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FALL & SPRING

2019-2020

HOUSING HANDBOOK





From the Dean of Students...

Welcome to the Residence Halls at Western Wyoming Community College! We are very excited that you have chosen us as your place to live as you continue your education. Western is proud of the exceptional facilities we have to offer our students that live on-campus and of the diverse population of students that call this their home away from home. As you live in our residence halls, you will meet students from all over Wyoming, the United States, and the world! They bring with them many different ethnic backgrounds and diverse cultures which gives you the wonderful opportunity to get to know people from many different walks of life.

We have an energetic residence life program that provides our students the opportunity to continue to learn while outside of the classroom. Our Resident Assistants do a fine job of providing our residents with programs that are educational, fun and free. Our Residence Hall Association is also an organization that gives each of our residents an opportunity to plan events in the residence halls and share their ideas about how to make our residence halls even better.

Our outstanding buildings and rooms are designed in a way that not only provides our residents with the opportunity to have roommates and enjoy living with fellow students, but also gives them the privacy and personal space that we know is important. We pride ourselves in the fact that our residents will never share their living and bathroom area with more than one other person, unlike what you may find at many other colleges or universities.

Our Housing staff are here to make your living experience as comfortable, safe and accommodating as possible. Please don't hesitate to contact us if you have a question about anything. We look forward to serving you!

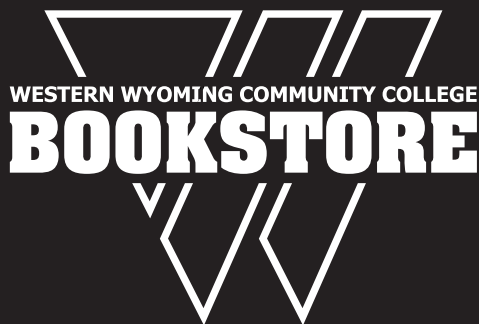
Thanks!

A handwritten signature in black ink that reads "Dustin Conover". The signature is written in a cursive, flowing style.

Dr. Dustin Conover
Dean of Students



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Report a Complaint, Vandalism, Theft, & Other Concerning Behavior. Use the College's "Reporting Form"



Log in to your MyWestern account and look for the flag icon.

- Click on the square flag icon.
- Please completely fill out the form.
- We appreciate as much detail and information that you can provide.

Living in the Residence Halls at Western Wyoming Community College

Western offers seven different residence halls with a variety of styles and floor plans to suit every taste! From social, suite-style rooms to more private apartments, Western provides each student with a comfortable home away from home. Living on campus gives you opportunities to make new friends and enjoy new experiences every semester. Western provides a robust Residence Life program that gives our students the opportunity to continue learning outside of the classroom.

If you have questions concerning the residence halls or if we may be of further assistance in making your housing plans, please contact Mustang Central at (307) 382- 1677. This handbook is considered part of the Western Wyoming Community College Housing Lease Agreement.

COVID-19

- Residents will be provided training, education, and expectations regarding using personal protective equipment (i.e. face coverings) while in the residence halls when they encounter a roommate or other residents, as well as social distancing expectations in all rooms and common areas. Common areas and common restrooms in the residence halls will be deep cleaned daily by custodial staff.
- Residents will be allowed to live in their room during the duration of the entire contracted semester and all housing requirements (i.e. housing eligibility, housing costs, refund periods and rates, meal plan requirements, etc.) will remain in place unless the College implements significant restrictions/limitations to all residents.
- After the semester begins, should any additional restrictions be necessary due to a surge in cases in the state, local area, or on-campus, the College may implement significant restrictions/limitations to all residents, including but not limited to requiring all residents to terminate their housing lease and vacate the residence halls at a prorated rate. Additionally, residents who may contract COVID-19 related and documented illness by a healthcare provider may receive an individual accommodation and/or exception to move out of the residence halls early at a prorated rate if the College deems it appropriate and in the best interest of the housing operation and all residents.

- Western reserves the right to share COVID-19 related information with the local Department of Health that is in the best interest of the health and safety of its students, employees, and visitors to campus.

Philosophy of Operation

Our most important goals are to provide comfortable, clean and safe living conditions, with an opportunity to make housing a positive educational experience. The residence halls play an important part in student development at Western. Interaction with people from other parts of the world broadens the student's perspective of life and its many cultures. Further, the opportunity to compare one's own lifestyle and values with those of other individuals and groups is a vital element in the maturation process of every student. One of the College's goals for student success is to "see things from multiple perspectives." Our residence halls contribute significantly to this goal.

Consistent with this philosophy, Western has organized its residence halls program to accomplish the following:

- Administer housing services that are beneficial to the student's academic, physical, emotional and social development.
- Personalize the institutional processes and agencies to assist students to expand their acquaintance and knowledge of other persons and groups.
- Structure productive, secure and pleasant environments.
- Disseminate knowledge and encourage growth in those areas of human development not included in the formal curriculum.
- Provide, via a well-trained housing staff, mature role model behaviors that are consistent with the objectives of higher education in a democratic society.

Residents are expected to regulate their lives in accordance with accepted standards of good citizenship. This involves, of course, some restraint for the good of others. The College expects students to accept the responsibilities of a mature person. However, some regulations are necessary to protect the rights of the individual.



Eligibility for Living in Housing

Pages 3 & 4 Refer to College [Policy 5520A](#)

During the academic year, students must meet at least one of the following criteria:

- Students enrolled at Western as full-time students with at least 12 credit hours. Exceptions can only be approved by the Dean of Students.
- Students involved in articulated programs which involve courses that are taught by another college or university staff on the Western campus. If the combined number of credits from another institution and Western equals at least 12 credit hours, the student is eligible to live in the residence halls.
- A student and/or staff person hired to serve as a resident assistant.

During the winter break, students must meet the following criteria:

- Students who lived in the residence halls during the fall semester and who are pre-registered for at least 12 credits for the following spring semester.
- If you lived on campus during the fall semester and are pre-registered for 12 credits for the spring semester, you must notify the Housing Assistant by the deadline that you plan to stay for the winter break. Please contact Mustang Central for that date. If you stay through the winter break and then cancel for the spring semester, charges for those days will be added to your student account. Please note that Mitchell's Dining Hall is closed during the winter break.
- New students who would like to move in for the spring semester cannot do so until Check-In Day in January. Please contact Mustang Central for that date. Exceptions can only be approved by the Dean of Students.



During the summer months, students must meet at least one of the following criteria:

- Students enrolled in regularly scheduled summer classes, workshops or seminars. Only taking classes for credit will be allowed, no audits. The residence halls may be limited to available spaces and only for the duration of the classes, workshops or seminars.
- Students who lived in the residence halls during the spring semester and who are pre-registered for at least 12 credits for the following fall semester.
- Students involved in articulated programs which involve courses that are taught by other colleges or university staff on the Western campus.
- A student and/or staff person hired to serve as a resident assistant.
- Interns from other institutions who are receiving college credit for their internship and are approved by the Dean of Students.
- If a student applies to graduate in May and signs up for summer housing, that student must take summer classes that span the duration of their summer stay.

Important Note:

All freshmen residents and all residents living in non-kitchen units are required to purchase either an A or B meal plan.

Students under 17 years of age:

- Students that apply to live on-campus who will not turn 17 by the date they would move into housing will require an exception for consideration by college administration.



Application for Living in Housing

At Western the residence halls can fill up quickly. The date of your housing deposit stands as your place in line to be assigned a room for both initial and future room assignments.

