are discouraged from posting any unapproved fliers/posters/advertisements in or around the residence hall. Any resident wishing to post/advertise materials should contact the Residence Hall Manager for approval.

Pets:

Due to concerns related to pests, sanitation, allergies, and general consideration for others, possession of a pet is prohibited, except for freshwater fish. If you have a service animal, you do **not** need to register them through OC or the residence hall, but you do need to notify the manager as soon as possible before move in. This can ensure that proper steps can be taken for accommodation request through Student Disability Services, if needed.

Please note that, due to the close nature of living spaces, rooms that may house assistance animals may not always be available, depending on the needs of residents currently occupying apartments. Violators of this policy may face fines if found to have a pet in their apartment and be assessed for and charged for commercial fumigation of the apartment(s), repairs for damages, and/or cleaning if they are found violating this policy. This includes pets that guests bring into the apartment while visiting you.

Emotional Support Animal Request/Process (ESA):

The Emotional Support Animal request process for the Olympic College Residence Hall is housed within [Student Disability Services](#). Please follow the document below for step by step instructions as to beginning and completing that process.

REQUESTING AN EMOTIONAL SUPPORT ANIMAL (ESA) ON CAMPUS

1. Eligibility

Students seeking to have an ESA in college housing or on the Olympic College campus must be enrolled with the college. The student must have a documented disability recognized under the Americans with Disabilities Act (ADA) that substantially limits one or more major life activities. The ESA must be part of a treatment plan by a licensed mental health professional with whom the student has an ongoing therapeutic relationship.

2. Request Process

Students must submit a request for an ESA to Student Disability Services (SDS), along with documentation from a licensed mental health professional outlining the need for the ESA. Request can be made via the [SDS online request system](#). Requests should be made at least 20 days before the start of the quarter or as soon as the need for an ESA is identified. If you need assistance completing your request, please visit the SDS office and we will assist you.

3. Documentation Requirements

Documentation must be dated and signed by a licensed mental health professional on official letterhead. It must confirm that the student is considered a person with a disability under the ADA, include the functional impact of the disability, and show the need for the ESA as part of the treatment plan.

4. Approval Process

SDS will review the request, documentation and discuss the request with the student to determine whether the student is eligible for an ESA. If approved, the student will be notified and provided with information on ESA guidelines and responsibilities. After approval, students must provide a statement of health from the ESA's veterinarian, proof of vaccinations, and licensing as appropriate. Students may not bring an animal into Olympic College housing or onto campus until SDS has approved them and has provided the above-mentioned documentation.

5. ESA Agreement

If the student is approved to bring their ESA to campus, the student must meet with the Director of SDS and the Residence Hall Manager (as applicable) to complete the ESA Agreement outlining handler responsibilities. Approved students are not allowed to bring their ESA to campus until this is complete.

6. Renewal Process

Students with an approved ESA may be required to renew their request each academic year. Renewal requests must include updated documentation from a licensed mental health professional.

7. Revocation of Approval

Approval for an ESA may be revoked if the ESA violates any guidelines or if the student no longer meets the eligibility criteria.

8. Appeals Process

Students have the right to appeal a decision regarding their ESA request. Appeals should be made per the [Student Disability Services grievance procedure](#).

10. Compliance

Failure to comply with the ESA policy and guidelines may result in disciplinary action, including removal of the ESA from college housing.

Disclaimer

This policy is subject to change and may be updated as needed. Students are encouraged to review the most current version of the process on the college website or contact the housing office for the most up-to-date information.

Accessibility/Student Disability Services:

The Office of Residence Life is committed to equity and making sure all materials, facilities, and services are accessible. Please report any accessibility barriers that you encounter to the residence life staff (reslife@olympic.edu).

For any access or disability service accommodation requests, please reach out to studentdisabilityservices@olympic.edu – located in Building 4 Rm. 205.

Phone: 360-475-7540

Student Disability Services handle all ESA, Service Animal, and Housing Accommodation processes.

Section 2: Facilities and Furniture

Room Condition:

A room condition report will be completed by Res Life staff before resident's check-in to their room. The students will also be provided with a check in guideline in which they can note issues with the room prior to residency, this will help with the accuracy of check out/damage deposit return. The condition at check-in will be compared to the condition at check-out and residents will be billed for any cleaning or damage that is not considered to be normal wear and tear.

Furniture:

All residence hall rooms contain furniture provided by the Office of Residence Life. Furniture may not be removed or swapped. Furniture in common areas may not be moved outside of the common area. All furniture must be at least 18 inches below the sprinkler pipes. Therefore, beds may not be lofted or turned into bunk beds.

