



**Kenai River Campus**  
Kenai Peninsula College  
UNIVERSITY of ALASKA ANCHORAGE

# Residence Life Handbook



**Kenai Peninsula College**  
**KRC Residence Hall**  
**949 E. Poppy Lane**  
**Soldotna, AK 99669**



# 2014 Residence Life Handbook

# KRRC

*Division of Student Services  
Housing and Residence Life*  
**www.KPCReslife.com**  
**907.262.0256**

## Kenai Peninsula College Kenai River Campus

The Residence Life Handbook is provided to you by Kenai Peninsula College – Kenai River Campus to outline your rights and responsibilities as a residential student. You are expected to know, understand, and abide by the policies and procedures contained in this Handbook as well as the Housing Agreement and Student Handbook. The College reserves the right to make changes to the Residence Life Handbook at any time. Changes made to the Handbook will be communicated to students and published online. The online version of the Residence Life Handbook is the most updated and reliable resource for current housing policies and procedures. Questions, comments, or concerns about the content of the Residence Life Handbook should be directed to the Residence Life Coordinator.

## WELCOME!

Welcome!!! And I want to say congratulations on your choice to reside on campus. This is truly an exciting time for us here at KPC, and we are very happy that you are joining our community.

Being part of the Residence Life Community has many benefits. Students who live on-campus tend to have higher GPA's and have easier access to academic supports and resources. They also have greater opportunities to get involved in campus events and activities, develop leadership skills, form new life-long relationships and be a part of a great community of learners and teachers.

Your college experience is a blank canvas and there are many students, staff and faculty that are here to help you paint that canvas in colorful ways. However, your college experience is what you make of it so I encourage you to get involved and become an active member of your Residence Life community by attending programs, becoming a member of the Residence Hall Association, visiting with your teachers and getting to know your neighbors.

This handbook is a good guide to help you, and I encourage you to familiarize yourself with the policies, resources and information it provides. The policies are designed to help promote a strong community that encourages respect for each other and academic success for all in a comfortable and safe environment.

I also encourage you to seek out your Resident Assistant whenever you have questions or concerns and feel free to stop by and visit with me or the Residence Life Coordinator. We are all here to help everyone have a great experience at KPC!!!

Sincerely,  
Tammie D. Willis  
Associate Director of Residence Life

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# Living on Campus

The decision to live on campus further enhances positive learning experiences as seamless learning environments are created between the classroom and the residences, and students feel more at home within the institution. Campus residency provides students with a multitude of supportive resources, social outlets, significant peer interactions, and leadership opportunities that commuter students do not have access to. Residential students live amongst neighbors who share a similar commitment to their higher education and benefiting from a living environment conducive to learning and personal development.

The KRC Residence Hall is located across the road from the main Kenai River Campus. Residents have access to 24-hour assistance from a live-in Residence Life staff member, resident assistants (RAs) and a variety of resources. The building has laundry facilities for the use of residents only. There is Wi-Fi internet coverage throughout the building. Many services and activities are also offered to students residing on campus. Student housing is a community of students who elect to live on campus in a safe, engaging, supportive, and developmental living/learning environment.

The Office of Residence Life serves to support residential students in all aspects of residential life, including social events, personal support, health and wellness, conflict mediation, leadership development, and more.



## Philosophy of a Residential Campus

Because we believe that students can and do learn from one another, we support an on-campus living community on the Kenai River Campus. The education students acquire from the social and interpersonal experiences of residential life plays a vital role in their total development as concerned, inquiring human beings.

The Residence Life Office retains a common set of goals, which promote students' personal development and right to realize their fullest potential. The goals of the college's housing operation, like those of the total institution, focus on the individual and his/her relationship to the community in which he/she lives. To this end, the Student Housing and Residence Life Office will attempt to achieve the following goals:

- To provide a physical environment which is compatible with the needs of the residents, including health and safety
- To maintain an environment that supports the college's academic program and places high priority on the pursuit of academic interests
- To assist students in developing a positive regard for their living area, as well as for that of the larger campus community
- To encourage self-reliance among residents while recognizing the interdependence of all people
- To promote acceptance and mutual respect among all residents by developing an awareness of:
  - One's individual responsibilities and rights
  - The rights and responsibilities of others
- To promote an environment in which students are encouraged to:
  - Clarify and act upon their personal values, attitudes, and appreciations
  - Develop a broader understanding and acceptance of those with divergent attitudes, cultural backgrounds and values
  - Become aware of their emotions and develop constructive ways by which to express them
- To provide opportunities through which one is able to develop and practice mature interpersonal relations and social skills
- To provide opportunities for one to develop and apply leadership

## Residence Life Services and Resources

Residential students have access to many resources, services, and personnel that make living on campus a convenient and supportive experience.

### Residence Life Staff

The Residence Life Staff provide an on-site network of assistance for residents in the KRC Residence Hall. This team handles day-to-day administrative functions of Student Housing and is prepared to address all personal and community needs, including social and educational programming. In addition to the Associate Director of Residence Life and a full-time live-in Residence Life Coordinator, six student leaders known as Resident Advisors are also available and employed to ensure that a positive environment is maintained in Student Housing, conducive to living and learning.

**Associate Director of Residence Life.** The Associate Director of Residence Life is responsible for supervising and directing all aspects of the Residence Life Program, including supervising Residence Life staff, facility maintenance, budget, and utilization of the facility for commercial rental during the summer. The Associate Director can be reached at 907-262-0275 during normal business hours and reports directly to the Director of Student Services.

**Residence Life Coordinator.** The Residence Life Coordinator oversees KRC Student Housing, activities, student organizations, and general student development programming on the Soldotna Campus. The Residence Life Coordinator can be reached at 907-262-0253 during normal business hours; after hours questions and support should be directed through the Resident Advisors.

**Resident Advisors.** Resident Advisors (RA) are paraprofessional Residence Life Staff Members and KRC students who are trained to maintain a safe, healthy, and engaging residential community for residents in Student Housing at KRC. Each RA is assigned to a smaller sub-community (16 residents) within the larger housing complex where they live and get to know all of the residents in that area. RAs provide 24-hour on-call assistance year-round for Student Housing. RAs receive extensive training in crisis response, conflict mediation, policy enforcement, and programming. Residents are expected to comply with requests and directives of the RA Staff and to readily utilize them to address safety concerns, disruptive behaviors, and general personal and community needs. Share ideas for activities with your RA and be sure to approach him or her for assistance as needed. The RA on duty can always be reached by calling the RA cell phone at 907-262-0256.

### Residence Hall Association

RHA or Hall Council consists of a group of student leaders who reside in the residence hall and serve in an advisory role to residence hall staff to establish community standards, plan programs and organize events. Elected by their peers, Hall Council members meet weekly with hall staff, host regular town hall meetings where residential students can gather and socialize and plan several events throughout the year that build community within the residence hall.

### Programs and Activities

Getting involved in the residence hall community is a great way to meet people, make friends, and have fun! In addition to the campus-wide event offerings provided by Student Activities, Student Government, and others, the Student Housing staff aim to provide a slate of entertaining and educational programming for on-campus students and families. Examples of programs and activities include movie nights, karaoke, community dinners, and academic skills workshops. See a RA or the Residence Life Coordinator for more information about getting involved on campus.

### Support and Safety

In addition to the support services offered by KRC to the entire student population, students in campus housing have access to 24-hour support provided by the Residence Life staff. Residence Life staff members can assist with lockouts, mediating conflict, facilities concerns, and are trained to respond to medical, mental health, and other emergencies.

Additionally, the Residence Life staff is committed to maintaining student housing as a safe and secure place to live and learn. Staff routinely walks through the community to monitor for suspicious activity and to ensure that doors are locked and secure; however it is the responsibility of the entire community to maintain the safety and security of the residence

halls. If a resident witnesses suspicious or unsafe behavior at any time, he/she should report this to the RA on duty and/or the Residence Life Coordinator immediately.

The housing facility has an overnight contracted security guard as well as security cameras inside and outside in all public areas. Student suites are considered private areas and are not monitored by security cameras.

## Description of Units and Amenities

All student units are fully furnished with living room and dining room furniture. Kitchen appliances, including microwaves, refrigerators, ovens/stove, and dishwashers are provided. Each resident is provided a personal extra-long twin-sized bed, mattress, desk, desk hutch with light and bulletin board, desk chair, dressers, and nightstand. Each bedroom has one mirror and one closet. Additional shared mirrors and closets are located in hallways. High speed Wi-Fi internet access is included in the rent.

### Common Areas & Shared Facilities

College facilities within Student Housing are for use by residents only. Trespassers attempting to use laundry facilities, recreational facilities, or other services will be asked to leave, and repeated offenses will lead to criminal trespass. Non-residents must be accompanied by a host at all times in common areas; the buildings are to remain locked and secured 24-7, and residents found propping any exterior doors open will be fined. Use of the facilities and furnishings should show respect, cleanliness, and common courtesy. In the lounges, furniture is not to be moved, and all messes should be cleaned up when users leave the room. Television cables are not to be tampered with, and TVs and other provided electronics may not be moved.

### What to Pack

- Linens (sheets, blankets, towels, pillows, dish rags, wash cloths, etc.)
- Dishware/Silverware/Cookware/Utensils
- TV/ cable cord
- Computer/ Ethernet cord
- Alarm Clock
- Toilet Paper/Paper Towels/Tissues/Napkins
- Cleaning Supplies
- Personal Toiletries
- Laundry Basket/Soap/Clothes Hangers

Make sure to bring any of the above you can't live without or be ready to buy them when you get here. The on-campus bookstore carries a limited supply of sundry items. Also, remember clothes, shoes (tennis shoes and snow boots are a great start); an umbrella, rain gear, mittens and warm jackets. Weather in Alaska is unpredictable and can change several times a day; dressing in layers is a great way to be ready for whatever Mother Nature throws our way.

**Cable Television.** Basic Cable TV service is provided.

**Internet.** There is a high speed wired internet connection in each bedroom and wi-fi internet throughout the building.

**Mail.** Mail is delivered to student housing. Each resident is assigned a box in the residence hall mail room. The residence hall address, which may also be used for UPS or FedEx delivery, is listed below:

**Kenai Peninsula College  
KRC Residence Hall  
Apartment #XXX  
949 E. Poppy Lane  
Soldotna, AK 99669**

## Dining Plans

KPC has limited dining facilities. All meals will be served ala carte at Jose's Café located across from the Commons in the McLane building. Meal plans are not required.

### The three plans available are:

- \$500, \$600, or \$750 dining dollars.

### Meal Hours:

#### Monday through Thursday:

- Breakfast 9:30 a.m. to 11:00 a.m.
- Lunch and dinner 11:00 am to 6:45 p.m.

#### Friday:

- Lunch 10:00 am – 2:30 pm

**No meal service Saturday or Sunday, holidays, breaks, or when the campus is closed.**

KPC has limited dining facilities. However, KPC does provide a selection of declining meal point balance plans that allow students to purchase ala carte food items from Jose's Café located across from the Commons in the McLane building. The selection of a specific meal plan becomes binding for each academic semester at 5 p.m. on the first Friday of instruction. Changes may only be made after that time by submitting a written request to the Residence Life Coordinator. Refunds or additional charges will be calculated based on the unused balanced. Students may choose between 500 Dining Dollars, 600 Dining Dollars, or 750 Dining Dollars. Unused meal points roll over from Fall to Spring semester. Any unused Dining Dollars at the end of the Spring semester are forfeited and will not be refunded unless a written request is submitted to the Residence Life Coordinator prior to May 1st.