1. The application to live in housing is part of the application for admission. Access the application for admission by going to the college home page and clicking on “Apply”.
2. If you have already applied for admission and need to apply to live in housing, please contact Mustang Central at 307-382-1677 to request a separate housing application or go to www.westernwyoming.edu/student-life/living-on-campus/how-to-apply.php to access the separate housing application.
3. Make arrangements to be accepted for admission and pre-register for at least 12 credits.
4. A [housing deposit](#) of \$150 must be paid to Mustang Central before you will be eligible to live in housing. Room assignments are based on the date deposits are received.
5. In accordance to [Policy 5450B](#), Measles, Mumps, Rubella (MMR) and Meningococcal (Meningitis) records must be submitted to Mustang Central in order to live on campus.
 - MMR Requirements: 2 doses, primarily given during childhood, at least 30 days apart. Persons born before 1957 are exempt.
 - Meningitis Requirements: Residents under the age of 22 need a dose of MenACWY (MCV4) if they’ve never received it or received it when they were younger than 16.

Immunization records can often be obtained from your high school. Please see your healthcare provider for specific questions and dosages of these immunizations. Please see the policy for exemption qualifications.



Married Housing

Western allows students who are married to live on campus as long as the following criteria are met:

- Students must provide official documentation showing they are legally married.
- One member of the couple must be a full-time student and maintain full-time status as long as they live in the residence halls. The other member of the couple must be enrolled in at least 1 credit hour per semester.

How policies apply to married couples:

- Married students are handled as two separate contracts for the purpose of living on campus. Each spouse pays the normal \$150 housing deposit.
- Each has a separate student charge which represents each space in the room.
- If the couple wishes to provide their own bed, it will be allowed and the college’s beds will be put in storage. Waterbeds are not allowed. No other college furniture will be allowed to be moved out of the room.
- Children are not allowed to live in the residence halls.
- Married couples will not be allowed to request or be assigned additional roommates.
- All other housing rules & regulations also apply.



2020-2021 Housing Rates and Options

1. Ground Level Suite

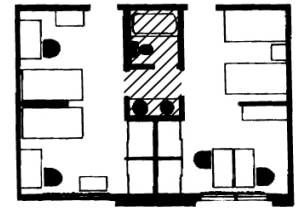
Snowy Range, White Mtn. & Teton Hall

Cost per semester:

Double Occupancy = \$1145

Single Occupancy = \$2290

Bedroom: 190 sq. ft.



2. Rocky Mtn. Suite

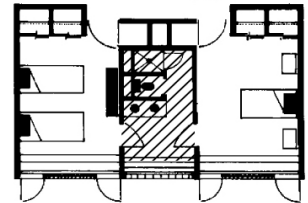
Rocky Mtn. Hall I

Cost per semester:

Double Occupancy = \$1145

Single Occupancy = \$2290

Bedroom: 181 sq. ft.



3. Rocky Mtn. Semi-Private

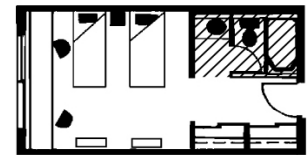
Rocky Mtn. Hall II

Cost per Semester:

Double Occupancy = \$1305

Single Occupancy = \$2610

Bedroom: 212 sq. ft.



4. Aspen Mtn. Semi-Private

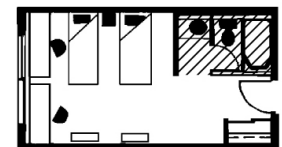
Aspen Mtn. Hall

Cost per semester:

Double Occupancy = \$1305

Single Occupancy = \$2610

Bedroom: 228 sq. ft.



5. Two Bedroom Apartment

Snowy Range, White Mtn. & Teton Hall

Cost per semester:

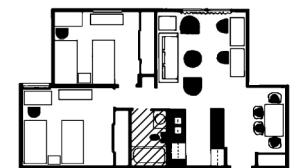
Double Occupancy = \$1340

Single Occupancy = \$2680

Living Room: 167 sq. ft.

Bedroom: 142 sq. ft.

Bedroom: 174 sq. ft.



6. One Bedroom Apartment

Snowy Range, White Mtn. & Teton Hall

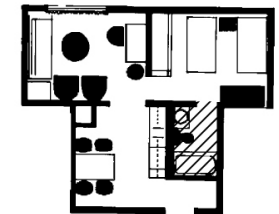
Cost per semester:

Double Occupancy = \$1595

Single Occupancy = \$3190

Living room: 123 sq. ft.

Bedroom: 132 sq. ft.



7. Private Bedroom Apartment

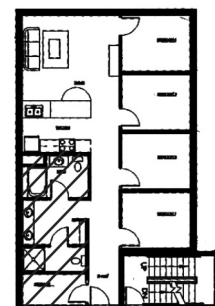
Wind River Hall

Cost per semester:

Single Occupancy Only = \$1970

Living Room: 219 sq. ft.

Bedroom: 105 sq. ft.



2020/2021 Academic year housing contracts begin

August 20, 2020 and end May 15, 2021

Wheelchair Accessible rooms are available in each building.

Dining Services

All freshmen must purchase an A or B meal plan regardless of what style room they live in. Also, all students living in non-kitchen units must purchase an A or B meal plan.

Sophomores living in kitchen units are encouraged but not required to purchase a meal plan. To be considered a sophomore for meal plan purposes, the individual must fulfill one of the two following criteria:

- Full-time students must have successfully completed two semesters (12 credit hours or more per semester).
- Part-time students must have successfully completed at least 32 credit hours.
- Transferring students must have completed at least 32 credit hours.

Opening and Closing Information

Please pay special attention to the following dates when Mitchell's WILL NOT be serving during the 2020-2021 academic year:

Mitchell's Dining Hall is open during holidays EXCEPT for the following:

- Thanksgiving – November 21-28
- Winter Break – December 15-Jan 23
- Summer Break – Beginning May 10

Mitchell's will open for meal plan use on August 21, 2020 for Fall Semester. The last serve day will be December 14, 2020 for Fall Semester. Mitchell's will open for meal plan use on January 24, 2021 for Spring Semester. The last serve day will be May 7, 2021 for Spring Semester.



T-Rex Grill is closed during college observed holidays:

- Labor Day - Sept 7, 2020
- Thanksgiving - Nov 25-27, 2020
- Winter Break - Dec 18-Jan 1
- MLK Day - Jan 18, 2021
- Memorial Day - May 31, 2021

Dining Services Hours of Operation

T-Rex Grill Hours:

Monday – Thursday

7:00 am – 5:00 pm

Friday

7:00 am – 3:00 pm

Subject to change

Mitchell's Dining Hall Hours

Monday-Friday

Breakfast = 7:30am – 9:30am

Lunch = 11:00am – 1:00pm

Dinner = 5:00pm – 7:00pm

Saturday

Brunch = 12:30am – 1:30pm

Dinner = 5:00pm – 6:00pm

Sunday

Dinner = 5:00pm – 6:00pm

All meal plan participants are required to show/swipe their ID card when entering Mitchell's.

Additional Important Information

Students may adjust to a lower meal plan (within the requirements) during the first 3 days of classes. After that, only adjusting to a higher meal plan will be allowed.

Exceptions for decreases of meal plans beyond the first week may be granted at the discretion of the Administrative Services Officer. (307-382-1606) All students who are required to purchase a meal plan will be automatically charged for the Plan B meal plan. Please go to Mustang Central to sign your meal contract and make any changes to your meal plan during the first 3 days of classes.

Any disruptive behavior occurring in Mitchell's or the T-Rex Grill will fall under the jurisdiction of the Vice President for Student Services ([Policy 5430 C](#)). Sanctions may be appealed through the Student Services Appeals Committee.

Meal Plan Rates

Plan A:

275 meals/semester
+\$225 Dining Dollars

\$1485 per semester

Plan B:

175 meals/semester
+\$125 Dining Dollars

\$1375 per semester

Plan C:

75 meals/semester
+\$50 Dining Dollars

\$650 per semester

How Do Meal Plans Work?

- Meal plans allow for 275, 175 or 75 meals per semester in Mitchell's Dining Hall.
- Dining Dollars are available to use at T-Rex Grill or Mitchell's Dining Hall.