Balconies, Ledges and Windows:

Residents cannot drop, suspend, pour, throw, or shoot anything from a balcony, ledge or window. Students are not permitted to climb, hang, or swing from any balcony, ledge or window. Furniture, hammocks, and bicycles are not allowed on balconies and residents may not place anything (e.g., furniture, satellite dishes, boxes, signs, etc.) on the roofs or ledges of College buildings. Residence Life staff may remove any object obstructing the way out from balconies, ledges or hallways and may bill students for removal. Students may not remove and/or damage the windows, screens, or window restraining devices in residence hall rooms. Residents may not post any signs, symbols, flags, banners, or letters in their windows. Students are not permitted to enter or exit their room or any residence hall through a window. Dropping, suspending, throwing, or shooting anything from a balcony, window, or ledge can result immediate removal from housing without a refund of housing fees.

Installations:

Students may not install permanent equipment or furnishings in residence hall rooms (examples: air conditioners, ceiling fans, wall shelves, tv mounts or other prohibited items).

Painting:

Painting of, in, or around residence hall areas are prohibited. Residents are responsible for damages and cleaning costs related to painting.

Trash & Recycling:

Trash and recycling materials from students' room must be taken out by the student to the designated dumpster and/or recycling areas. Improper waste disposal is subject to fines and student conduct.

Bicycles:

Bicycles must be stored on bike racks outside of the residence halls or inside resident rooms.

Damages:

Residents will be billed individually or collectively for any property damages or for excessive cleaning necessary as a result of individual resident or group behavior.

Room: Damage found in a resident's room will be billed based on cleaning costs that exceed the \$200 damage deposit.

Common Area: Residents will be billed as damage(s) occurs in hall common areas including but not limited to hallways, community room, laundry room, etc. Multiple residents may be billed as necessary.

Restricted Areas:

Residents are prohibited from entering restricted access areas unless specifically authorized to do so by housing staff. These areas may include, but are not limited to: Res Hall Office, roofs, storage rooms, and staff apartments. Forced or unauthorized entry into any restricted area or another resident's room is strictly prohibited. Violations of this policy are grounds for immediate removal from housing with no refund for any housing fees.

Section 3: Environmental Health and Safety**Equipment:**

Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their intended purposes. Do not obstruct or tamper with fire detection and suppression equipment. Maintain storage at least 18" below the plane of sprinkler head installations and never hang items from sprinkler heads. Tampering with pull stations, smoke or heat detectors (covering), fire

extinguishers, sprinkler heads, or other life safety equipment will result in immediate removal from the Residence Hall without a refund of housing fees. If a smoke detector is found covered or removed in a room, both residents of the room will be held responsible for violating this policy via fines or conduct policy.

Fire Safety:

As a means of fire prevention, please adhere to the following standards:

- Do not overload electrical circuits (i.e. plugging too many things into one outlet; running too many electrical items at one time, etc.). Violations will also result in a safety fine.
- Do not park motorcycles, mopeds, or other gas-operated vehicles inside apartments or on the porches of the buildings. All gas-operated vehicles should be parked in the parking lot with a valid license plate.
- Gas or propane operated machines (including grills) are NOT ALLOWED in apartments, on porches, or the property except when operated by Olympic College staff during designated functions.

Prohibited Items:

- Candles
- Incense and sparklers
- Potpourri or scented wax burners
- Hookahs and water pipes
- Items – especially those utilizing lithium ion batteries – under recall by the manufacturer,
- UL and/or other government agencies (e.g. hover boards, Samsung Galaxy Note 7)
- Any lamp or lighting device requiring 100 watt bulbs or higher
- 100 watt bulbs or higher
- Space heaters (as rooms come equipped with built in heaters)
- Lava lamps
- Toaster ovens (regular toasters are ok)
- Gas or propane operated equipment (including storage on balconies or patios)
- Camping stoves
- Barbeque grills of any kind (including storage on balconies or patios)

- Freezers/ deep freezers (as this item is provided as part of the room and rental rate)
- Fridges (as this item is provided as part of the room and rental rate)
- Ovens (as this item is provided as part of the room and rental rate)
- Additional microwaves (as this item is provided as part of the room and rental rate)
- Washing machines (as the residence hall has on site dryers available)
- Dryers (as the residence hall has on site dryers available)
- Portable A/C Units (in-window, swamp cooler, mini split, etc.)
- Other open flame or exposed heat source items

Keep furniture arranged at least 3-feet (36 inches) away from the heating vent in your apartment. Highly flammable items such as paper and fabric should never be stored near heater vents. Violations of heater clearance will result in a safety fine.

Smoking inside the apartments or within 25 feet of OC apartments/balconies/patios is not permitted (see Smoking policy).