## Roommate Relations

Strong, positive interpersonal relationships are vital to the on-campus living experience. One of the most important relationships a student may form on campus is the relationship with his/her roommate(s). Building and nurturing constructive, cooperative roommate relationships has a positive impact on success and satisfaction. While we hope that your college roommate could be a friend for life, we also understand that some roommate arrangements do not result in this kind of relationship. We expect a baseline relationship of cooperation, understanding, and mutual respect.

Rooms in residential facilities are assigned to each student for the academic year. More about how this process works can be found on page 23, *Housing Placements and Room Assignments*. A voluntary change in room assignment must be approved by the Residence Life Coordinator before any change can be made. The Office of Residence Life reserves the right to make changes in room assignments when it deems it is necessary, and will notify the affected students in advance of these changes whenever possible.

Residents are expected to establish and maintain mature and constructive communication. Conflicts should be addressed and resolved as adults, and assistance in conflict mediation can be requested of any Resident Advisor. In all conflicts, residents and staff should consider the *Roommate Bill of Rights* listed below.

### Roommate Bill of Rights

Essentially, all residents have the right to sleep, eat, study, and to enjoy a safe and clean personal living space. Roommates must respect one another's rights by being reasonable with disruptive activities and be willing to find an amiable solution when a roommate feels these rights are being violated. Conflict mediation is available upon request. A resident's rights to a safe, clean, and non-disruptive living/learning environment always supersede a roommate's rights to entertain guests in the shared suite.

### Basic rights of a roommate include:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate, or other activities.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.

- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other housing residents.
- The right for redress of grievances. Residence Life staff are available for assistance in settling conflicts.
- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect reasonable cooperation in the use of the suite telephone, kitchen, restroom, and other shared spaces.

**REMEMBER:** To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that your roommate enjoys those rights.

### Roommate Agreements

Roommate agreements are designed to help roommates get to know one another and create shared expectations for space use, guest visitation, cleanliness, chores, and other topics related to communal living. All residents will discuss and complete roommate agreements with the help of their Resident Advisor within the first week of living on campus. Roommate agreements are not formal contracts, but rather guides to maintaining positive relationships and can be renegotiated and revised throughout the year.

### Conflict Resolution

Conflict may arise between roommates or other members of the residential community. Individuals in conflict are expected to maturely and responsibly manage and resolve their conflict. In the event that a conflict cannot be resolved between the individuals independently, the Resident Advisors are trained to aid in conflict resolution and should serve as a primary resource in conflict resolution. Should the RA be unable to adequately help resolve the conflict, residents should consult the Residence Life Coordinator.

Learning to manage and resolve conflict is a valuable skill. As such, the RAs and Residence Life Coordinator will seek every available option to resolve conflict between roommates before changes in assignments are explored. If at any time conflict becomes disruptive to the residential community, disciplinary action may be taken, up to, and including eviction.

## Rental Terms

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The Residence Life Administrative Assistant manages housing applications, charges, payments, and other administrative functions. Questions regarding eligibility, cancellations, or other aspects of Student Housing Agreements and costs should be directed to this person. For more information, please call 907-262-0256 or visit our website.

### Housing Eligibility

To be eligible for student housing, students must meet the criteria for student status outlined below. Students must also be in good standing with the Office of Residence Life and the Campus Judicial Committee. Additionally, the following must be submitted via UAOnline – housing website before a space will be reserved in Student Housing:

1. **Housing Application (\$40 Fee)**
2. **Security deposit (\$300)**
3. **Placement Profile**
4. **Signed Housing Agreement**
5. **Current Immunization Status**

### Student Status

Residents must be enrolled in a minimum of nine KPC credits (taken on campus or via distance); however, preference will be given to students who are enrolled in 12 or more KPC credits for the semester during which they intend to reside on campus, unless the Director of Student Services announces otherwise in any given year. Residents must maintain the minimum credit load throughout the semester and are expected to maintain a minimum GPA of 2.0 to remain eligible for on-campus housing. The Associate Director of Housing conducts periodic academic reviews on all residents. Students who

do not maintain these academic requirements (GPA and sufficient credits) will be notified in writing of their ineligibility and given a deadline by which to appeal in writing before their Housing Agreement is terminated.

### **Student Conduct Record & Criminal History**

Applicants and current residents must remain in Good Standing with the Office of Residence Life and with the Student Code of Conduct. Disciplinary infractions and conduct transgressions may constitute reason for a Housing Agreement to be denied or terminated. Additionally, KRC seeks to foster a residential community in which all members feel safe, secure, and unthreatened by peers and neighbors. Applicants are required to declare criminal charges on the Housing Application Form. Informal criminal background checks are conducted for applicants, and those found to have been untruthful about their criminal history will have their agreements terminated immediately. KRC reserves the right to deny Student Housing to any applicants who have been charged with aggravated assault, domestic violence, sexual assault, child neglect, illegal weapons possession/use, or any other charge that indicates that the individual caused harm or considerable danger to others.

### **Payment History**

Students are expected to pay housing charges in a timely manner. Previous poor payment history can affect future housing eligibility. Students may set up a payment plan with the KRC Business Office if they are unable to pay the student housing semester rental charges all at once. The cost to set up a payment plan is \$25.

### **Housing Eligibility Appeals**

Students who have been found ineligible for student housing may appeal the decision in writing within 14 days after being found ineligible for student housing. If a student has become ineligible while in residence and has received an eviction notice, he/she has 7 days to appeal the decision. Appeals should be typed, well-written and free of grammatical mistakes. Students should clearly state why they feel they should be eligible for student housing, what the problem was that contributed to ineligibility, and plans they have to ensure future success. The Appeal Officer will respond in writing with a decision of whether or not to grant the appeal, or he/she may request an appeals hearing within one week of receipt of the appeal to further discuss the appeal with the student. Depending on the basis of ineligibility, letters of appeal should be addressed to the Associate Director of Residence Life.

Should the Associate Director of Residence Life find the student ineligible for student housing, the student may appeal the decision, in writing, to the Director of Student Services within one week of the Associate Director's decision. The decision of the Director of Student Services will be considered final. Students granted an appeal should be aware that additional requirements may be mandated to ensure success, which may include regular meetings with their Academic Advisor, meetings with the Residence Life Coordinator, assessments, counseling or treatment, or other pertinent interventions.

## **Housing Agreement**

The *KRC Student Housing Agreement* should be considered a legal, binding contract between KPC and the individual student. All conditions of residency, eligibility, rental costs, and penalties are outlined within the agreement. This agreement serves the student by guaranteeing him/her on-campus housing at a set rate for a predetermined length of time, to coincide with the academic calendar of the college. The agreement also serves to protect KPC in the case that the lessee, or student, violates rental and eligibility stipulations, cancels with short notice, or vacates the unit mid-semester when the college will then be unlikely to find a replacement tenant. All appeals related to agreement termination and penalties must be addressed in writing to the Director of Student Services. Physical copies of the housing agreement can be found in the Student Services Office and electronic copies can be found online.

## **Security Deposit**

A refundable \$300 security deposit is required of all housing applicants. The deposit will be held by the KPC Business Office for as long as the resident indicates intent to return to Student Housing in the following term. When a resident formally checks out of housing and indicates that he/she will not be returning, the deposit will be mailed to the forwarding address indicated by the resident, less any applicable charges assessed to the student.

## **Immunizations**

Students must provide proof of the required immunizations prior to being placed in Student Housing, and then must update their immunizations as necessary during the extent of their residency on campus. A completed TB Skin Test is also required for new and

returning students to remain eligible for Student Housing. The Associate Director of Residence Life will notify continuing housing students whose TB Tests have expired, and failure to provide proof of a current TB Test each year will result in termination of the student's Housing Agreement.

- TB skin test or chest x-ray                      Dated within 1 year prior to housing occupancy date
- Tetanus, Diphtheria,                              4-5 doses  
Pertussis primary series
- Poliomyelitis series                              4 doses  
(for those ages 16 and under)
- MMR (Measles, Mumps,                        2-shot series  
Rubella)

### **Detailed descriptions of immunization requirements include:**

1. Proof of a series of 4-5 doses of diphtheria-pertussis (DPT) or tetanus diphtheria (Td) vaccine. If the series has been previously received, a booster Td dose is needed within the past ten years.
2. Proof of completion of polio vaccine series (if you are under 17 years of age) 4 doses.
3. Proof of one dose of live measles virus (rubella) vaccine, which must have been received on or after 15 months of age and after 1968. Evidence of previous disease documentation by a physician will not exempt the student from the vaccination requirement unless the student is born prior to 1957. A blood test showing protective antibodies will also provide exemption. Not available at KRC.
4. Proof of one dose of rubella vaccine (German measles). Only evidence of proof of immunity by a blood test showing protective antibody levels will exempt the student from this vaccination requirement. A history of physician documented disease is not acceptable proof of immunity.
5. Mumps vaccine on or after 1st birthday or proof of immunity by a blood test is recommended. Combined measles, mumps, and rubella vaccine (MMR) is the vaccine of choice, if there is doubt that the patient is immune to any of these diseases. Immunization with a combined vaccine is safe even for individuals who happen to be immune to one or more of these diseases. Live vaccines are not recommended, however, for pregnant women.
6. A tuberculin skin test within one year preceding registration (unless adequately treated for TB). If the skin test is positive, a chest x-ray is required. If BCG vaccine was administered, give date and send report of chest x-ray taken within one year prior to admission (do not send film). If treated for active TB, please give dates name of drug and duration of therapy. X-ray is required within one year preceding move in. Please send report only.
7. Persons born before 1957 do not need this immunization. Live virus vaccine must have been administered after 1968 and given after 12- 15 months of age. Laboratory evidence of immunity is acceptable. A second booster shot is now required after the MMR at 15 months.
8. If serious doubt exists about the completion of a primary 4-5 dose, series, 2 doses of 0.5 ml combined (Td) toxoids should be given one month apart, followed by a third dose in 6-12 months.

There are many sources for obtaining records of immunizations if they are not in immediate possession: high school or previous college health records, local health department or clinic, military health records, or pediatrician records.

Missing immunizations can be documented by an approved clinician on the Immunization Record Form, available on the Housing website or from the Housing Office.

The KRC Health Clinic has Hepatitis A/B, MMR, and TDAP in stock and can order most other immunizations; such as Meningitis and Pneumococcal. Just stop in the clinic and ask.

## Housing Placements and Room Assignments

Every attempt will be made to accommodate students' housing placement requests. Requests are filled on a first-come, first served basis. Students may choose not to accept the placement offered, but may still be held to the terms of their agreement if placements fall within the scope of the preferences the student listed on their signed housing agreement. It should be noted that assignments are made single-sex by suite. For further information, see Roommate Relations on page 16.