<https://mywestern.westernwyoming.edu/housing/Pages/Meal-Plan-Contract.aspx>



FEES

Housing Fees

Activity Fee: \$8 each semester. This fee is used to support the resident assistant desk areas, RHA and resident assistant programs.

Computer Fee: \$7.50 each semester. This fee is used to support the computer labs in Rocky Mtn. Hall II and Aspen Mtn. Hall.

Laundry Fee: \$30 each semester. This fee is used to support the laundry machines in each building.

Replacement Access Card Fee: \$20 per card. This fee is incurred if/when your ID card needs to be replaced due to loss or damage.

None of these fees are refundable.



Housing Deposit Refund ([Policy 5520A](#))

- All personal property has been removed from the room and storage.
- The room has been cleaned by you and then inspected and approved by a member of the housing staff. The Room Condition Report must be signed by both the resident and the staff member.
- The proper check-out records have been processed by Mustang Central. If you owe money to the college, your housing deposit will go toward paying those charges before the remainder, if any, is refunded. Housing charges end on the date of official check-out.
- If proper check-out is not achieved, the housing deposit will not be refunded.
- \$125 of the \$150 housing deposit will be refunded if a new applicant cancels the housing request before **August 1st** for the fall semester and before **January 1st** for the spring semester. If cancellation occurs on or after these specified dates, the housing deposit will be forfeit. Residents living on campus must be moved out by the last contract day of the semester in order to be eligible for a housing deposit refund.



Refund of Housing & Meal Plan Fees

These fees may be refunded based on the College’s standard refund schedule:

Housing & Meal Plan Refund Schedule

FALL 2020

August 20-26.....	90%
August 27-September 5.....	80%
September 6-15	60%
September 16-25	40%
September 26+	0%

SPRING 2021

January 24-27.....	90%
January 28-February 6	80%
February 7-16.....	60%
February 17-26.....	40%
February 27+.....	0%

ROOM INFORMATION

Room Assignments

Room assignments will be made based on the following:

- The date the housing deposit is received.
- The applicant's preferences.
- The availability of space.

To enable social distancing, only one resident will be assigned per bedroom. Whenever possible, a roommate request is honored. Individuals requesting each other as roommates should submit their deposits at the same time, being sure that both applicants state the roommate preference on their application. If a student does not request a particular roommate, they will be assigned a roommate based on the information provided on the housing application. When a preferred room style is no longer available, the next closest option will be assigned. When the residence halls are full, a wait list is developed in order of the housing deposit received date.

Western is committed to making each resident feel welcomed and included in our housing community, including an environment welcoming to all gender identities and forms of gender expression. Students who need special accommodation due to gender identity or expression should stop by or contact Mustang Central 307-382-1677. Your request will be handled through a confidential process and staff will not ask for more information than is required to meet students' housing needs.

Consolidation of Space

Residents need to be aware that in order to make the best possible use of limited space in the residence halls; the college reserves the right to consolidate rooms or assign students to a new space for a variety of reasons. Every effort will be made to accommodate the current resident's needs; however, room consolidation may be necessary if there is a large demand for rooms, or if rooms need to be closed due to cleaning or maintenance purposes.

Packing Information

The following are the main items we suggest you bring with you:

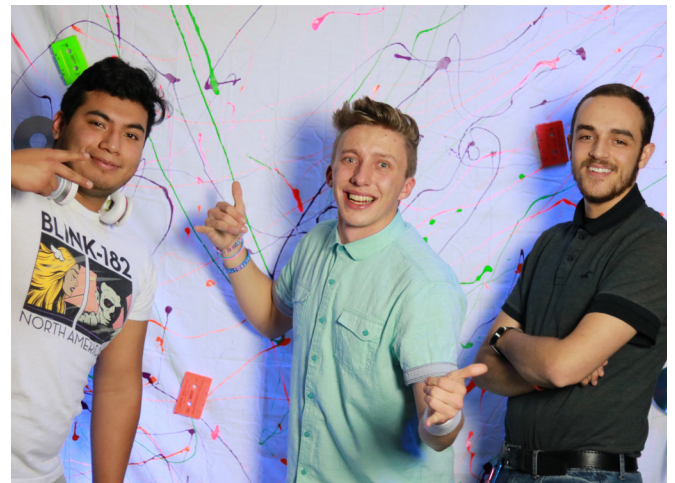
- Bedding, blankets, pillows and linen. (All beds are extra-long (80") bunkable twin size beds that require comparable sheets. You will need this information should you wish to purchase fitted sheets, however regular flat sheets will also work).
- Iron and ironing board
- Toiletry items
- Study lamp
- Wastebasket
- Clothes hangers
- Alarm clock

- Personal effects (plants, pictures, etc.)
- The College has many desktop computers available for student use on the main campus. These are available in two labs plus a number of other locations on campus. These computer labs are open during class times as well as during some limited weekend hours. There are also computers available to all housing residents in the Rocky Mtn. Hall and Aspen Mtn. Hall computer labs. You may want the convenience of your own computer. If so, you are encouraged to bring it. Residents have computer access to the College's network from all rooms in the residence halls.
- If you are moving into an apartment, you will also need pots and pans, dishes, kitchen utensils and a microwave.
- Clothing: The weather in Rock Springs is generally dry, clear and cool. Normally there are four months of very cold weather from December to March. Rapidly changing weather is characteristic of mountain country and you may experience below-zero temperatures for part of the week and balmy temperatures for the remainder of the week. Many Western students become involved in skiing, fishing, hunting and camping. Dress accordingly.

Check-In Procedure

Fall 2020 Housing Check-In Day will be held on August 20, 2020. You will be directed to various stations to complete your file and receive the necessary items to move in to your room. You will meet your resident assistant at this time and there will be various student engagement activities throughout the afternoon and evening. Be prepared to meet new people and have a fun day!

Spring 2021 Housing Check-In Day will be held on January 24, 2021.



Your Access/Identification Card

You will be issued a card when you check in at Mustang Central. This card will allow you access to all residence hall buildings. All external residence hall doors are locked 24/7. The door lock system has been established to ensure a more comfortable and secure living environment, and residents are asked to not prop doors open. You will need to display this card to enter many college functions including sporting events, theatre events and dining services.

No one should use your card except you and you should carry your card at all times. Should you lose or damage your card contact Mustang Central immediately. There will be a \$20 charge to replace your card. Residents do not receive a new card each semester/year. If you lose your card during breaks or summer you will be charged the \$20 replacement fee.

We reserve the right to deactivate access cards for any reason when approved by the Dean of Students.

Room Furnishings

All residence hall units are fully furnished with beds, dressers, desks and desk chairs. All non-kitchen units are equipped with Micro-Fridge units. Kitchen units include a full size refrigerator/freezer, stove/oven, dining area furniture and living room furnishings. A microwave is not provided in kitchen units.

Inappropriate items hanging in windows or items that might damage the blinds will be asked to be taken down.

MicroFridge

Each non-kitchen unit has a MicroFridge. The MicroFridge is a combination 2.9cu.ft. refrigerator/ freezer and a 700 watt microwave oven.

Bunk Beds

Beds in most residence hall rooms are bunkable. Should you decide to have your beds bunked, please take the following precautions:

- Never bunk or un-bunk the beds yourself. Your housing staff will do that for you.
- Children under 6 years of age are prohibited from being on the upper sleeping surface.
- Horseplay of any kind is prohibited on or under the beds.
- Beds are not to be placed higher than the 4th pin from the top of the headboard and footboards and must be set at the same level on both ends.

Telephones

Due to the fact that most students have a cell phone, the land line phone jacks in each room are not active. We encourage all students to bring a cell phone. Requests to have an active land line phone jack in your room must be approved by the Dean of Students and may be at the expense of the resident.

Cable Television In Your Room

Televisions are provided by the College in the following residence hall locations: in the Rocky Mtn. Hall Commons, in the Wind River Hall Commons, in the Aspen Mtn. Hall Commons. TV Cable access in individual rooms is possible in all rooms except those in Rocky Mtn. If you are interested in activating cable in your room at your own expense, contact All West Communications at 307-362-3773.