Sprinklers/ Fire Extinguishers:

You'll also notice that each room is equipped with a sprinkler pipe system. These systems are very sensitive, and it is imperative that you don't hang anything from them. Imagine if you went to pull down a jacket you had hanging from the sprinkler pipe, and the pipe came down with it! Your room would flood, your neighbor's room would flood, and you would be responsible for \$1000's of dollars in damages. Not worth it! Additionally, what if you hung decorations from the sprinkler heads, and they got tilted? If a fire did happen, water may not come out because the sprinkler heads are damaged. Just leave the pipes alone. Accordingly:

DO NOT hang anything from the sprinkler pipes or sprinkler heads.

Damages to the facilities caused by resident misuse or vandalism of the sprinkler system will be charged to residents and will be grounds for removal from the residence hall.

Residents should note the location of the apartment fire extinguisher in case it is needed. Each apartment has one fire extinguisher be sure to locate where yours is hung and read the directions and know how to use it before you need to in an emergency. Residents are responsible for ensuring that all fire equipment is operating properly. Any fire equipment that is not working properly should be

reported to the RHM office immediately. Fire extinguishers should not be discharged unless there is a fire.

Smoke Detectors:

There is a smoke detector located in your apartment. This is signaled by intermittent beeps or an extinguished indicator light. Please inform the manager immediately in the event that the smoke detector does beep or is removed. We are happy to come to fix it for you quickly!

Due to the serious safety risk associated with tampering with smoke detectors, this may be viewed as campus property or safety violation. Anyone found tampering with fire safety equipment may incur fines and/or called into conduct meetings where sanctioning may impact both OC housing and your OC student status. (WAC 132D-150-050-18; WAC 132D-150-050-6)

Fire Alarms:

Students should exit a building as soon as a fire alarm sounds and comply with directions provided by OC Housing Staff, Campus Safety, or local fire/police. You cannot enter the building until an "all clear" signal is issued by College staff member. If an alarm sounds, you are to assume there is an emergency and evacuate the building. Failure to evacuate a building during an alarm will result in conduct action, including a \$100 fine.

Cleanliness:

To ensure a safe and healthy environment, a reasonable level of cleanliness is expected in individual resident rooms. Your assistance in keeping bathrooms, kitchens, and lounges clean will be greatly appreciated by both residents and staff. Personal trash, bottles, papers, and other such items should be deposited in the outside dumpsters and recycling bins. Failure to maintain a reasonable level of cleanliness may result in conduct action and/or charges for excessive cleaning time. Cleaning supplies are available for residents to check out and use from the Office of Residence Life.

Egress:

Any item that prevents safe egress/passage is prohibited. Keep all designated exits and walkways (corridors, stairwells, hallways, foyers) clear of obstructions. Do not store any materials in corridors, stairwells, hallways, foyers, in front of windows,

or on balconies. Any item left in these locations for more than 24 hours will be removed at the expense of the student responsible.

Room and Door Decoration:

Flammable materials covering more than 40% of the total surface of the residence hall wall or door space are prohibited. This includes posters, tapestries, signs, etc.

Theft:

Students should keep their room/apartment door closed and locked when not in the room. The same goes for resident vehicles. Keeping doors closed and locked at all times enhances the personal safety of the residents living in that space. The Office of Residence Life is not responsible for individual student belongings and strongly encourages students to purchase additional personal property insurance in addition to reviewing their guardian's homeowner's policies for possible coverage. Furthermore, theft of items belonging to the College, Office of Residence Life, another resident, or their guests is strictly prohibited and will be subject to student conduct.

Room Keys:

If a key is returned that is the wrong key for their assigned room, the student will be assessed a \$120 charge to change the room lock.

- Residents must return all assigned room keys at the time of checkout
- Tampering with keys, locks, or other door hardware is strictly prohibited. You may not misuse your key. Lending your key to another person is prohibited and may result in student conduct action. You are not allowed to make duplicate copies of your keys; this may result in student conduct action and a \$120 lock change fee. For fire safety reasons, additional locks may not be installed on your door. If circumstances warrant, residents may be billed for costs related to repairing locks and other hardware.
- For security and student safety, each resident must report any lost key(s) immediately to housing staff. We will issue you a temporary key for up to 3 days. If the original key is not found by then, we have to change the locks for security purposes. Accordingly, residents will be billed \$120 for key/lock replacements.
- Under no circumstances will residence hall staff issue a key to any student other than the student assigned to the room.

Room Changes:

Residents may change rooms only after first receiving official authorization from the Residence Hall Manager. Unauthorized room changes may result in student conduct proceedings, administrative charges, or cancellation of the License Agreement.