Room assignments are made without regard to race, religion, national origin, sexual orientation or disability. The Associate Director of Housing reserves the right to make assignments and re-assignments of accommodations as deemed necessary. Students who are dissatisfied with their room assignment should consult with their RA and/or the Residence Life Coordinator to determine possible solutions.

Under no circumstances is a student allowed to occupy a space other than the space which was assigned to him or her. Trading spaces, wrongfully occupying unassigned space, or sharing space assigned to another student may result in disciplinary action up to and including termination of the housing agreement.

### Accommodation & Accessibility

KRC Student Housing will make all reasonable efforts to accommodate students with special needs. Applicants should indicate physical accessibility needs or restrictions when they apply, such as limitations with stairs, etc. Other accommodation needs should be presented to the KPC Disability Support Services Coordinator, who will work with the Housing Office to best accomplish those accommodations.

### Roommate Requests

New residential students have the option to request their roommates online via the Housing Placement Profile, or the Residence Life Coordinator will do his/her best to find suitable living-mates based on lifestyle preferences and commonalities indicated on the profile. Continuing residents may indicate preferred roommates when they renew their housing agreements in subsequent semesters. Roommate requests must be made mutually (each resident must indicate their requested roommate on the Housing Placement Profile) to ensure placement. While every effort will be made to accommodate mutual roommate requests, roommate requests are not guaranteed and may not be met.

### Reassignment & Consolidation

KPC reserves the right to close a residence or reassign residents to another comparable unit when the unit is no longer fully occupied, when premises are unsuitable for residence, or it is deemed necessary for health, safety, financial, or disciplinary reasons.

## Cancellation of Housing Agreement

All Student Housing cancellations must be submitted in writing to the Associate Director of Residence Life. Penalties may apply for early cancellation of the Housing Agreement and may vary depending on the date that the Housing Agreement is canceled. See the most current Housing Agreement for a description of applicable dates and penalties. The same policies apply to cancellation of Dining Plans.

### Vacating

Full semester housing charges will apply to those who vacate the rental unit after 5:00 p.m. on the first Friday of instruction for each semester. Vacating prior to this period will result in pro-rated charges being applied for days occupied and meals consumed.

### Release from Housing Agreement

Residents will be released from their Housing Agreement in the following instances:

- Withdrawal from KPC
- Active Military Duty
- Death in the immediate family
- Documented illness or another situation which precludes the student from attending classes.

In the case of withdrawal during a semester from KRC for any reason other than those stated above, the student will be held responsible for the remainder of the semester's rental.

### Departmental Termination of Housing Agreement

Housing Agreements can be terminated by the Associate Director of Residence life or by the Director of Student Services as a result of judicial hearings, criminal activity, or when the student has demonstrated behavior that is a significant threat or disruption to the community. Additionally, agreements may be terminated on the basis of non-payment, insufficient credit load or GPA, or failure to provide proof of current immunizations.

### Eviction & Notice to Quit

In instances when KPC has terminated a student's Housing Agreement, whether for conduct infractions or policy violations, non-payment, health and safety issues, or other reasons, residents will be notified by the Associate Director of Residence Life, in writing, in the form of an eviction letter. KPC will only need to provide 24-hours' notice of an eviction deadline, but in cases where the student is not perceived as an immediate threat or disturbance, he or she may be granted up to one week to vacate the premises. As stipulated in the Housing Agreement, residents who are evicted are still responsible for full semester charges and forfeit their security deposit. Any eviction appeal must be addressed to the Director of Student Services and Associate Director of Residence Life in writing prior to the eviction deadline. A pending appeal response does not entitle the evicted student an extension on their vacate deadline. Residents who cooperate and meet their eviction deadline without incident may reapply for Student Housing in future semesters, but are not guaranteed acceptance. If a resident does not respond properly to the initial eviction notice, he/she will be served a formal Notice to Quit, which serves as official notice to be used in legal proceedings to forcefully remove the tenant from Student Housing. Residents will be charged all legal fees and court costs if the matter is brought to court.

## Rental Periods & Rates

KRC Student Housing offers housing agreements for the Fall Semester, the Spring Semester, or the Fall/Spring Academic Year. Residents on a Fall/Spring Academic Year agreement must vacate housing during winter break, though they are not required to move their belongings out if they are returning in the spring. Summer rentals **may** be available for students taking KRC summer courses. Preference will be given to applicants who are enrolled at KPC as a full-time student (minimum 12 credits). Rates may vary by semester; current rates can be found online or on the Housing Agreement for the semester in question. For more information, please phone the Residence Life Office.

## Check-In Procedures

When residents first arrive to move in to their rooms, they should report to a housing staff member at the housing check-in area in the lobby of the housing facility. After-hours check-ins should be arranged a week in advance with the housing staff by calling (907) 262-0256. Check-ins will not be permitted before the start date of the Housing Agreements unless approved in advance by the Residence Life Coordinator. Especially in the Fall Semester, students should pay special attention to the opening date and time for housing that is posted in the agreements and on the Campus Calendar far in advance. These dates should be taken into account before travel plans are coordinated; a lack of attention to these dates does not constitute reason for an early move-in to be authorized. Residents will complete administrative paperwork for their housing file and receive their keys before being escorted to their room by a Resident Advisor. The RA should have completed a Room Condition Report (RCR) for the unit. This document notes the condition of the suite and its furnishings at the time the resident assumes occupancy. The resident should look over the RCF carefully to make sure that he/she agrees with the assessment, and to point out any additional damages or flaws in the unit before signing it. Any damages or missing furnishings noted when the resident departs will be compared to the RCF, and the resident will be held responsible for any associated damages that appear to have been inflicted during the resident's stay.

## Check-Out Procedures

Residents may check out of KRC Student Housing whenever they choose, but should be aware that they will be held financially responsible for the terms of their housing agreement. *See the "Housing Agreement" section of this handbook for details on cancellation and contract breaks.* The outgoing resident must notify his/her Resident Advisor at least 24-hours in advance of the intended departure time to arrange a formal checkout. During finals week at the end of the Fall and Spring academic semesters, checkout schedules will be posted outside the suite door of every RA. Failure to formally check out, to provide adequate advanced notice or failure to show up for a scheduled checkout appointment will result in a \$50 improper checkout fee. Lost or Missing Proximity ID Key cards will be replaced for the fee of \$20. All trash and personal items must be removed from the unit. Drawers and

cabinets should be wiped out, and all surfaces, window sills, mirrors, and windows wiped down. All furniture and furnishings should be returned to the rooms they were originally found in. Floors should be swept and vacuumed. All tacks, staples, pins, and tape must be removed from walls, doors, and ceilings. Cleaning/Maintenance charges will be assessed at a rate of \$40/hour for the time it will take to clean the unit, remove trash or personal belongings, repaint walls, or make minor repairs. Roommates should decide in advance who will clean the common area so that all residents contribute to the cleaning of the entire unit beyond the bedrooms. All residents are responsible for the common areas of an apartment and as such, will share any and all damage and cleaning fees.

Though RAs will make note of improper checkout, lost keys, cleaning needs, damages, or missing furnishings on the closeout form, charges will be assessed by the Residence Life Coordinator. Departing residents will be offered a carbon copy of the closeout form that will show only RA notes and not the corresponding charges yet to be assessed. The closeout form also serves as the document by which outgoing residents specify a forwarding address to be kept in the student's housing file archives. Please note: it is the student's responsibility to update change of address and other contact information in their UA Online account. The student's address as listed in UA Online is where any deposit refund checks will be mailed. Once a student has left campus, he/she should direct all questions regarding closeout charges and deposit withholdings to the Housing Office, which archives files of past residents. Students can expect that any remaining portion of the security deposit will be sent as a check to the student's UA Online address within four to six weeks of the closeout.

### Winter and Spring Break Checkout

For those students checking out of Student Housing for winter and spring break, checkouts **MUST** be scheduled 24-hours in advance with a RA and students **MUST** be packed and ready to leave upon the arrival of the RA. If students leave without arranging a checkout, if students are not ready to leave at the time of the RA arrival, or if students do not show up for their scheduled appointment, students will be assessed a \$50 improper checkout fine. Additional cleaning/maintenance charges of \$40 per hour will also be assessed to the student's account, and withheld from the housing deposit. Please follow the cleaning guidelines below to ensure that you're fee-free upon checkout!

#### Winter and Spring Break Cleaning Task List

- All non-kitchen appliances unplugged
- Refrigerator cleaned out of perishables
- All trash removed from unit
- Windows locked, drapes closed
- Valuables locked out of sight in bedroom
- Shared spaces & common areas tidied and presentable for new roommates arriving (winter break only)

**Students in suites with an empty bed space at the end of fall semester.** Common areas should be sufficiently cleaned to welcome a new roommate. Cabinet space, refrigerator space, and furniture should be allocated for new people who will arrive next semester. Students are expected to create a comfortable and welcoming environment for new roommates.

### Permanent/Summer Checkout

The same rules mentioned above apply to all students who are leaving KPC and Student Housing for the summer or indefinitely. Please follow the cleaning guidelines below:

#### Permanent/Summer Checkout Task List

- All trash and personal belongings removed
- Carpeted floors vacuumed
- Linoleum/laminate floors swept and mopped
- Windows and window sills cleaned, drapes closed
- Trash cans emptied and wiped out
- Drawers empty and wiped clean
- Furniture returned to its original placement and condition, minus normal wear and tear.
- Bathroom and kitchen counters, cupboards, shelves, & drawers emptied & wiped clean
- Microwaves, ovens, & refrigerators cleaned inside and out
- Toilets, showers, and sinks thoroughly scrubbed
- Walls and doors wiped down as necessary
- All staples, nails & tacks removed from walls, ceilings

- Any odors or “lingering fragrances” removed

**Roommates should work as a group to determine who will clean common areas in the suite.**

### **Abandoned Property**

Personal property left in the unit after a resident vacates or abandons the unit will be disposed of by KRC without liability after 30 days. When applicable, the student will be billed for expenses incurred for the disposal of abandoned belongings.

## **Charges & Fees**

Most fees and incidental charges incurred while in Student Housing will automatically be posted to Student Accounts. Fees are assessed for reasons such as vehicle registration, vehicle towing, nightly housing charges, lock-out charges, improper closeout fees, damages, or disciplinary fines. Students should always be made aware of charges before they are posted, but any questions regarding billing or charges posted by the department should be addressed to the Resident Life Coordinator.

## **Keys & Student ID Cards**

Residents will have their Student Identification Card, the WolfCard, activated for room key access to their residence hall, their suite, and their individual bedroom. Keys and key cards are the property of KRC; duplication and unauthorized possession of college key cards or keys is prohibited. Only authorized lock hardware may be installed on university property. All others will be removed. Students are expected to be responsible for any keys or key cards issued to them. For security reasons, they may not be lent to others who should not have unescorted access to the buildings or suites. Lost or misplaced keys or WolfCards must be reported to the Residence Life Coordinator immediately. Because the WolfCards have been coded for electronic access to residence halls and suites, it is a security risk to allow them to potentially be found by an unauthorized user.