Garbage

Garbage cans must be emptied into trash bags and taken by the residents to the compactors. Using the public area garbage containers in halls and lobbies for room trash is prohibited and subject to disciplinary action.

Cooking in the Residence Halls

Cooking is allowed only in kitchen units. Limited cooking, using only microwaves is permitted in non- kitchen units. Any appliance in which the heating element is exposed are not allowed in non-kitchen style units. ie: crock pots, toasters, coffee makers, grills, etc. Common kitchens are available in Rocky and Aspen Mtn. Halls. If personal items have been left in the commons kitchens for more than one week the College reserves the right to dispose of them.

Electronics

Televisions, computers, music players, DVD players, gaming systems, etc. are acceptable but students should keep in mind the limited space and close living quarters and in turn limit the size and amount of their equipment. Using such equipment in a way to disturb other residents is not permitted. Caution should also be taken not to use excessive wiring in hooking up such systems. You should be warned against bringing very expensive items into the residence halls.

Power Cords

The only power cords, extension cords, surge strips or surge protectors approved in the residence halls must be no longer than 6 feet in length and have a 15 amp breaker. For energy reasons, for safety reasons, and for aesthetic reasons, power cords cannot be run from residence halls windows to vehicles. However, there are outlets available on the parking lot light poles at Aspen Mountain Hall.

Combination Change Requests

All individuals living in the residence halls are issued combinations to gain access to their rooms. When a person moves out of a room the combination will be changed free of charge. For all other combination change requests a \$20 charge will be assessed to the occupants of the room. Any exception to this policy must be approved by the Dean of Students. Contact the Housing Assistant in Mustang Central to request a combination change.

Room Checks

Once a month, formal, announced inspections of each residence hall room will be conducted. At the beginning of each semester and again a few weeks before housing check-out, each campus resident will be given a list of written expectations with regard to the standards of cleanliness which is required by the College. A trained resident assistant, who has been specifically assigned to the area, with assistance from another staff person, will be conducting the inspection. At that time, any necessary maintenance will be noted and any major concerns handled immediately. In the event of a serious disregard of the standards of cleanliness, or vandalism of any room, students may receive any college-imposed sanctions deemed appropriate to the situation. Any other policy violations will also be noted during the room check and may be cause for disciplinary sanctions.

Room Change Requests

Room changes cannot be made unless authorized by the Dean of Students and no sooner than the 2nd week of classes. Room changes before this time would not provide the residents with a complete list of vacancy options. Residents are not allowed to switch rooms without authorization from housing staff. Residents will be responsible for the cost difference of their new room if applicable. Failure to accept and/or creating an unwelcoming or hostile environment for an assigned roommate may result in paying the single rate for the room.

Room Reservations for Returning Residents

Returning residents are given priority for their room choice for the upcoming semester via survey. Residents will be notified of the dates the survey is available. Residents will request their desired room style and rooms will be assigned in the order of the deposit date on file. It is not guaranteed that residents will be placed in their desired room style. New student assignments will be made thereafter.

Spring Semester Housing Confirmation

At the beginning of the academic year in August, student residents are issued a housing contract for fall semester and a conditional contract for spring semester. The conditions for the issuance of a contract for spring are:

- You must be registered as a full-time student for the spring semester.
- You must confirm your intention to return to the residence halls with the Housing Assistant in Mustang Central.
- You must leave your room clean before leaving at the end of the Fall Semester in case a new student moves in over winter break.

Check-Out Procedure

- Spend some time cleaning and caring for your room so that you can avoid charges.
- Remove all personal belongings from your room and storage area. Any items left behind will either be disposed of or donated to a worthy cause. Roommates share responsibility for cleanliness and damage to rooms.
- Have your Resident Assistant (RA) do the paperwork to check you out of your room. If you have trouble connecting with your RA, please contact another RA or the Housing Assistant in Mustang Central at 307-382-1677.
- Make sure you have paid all fees owed to the college on your student account.
- If your check-out is completed satisfactorily, and your college account is current, you may receive a maximum [refund](#) of \$125 of the \$150 required housing deposit in the mail within about six weeks. \$25 of the deposit is charged for an administrative fee.
- Failure to complete a check-out at the time of move-out will result in the forfeiture of your housing deposit.
- Residents are responsible for a thorough cleaning of their rooms before checking out. If the room is not cleaned to the housing staff person's satisfaction, a cleaning fee will be charged and the housing deposit may be forfeited. Should the college have to clean the room, the standard charge is \$25/ hr. per custodian.
- Residents who check out past the deadline will be charged a daily fee.

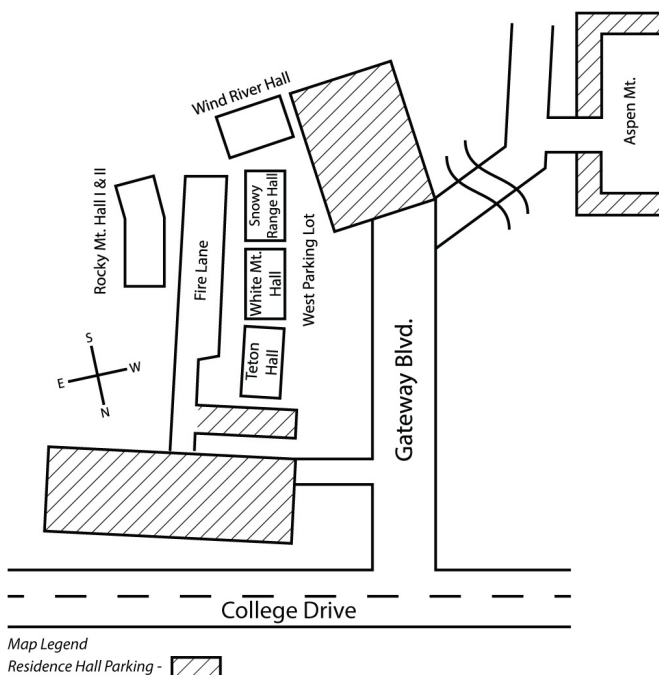
When moving in or out or switching rooms remember to always check in and out of your room with an RA!

HOUSING SERVICES

Parking

The residence hall parking lots are conveniently located near the seven residence halls. Parking, however, is at a premium because a majority of the residents own vehicles. Consequently, certain rules and regulations exist which concern the residence hall parking area. Pay close attention that the black top area located between the three apartment buildings and Rocky Mtn. Hall, and the area behind (west side) Aspen Mtn. Hall are not parking areas. Only handicapped and emergency vehicles are allowed to park there. These have been designated by the city as fire lanes. Parking is allowed only in the loading zone. Vehicles parked in non-parking areas and handicapped parking may be ticketed by the city and in some cases towed. Towing fees can be costly and causes inconvenience. Multiple violations could also result in disciplinary action leading up to housing contract cancellation. Please park in the residence halls lot, the west parking lot, or Aspen Mt. Hall lot. Only personal vehicles belonging to occupants of the residence halls are allowed to be parked on campus for extended periods of time. All parked vehicles must be properly registered and in operable condition. The parking of boats, RVs, trailers and other large vehicles may only be approved by the Dean of Students on a case-by-case basis.

*At no charge, you must obtain a campus parking sticker from Mustang Central at time of check in. Please be sure to have your license plate number with you when obtaining your campus parking sticker.



Laundry Service

The residence halls laundry system is very convenient because it requires no money to be put into the machine. Just put your clothes in and push the button. There is a \$30 charge per student per semester to support the service.

Computer Use

Western provides free internet service in the residence halls. As with all networks, large numbers of devices bring congestion which may slow connection speeds for individual users. If you need more bandwidth than is available through the college, you will need to work with an outside Internet Service Provider.