Living with a Vacancy:

Students with an unassigned bed in their room must keep their personal belongings on their assigned portion of the residence, as the vacancy can be filled at any time.

Periodically, a Residence Life staff member may stop by your room to ensure that half of your room is ready for someone to move in.

Room Assignment:

As stated in your License Agreement, OC Residence Life reserves the right to change room assignments, assign a new Licensee or reassign a current Licensee to any unoccupied bed space at any time and/or consolidate vacancies in the interest of health, discipline, occupancy, or for the general welfare of the Licensee.

Vehicles:

Vehicles are expected to be maintained in good working order. Overflow parking is available within lots 5 & 7 on the Olympic College Campus.

Parking on Broadway will be at the owners' risk, any parking tickets, damage, or incidents are not the responsibility of the Residence Hall or Olympic College.

Guests are required to park in overflow parking (located in Lots 5 & 7). Priority parking is for residents. Residents and their guests are expected to follow these guidelines:

- Students are not permitted to park along the rock wall (Broadway Street) upon entry of the property. This is to ensure a two-lane road coming in and out of the property.
- Students are required to drive cautiously, and follow all markings, signs and directions posted within the lot.
- No parking/standing in fire lanes, on or in front of walkways
- Vehicles must be maintained in good working order

- Inoperable vehicles left on site for more than three business days are subject to being towed at the owner's expense
- Residents are not allowed to perform vehicle maintenance that renders their vehicle inoperable, poses a health risk, or a threat to the facilities.
- Residents are expected to operate their vehicles with caution while on Residence Life Managed property.

Section 4: Alcohol and Other Drugs

Alcohol:

If you are of legal drinking age, you are permitted to consume alcohol in your room, provided your roommate is 21 years of age or older. Open containers of alcohol are not permitted in public areas, including, but not limited to, community room, stairwells, balconies, patio/picnic area, or the areas immediately surrounding the residence hall. Residents are also prohibited from providing alcohol to any individual under 21 years of age.

Possession of kegs, party balls, or other large quantities of alcohol are not permitted in any student's residence hall room. Any alcohol confiscated within the Residence Hall will be transferred to security for holding until a conduct hearing or criminal report is made.

Cannabis:

While cannabis is legal in Washington State, it is still illegal at the Federal level. Since Olympic College accepts Federal student financial aid, we are bound to abide by Federal regulations surrounding cannabis consumption. Accordingly, cannabis is not permitted in the residence hall. These areas are including, but not limited to the res hall parking lot, community room, laundry room, balconies, res hall sidewalks, or personal living space. This includes possession of illegal drug paraphernalia, such as a pipes, bong, and clothing that contain cannabis smell or residue. The Office of Residence Life reserves the right to confiscate any paraphernalia used in the possession, consumption, or distribution of illegal drugs. Any paraphernalia confiscated within the Residence Hall will be transferred to security for holding until a conduct hearing or criminal report is made.

Tobacco:

You are not permitted to smoke indoors. Any instance of smoking indoors will result in a \$250 fine and residence hall probation. A second offense will result in a

\$500 fine and removal from housing. All smoking must occur at the designated smoking area in the parking lot. Residents are also expected to dispose of cigarettes in a responsible manner. Don't just throw them on the ground. Violations of this policy will result in significant fines and potential removal from housing.

Other Drugs:

Students are prohibited from the unlawful possession, use, or distribution of illegal drugs or alcohol on College property. This includes prescription drugs distributed to any individual other than the prescription indicates. Residents must comply with College policies and with applicable city, state, and federal laws. Any student found with illegal drugs in their possession will be removed from the Residence Hall. Any paraphernalia confiscated within the Residence Hall will be transferred to security for holding until a conduct hearing or criminal report is made. See confiscation policy of prohibited items for more details.

Important Polices Regarding Drugs/Alcohol/Behavior:

- Intoxicated Disruption – Disrupting the residence hall community while under the influence of alcohol or illegal drugs.
- Complicit Behavior – Being present in a room/area when any of the above-listed activities are taking place.
- Please note that smell of cannabis, alcohol, or other drugs on or around your persons may be considered as possession/consumption. This includes any evidence of possession or use on or around Residence Life managed property.
- The Office of Residence Life reserves the right to confiscate any alcohol and/or alcohol containers from persons, common areas, living units, if, in the opinion of Residence Life staff, they are associated with a violation of the Alcohol & Other Drugs policy.
- Residents are reminded that Campus Safety may be involved with violations relating to alcohol or illegal drugs. Please understand that Campus Safety and/or Residence Life staff are authorized to enter a resident's room without warning to address Residence Life and policy violations or safety concerns. See Appendix A for further details.