Replacement charges are \$20 for a new key card. Students in possession of unauthorized keys or ID cards will be subject to disciplinary action up to and including eviction, expulsion, fines, and possible criminal charges. Fines for possession of unauthorized keys or failure to turn in keys at the end of one’s residency term will be applied to the Student Account.

## **Unauthorized Tenants**

The Residence Life Coordinator **MUST** be informed of who physically resides on campus at all times for security and emergency response reasons. If a resident vacates mid-semester, the Residence Life Office should be notified immediately. Unapproved residents or extended visitors will not be permitted to stay in Student Housing.

**Squatters** are considered any non-paying individual who has taken up residence in a student housing unit or on the premises, including in tents or outdoor shelters. Residents should not consider vacant beds in their suites as an invitation to provide a friend with a place to sleep. Squatters may be served notice of criminal trespass, and their hosts may have their housing agreements terminated.

**Subletting** is considered an arrangement between a student resident and a third party, in which the resident leases out his or her unit (already leased from the college) while the approved student resident is not present. Subletting is not permitted. Any student found to be subletting will have his or her agreement terminated immediately.

## **Summer Conference and Guest Housing**

In the summer, KRC Student Housing operates the Summer Conference Services Program, enabling external parties to rent out housing units. Summer Conferencing operations help to subsidize revenue from the academic year and to keep costs down for students. Students may refer family members, friends, or others to the Residence Life Office to inquire about renting rooms or full suites for periods ranging from two nights to the entire summer. During the summer, students may be asked to consolidate or share unoccupied space for periods of time as deemed necessary by the Associate Director of Residence Life. This is especially true during times of heavy occupancy. If students are asked to consolidate or share space, they will be notified at least one week in advance.

# Your Suite: Housing and Care Policies

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## Contraband

Contraband is prohibited in Student Housing and on campus. Contraband includes such items as halogen lamps, gasoline or similar flammable materials, any source of open flame or smoke, illegal substances including marijuana and other drugs (and paraphernalia). Residents may not possess space heaters, lab chemicals, motor oil, kerosene, or other highly flammable liquid in the residences on campus.

Microwave ovens, potpourri pots, buffet ranges, hot plates, and other electric cooking appliances are not permitted in any place other than suite kitchens. Large appliances such as freezers are prohibited. Burning incense is prohibited. Contraband items may be confiscated and the student may face disciplinary action.

## Decorations, Repairs & Modifications to Living Units

Residents are encouraged to decorate their suite in order to make it a comfortable, inviting place to live and learn. However, to maintain the integrity and safety of our units, certain decorations and alterations are prohibited.

Residents may not attempt to modify fixtures or structures within their units. Repairs and maintenance needs must be requested through work orders (see below), available from the Residence Life Coordinator or Front Desk, which must include detailed descriptions and a signature of a resident of the unit to be entered for maintenance. Residents may decorate but may not use large nails, ceiling hooks, paint, or structurally alter their rental units in any way. Students may not paint the walls or cabinetry, hang wallpaper or decorative borders, or remove or change fixtures such as overhead lights or appliances. Students may not construct walls or partitions within the unit. Bolts and hooks may not be used to secure personal furnishings to walls, floors, or ceilings. When in doubt, contact your RA.

To hang decorations on the wall, residents are permitted to use sticky tack or easily removed pull-down foam strips. Nails, screws, and pins damage the walls and tape (duct or otherwise) will remove the paint from the walls. Do not hang decorations from sprinklers as this may damage the sprinkler or cause it to activate throughout the building, causing several thousand dollars' worth of damage to college and personal property. Any decorations in the hall or visible to others must not be offensive, must not convey propaganda, and must not advertise drugs or alcohol. *Refer to the Written and Symbolic Harassment section of the Student Handbook for more information about what may be considered offensive.* If in doubt, consult with a RA or the Residence Life Coordinator.

## Other Guidelines to Consider

1. Items hanging on the wall should be limited to papers, posters, photos, and materials that can be affixed with easily removable products.

**NAILS AND SCREWS ARE PROHIBITED.** Students are also asked not to use duct tape on surfaces in the suites.

2. Mounting or hanging items from the ceiling with anything other than tape is prohibited. Staples, tacks, and nails may pierce the underlying electrical wiring, presenting a risk of electric shock and fire.

3. Please **DO NOT** hang anything on the doors to rooms or suites.

Doors are solid oak and have a protective finish on them. Even scotch tape will remove bits of the finish. Each suite has a bulletin board hung on the wall beside the front door – please use the bulletin board to decorate or post things.

4. Windows must be closed and **LOCKED** whenever it is windy – wind storms will rip the windows out of the casement and can make for a cold week while a new one is ordered – you will be charged to cover the cost of replacement and installation.

5. Facilities Service Staff will conduct mid-semester and semester-end walk-throughs of every student unit for preventative maintenance measures. Students will be given 48-hours' notice prior to these walkthroughs.

## Fire Code

To comply with local and state codes and to observe prudent safety precautions, KRC Residence Life Personnel will enforce the following fire safety regulations:

1. Open flames, including candles, incense, kerosene lamps or stoves, and other similar items are not permitted in any college housing unit.
2. No flammable or combustible liquids such as gasoline, propane, or similar substances may be stored in any university-owned or approved housing unit. Turpentine, kerosene, paint thinner, and similar flammable substances used for camping or art classes may be stored in storage rooms or bathrooms in small quantities; no more than one half gallon. These should not be stored near heaters or any heat-producing appliances, nor should they be kept in a fashion where they might tip or spill. Additionally, such substances may only be stored in the approved containers in which they were sold. Any flammable substances found in Student Housing that violate this policy will be confiscated and disciplinary action will be taken against those responsible for storing such substances.
3. No paneling or excessive tapestry (unless fire treated and for which permission has been obtained from the Associate Director of Residence Life) is permitted in Student Housing.
4. Smoke detectors are not to be covered or blocked. Additionally, nothing should be hung from or affixed to smoke detectors in any way.
5. No tampering with the wiring or components of the smoke detection, carbon monoxide, or alarm systems is permitted. Fire extinguishers are not to be removed from their proper locations, including the wall mounted extinguishers in suites, or to be discharged except in the event of a fire emergency. Nothing can be attached to, or hung from, sprinkler heads. To do so may activate the building's sprinkler system and cause thousands of dollars' worth of damage to college and private property. There is a \$50-100 fine and disciplinary action for tampering with fire safety equipment, including smoke and heat detectors, pull boxes, alarms and sirens, sprinkler heads, extinguishers, or fire panels.
6. Fire doors and any other doors with closing mechanisms are to be kept closed at all times except in the event of fire emergency. Fire exits may not be blocked with any furniture or objects. They must remain clean and empty at all times.
7. Only college wiring is allowed in units and suites. Extension cords are not allowed at any time. Power strips no longer than 12" are allowed. Students should take caution not to overload circuits with too many large appliances; televisions, stereos, and other such appliances should be plugged directly into the wall electrical outlet. All approved heat-producing appliances such as hair dryers, coffee pots, popcorn poppers and irons must be plugged directly into wall outlets and unplugged when not in use.
8. Electrical cords must be exposed at all times; they may not be placed under carpets or rubber molding.
9. Flammable holiday decorations such as real Christmas trees, wreaths or garland made from spruce boughs, and untreated bunting are not permitted in Student Housing units.
10. No partitions or wall-like structures are to be installed in housing units by students.
11. Nothing is allowed to block, even partially, any means of egress, including doorways and windows. Furniture placed in front of windows must not be higher than will allow for access to the window sill and for individuals to easily climb over the furniture to escape through the window.
12. Safety signs and markings are not to be tampered with or defaced.
13. The use of space heaters in Student Housing units is not permitted. Space heaters will be confiscated.
14. Scarves and fabric may not be placed over lamps or paper lanterns. Homemade lamps will be subject to approval or confiscation by the staff if they pose a high fire risk.
15. Posters, artwork, photos, and other flammable paper decorations should cover no more than one third of a room's total wall space.
16. Heat-producing appliances without exposed heating elements are permitted in Student Housing. These include irons, electric blankets, hair curlers, hair dryers, coffee-makers, hot pots, popcorn poppers, closed grills, toasters, electric kettles, electric woks, and griddles. These items may only be used on kitchens counters. Additional microwaves, other than the one provided in each unit, are not permitted. Ask the Residence Life Coordinator about other appliances not listed.

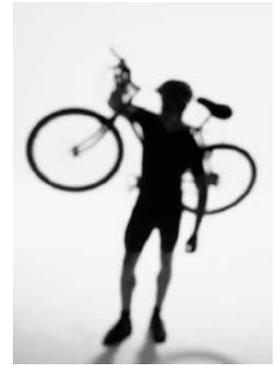
### **The following may NOT be brought into Student Housing:**

1. Halogen lamps (halogen desk lamps with totally enclosed tops on nonflexible stands are permitted)
2. Freezers, or other large appliances
3. Toaster ovens, pizza ovens, and convection ovens (regular drop-in style toasters are permitted)
4. Buffet ranges and single-coil heating elements

5. Tanning beds, water beds or hot tubs
6. Kilns or other industrial or commercial appliances
7. Engines, hydraulic tools, generators, or other large mechanical pieces

## Storage

There is no storage available to any resident outside of his/her rented unit. Residents must keep all items they wish to store inside their suite. Nothing may be stored outside of suites in corridors, doorways, laundry rooms, lounges, or in the parking lots or yards, with the sole exception of bicycles stored on approved bike racks.



## Windows & Screens

Students are not permitted to remove the screens from their suite or from common area windows. Screens are easily damaged and residents will be responsible for replacement or repair costs of damaged or missing screens. There will be an automatic fine of at least \$25 if any screen is found removed from a window, or for students found passing items through, or climbing through, open windows. Residents whose window screens are not able to be secured should submit a work order to have them replaced.

## Furnishings

Furniture located in Student Housing units which is not permanently attached may be moved **within a student's room or suite** as long as such movement does not in any way damage furniture by using it in fashions for which it is not intended. All furnishings in each apartment must remain in the apartment. In cases of doubt, students should check with Residence Life Coordinator before using their furniture in any fashion for which it was not originally intended.

## Facility Exteriors

To maintain a neat and aesthetic appearance within the Student Housing Complex and to prevent clutter from creating fire code violations, KPC prohibits the storage of personal belongings on the grounds of student housing. This includes, but is not limited to: planting containers, BBQ grills, all-weather outdoor seating, and seasonal decorations (including miniature light strands). Bicycles, garbage, furniture, tires and auto parts, and other such items may not be left on porches, alongside the buildings, in the parking lot, or on the grounds. Additionally, at no time should any of the college-owned interior furnishings, including chairs, be removed from inside. Political propaganda and messages that may be considered offensive should also not be displayed on the exterior of the buildings or on the grounds. Residents may not alter landscaping or create flowerbeds or gardens outside their suites or elsewhere on the grounds.

### Tents

The erection of tents or camping on college grounds is prohibited. Individuals found to be in violation of this policy may be criminally trespassed from the premises. Individuals interested in camping may contact Soldotna Parks and Recreation for information regarding local campgrounds.