Wireless access points are constantly being evaluated and installed throughout the residence halls to ensure excellent wireless coverage. If you find an area that has poor wireless reception, please report the specific location to the Helpdesk. While wireless connectivity is available in all of the residence halls, Ethernet connections are also available for Rock Mountain Hall, Wind River Hall and Aspen Mountain Hall.

If you should experience any problems with your internet connection or lab computers in the residence halls please contact the Helpdesk. Please remember that the Helpdesk cannot troubleshoot any issue beyond network connectivity, including virus infections and hardware failures on your computer. The Helpdesk can be reached at helpdesk@westernwyoming.edu or 307-382-1676.

Housing Computer Labs

There are two computer labs in the residence halls.
Rocky Mountain Hall II – 4th Floor
Aspen Mountain Hall – 1st Floor

Housing Exercise Rooms

Each of the residence hall Exercise Rooms has a treadmill, an elliptical machine, a bike and a personal gym.
Exercise Room #1 – 2nd Floor Rocky Mtn. I Hall
Exercise Room #2 – 1st Floor Aspen Mtn. Hall

Vacuum Cleaners

Each resident assistant has a vacuum cleaner that residents can check out. Vacuum cleaners are also available at the RA Desks in Rocky Mtn. Hall II and Aspen Mtn. Hall. Be prepared to leave your ID when checking one out.

Storage

Additional storage space is available upon request in Snowy Range, White Mountain, Teton and Aspen Mountain Halls.

This space may be used for storing boxes, suitcases, etc. At no time should combustible items be stored in the housing storage area. All items must be labeled for identification. Any units that are not properly labeled will have the contents removed and donated to a local charity organization. See the Housing Assistant in Mustang Central to request a storage space.

The College is not responsible for any theft of or damage to personal property placed in storage. It is strongly recommended that residents check with insurance agencies regarding renter's or homeowner's policies to make sure that personal property is covered while attending school.

Abandoned Personal Property

Any personal property that the College deems as abandoned by a resident who has moved out will be placed and held in college storage by the College for no more than 15 days. The student will be notified of this in writing. If the College is not notified by the student in writing within 15 days of the notice that they will retrieve the personal property within an additional 15 day period, the College will take possession of the property and may retain, donate or dispose of the property as the College sees fit. Any labor used by college personnel associated with moving the personal property from the student's room to storage will be charged to the student's account at a rate of \$25 per hour. Any personal items that the college deems as unable to be stored due to health or cleanliness concerns may be disposed of immediately and not stored. The College is not responsible for the loss of these items. Any cleaning of the room associated with college personnel moving the personal property will also be charged to the student's account at a rate of \$25 per hour.

Maintenance Requests

Use the Report a Concern Form to submit reports about anything concerning and to report maintenance issues in your room. Look for the flag icon within MyWestern. Your concern will be addressed as soon as possible. Emergency concerns, i.e. major leaks, electrical issues, heating concerns, should be reported to the Resident Assistant, Mustang Central or Protective Services immediately.



Special Safety Features

- The buildings are locked 24/7, accessible only with activated student ID access cards.
- Several live-in resident assistants available 24/7.
- Dean of Students available 24/7.
- Emergency Call Sheet located on the back of every room door.
- Hard-wired smoke detector system.
- All buildings are protected from fire by internal sprinkler systems.
- Well-lit external areas around the housing area.
- Emergency call system in the housing parking area.
- Security cameras that are strategically located in parking lots and commons areas
- Push button combination locks on rooms.

Surveillance Cameras

For the resident's protection, surveillance cameras are located inside and outside of the residence hall buildings and in common areas. All housing parking lots are also monitored by a camera system. Should you have a concern in the vicinity of the housing area, write down the time, date, and location and call or text Protective Services immediately at 307-922-4961 or the Resident Assistant Duty Phone at 307-212-0877.

Emergency & Safety Procedures

- Familiarize yourself with the [Housing and College security procedures](#). Learn who to contact (back of your door) and how to gain assistance at any hour of the day.
- Do not prop exterior doors open and guard against "tailgating" (strangers who follow you into the building after you have used your access card). Doors are wired for 24 hour card only access.
- Never give your room combination or access card to anyone.
- Remember that you are responsible for your guests.
- Report to housing staff or Protective Services any obscene or harassing phone calls, texts, or social media posts.
- Report suspicious people to a resident assistant or to Protective Services at 307-922-4961 or the Resident Assistant Duty Phone at 307-212-0877.
- Never walk alone at night.
- Protect your personal property.
- Park your vehicle in a well-lit area.
- Make yourself familiar with the Campus Safety page on the college website.

In the event of an emergency which can include, but is not limited to medical emergencies, natural disasters, fire, accidents or possible suspected criminal actions:

- Contact one of the Resident Assistants. They are equipped with 2-way radios and have immediate access to campus protective services officers.

- If a Resident Assistant is not available, call or text Protective Services at 307-922-4961 or the Resident Assistant Duty Phone at 307-212-0877.
- If you experience theft, Protective Services can help you with a report to the police.
- Victims of any kind of sexual assault can receive special assistance from campus staff (Resident Assistants, Dean of Students, Protective Services or the Wellbeing & Accessibility Center) or from the YWCA 24 Hour Crisis Line at 307-352-1030 or 307- 872-3250.
- Please do not tamper with any fire safety equipment i.e. pull stations, fire extinguishers, hoses, smoke detectors and sprinkler systems. Covering a smoke detector in any way either in a room or in public areas can result in serious sanctions.

ALWAYS EVACUATE THE RESIDENCE HALLS WHEN A FIRE ALARM SOUNDS.

The safest and quickest evacuation plan for your area is located at the back of this handbook and on the back of each residence halls room door.

Fire Evacuation Procedures

When you hear the fire alarm, the following steps should be taken:

- Carry a towel with you, if handy.
- Follow the evacuation route as designed for your room location and stay to the right while descending the stairway if you live in an upstairs area.
- Be sure to stay no closer than 100 feet from the building.
- Do not re-enter the building until a staff person gives the all clear.

If you are trapped in a fire, the following steps should be taken:

- Close all doors between you and the fire. Never go blindly out of the door until you feel the handle to see if it is hot. If it is hot, stuff a towel under the door and remain in the room.
- Crack the window (both top and bottom, if possible) 6"-8", and stay near it for air. If needed, break the window with a chair or shoe in order to have fresh air.
- Smoke and fumes rise. Therefore, stay close to the floor; use a wall to keep from moving in circles.
- Use a towel, wet if possible, to cover hair and nose.
- Evacuated individuals must stay 100 feet away from the building until an all clear is given by a staff person.

Stay at least 100 feet away from the buildings in case of a fire alarm or fire emergency!

#Required@Western

In an effort to ensure safety, federal compliance, and overall health and well-being, all first-year students are required to complete the #Required@Western training program. This program located in each first-year student CANVAS page, is an interactive course that provides proactive education related to alcohol, drugs, and sexual health. This course must be passed with a 70% or higher and takes approximately 45 minutes. This course must be completed by housing check in date for those living in residence halls. Check in will not be allowed if you have not completed the course. Please direct any questions regarding this program to Wellbeing & Accessibility.

ON-CAMPUS OFFICES

Housing Staff

The administration of the housing program is the responsibility of the Dean of Students and their staff. There are up to 16 resident assistants living in the buildings. There are also office staff members to assist in the day-to-day operations located in Mustang Central.

One of the first people you will meet will be your Resident Assistant. This person is a fellow student who has been carefully chosen to work with students based on leadership ability, a successful academic record, and a desire to assist fellow students. Resident Assistants are well-informed about housing and the campus, help organize student activities, provide personal or academic advice as well as answer questions about housing or the college in general. Feel free to contact any staff member when you need assistance. The Resident Assistant Duty Phone number is 307-212-0877.

There is on-site custodial and maintenance assistance available 8:00am-5:00pm Monday through Friday at 307-382-1682 and on-call availability on evenings, weekends and holidays by contacting your RA or Protective Services.