Students can be brought into the Conduct Process based upon any of the listed materials prior regarding drugs/alcohol. Please be aware that your decisions and actions have consequences and can be grounds for your removal of the Residence Hall if found violating any policy or behavior listed.

Confiscation Policy of Prohibited Items

Purpose:

The purpose of this policy is to outline a procedure and potential confiscation of drugs, alcohol, and weapons within the Residence Hall property. This policy will outline roles, responsibilities, and procedures/steps to provide stability and a clear course of action if items do need to be confiscated from a student or guest.

Roles:

- Campus Safety & Security - “Confiscators”
- Res Hall Manager - “Temporary Confiscator”
- RA’s - “Reporters, not confiscators”
- Community Standards & Title XI Director - “Conduct”
- Local Law Enforcement - “Conduct”

Illegal Drugs (not limited to this list – these are listed as common illegal drugs per the National Institute on Drug Abuse <https://nida.nih.gov/research-topics/commonly-used-drugs-charts>)

- Alcohol (under 21)
- Ayahuasca
- Cannabis (Tree/Pot/Weed) (although cannabis is legal in Washington, and in Bremerton, Olympic College is a public institution that is federally funded. This makes all drugs illegal to consume on the property).
- Central Nervous System Depressants (Benzos)
- Cocaine (Coke/Crack)
- Fentanyl
- GHB
- Hallucinogens
- Heroin
- Inhalants
- Ketamine
- Khat
- Kratom
- LSD (Acid)
- MDMA (Ecstasy/Molly)

Alcohol:

- Students are only permitted to have open containers in their room if both roommates are over 21 years old, and no one under 21 is in the room.

Weapons:

- *The following RCW section listed below states the definition of a weapon that the Res Life Staff will use when assessing situations and potential danger at the Residence Hall.*
- "It shall be unlawful for any person to carry, exhibit, display, or draw any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons." <https://app.leg.wa.gov/RCW/default.aspx?cite=9.41.270>

Procedure:

1. Notify Security immediately upon discovery of weapons, drugs, or underage alcohol consumption and release items to the officer on duty. If you are an RA, do not confiscate items; remain with the resident until security arrives.
 - a. If a student informs staff/security of weapons, drugs, or underage alcohol consumption/possession, it will authorize residence life management and security to search a residential space for prohibited items. The search may include keying into a room without notice, searching through drawers, closets, cabinets, and otherwise personal belongings to retrieve and confiscate prohibited items.
2. The security officer will then decide whether to inform Bremerton Police or take to Security Office and lock within the Directors office cabinet. (temporary location – 07/07/25).
3. File OC Report It
 - This will contain student information, time, date, and any other information necessary for reporting and future conduct policy.

Conduct Process:

- All confiscations and conduct proceedings will be included into student case files via Maxient, as well as reported to the Community Standards & Title IX

Director and Associate Vice President of Student Development & Engagement.

- If there is a Res Hall policy that outlines the violation or event, it will take precedence. If there is not, the Student Code of Conduct will take precedent and conduct will be shifted completely to the Community Standards & Title IX Directors office.
- In the event of drug, weapon or alcohol confiscation, the Residence Hall Manager, Safety & Security Director, and Community Standards & Title IX Director, and Associate Vice President of Student Development & Engagement will meet within 24 hours of the incident to discuss the event as well as following action steps for each department.

Conduct Process – Residence Hall

The rules, rights, regulations, and community living in the previous section are designed to promote a quality living and learning environments for all residents. The Residence Life Conduct Process is in place to address violations of the “Rules and Regulations”. It is important to note that any Residence Life conduct process may take place prior to, or concurrently with, College Student Conduct Code violations or criminal processes.

OC Student Code Of Conduct:

All students are required to adhere to the Student Conduct Code

<https://app.leg.wa.gov/wac/default.aspx?cite=132C-120> , this is also available on the OC Website <https://www.olympic.edu/about/policies-procedures/community-standards>.

Students enrolled at Olympic College fall under the jurisdiction of both the OC Student Code of Conduct as well as the Student Housing Handbook and License Agreement. Links to these documents can be found here:

<https://www.olympic.edu/student-life-support/residence-hall>

General Conduct/Behavior:

Step 1 – Meeting with the Residence Hall Manager to review the Student Housing Handbook policies.

Step 2 – If in violation of any policy twice, a fine will be placed on the students account with email notification.

Step 3 – In the event of a third violation, or extreme abuse of any Handbook rules or polices, the Community Standards Officer will be informed and schedule a meeting with the student. This will be to determine disciplinary action for the behaviors or events occurred.