## Trash Disposal & Recycling

Residents must regularly transport their suite trash directly to the dumpsters located in the housing complex. Trash should not be dumped into common area cans within the lounges, laundry rooms, and corridors of the KRC Residence Hall. Improper trash disposal, or bags found outside in the hallways, will be removed and the student(s) responsible charged for the cost of trash removal. Recycling is available on campus. Each community is provided with a recycling carry bin (replacement cost: \$25). Recycling is removed regularly and KRC recycles the following materials:

- Aluminum Cans – no steel or tin food cans
- Paper – white and colored paper can be mixed; please remove staples and paperclips
- Glass bottles
- Magazines and Newspapers
- Clean cardboard, corrugated and non-corrugated, free of grease or food

## Sanitation & Personal Hygiene

Students who elect to reside in Student Housing should be conscious of how their lifestyle, habits, and cleanliness might affect those with whom they share living space. In cases where roommates complain about poor hygiene or sanitation habits, the offending student will be addressed by a housing staff member and informed that his or her personal lifestyle is disturbing others. In essence, individuals should realize that maintaining relaxed hygiene or cleanliness standards is often not conducive for living in close spaces with others who do not share the same lifestyle and may damage the facilities. In the interest of helping to promote healthy habits, personal wellness, and a pleasant living environment for all students in a suite, the following hygiene and cleanliness standards should be observed.

- Shower and wash hair several times per week, or daily
- Use antiperspirant and/or deodorant if body odor becomes an issue— everyone has different body chemistry
- Wash clothing, bath towels, and bed linens regularly with laundry detergent. Do not leave soiled laundry sitting in the room for long periods
- Clean dishes soon after use and remove trash that may contain food in a reasonable time frame
- Vomit, blood, and other bodily fluids and biohazard should be cleaned immediately with a disinfecting cleaning solution

Conflicts that arise from such issues will be addressed with the “offending” individual being instructed to improve his or her hygiene practices. It is possible that an unwillingness to improve these living conditions will result in the termination of a resident’s housing contract.

## Cleaning & Care of Rental Units

Residents are responsible for the regular cleaning and care of the fixtures in the units they rent. Neglect, prolonged lack of cleaning, and careless use may cause damage. KRC does not provide general cleaning supplies or household chemicals. Please follow the guidelines listed below to preserve the appearance, durability, and functionality of Student Housing. Damages due to stains or lack of cleaning will be charged to students’ accounts.

**Countertops** -- The Formica countertops in bathrooms and kitchens can be damaged by burns, stains, and scratches.

Residents should take care not to sit hot cookware, irons, or curling irons directly on countertops, or to cut directly on the countertops without a cutting board. Stains from juices, gelatin, and other foods can usually be removed by rubbing pure bleach on the stained area.

**Showers and tubs** -- Showers and tubs can be cleaned with a basic tub cleaning solution and a rag or sponge. Abrasive cleaners, steel wool, or metal scrubbers may damage the surface coating. All showers and surfaces, if cleaned with a solution with mildew and soap scum remover, will be left more attractive.

**Sinks and drains** -- Hair should be removed from drains, and residents should not wash off mud, grass, or other substances in the shower or sinks that may cause clogs or backup. Grease or caustic chemicals should not be poured down drains. If a sink or a shower is not draining properly, students should attempt to plunge the drain or submit a work order rather than using clog removing chemicals such as Drano. These may deteriorate certain pipes in Student Housing. A utility sink is available in the laundry room for dirtier cleaning jobs.

**Toilets** -- The only substance that should be flushed down toilets (other than human waste) is toilet paper. Feminine products, paper towels, condoms, and other waste do not dissolve properly and will clog toilets. Overflowing toilets are not only inconvenient but potential health hazards and can be avoided.

**Carpeting** -- Spills on carpets should be blotted with soap and water, and persistent stains should be treated with carpet stain remover.

**Upholstery and mattresses** -- Upholstery on student furniture has been stain treated and should be fairly easy to clean with soap and water or household upholstery cleaner. However, leaving stains and spills untreated will make cleaning more difficult. The material on couches, chairs, and mattresses might also deteriorate if general cleaning chemicals, grease, or heat come in contact with it.

**Refrigerator and microwave** -- Both the refrigerator and microwave should be wiped out with non-abrasive cleaners on a regular basis. Spills and expired food should be removed to prevent bacteria from growing where several people store and prepare food. Discolored meat, green cheese, chunky milk, and hairy Tupperware contents are all indicators that it may be time to clean out the refrigerator.

**Oven and stovetop** -- Spills and grease should be cleaned regularly from the stovetop. Coil burners can be removed and replaced with gentle pulling and pushing so that drip pans can be emptied and scrubbed out occasionally. Grease should

also be cleaned from the hood above the stove. A silver grease trap screen can be removed and soaked in soapy water from time to time to make the hood fan more effective. Most ovens in units are self-cleaning models. For the few that are not, an oven cleaner should be used as described in the instructions on the can. Residents should use rubber gloves when handling this abrasive cleaner. To use the self-cleaning feature of most suite ovens, residents should follow oven directions carefully.

## Maintenance & Repairs

The Associate Director of Residence Life coordinates with KRC Facilities Services Staff to ensure that all maintenance needs and repairs are attended to. For other maintenance issues, including burnt out fluorescent bulbs, non-working appliances, damages to furnishings, plumbing problems, or electrical issues, a work order must be submitted (see below).

### Damages

Students residing in Student Housing are responsible for damage done to their units and the common areas of their residence hall. A common area is one generally used by, or available to, all students of the hall. If damage occurs to property located in a unit or in a common area, a Housing Staff

Member will investigate the incident to determine who is responsible for the damage. In the event that an individual(s) cannot be identified, costs of the repair or replacement can be assessed on a distributed basis to accounts of students residing in the area where the damage occurred. Students will be notified in advance of charges appearing on their Student Account. Furniture from the common space areas, such as the lounge and computer lab **MUST** remain in the common area of the building. Individual(s) responsible for removing furniture from these areas will be assessed a fine on their Student Account(s) and could result in possible termination of their Housing Contract.

### Work Orders

Work orders should be submitted in a timely fashion. Work orders can be submitted by calling or visiting the front desk of your residence hall. A submission of the work order authorizes staff to enter the resident's suite to effectively address resident requests. The Residence Life Coordinator prioritizes work orders in order of their urgency. For instance, safety and health risks will be handled before cosmetic improvements are made. Residents are encouraged to submit work orders for maintenance needs that they identify outside of their suite as well, or refer the issue to a Resident Advisor.

## Pets & Service Animals

Pets can create sanitation and safety concerns. Only fish and other non-venomous aquatic animals (animals which can remain under water for 20 minutes, excluding turtles) may be kept in student living units. Violations will result in immediate removal of the animal, fines, and possible eviction. Exceptions will be made for approved service animals. These accommodations must be approved and documented by the Disability Support Services Coordinator and the Director of Student Services. Contact Student Services for more information about accommodations for students with service animals.

## Energy Conservation

Promoting a more sustainable environment is a compelling reason for residents to make efforts to conserve energy, as is the desire to keep student housing costs from climbing. Students are strongly urged to do their part to help reduce unnecessary waste. Turning off lights and appliances when not in use and unplugging miniature light strands at night or when no one is present helps to conserve electricity. Filling a kitchen sink with soapy water to wash dishes rather than leaving a continuous stream running while each dish is scrubbed individually saves a tremendous amount of water. Shorter showers and turning on the bathroom faucet only when it's time to rinse and spit are also helpful. Turning down heaters when a room is empty for the day and leaving windows closed if the heat is turned on will drastically reduce heat loss and living expenses.

## Routine Maintenance and Sanitation Checks

Residence Life and/or Facilities Services Staff will conduct monthly and semester-end walk-throughs of student units for preventative maintenance measures and to ensure proper sanitation and care of the suites. Students will be given at least 48 hours' notice prior to these walkthroughs. Students do not need to be present for the walk-throughs.

# Personal and Public Safety

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Maintaining a living environment that maintains personal safety and security, as well as the safety and security of residents' belongings is an utmost priority. Keeping the community safe is everyone's responsibility. Exterior doors to the residence halls should remain closed at all times. Suite doors and windows should be closed and locked when units are unoccupied. Suspicious activity and trespassers should be reported to the RA on duty and/or Residence Life Staff immediately.

## Improper Key and ID Card Use

Keys and/or key cards are the property of KRC, are intended for use only by the assigned resident, and may not be loaned or duplicated. Lost keys or key cards must be reported immediately to student housing staff. Under no circumstances should a resident provide his/her key or ID card to a non-resident to access the student housing facilities. Please return found keys or key cards to student housing staff. Improper use of keys or key cards may result in disciplinary action up to, and including, eviction.

## Missing Student

If a student has missing for 24 hours, individuals should notify a Residence Life staff member. Upon notification, Residence Life staff will complete the following actions:

1. Check the resident's room, using the Residence Life Key-In procedure if necessary.
2. Talk to the resident's roommate and friends, if available, about the missing student's whereabouts.
3. Pull residents inventory card and call the resident according to the phone number they listed on their inventory card.
4. Review the building access logs to identify when the missing student last entered the residence hall.
5. If contact with the resident cannot be made immediately, Residence Life staff will contact local law enforcement for assistance.

Should a missing person report be filed on a resident's behalf, authorized staff will contact the student's emergency contact or confidential contact as well as provide the following information to local law enforcement:

- personal description,
- information on when the student last entered the residence hall,
- clothing last worn,
- locations where the resident may be,
- vehicle descriptions and tag number,
- information concerning the physical and mental well-being of the student,
- up-to-date photographs,
- emergency contact information,
- class schedule, and/or
- roommates, witnesses or other persons who may have more information.

Individuals may notify Residence Life staff of a missing student by contacting the Office of Residence Life at 907-262-0256 during business hours (Monday through Friday, 8 am to 5 pm) or the Resident Assistant On Duty at 907-262-0257 during non-business hours (Monday through Thursday 5 pm to 8 am and 5 pm Friday to 8 am Monday).

All students are required to provide emergency contact information as part of the check-in process. The emergency contact information must be for a parent or legal guardian for students under the age of 18.

Students also have the option of providing information for a confidential contact if they are 18 years or older to be utilized by authorized staff or law enforcement if they have been identified as being missing for 24 hours. They may change their emergency contact's information or confidential contact's information at any time at the front desk of his or her residence hall.

## Trespassing

Use of student housing facilities is limited to residents and approved guests.

Unescorted individuals found to be trespassing in student housing will be asked to leave. The police may be called to assist in the removal of trespassing individuals.

## Safety or Security Emergencies

Dangers such as assault and domestic violence, threat with a deadly weapon, burglary, fire, stalking, suspicious activity, and other imminent risks should be reported to the police by dialing 8-9-1-1 before being referred to the RA on duty. Other disruptive or emergency situations of lesser threats, such as unruly behavior, trespassers, dangerous conditions in the facilities or on the grounds of housing, etc., should still be relayed to the RA on duty or other Residence Life Staff.

## Visitors & Guests

Guests are welcome in the apartments and residence halls provided a resident accompanies them at all times. Guests in the residence halls may use the courtesy phones to call their host for an escort from the main lobby to their host's suite. Hosts are responsible for checking in their guests at their residence hall front desk. All guests must present a valid form of identification (government issued) listing their date of birth, a photo ID, and card identification number.