Residence Hall Association (RHA)

As stated in the preamble of the RHA Constitution, “A housing system runs best when the residents have the opportunity to play a major role in the total operation of the residence halls area. The Residence Hall Association (RHA) has been established to serve as a vehicle by which individual residents can play just such a role.” All residents of the College are eligible for membership in RHA. Just sign up with your resident assistant or RHA officer and come to the meetings when they are advertised.

Protective Services (Campus Security)

In the evenings there is a Protective Services officer on duty specifically for the residence halls whose primary responsibility is to make sure all doors are secure and to assure safety in housing. You can contact a protective services officer anytime by calling or texting 307-922-4961.

Mail Service

Each resident has a designated mailbox located next to the Bookstore. You may receive the combination to your mailbox by inquiring in Mustang Central. Packages or larger mail can be picked up from Shipping and Receiving. Students will receive either a note in their mailbox or an email to their western email account indicating when the package may be picked up. You also have the option of receiving package notifications via text. Visit the mailroom staff to sign up for text message notifications. A college ID must be shown to pick up packages. Mail may be forwarded if a forwarding address is provided.

After you have been assigned to a room, use this address:

Your Name
2600 College Drive
Rock Springs, WY 82901

HOUSING RULES AND REGULATIONS

(Part of your housing contract)

Possession and/or consumption of alcoholic beverages ([code of conduct](#))

- The College prohibits students from using, possessing, or selling alcoholic beverages at college sponsored or supervised activities or on property it owns or leases. Students violating this policy are subject to disciplinary action and /or criminal prosecution. ([Policy 5420B](#)).
- The College will consider immediate eviction for any student 21 years of age or older who supplies alcohol to a minor or any other person on-campus.
- Whenever there is a situation on campus involving alcohol and individuals under the age of 21, the local police will be called and violators may be cited regardless of whether or not the individual is a student.
- Public drunkenness on campus is considered a violation of the campus and housing alcohol policy. Public drunkenness is defined as being physically or verbally abusive or disruptive on campus while under the influence of alcohol or any intoxicant.
- Alcohol containers, whether they are full or empty, will not be allowed anywhere in the residence halls area.
- Individual residents are responsible for the actions of their guests and must take action to assure that guests conform to the rules and regulations of the campus. Should violations occur in a room or apartment, the contract holding residents of that space are ultimately responsible.
- Any resident found at a social gathering in the residence halls where alcohol is present may be in violation of College policies even if he or she is not in possession of selling, using or distributing the alcohol.



- Any non-resident found to be in violation of any housing rule or regulation will be asked to leave the residence hall area and may be issued a criminal trespass warning. A criminal trespass warning is a verbal or written warning requesting that the individual not return to the residence halls area or adjacent parking lots for a certain amount of time, or permanently.
- For any person under the age of eighteen present at the time of a housing violation, Protective Services will contact a parent or legal guardian to whom the person will be released and copies of all correspondence regarding the person may be mailed to the person's parents or legal guardians.
- Persons in the residence hall area shall promptly provide identification and proof of age upon request by any member of the housing or protective services staff.
- If a vehicle is parked anywhere on college property or college controlled property and alcohol is observed in the vehicle, the owner of the vehicle will be found in violation of the campus alcohol policy.

Alcohol Violation Sanctions

- First Offense – A written warning letter, three month housing probation, a \$100 fine, case turned over to law enforcement if a violation of civil law and enrollment in a drug and alcohol education program with the Wellbeing & Accessibility Center.
- Second Offense – Housing probation for a period of nine months, a \$250 fine and enrollment in a much more intensive drug and alcohol education program with the Wellbeing & Accessibility Center.
- Third Offense – Cancellation of Housing Contract.

(All proceeds from fines go toward the support of Drug and Alcohol Education programming administered by the Wellbeing and Accessibility Center.)

Possession, sale, use or distribution of illegal drugs and drug paraphernalia.

- The possession, sale, use or distribution of illegal drugs and drug paraphernalia in the residence halls at Western Wyoming Community College is a violation of state law and college policy. Residents involved in such illegal activities can expect consequences from both college and civil authorities. Violators may be cited or fined, and risk prison time. ([Policy 5420C](#)).
- Whenever there is a situation on campus involving illegal drugs, the local police will be called and violators may be cited regardless of whether or not the individual is a student.
- In the event Hazmat services are required to clean a drug scene, the cost for such services will be incurred by the appropriate resident.

- Any person found at a social gathering in the residence halls where illegal drugs or drug paraphernalia are present may be in violation of the illegal drugs and drug paraphernalia policy whether or not they are in possession of, selling, using or distributing the illegal drugs or drug paraphernalia.
- Depending on the severity of the violation, as determined by the college administration, those persons involved can expect college sanctions that range from permanent housing probation to housing contract cancellation and immediate removal from the residence halls area. Permanent probation means the resident will remain on probation in the residence halls area for as long as a housing contract with Western is held. Residents found distributing illegal drugs in the residence halls may have their housing contract cancelled immediately, even if they have not had prior infractions.
- If a vehicle is parked anywhere on college property or college controlled property and illegal drugs or drug paraphernalia are observed in the vehicle, the owner of the vehicle will be found in violation of the campus illegal drugs and drug paraphernalia policy.

Illegal Drug Violation Sanctions

- First Offense – Nine month housing probation, \$250 fine, case turned over to law enforcement and enrollment in intensive drug education with the Wellbeing & Accessibility Center.
- Second Offense – Contract cancellation, case turned over to law enforcement.

(All proceeds from fines go toward the support of Drug and Alcohol Education programming administered by the Wellbeing and Accessibility Center.)

Tobacco Use Policy [Policy 1330F](#)

Western has adopted a tobacco and e-cigarette free environment in its buildings and allows such use only in designated areas.

Smoking or vaping is prohibited in or near college owned or operated buildings and per the guidelines below for external areas. Smoking traditional pipes, cigarettes, hookahs, bongs, e-cigarettes and like items within or near college property is not allowed. This regulation also applies to e-cigarettes. An "e-cigarette" is defined as an electronic device that provides a vapor of nicotine or other substance and which simulates smoking through its use. It is an oral device that is composed of a heat element and is manufactured, distributed, or sold as an e-cigarette, e-cigar, e-pipe or any other product name or descriptor. Chewing tobacco is also prohibited.

Outdoor tobacco and vapor use on college property, including the residence halls, is expressly prohibited within twenty five (25) feet of any exterior doorway of any building except as follows. Tobacco and vapor use is expressly prohibited within fifty (50) feet of the entrance to the main building located

directly south of Rocky Mountain Hall I. Ashtrays are located near all tobacco use signs. Both smoking tobacco and chewing tobacco are not allowed to be used inside the residence halls. Residents who violate this policy may face conduct sanctions. ([Policy 5420A](#)).

Weapons Policy

The following is an abbreviated version of college policy 3910K.

- The College prohibits employees, students and visitors from possessing, using or storing weapons on college property, except as herein provided. For the purpose of this procedure, a “weapon” is any device designed to produce serious injury or death, or to intimidate, threaten, or endanger an individual, or any replica that a reasonable person might believe capable of producing serious injury or death. As used in this procedure, “weapon” includes, but is not limited to, firearms (including those air-powered as well as those using an explosive or gunpowder), stun guns, dart guns, dangerous chemicals, any explosive devices (including hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, and pyrotechnic fuses and fireworks), knives, switchblades, daggers, swords, striking instruments (including clubs, truncheons, blackjacks, and metal knuckles), martial arts weapons (including nun chucks, ton Fas, staffs and throwing stars), bow & arrow, slingshots and paintball guns.
- Residents who wish to bring their firearms to campus, used only for hunting or recreational purposes off- campus, must contact a member of Protective Services from off-campus and have the officer meet the resident at the vehicle. The resident is then escorted by the officer to the Protective Services Office where the firearms will be placed in a safe. If a resident would like to check out their firearm, Protective Services must be contacted and the student be escorted back to the vehicle.
- Reference Wyoming State Statutes 6-8-101 through 6-8-104.