The Residence Hall Manager reserves the right to elevate any behavior or violation directly to the Community Standards Officer or the Associate Dean of Student Development & Engagement for disciplinary action.

Appeal Process:

Students reserve the right to appeal any fines, charges, or wrongful conduct processes.

First Level Appeal

: Submit to reslife@olympic.edu or physically to Residence Hall Office.

- Appeals should contain the resident's full name, OC ID number, room address, e-mail address, and rationale as to why charge(s) are unreasonable. Any supporting materials must also be submitted at this time.
- Charge(s) will remain on the resident's OC account during the appeal process. Only in the event of a successful appeal will a charge be removed or reduced.
- Refer to Residence Hall Handbook for details on how to appeal License Cancellation Penalties. Once all materials are submitted, they will be reviewed by the following panel:

Residence Hall Manager

Associate Vice President of Student Development & Engagement

One additional staff member from the Student Affairs Division

Once the panel is convened a decision will be communicated, in writing via e-mail, within 10 business days of appeal submission.

The panel will review the written complaint/appeal and supporting documentation, then, if needed, will interview the complainant and any witnesses before making a decision on the appeal.

Please note that in some instances, the panel may need to request additional information, in which case, a decision may take longer. The decision of the panel is final and may not be appealed for any charges less than \$200. If the charges are \$200 or more and the student is dissatisfied with the decision, he/she may do a 2nd level appeal.

Second Level Appeal:

If the 1st Level Appeal is denied, the resident may appeal to the Vice President of Student Affairs for additional consideration.

- Residents interested in exercising this option must submit their appeal, in writing (e-mail preferred <btaga@olympic.edu>), within 10 business days of receipt of the 1st Level
- Appeal decision. Please address specifically the decision of the 1st appeal panel and what new information you have to proceed towards this appeal.
- This appeal should contain all of the information included in the 1st Level Appeal along with any additional information / documentation. The 2nd Appeal should specifically explain why the charge(s) are unreasonable.
- The Vice President of Student Affairs will review all submitted materials, including a copy of the original 1st Level Appeal submissions and decisions. Please note the Vice President of Student Services will review these appeals at the end of the current quarter.
- The decision of the Vice President of Student Services will be communicated in writing to the resident within 15 business days of reviewing the materials. The decision of the Vice President of Student Services is final and may not be appealed.

License Cancellations:

Your housing license is legally binding. Before making the decision to cancel, please read the On-Campus Housing License Terms and Conditions. If you still want to cancel, you must do so on / before the below dates to avoid penalties:

- Student's must submit in writing (email) – 30 days in advance of the end of the current quarter- that they will be leaving the Residence Hall. Failure to do so will result in fines.

If you haven't moved in, your cancel date is the date you submit your cancellation request. If you have moved in, your cancel date is the date you complete a proper check-out.

Students who wish to cancel their admission and housing must withdraw in writing to ResLife@olympic.edu and provide your name, OC ID number, the room number you are assigned to, and your cancellation date (if you haven't moved-in) or move-out date.

Exceptions:

The cancellation penalty will be waived for residents in the following situations once their status has been verified:

- Residents leaving OC for any reason, however if you have moved into the Residence Hall, you will be responsible for any unpaid rent owed to Olympic College for the quarter.
- If you cancel for reasons other than the above, you can submit an appeal to the RHM/Dean of Student Success & Engagement to see if you are eligible for an exception.

Sanctions:

Depending on the violation and the conduct history of the resident, a variety of sanctions may be imposed. This list gives some examples of potential sanctions:

- Community Service
- Research/Reflection Paper(s)
- Fines
- Removal of personal property creating the violation
- Residence Hall Probation
- Written Warning
- Non-Renewal of License Agreement
- Revocation of License Agreement

Revocations take place within 5 days from the date of notification. In cases where the immediate safety and security of residents is threatened, removal could take place in less than 5 days. Residents are notified via their Olympic College student email account, and in some cases notifications are hand delivered (please note that failure to check your email is not an acceptable reason to request an extension of removal date). If you are removed from the residence hall, you are not released

from your financial obligations. If you already signed a license agreement for future terms, you will be charged a \$200 cancellation fee.

Safety and Security

Important Contact Information:

- Campus Safety, The Residence Hall Manager and the RA staff are available to assist residents 24/7 with any safety/security issues that may arise.
- For immediate assistance, call the Res Life on-call phone at 360.731.5784.
- You can also call Campus Safety at 360.475.7800.
- For emergencies that require police, fire, or medical, always call 911.

Emergency Phones:

If you do not have access to your own phone, emergency phones are located at the base of the stairs, mounted on the wall near the maintenance room on the east and west sides of the 200's/300's building. To use them, follow the directions posted on the Emergency Phone. As always, if there is a life-threatening emergency, call 911 first.