### QUIET HOURS

In an academic community such as the residence hall, *noise should be kept to a minimum 24 hours a day in order to ensure that others may pursue their educational goals.*

Quiet Hours are as follows:

**Sunday – Thursday 11:00 pm to 8:00 am**

**Friday and Saturday 1:00 am to 10:00 am**

During quiet hours, noise should not exceed a level appropriate for sleeping. **At the end of each semester, extended quiet hours are enforced.**

Residents who wish to host guests who are under the age of 17 must register their guest with the Residence Life office during normal business hours, Monday through Friday between 8 a.m. and 5 p.m. You are responsible for your guest at all times! It is your responsibility as a resident to ensure your guest(s) follow all University regulations. Guests who violate the privacy of roommates or any community guidelines may be asked to leave.

Overnight guests are permitted only if all residents of the suite have been informed and have given their consent. An individual is defined as an overnight guest if he or she is present in a suite anytime during quiet hours. Overnight guests must sleep in the host resident's bedroom. **Guests may not stay longer than three consecutive nights**

**in a residential suite.** Regardless of the number of residents who host them, an individual who is not a resident may not stay longer than a total of nine nights per semester in KRC housing. Students found abusing the guest policy are subject to disciplinary action which may result in loss of guest privileges.

Residents hosting squatters will be fined and may be evicted with 48-hours notice; squatters will be criminally trespassed from the KRC Residence Hall and will be expected to vacate the premises immediately.

## Right of Staff Re-Entry

KRC Residence Life respects the privacy of the student, but reserves the right to enter and take possession of the accommodations upon breach of the terms of the housing agreement. Authorized departmental personnel may enter the rental unit with notice during reasonable hours to provide efficient services, repairs, improvements or for general inspection. The Residence Life Staff or Facilities Services Staff may enter the unit to attend to any work orders that were submitted by one of the residents, which grants permission for college personnel to enter the premises for that explicit purpose. When possible, the college will provide residents with at least 24 hours advance notice that they need to enter units for maintenance reasons or inspection.

### Unannounced Entry

Authorized Residence Life or Facilities Services personnel may enter the accommodations without notice when necessary for the safety of the student or other occupants of housing units, for the purpose of emergency maintenance services or safety inspections, or when there is reason to believe that the terms and conditions of the Housing Agreement are being violated and the residents are not willingly granting the staff entrance after they have announced themselves and their intention to enter.

To protect student privacy, staff shall never enter student residences except for the reasons listed above. Residents who have not been in contact with family members for extended periods or whom are worrying peers and neighbors with their absence or behaviors may be visited by staff for a “wellness check” to ensure their safety.

### Room Searches

Any search of a student room or suite, beyond a minimally intrusive alcohol search conducted by the Residence Life Staff and Resident Advisors in the presence of the resident(s), will be carried out only with reasonable cause. Should such a search be necessary, an attempt will be made to have the resident present at the time of the search and if the resident is not present, he/she will be informed of the action as soon as possible following the search. Students who do not cooperate with staff exercising the right of re-entry may be reported to the Soldotna City Police Department, who will likely respond by conducting a police search or forced entry into the resident’s unit.

## Children in Student Housing

Supervision of children and other household members is the responsibility of the student housing agreement holder. Only registered KPC students are permitted to live in student housing. At no time should persons aged 17 and under be left unattended either within the suite, outdoors on the premises, or in common areas of housing buildings or the main campus. Staff members are not available to provide day care. Improper care or supervision of children, suspected abuse, or neglect will result in reports to the Office of Child Services, college judicial action, and/or termination of the housing agreement.

## Parking

A student’s personal vehicle, its security, and any hazards it may cause to others are the student’s responsibility. The college is not responsible for damage, loss, or theft of a student vehicle or any of its contents. The college is also not responsible for any accident or injury caused by the driving of any student. Illegal substances may not be stored in any vehicle when it is on college property. Residents may be asked to move their vehicles during the winter when KPC Facilities Services is plowing the parking lot; all housing residents will receive written notice on their suite door at least 12 hours in advance. Failure to move vehicles by the stipulated deadline impedes snow removal and will result in ticketing and fines. Residents must obtain a KRC Resident Parking sticker for any vehicle which will be parked overnight on campus. Each resident will only be issued one sticker per semester. There will be a fee to replace lost stickers. Residents may only park in designated areas and never behind the building.



## Bicycles

Bicycles are a great way to get around Soldotna. When not in use, bicycles should be parked and locked in a bike rack or taken in to the student’s suite with care taken not to soil carpet. Bikes may not be kept in hallways or other public areas inside the residence halls. Bicycles should not be chained or locked to posts, signs, guiderails or any other structures aside from bike racks as this may result in damage to the structure.

## Weapons

**It is against KPC’s policy to possess firearms, explosives, and concealed weapons while inside any college building.** The list of contraband weapons includes firearms, handguns, paintball guns, swords, Tasers, crossbows, bows and arrows, and any knives with blades longer than 5” except for kitchen knives. Explosives, fireworks, and incendiaries of any kind (other than safety flares) are not permitted on university property. **Residents found to be in possession of firearms or explosives will be evicted immediately.**

## Weather-Related Safety

Residents should be aware of safety hazards presented by the weather. Windows should be closed and locked during windy weather. When snow and ice are present, residents should take care in entering and exiting the buildings and should report snowy and/or icy entrances to the RA on duty. Residents are asked not to pull on icicles or snow overhangs where the snow sheds, as

hundreds or thousands of pounds of ice and snow could break loose and cause serious injury. Residents should dress warmly in the winter and be prepared for unexpected power and/ or heat outages. Outdoor enthusiasts are encouraged to dress appropriately for the weather and to take additional blankets and safety gear when driving out of town in the winter.

## Liability

Kenai Peninsula College does not assume responsibility for any loss to person(s) or personal property in student housing. It is strongly recommended that you maintain adequate insurance coverage for your personal property.

# Community Conduct Policies

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## Student Code of Conduct

As with all members of the college community, KPC requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the college or at activities authorized by the college.

Violations of the Code, which occur on property, owned or controlled by the college, or at activities authorized by the college, are subject to judicial review and disciplinary action by the college. Student behavior which, were it to occur on property owned or controlled by the college or at activities authorized by the college, would constitute a Code violation is subject to disciplinary sanction when the college determines that the behavior would likely have an adverse impact on the health or safety of members of the college community, regardless of where the behavior occurs.

Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the college if the offenses are also violations of the Code. The judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with criminal proceedings. College actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process or who fails to complete disciplinary sanctions as assigned may be prohibited from re-enrolling in the college or student housing until the charges or disciplinary sanctions are resolved to the satisfaction of the college.

Disciplinary action may be initiated by the college and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

### 1. Cheating, Plagiarism, or Other Forms of Academic Dishonesty:

- a. using material sources not authorized by the faculty member during an examination or assignment;
- b. utilizing devices that are not authorized by the faculty member during an examination or assignment;
- c. providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;
- d. presenting as their own the ideas or works of another person without proper acknowledgment of sources;
- e. knowingly permitting their works to be submitted by another person without the faculty member's permission;
- f. acting as a substitute or utilizing a substitute in any examination or assignment;
- g. fabricating data in support of laboratory or field work;

- h. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;
- i. altering grade records of their own or another student's work; or
- j. offering a monetary payment or other remuneration in exchange for a grade.

**2. Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property:**

- a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on college forms and documents or to any college official or before a judicial hearing board;
- b. misuse or unauthorized use of college identification cards, keys, funds, property, equipment, supplies or resources;
- c. falsely representing oneself as an agent of the college, incurring debts or entering into contracts on behalf of the college; or
- d. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the college.

**3. Damage or Destruction of Property:**

- a. damage or destruction to property owned or controlled by the college; or
- b. damage or destruction of property not owned or controlled by the college if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the college; the student was a representative of the college, and the action occurred while traveling to or from an event authorized by the college; or the property not owned or controlled by the college was located on college property.

**4. Theft of Property or Services:**

- a. theft or unauthorized possession or removal of college property or the property of any college member or guest that is located on property owned or controlled by the college; or
- b. theft or unauthorized use of college services or unauthorized presence at college activities without appropriate payment for admission.

**5. Harassment:**

- a. physical or verbal abuse;
- b. sexual harassment; intimidation; or
- c. other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

**6. Endangerment, Assault, or Infliction of Physical Harm:**

- a. physical assault;
- b. sexual misconduct and assault;
- c. terrorist threats;
- d. hazing or coercion or other activity that endangers or threatens the health or safety of any person, including oneself; or
- e. conduct which causes personal injury

**7. Disruptive or Obstructive Actions:**

- a. obstructing or disrupting teaching, administration, disciplinary proceedings, or other activities authorized by the college;
- b. interfering with the freedom of movement of any member or guest of the college to enter, use or leave any college facility, service or activity; or
- c. taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the college.

**8. Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals:**

- a. unauthorized use, possession, or sale of these items on property owned or controlled by the college, except as expressly permitted by law, Regents' Policy, or University regulation.

### 9. Failure to Comply with College Directives:

- a. failure to comply with the directions of law enforcement officers or college officials acting in the performance of their duties;
- b. failure to identify oneself to college officials when requested; or
- c. failure to comply with disciplinary sanctions imposed by the college.

## Student Rights and Responsibilities

Students, and all members of our campus communities, are afforded certain rights that they should protect and exercise in the classroom, campus residences, and in the general presence of peers and college staff. Please see the *KRC Student Handbook* to understand your rights and responsibilities as a student.

These are extended into the residence hall. In essence, all residents have the right to access their living unit and their personal property, to feel safe and unthreatened when living there, and to have their basic rights as a student and a human being respected.

## Civility

Individuals residing in student housing are expected to interact with one another in a mature, civil, respectful manner. It is the administration's hope that residents will actively work to develop and maintain a positive and engaging community of students who are happy and comfortable living with neighbors and peers.

Gossip, intimidation, bullying, and general incivility will not be tolerated.

## Privacy

Student Housing serves as the residents' private, legal residences. Unauthorized entry into any unit is considered unlawful and could result in disciplinary and criminal charges. Unauthorized borrowing of another resident's belongings could be interpreted as theft and could result in disciplinary and criminal charges.

Jokes and pranks, regardless of their intent, may be interpreted as harassment, could damage the integrity of the community and/or facilities and could result in disciplinary or criminal charges.

## Quiet Hours

Strict Quiet Hours for Student Housing begin at 11 p.m. on weeknights. On Friday and Saturday nights, quiet hours begin at 1 a.m. This applies to indoor and outdoor areas of the KRC Student Housing. KRC Student Housing observes 24-hour Courtesy Hours, so that if at any time of day there is unnecessarily loud noise, residents are expected to reduce the volume if a Staff Member or fellow student resident requests it.