Explosives, Fireworks, or Firearms

The College does not allow explosives, fireworks, ammunition or firearms on property that it owns or leases. Anyone involved in any manner with starting a fire, exploding fireworks or chemicals, or possessing or discharging a weapon on property owned or leased by the College is subject to disciplinary actions.

Title IX - Sexual Misconduct, Harassment, and Discrimination [Policy 5420E](#)

The College strives to create a campus community free from sexual misconduct harassment, and discrimination. In working to achieve this intent, the College commits to:

- Respond to complaints or reports of prohibited conduct without prejudice and in a reasonably prompt time frame;
- Take action to stop sexual misconduct and prevent recurrences;
- Take action to remediate any adverse effects of such conduct on campus by providing advocacy, support and appropriate referral services for recipients of the behavior; and
- Educate individuals and promoting discussions on sex or gender discrimination, sexual misconduct, and sexual violence.

All forms of prohibited conduct under this procedure are regarded as serious college offenses, and proven violations will result in discipline, including the possibility of separation from the College. State and federal laws also address conduct that may meet the College’s definitions of prohibited conduct, and criminal investigation and prosecution may take place independently of any disciplinary action instituted by the College.

Sexual misconduct, harassment, and discrimination may be reported to the following:

- Campus Protective Services
- Resident Assistant or other Housing Officials
- Title IX Coordinators
 - o Amy Galley, Title IX Coordinator (Room 2011, 307.382.1652)
 - o Mark Rembacz, Deputy Title IX Coordinator for Students (Room 3050D, 307.382.1899)
 - o Joy Adams, Deputy Title IX Coordinator for Employees (Room 3034, 307.382.1832)
- [Online Reporting System](#)
 - o This online system can also be located on the westernwyoming.edu homepage under Consumer Information/Report a Concern or on your student portal page.

Individuals desiring confidentiality should be encouraged to contact one of the following:

Western Wyoming Community College Wellbeing and Accessibility

Phone Number: 307-382-1652

Address: Room 2011

<https://www.westernwyoming.edu/student-life/campus-amenities/wellbeing-accessibility/>

Disclosure to employees of the College Wellbeing & Accessibility while participating in counseling and under informed consent, will not initiate an investigation by the College against the student’s wishes. Other referrals for confidential services are available upon request.

Common Courtesy Expectations

In order to ensure a safe, positive and respectful environment for all residents, we have developed the following rights for residents:

- The right to study and sleep without disturbance, unreasonable noises and other distractions.
- The right of a resident to sleep or study supersedes the right of another person to entertain.
- The right to live in a clean environment.
- The right to have free access to one's room and facilities.
- The right to be free of fear or intimidation and physical or emotional harm.
- All residents must show mutual respect to each other and their belongings.

Harassment

Harassment of any kind, including harassment on the basis of race, color, national origin, marital status, sexual preference, sex, age, religion, political belief, disability, veteran status or any other basis protected by federal, state or local law will not be tolerated.

College Property [Policy 1330A](#)

- Furniture or any property belonging to the college may not be removed from any room or building without specific written authorization from the Dean of Students. All furniture is inventoried to a specific space. Moving furniture without written authorization from the Dean of Students may result in disciplinary sanctions.
- Suspended items from sprinkler pipes and heads, heating pipes and vents create unsafe conditions and are not allowed.
- Personal locks may not be installed on college doors.
- Any room decorations or furniture arrangements that are determined by housing staff or Protective Services to be a safety hazard or potential obstruction to evacuation in the event of a fire or other emergency situation will be required to be removed or rearranged immediately.
- Placing signs in windows and on the exterior of room doors in the residence halls is considered a resident's privilege. As with any privilege, certain responsibilities are inherent. Should exterior decorations be considered inappropriate the resident may be asked to remove them.

Elevator Access

Residents will be granted temporary access to the elevators during move-in and move-out periods, or with written documentation of the need from a physician or the Western Wyoming Community College ADA Specialist within the Wellbeing & Accessibility Center.

Security Screens

All the ground level rooms in Snowy Range, White Mtn., Teton & Aspen Mtn. Halls have security screens on the windows. The seal on the screen must not be broken unless the resident needs to exit due to an emergency. Improper use of emergency screens can result in conduct sanctions.

Smoke Detectors

All smoke detectors are hard wired. Disconnecting these detectors or covering them in any way constitutes a violation of both civil and college regulations. Violators can receive sanctions from both entities.

Residence Halls Damage

Should a resident cause damage to the residence halls, the resident will immediately be billed for the cost of repair or replacement. Pictures and other decorations which you may wish to put up in your room must be attached in such a manner as not to damage college property. Tape, nails and tacks should not be put on the walls or doors. Dart boards are not allowed. Should extensive damage occur and/or clean-up be required to a public area in the residence hall such as hallways, stairways, TV lounges, etc. and should no one come forward to take responsibility, a floor and possibly an entire building could be charged with "Common Area Damages" which means everyone living in that particular area or building would share in the expense of repair, replacement and/or cleaning.

Abuse Toward College Staff

The College will not tolerate physical or verbal abuse toward a college staff person, a student, or other individuals while they are in the process of doing their jobs or attending school. Fighting is a violation of the [Student Code of Conduct](#). Residents who violate this regulation will be sanctioned and non-resident violators will be asked to leave campus and may be issued a Criminal Trespass Warning.

College Personnel Entering Rooms

The rights of the student resident to be secure in his/her residence hall room against unreasonable entry, searches and seizures are assured. In the event that civil authorities have cause to enter a student's room and present a proper search warrant, it is outside the jurisdiction of the College to prevent entry or search. However, college officials reserve the right to enter a student's room for the following reasons:

- 1) Facilities or Protective Services personnel to perform regular or emergency maintenance.
- 2) Housing personnel to perform monthly and announced health and safety checks in order to ensure a clean and safe environment.
- 3) Housing or Protective Services personnel, under appropriate circumstances, to correct any situation intruding upon the immediate comfort of the residents in the surrounding area (i.e. sounding alarm clock, loud music playing, open window, foul odor, etc.)
- 4) Housing or Protective Services personnel when there is a perceived immediate risk to the health and safety of people or college facilities.
- 5) Housing or Protective Services personnel when there is reasonable cause to believe that a room is being used for a purpose that is in violation of federal, state, or local laws, or college regulations. "Reasonable cause" is defined as facts and circumstances sufficiently strong enough to warrant a reasonable person to believe that a preponderance of evidence exists that a violation of federal, state, or local laws, or college regulations, is occurring. Under these circumstances, a search may be executed.

In the event a violation of college regulations is observed while college officials are in a room, the violation will be reported to the Dean of Students.

Sales and Solicitation

Sales, promotions and solicitation are prohibited. Residence hall rooms, buildings, or adjacent grounds may not be used for commercial or non-profit promotion including babysitting. Exceptions can only be approved by the Dean of Students.

Disclosure of Information

Western reserves the right to disclose information to the parents or guardians of a student if the disclosure is in connection with an emergency and knowledge of the information is necessary to protect the health and safety of the student or other individuals. The College may cancel the Housing Lease Agreement at any time in the interest of health, discipline, civil behavior or academic consideration.

Sex Offenders

Individuals who have been convicted of a sex offense are not allowed to live in the residence halls.