Health and Wellness Checks:

We conduct health & wellness checks of each room once per month to assess residential experience, physical condition/cleanliness of the room, and overall wellness of each resident. Cleanliness of the room is assessed on, but not limited to the following criteria:

- Kitchen
 - o Dishes cleaned and neatly stored
 - o Counters wiped down and clean
 - o Backsplash cleaned
 - o Food stored neatly
 - o Floor swept/mopped clean
 - o Fridge inside and outside wiped down clean
 - o Microwave inside and outside wiped down clean
 - o Free of bugs, insects, or pests due to odor/food/uncleanliness
 - o Free of clutter
 - o Proper egress
- Bathroom

- Counter wiped down and clean
- Sink wiped down and clean
- Shower/tub wiped down and clean
- Toilet inside and outside wiped down clean
- Floor swept/mopped clean
- Mirror wiped clean
- Free of bugs, insects, or pests due to odor/food/uncleanliness
- Free of clutter
- Proper egress
- Common Space
 - Free of bugs, insects, or pests due to odor/food/uncleanliness
 - Proper egress
 - Free of clutter

If a room does not meet cleanliness requirements, the RHM will document by photo the areas of concern in the room and schedule a follow-up check in for the student to take corrective action. If after the second check the room is still not in accordance with cleanliness standards, the student will be charged a \$150 cleaning fee for the room in full to be professionally cleaned and brought up to standard. An informational email will be sent to residents prior to health and wellness inspections. Any accommodation or concerns with this process can be presented to the RHM.

Maintenance Checks:

We conduct maintenance checks of each room once per quarter to ensure there are no potential safety hazards in resident rooms and check the overall condition of the room. An informational email will be sent to residents prior to maintenance inspections. Any accommodations or concerns with this process can be presented to the RHM.

Entering a Student Apartment/Room:

OC respects students' privacy, however, authorized personnel of the college maintain the right to access a housing unit for the purpose of inspection, repair, emergencies, conduct violations, and health and wellness concerns for students and/or community. OC Staff will, in most cases, give 24-48-hours notice prior to entering an apartment. Please note that each apartment is considered shared with the College management and the College reserves the right to enter at any and all times.

Room Consolidation:

The College reserves the right to reassign a student in order to make the most effective use of available accommodations.

Trespassing:

Student Housing is for the exclusive use of residents, their guests, and college personnel. Any persons other than residents, their escorted guests, and/or authorized college personnel are prohibited from entering the building or property or loitering on site. Trespassing violations will be reported to Campus Security.

Security Rounds:

Every 24 hours five rounds are made within 3-4 hours of each other by Campus Security. This is done to ensure the safety and security of the students. Any concerns can be reported to the security officers during these rounds.

Cameras:

The Residence Hall is outfitted with High-Definition cameras operated and controlled by Campus Security. Students are to be aware of this, as well as understanding that footage from said cameras can be used in any conduct or emergency situation. Students are not to touch, alter, or damage the cameras on site.

Valuables:

You may have valuable possessions in your room such as a stereo, jewelry, television, laptop/desktop, or perhaps your favorite pair of jeans. You must ensure that these things are not vulnerable to theft or damage. Make sure to keep your door locked when not in your room, and always store valuables out of plain sight.

Sexual Assault and Misconduct Prevention and Reporting:

The Office of Residence Life strives to create an environment where any form of sexualized violence is unacceptable. To help achieve this goal, you can do your part through educating yourself on how to end rape culture. Talk about these issues with friends, attend classes and workshops, and think critically about if your partner or partners are actively consenting to any and all sexual activity before and when it is occurring.

Consent:

An essential part of creating a community without sexualized violence is to understand the idea of enthusiastic consent, meaning that any and all sexual encounters should occur between people who want to and are actively participating. People who are consenting to sexual activity do not need to be convinced, inebriated, tricked, or forced into saying yes. This means that only a clear and confident "yes" means yes. Clear and open communication between sexual partners is necessary to create a community committed to consent. So, before engaging in any sexual activity, ask yourself, "Do I have consent?" If you are unsure, stop and ask. Be clear, and if you are still unsure, do not continue the activity. Sexual assault is most likely to occur between people who already know each other. Relationships built on open communication and consent can create change.