Noise violations are often viewed subjectively by both students and staff. Based on experience, the following examples constitute clear violations of the noise policy and could result in disciplinary action:

- noises, music, or voices that are clearly distinguishable in the hallway
- heavy percussion or bass sounds that vibrate through any walls, doors, ceilings, or floors
- alarms sounding or music playing in an empty room
- pounding on doors, bouncing sports equipment or other items on the walls or floor of an suite or hallway
- failure to respect courtesy hours

## Sound Equipment

Stereos are permitted in Student Housing, but residents are expected to exercise the utmost consideration in their use. Please keep in mind that bass travels easily through the walls and can be heard far from its source. Every student is responsible for maintaining an atmosphere within the residential environment that is conducive to study and respectful of the needs of others. Stereos, radios, and musical instruments should be played at moderate volume levels. Residents are encouraged to use headphones. No amplifiers are to be used in Student Housing. Residents are also encouraged to carefully read through the "Fire Safety Codes" section of this handbook where important information on extension cords and use of outlets can be found. If at any time during the day residents are asked by neighbors or staff to cease or quiet their playing,

they are expected to comply. Unreasonable complaints and requests for special exceptions to these policies should be directed to the Associate Director of Residence Life.

## Disruptive and Unruly Behavior

Any behavior that disrupts the living/learning environment or damages student housing facilities can result in disciplinary action up to, and including eviction, and/or criminal charges. Students will be held responsible for the costs of repairing damaged facilities. Students are prohibited from playing sports or rough-housing in the halls as this may disrupt the living/learning environment and may damage the facilities. Hall sports include, but are not limited to, tossing, bouncing, or kicking a ball or frisbee, rollerblading, biking, using a scooter, floor hockey, or use of water guns or water balloons.

## Alcohol and Other Drugs

All students are encouraged to make responsible and informed choices regarding the use of alcohol. In the state of Alaska, the legal age for the consumption and possession of alcohol is 21.

The UAA Student Code of Conduct and KRC Residence Life policy prohibit students from possessing, using, selling, distributing or providing marijuana or any other illegal drugs, prohibited, substance, or drug paraphernalia. Residence Life policy also prohibits students from possessing, using, selling, distributing or providing synthetic cannabinoid products, such as K2 and Spice as well as being in possession of prescription drugs prescribed to anyone other than the student. Being found responsible for violating UAA's drug policy may result in immediate termination of the student's housing agreement. Residents who have their housing agreements terminated for disciplinary reasons will be assessed charges in accordance with the mid-term release schedule.

### Residence Hall Alcohol Policy

The alcohol policy for KRC's Residential Community permits some residents who are a minimum of 21 years of age to possess and consume limited quantities of alcoholic beverages in certain suites in accordance with Department of Residence Life policies. Please refer to the Student Code of Conduct in the back of this handbook for additional policies regarding alcohol consumption.

An individual resident and his/her non-roommate guests who are of legal drinking age may collectively be in possession (opened or unopened) of up to 144 ounces of beer or 750 milliliters of other alcohol in the resident's room or suite. In a suite where two or more students of legal drinking age reside, there may not be more than 288 ounces of beer or 1500 milliliters of other alcohol (opened or unopened) anywhere within the suite at any given time. Empty alcohol containers count towards the limit of alcohol per person or suite. Each resident is responsible to keep under the individual, personal, and collective limit within the suite. Collections of alcohol containers are prohibited. While you are permitted to possess alcohol/drug signage, it is a community expectation that it is not visible from the exterior of buildings, i.e. outside windows or balconies, as to promote our Wellness Initiative-Substance Free Housing.

Residents of legal drinking age who bring or allow guests to bring alcohol into their rooms, or suites are responsible for coordinating with their roommates, in advance, to ensure that they collectively (resident, roommates, and all guests) do not exceed the alcohol limit permitted in their suite. Residents who are not of legal drinking age may not be in possession of alcohol at any time in their room or suite nor may they allow guests to bring alcohol into their room suite regardless of the age of their guest(s).

**Students may not possess or serve alcoholic beverages from any common container sources** (such as kegs, party balls, beer bongs, punch bowls, or trash cans), produce alcoholic beverages, or possess materials used in the production of alcoholic beverages. **Drinking games or other activities that involve or encourage rapid and/or excessive consumption of alcohol are prohibited.** "Social hosting" or providing alcoholic beverages to minors (intentionally or incidentally), or hosting a party where alcohol and minors are present is prohibited, as is being perceptibly under the influence regardless of one's age. **The term "party" is defined by having an excessive amount of people in your suite, the level of noise, community complaints and quite hours.** If you are over the age of 21 and your suites mates are not, it is your responsibility to keep track of your alcohol. Any resident found responsible for hosting a gathering that exceeds the above stated alcohol limitations and/or hosting a gathering in which one or more minors consume alcohol in the resident's room or suite may have his/her housing agreement immediately terminated as a disciplinary sanction, whether or not the resident has a prior UAA disciplinary record. **Alcohol cannot be consumed outside the resident's suite such as in common areas or study spaces.** The Residence Hall Alcohol Policy is subject to annual review by the Residence Hall Association and the KPC administration.

Drug use is not permitted on the KRC campus. Those found to be using or in possession or under the influence of any illegal drug, including marijuana of any quantity, will be disciplined with steep fines and community service, with more severe instances and any repeated instances resulting in eviction and police involvement. Possession of drug paraphernalia, such as bongs, pipes, or any materials with drug residue, will be treated as a drug offense. The sale or distribution of drugs, or possession of sizeable quantities, will result in eviction and criminal charges. Abuse of prescription medications may be treated as a drug offense. Non-residents will be immediately referred to the police and may be subject to criminal trespass.

## Tobacco Use

Tobacco use is prohibited within KRC student housing. Students found in violation of this policy will face disciplinary charges including a \$250 fine. Electronic Cigarettes or “vaping” is also prohibited within the building.

Additional cleaning fees may be assessed to remove burns, stains, and odors from suites. Tobacco use, including chew or snuff, is limited to designated areas outside of each building and used tobacco products such as cigarette butts should be disposed of in the proper receptacles. At no time should students smoke within 20 feet of a building entrance or open windows as a courtesy to others.

## Solicitation

Solicitation is prohibited in KRC Student Housing. Solicitation includes the act of seeking by persuasion, entreaty, or formal application of one’s audience, money, or influence. This may include door-to-door visitations by individuals selling merchandise, sharing religious or political beliefs, or requesting participation in surveys or petitions. This policy helps protect residents from unscrupulous persons selling magazines, presenting religious agendas, or seeking political support. It also protects the privacy and sanctity of the residents. Report any solicitation in Student Housing immediately to the Housing Staff or to the Resident Advisor on duty.

Any solicitation on campus for personal profit is not permitted. Solicitation or selling for the benefit of a recognized organization on campus must be cleared through the Associate Director of Housing. If written permission is not made available by a solicitor, contact the Housing Staff immediately.

### Operating a Business

Residents are not permitted to operate a business, legal or otherwise, with the physical address of their suite or from any part of student housing. They may not sell or peddle wares or services from their suite in student housing.

## Freedom from Harm and Harassment

Actions that infringe upon the rights, freedoms, or safety of other students are prohibited, regardless of the intention behind the action. Such actions include, but are not limited to, harassment, intimidation, discrimination, coercion, or threat. Please refer to the Student Handbook for detailed explanation of harassment.

## Computer Use and Ethics

KPC’s computer resources provide a vital service to all segments of the college. In using the system, therefore, we ask that you do so conscientiously. The individual and the college have fundamental rights and responsibilities to foster the mission of the educational community. KPC recognizes the ownership rights of a user’s own intellectual work and that all files (programs, documents, mail messages, directories, etc.) are the private property of individuals who create them, or to whom they are legally sent or assigned. As such, electronically stored information is considered confidential and will only be examined or disclosed when authorized by the owner of the information, approved by the appropriate college official, or as required by local, state or federal laws. It is a most serious offense for any user to attempt to degrade the performance of the college computer/information system, to seek to penetrate its security or in any way to deprive or attempt to deprive other users of resources or access to the computer. The intent of the following list is to give an overview of unacceptable uses of KP’s computing resources.

### Computer misuse includes, but is not limited to:

1. Using a computer account or username belonging to another individual

2. Tampering with the operation of the KPC computing system or other computer systems available through the network, including both equipment and programs
3. Using the system for commercial purposes and/or for personal profit
4. Modifying, copying, or deleting programs or data without proper authorization
5. Using the electronic mail system to send abusive, obscene, or otherwise harassing communications
6. Using the electronic mail system to distribute chain letters or broadcasting to lists of individuals in such a manner that might cause congestion and performance degradation of the network
7. Specifying false or misleading identification when required to do so for any purpose associated with use of the system
8. Using a computer account to download copyrighted material such as movies and music unless it has been paid for
9. Using a computer account to view pornographic or otherwise offensive materials in public areas

In order to ensure system performance, data integrity and security, KRC Information Technology personnel may monitor usage, read, copy and/ or delete files when operationally necessary.

In addition, the Student Housing wireless network relies on the integrity of the college-operated signals within each building. Residents are not permitted to install personal wireless repeaters, which interfere with the college system and may interrupt service to neighbors in nearby suites.

Operational privileges may not be used to abuse user rights. Persons discovered in violation of the principles stated above or any other provisions established by the Information Technology Department shall be reported to the appropriate judicial authorities and subject to disciplinary action

## Laundry Courtesies

The laundry facilities in student housing exist as a convenient way for students to do their laundry. Laundry facilities are located on the second floor and are accessible on a 24-hour basis. Students must pay to use the laundry facilities as a way to offset the cost and maintenance of these facilities.

As the laundry facilities are a common resource, used by all students in the community, please keep in mind the following courtesies:

1. Students should do laundry regularly to avoid accumulating an excessive amount of laundry which could tie up the washers and dryers for an extended period of time.
2. When doing laundry, keep in mind the cycle times and remove or change your laundry promptly.
3. Excessively soiled clothing or clothes soiled with volatile chemicals such as oil, paint, or gasoline should not be washed in college laundry facilities.
4. Clothing or other personal items should not be left in the laundry rooms.
5. Dryer lint traps should be cleaned after each load.
6. Dyes may not be used in the washing machines.



Repeated misuse of laundry facilities may result in disciplinary action taken against the offending individual and/or the suspension of laundry facility availability to the community.

## Passive Participation

**Passive Participation** – Passive participation includes, but is not limited to, the following:

- a. Encouraging or enticing any behavior or activity prohibited by law and/or University policy; and/or
- b. Knowingly witnessing or observing any behavior or activity expressly prohibited by law and/or University policy.

## Use of Lounge & Common Areas

The lounge areas exist as a place for students to gather, study, and socialize. Students should be considerate of their peers when using the lounges by keeping noise levels to an appropriate level, by not moving the furniture, and by cleaning up any messes.

Similarly, other common areas, such as the computer lounge, the laundry room, and the hallways should be kept neat, clean, free of offensive material, and students should be mindful of noise levels when using the common spaces.

## Use of the Exercise Room

An Exercise Room is provided on the second floor of KRC Student Housing for the health and well-being of the residents. This room has a variety of cardiovascular exercise machines geared to keep you in shape during the long winter months. Equipment includes treadmills, a stationary bicycle, and cable weights for upper and lower body. Only residents of student housing may utilize this equipment and they must observe all posted notices and safety rules.

## Violence

Violence of any sort will not be tolerated in KRC student housing. Should any resident or guest be found behaving in a violent manner, the police will be notified. Violent behavior could result in disciplinary as well as criminal charges.

Residents will be held responsible for guests' violent behavior. If a resident observes violent behavior, he/she should immediately call 8-9-1-1 and then report the behavior to a RA and/or the Housing Staff.

**Assault.** Assault/battery against another individual is prohibited. Violations of this include, but are not limited to: threatening another person with physical harm or touching another person, with or without a weapon, in a manner that is aggressive or threatening. Assault/battery will result in termination of the housing agreement, disciplinary action, and may result in criminal charges.

**Domestic Violence.** Domestic violence is any violence/physical harm or threat of violence/physical harm by a person to another with whom he or she is living. Domestic violence negatively affects the academic and physical well-being of both the individuals involved and their neighbors. Domestic violence is not tolerated in KRC Student Housing and will result in termination of the rental agreement. Please consult with the Residence Life Coordinator or Counseling and Advising if you are in a violent relationship or suspect that another member of the housing community is.

**Stalking.** Stalking commonly refers to unwanted, obsessive attention by individuals (and sometimes groups of people) to others. Stalking behaviors are considered harassment and intimidation. Individuals who suspect they are being stalked should immediately report the behavior to the Housing Staff. Residents who are suspected of stalking others will be subject to college disciplinary action, up to and including eviction, as well as possible criminal charges. Non-residents found to be stalking a resident of student housing will be criminally trespassed from student housing.

## Criminal Trespass

The Director of Student Services may serve a notice of criminal trespass to any resident or non-resident to prevent him or her from returning to the KRC Residence Hall. Criminal trespass can be issued verbally by the Housing Staff and be held as legal notice for up to 24-hours until written notice can be provided to the offender. Once the individual has been served notice of criminal trespass, KRC has received verification that the notification was delivered via certified mail, or the offender was witnessed to be approached with the notice but refused to sign it, his or her subsequent presence in Student Housing will warrant immediate notification of local police for arrest. Criminal trespass may be issued to any non-residents or recently evicted residents who demonstrate repeated conduct or noncompliance issues, individuals stalking or harassing residents, or squatters and others violating the Guest Policy. Criminal trespass from KRC Student Housing prohibits individuals from being present in any facility or on the main grounds of the housing complex, in the parking lot, or on the paths between Student Housing and campus. Individuals may also be trespassed from KRC as a whole, or in more severe circumstances, from any University of Alaska property or event.



# Incident Response and Housing Conduct Procedures

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The primary purpose of the policies and regulations set forth in this handbook are to protect the well-being of the residential community and to advance its mission by defining and establishing certain norms of behavior. KRC Residence Life, as well as the college as a whole, views disciplinary proceedings as subordinate to positive guidance, rational admonition, and reasonable appeal to members of the community to observe stated norms. The disciplinary system, as outlined in the Student Handbook, establishes procedures for a fair hearing. Disciplinary proceedings are instituted only for violations of standards of conduct defined in advance and published or for actions that can be reasonably deduced as violations in light of those specifically defined as such. Students should familiarize themselves with the student discipline and conduct process as outlined in the Student Handbook. The discipline and conduct process carried out by Residence Life mirrors the UAA judicial process.

## Student Incident Response

Should a student observe disruptive behavior, the appropriate immediate response is to confront the offending individual. The RA on duty is available to assist with confrontation if the offending individual becomes combative or if the individual observing the behavior feels unsafe or fears retaliation. Students may also file a formal complaint describing the observed misconduct – please see a RA or the Housing Staff for assistance in completing filing a formal complaint.

## Staff Incident Response

Staff, including the RAs, may respond to incidents of suspected policy violation or misconduct within student housing. Students and guests are expected to follow the directives of any staff, including the RAs. Failure to comply with staff directives may result in an incident report and a conduct referral.

## Housing Conduct Hearings and Due Process

The housing conduct process mirrors the judicial process as outlined in the UAA Student Handbook, including the guarantee of due process being afforded to the resident who has been referred to the conduct process. The Associate Director of Residence Life or his/her designee will serve as the primary adjudicator of violations of student housing policies.

## Housing Judicial Appeals

Appeals to decisions made by the Associate Director of Residence Life will be made to the Director of Student Services as outlined in the Student Handbook. Students wishing to appeal decisions made by the Director may appeal in writing to the College Director, as outlined in the Student Handbook.

# Emergency Preparedness and Response

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It is important that residents be prepared for emergencies and disasters whenever they may strike. Response and preparedness for certain emergencies are outlined below – students should refer to the Student Handbook for more thorough information regarding emergency preparedness and response.

In any emergency situation, residents should attempt to contact the Housing Staff or Resident Advisor on duty, but if an individual is in imminent danger he/she should first dial 9-1-1 (8-9-1-1 from on campus phone). Residence Life Staff are trained to assist in handling emergency situations and crisis response scenarios. These may include medical and trauma emergencies, mental health crises, such as suicide risks/attempts, alcohol poisoning or unresponsiveness, violence and threats, etc. Residents are not encouraged to assist in situations where they might be placed in danger, such as confronting someone who is seemingly under the influence of intoxicating substances, someone who is making physical threats, or someone in possession of a weapon.

In any emergency situation, KPC also reserves the right to summon emergency medical services to any situation that might involve a person's health. Any medical costs incurred will be the responsibility of the patient and may include ambulance, emergency room charges, medevac, or hospitalization.

## Fire Evacuation

In the event of evacuation due to fire or fire alarm, housing residents will meet at the front of the housing complex. In the winter months they will gather in the Career and Technical building, unless directed elsewhere (RA's will have keys to the CTC building). Students should anticipate notable wait times outdoors before exiting their suites, and should therefore grab proper footwear, coats, and hats for the weather before leaving the building. Weather in Alaska can be harsh, and students might be waiting in snow, rain, or extreme cold until the buildings are cleared. An indoor rally point will be identified when extended displacement times have been determined. In case of evacuation, students will be notified of their ability to re-enter student housing by appropriate hall staff, the Soldotna Police Department, Central Emergency Services, or other emergency personnel.

All residents are expected to follow fire evacuation policies, building fire codes, and any safety or emergency procedure instructions by Student Services staff, including those of Resident Advisors. Failure to evacuate the building when an alarm has sounded will result in judicial action up to, and including, eviction. Placement of furniture, parking and driving of vehicles, spills/messes, or any condition of a resident's living area should not endanger the safety of others or cause damage to the Facility itself.

Immediate evacuation is mandatory when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so Housing Staff or Resident Advisors. Re-entry is not permitted while the alarm is sounding. Re-entry into a building before receiving confirmation from appropriate hall staff, the Soldotna Police Department, Central Emergency Services, or other emergency personnel is prohibited. The silencing of an alarm does not mean it is safe to re-enter the building. Failure to evacuate the building when an alarm has sounded will result in judicial action up to, and including, eviction. It is illegal to remain in a public facility when the alarm has sounding and hefty fines can be assessed by police.

Housing residents are expected to participate in scheduled fire drills each semester. These drills will be unannounced. See below for more information about specific emergency procedures.

## Natural Disasters

Soldotna, like the rest of coastal Alaska, lies on the Pacific Ring of Fire – a seismically active zone encircling the Pacific Ocean. Earthquakes have struck Soldotna in the past and remain a very real threat to the community. Residents may also wish to keep a disaster supplies kit in an easily accessible location. For guidelines on creating such a kit, please review FEMA's guidelines which may be found online.

## Safety or Security Emergencies

Dangers such as assault and domestic violence, threat with a deadly weapon, burglary, fire, stalking, suspicious activity, and other imminent risks should be reported to the police by dialing 8-9-1-1 before being referred to the RA on duty. Other disruptive or emergency situations of lesser threats, such as unruly behavior, trespassers, dangerous conditions in the facilities or on the grounds of housing, etc., should still be relayed to the RA on duty or the Residence Life coordinator.

## Medical Emergencies

If a resident or guest requires immediate medical attention, call 8-9-1-1 immediately. The RA on duty and/or Housing Staff should then be notified. Residents are asked to assist staff and emergency personnel by giving the afflicted person space and to help guide responders to the person needing assistance, such as meeting an ambulance in the parking lot. RAs, the Housing Staff, and all Student Services staff are trained in First Aid and CPR.

## Mental Health Emergencies

Mental health emergencies, such as suicidal ideation, self-harm or self-injurious behavior, mania, and panic/anxiety attacks should be afforded the same care and concern as other medical emergencies. Call 8-9-1-1 immediately if the resident or guest requires immediate medical attention. Also notify a RA and/or the Housing Staff. If a person seems to be experiencing an emergent or disruptive episode but is not in physical danger, call a staff member immediately to assist with the situation and to determine the best course of action. Residence Life staff have been trained in a wide variety of incident and crisis response techniques and can assist in obtaining the appropriate resources to help. In general, keep the afflicted individual calm and stay with him/her until help arrives unless he/she is a danger to others.

# Suite Floor Plan

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## Useful Numbers

**Emergency (8)9-1-1**

**RA 24-hour Duty Phone - 907-262-0256**

**Associate Director of Residence Life - 907-262-0275**

**Residence Life Coordinator - 907-262-0253**

**Administrative Assistant - 907-262-0254**

Alaska Cab (907) 262-1555  
 Central Emergency Services (907) 262-4792  
 Central Peninsula Hospital (907) 714-4404  
 Child Care Assistance Program (907) 283-4707  
 Fire Department (non-emergency) (907) 262-4792  
 GCI (phone/cable) (907) 262-3266  
 Leeshore Womens Resource & Crisis Center (907) 283-7257  
 Parks & Recreation (907) 262-3151  
 Police (non-emergency) (907) 262-4455  
 Soldotna Animal Control (907) 262-3969  
 Soldotna Post Office (800) ASK-USPS  
 Soldotna Sports Center (907) 262-3151  
 WIC (Women, Infants & Children) (907) 283-4172

## Directory

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### KENAI RIVER CAMPUS NUMBERS

Admissions (907) 262-0381  
 Counseling & Advising (907) 262-0381  
 Financial Aid Coordinator (907) 262-0331  
 Director of Student Services (907) 262-0314  
 ABE/GED (907) 262-0328  
 Arts/Science (McLane Bldg) (907) 262-0359  
 Ask the Director (907) 262-0342  
 Bookstore (907) 262-0312  
 Business/Industry (Ward Bldg) (907) 262-0344  
 Career Center (907) 262-0337  
 Class Cancellation (907) 262-0302  
 Computer Lab Aide (907) 262-0212  
 Director's Office (907) 262-0318  
 Disability Support (907) 262-0328  
 Evening Coordinator (907) 262-0346  
 Health Clinic (907) 262-0347  
 IT Services (907) 262-0351  
 JOE'S Cafe (907) 262-0323  
 Library/Media Center (907) 262-0384  
 Learning Center (front desk) (907) 262-0327  
 Student Government (907) 262-0339  
 Student Services/Front Desk (907) 262-0330  
 Testing Services (907) 262-0227