Survivors:

The Office of Residence Life is committed to supporting the needs of survivors of sexualized violence. Anyone can be a survivor of sexual assault regardless of ones' identity/performance, race, class, ability, sexuality, or age. If you would like to speak with someone about a sexual assault, please contact the resources below. We are here to support you in any and all efforts to process through survival of an incident. If you need to report an incident of sexual assault or misconduct, contact a Residence Life staff member. Please be aware that all Residence Life staff members are considered "mandatory reporters," and are required by law to report incidences of sexual assault to the College's Title IX Coordinator. Survivors may also seek assistance from:

- OC Title IX Coordinator 360.475.7125
- Campus Safety and Security 360.475.7800
- OC Counseling Services 360.475.530 or 360.475.7230
- Kitsap Sexual Assault Center 360.479.8500
- NW Network of Bisexuals, Trans, Lesbian, and Gay Survivors Abuse:
206.568.7777
- College faculty and staff members with whom you feel comfortable talking with

Missing Residents:

A resident may be considered to be a "missing person" if the resident's absence is contrary to their usual pattern of behavior and/or unusual circumstances may have caused the absence. If you believe a student is missing, you can report to any of the following: law enforcement, Residence Life Staff, or Campus Safety authorities on campus:

- Olympic College Residence Life On Call: 360.731.5784
- Campus Safety: 360.475.7800
- Bremerton Police: 360 473-5220

Self-Harm and Suicide:

Self-harm and suicide are defined as:

- Suicide: The act of killing oneself intentionally.
- Self-harm: The intentional injuring of one's body without suicidal intent.

If you or someone you know is suffering from suicidal ideation or engaging in self-harm, please reach out to a Res Life staff member, campus safety, or 911 immediately. Residence Life staff members are committed to supporting members of our community struggling with thoughts of suicide or self-harm, as well as their friends, roommates, and neighbors. Even if you are unsure, air on the side of caution and reach out to us.

Other Resources:

- Campus Safety and Security 360.475.7800
- OC Counseling Services 360.475.530 or 475.7230
- Kitsap Mental Health Services: 360.405.4010
- Suicide Prevention 24-hour Crisis Line: (888) 784-2433
- National Suicide Prevention Lifeline: (800) 273-8255
- Spanish Language Suicide Prevention Lifeline: (888) 628-9454
- The Trevor Project (LGBTQ Support): (866) 488-7386
- Coffee Oasis – 360.377.5560
- Kitsap Community Resources

Earthquakes:

Washington is part of a geological ring along the Pacific Coast of North and South America and Asia, which accounts for 80 percent of the world's earthquakes. Overall, the state averages 1,000 feeble quakes a year, but some can cause damage.

Panic can easily claim more lives than an earthquake itself. Your instincts may tell you to scream and run, though the key is to remain calm and shield yourself from possible hazards.

- DUCK, COVER, HOLD: take cover under and hold on to a desk or table or sit against an inside wall away from falling hazards.
- Stay away from all glass such as windows and mirrors.
- Dress appropriately and exit the building from the nearest exit when the shaking stops. Remain outside.
- Do not stand under the overhangs on the outside of buildings. Move into the open and stay away from power lines.
- Follow the instructions given by staff.
- Refer to OC's emergency management website at:
<https://www.olympic.edu/document/accident-prevention-program-2022/view>

Fire Alarm Procedures:

If an alarm sounds, you are to assume there is an emergency and evacuate the building. When evacuating please remember the following:

- Feel the door for temperature (use the back of your hand). If the door is hot, do not open it.
- Close the windows.
- If you cannot leave the room, stay calm.
- Call 911 to notify the authorities of your location.
- In the event of a fire students should gather in the roundabout, located past the 100's building towards the driving entrance of the property.
- Stuff wet sheets or clothing under doors
- Hang a sheet out the window or shout to attract attention.
- If you leave the room, close the door behind you.
- Stay low to the ground if smoke is present.
- Take a towel to avoid smoke inhalation.
- Do not re-enter the building until permitted to do so by Residence Hall Manager, Campus Security, or designated officials.

The Olympic College Student Housing Handbook has been edited and published by Chiffon Noble on October 22, 2025 (Residence Hall Manager September 2024 – Present).

This is an operating document and may be updated as needed between academic quarters. The edited version will be valid for the current quarter and academic year, then edited upon need.

Olympic College provides equal opportunity in education, employment and college activities regardless of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, use of a trained guide dog or service animal, or any other unlawful basis. For inquiries regarding nondiscrimination policies, contact Equal Employment Opportunity Coordinator Cathy Anderson, canderson@olympic.edu, 360-475-7305, Olympic College, Bldg. 5, Rm. 528, 1530 Ohio Ave., Bremerton, WA 98337. For inquiries regarding sexual misconduct policies, contact Title IX Coordinator Cody Rogers: crogers@olympic.edu, 360-475-6836, Olympic College, Bldg. 10, Rm. 119, 1395 Broadway Ave., Bremerton, WA 98337.