Guest Policy

A guest of the same gender as the host may be accommodated overnight in a student's room if the guest is approved by the roommate(s) and officially registered with a resident assistant. Registered guests may stay a maximum of three nights at no charge. Ten dollars a night will be charged thereafter up to seven nights from the time of the guest's arrival. A guest may not stay in the residence hall for more than a total of seven days in any given semester. Children under the age of 12 are not allowed to stay as guests overnight in the residence halls. Exceptions to the regulation can only be made by the Dean of Students. All overnight guests must register with the Resident Assistant by no later than 7:00pm the evening of their stay. Failure to properly register a guest could result in sanctions for the resident host. On-campus residents are not considered guests, and as such are expected to reside in their assigned room unless given expressed permission from the Dean of Students to stay in alternate accommodations. Cohabitation is not permitted. Violations of this regulation could result in conduct sanctions for the resident(s). Married resident guests must be approved by the Dean of Students on a case-by-case basis.

Pets

Most clean, confined & well-behaved pets of reasonable size are welcome in the residence halls as long as the following rules are adhered to:

- All pets must be approved by the Dean of Students and by the roommate(s) by using the "Pet Approval Form".
- Dogs, cats, snakes, wild animals, arachnids & insects are not allowed in the residence halls as pets.
- Pet owners must care for their pet. Any evidence of abuse including an unclean living environment will result in loss of the privilege to have the pet.
- Tanks (with or without water) larger than 10 gallons are not permitted.

- Residents take full responsibility for the behavior of and any damage or cleaning charges caused by their pet.

Service Animals [Policy 5460C](#)

Service animals in the residence halls are permitted if each of the following conditions are met:

1. The animal is required because of a disability.
2. The animal has a specific work or task to perform and has been trained to perform them.
3. Approval of the service animal must be granted by the Western Wyoming Community College ADA Specialist and the Dean of Students.
4. Students who are approved to have a service animal in the residence halls must sign and comply with the "Western Wyoming Community College Housing Service/Assistance Animal Comprehension Document".

Assistance Animals [Policy 5460C](#)

Assistance animals will be permitted in the residence halls if each the following conditions are met:

1. The resident has a disability.
2. The animal is necessary to afford the individual an equal opportunity to use and enjoy a dwelling.
3. There is an identifiable relationship between the disability and the assistance the animal provides.
4. The resident must submit the completed "Western Wyoming Community College Assistance Animal Request Form" to the Western Wyoming Community College ADA Specialist.
5. Approval of the assistance animal must be granted by the Western Wyoming Community College ADA Specialist and the Dean of Students
6. Students who are approved to have an assistance animal in the residence halls must sign and comply with the "Western Wyoming Community College Housing Service/Assistance Animal Comprehension Document".

Social Media

Should a resident post anything on a social media website (such as Facebook, Twitter, Instagram, Snapchat, tiktok etc.) demonstrating a violation of housing policies, and the post is seen by or reported to a member of the housing staff, that resident may be subject to disciplinary action.

Quiet Hours

10:00pm – 7:00am on Sunday – Thursday

12:00am – 7:00am on Friday – Saturday.

During this time there will be no loud social gatherings or other noise disruptions such as loud televisions, music, gaming systems, etc. Anyone found to be in violation of quiet hours as determined by the resident assistant will be risking sanctions. During the last week of classes and finals week a 24-hour quiet hours will be enforced. Exceptions to these quiet hours can only be made by the Dean of Students.

Candles and Incense

Lit candles, incense and items that produce hot wax or an open/burning flame are not allowed in the residence halls. This includes candle warmers. Exceptions to this can only be made by the Dean of Students.

Complaint Procedure

In the event a student wants to file a complaint they can do it by filing a report using the Report a Concern form or by contacting the Dean of Students.

DISCIPLINARY PROCEDURES

Violation of Housing Rules and Regulations [Policy 5420A](#)

Verbal & Written Warnings: Should a minor infraction occur and should the resident assistant feel an official written warning is justified, a letter from the Dean of Students explaining the infraction and the resulting sanction will be sent to the resident(s) involved. Alcohol and drug violations are not considered minor infractions.

Housing Probation: Housing probation is the resulting sanction if an infraction happens a second time. Exceptions to this rule are incidents involving alcohol and drugs. There are technically three kinds of probations connected with the housing due process. Three-Month Probation is the first sanction for an alcohol violation and is an option for a second minor violation. Nine-Month Probation is used if there is a second violation after an initial alcohol violation or a second minor violation. This probation is imposed for a first time drug offense. Permanent Probation means an individual will remain on probation for as long as they live on-campus at Western Wyoming Community College. It is the prerogative of the Dean of Students to use this probation when appropriate.

Justification for Eviction: Residents living at Western can have their housing lease agreement cancelled for the following reasons:

- Non-payment of college fees.
- Falling below the required number of credit hours (12 credits per semester) needed to remain eligible to live in the residence halls. Individuals living in the residence halls with less than 12 credit hours must have their situation approved by the Dean of Students.
- Violation of the housing rules and regulations.
- Other violations of the student code of conduct.

Recommendation for Eviction: Should a resident violate probation, the Dean of Students in consultation with the Vice President for Student Services will determine whether or not eviction is an appropriate sanction. In all cases, every effort will be made to give the resident all due process steps; however, in some cases violations deemed egregious by college administration may result in immediate Housing Lease Agreement cancellation. Whether or not an individual is also issued a criminal trespass warning upon eviction will be determined on a case-by-case basis.

Criminal Trespass Warning: A Criminal Trespass Warning may be issued to an individual who has violated housing rules and regulations but is not a current resident. It may also be issued to an individual who has just been evicted. The warning restricts the individual from returning to the residence hall area and adjoining parking lots. If one fails to heed this warning they may be cited by the Rock Springs Police.

Appeal ([Policy 5430C](#)): Should an individual feel they have not received due process or feels the eviction decision was unfair, they have the right to appeal the decision. Here are the steps to appeal:

- Within a week's time of eviction notification, the individual must submit an appeal, in writing to the Vice President for Student Services. The appeal letter should include a clear justification for the appeal.
- The Vice President for Student Services will determine the validity of the appeal and if the appeal is determined to be valid, the Vice President for Student Services will call together the Student Services Appeals committee which consists of four students, two faculty members and one administrator.
- A closed hearing will be held where both sides present their case. The committee will render a decision within 24 hours of the hearing.
- Both plaintiff and defendant have the right to appeal the committee's decision to the College President whose decision is final.

False Fire Alarms

Intentionally setting off a false fire alarm in the residence halls may result in immediate eviction from the residence halls. In addition, Wyoming statute 6-5-210 states:

“(a) A person who knowingly reports falsely to a 911 emergency reporting system, law enforcement agency or a fire department that:

- (i) A crime has been committed is guilty of a misdemeanor punishable by imprisonment for not more than six (6) months, a fine of not more than seven hundred fifty dollars (\$750.00), or both;
- (ii) An emergency exists is guilty of a misdemeanor punishable by imprisonment for not more than one (1) year, a fine of not more than one thousand dollars (\$1000.00), or both;
- (iii) An emergency exists, when the false report results in any person suffering serious bodily harm, is guilty of a felony punishable by imprisonment for not more than five (5) years, a fine of not more than five thousand (\$5000.00), or both;
- (iv) An emergency exists when the false report results in the death of any person, is guilty of manslaughter punishable as provided in W.S. 6-2-105.

Western Wyoming Community College does not discriminate on the basis of race, color, national origin, marital status, sexual preference, sex, age, religion, political belief, disability, or veteran status, in employment, admission and/or access to programs or activities.

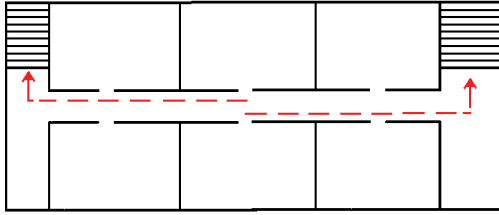
For inquiries regarding non-discrimination policies, please contact the Vice President for Student Services, 2500 College Drive, Rock Springs, Wyoming 82901, (307) 382-1748.

The contact information for the Office for Civil Rights is: U.S. Department of Education, Cesar E. Chavez Memorial Building, Suite 310, 1244 Spear Avenue Blvd., Denver, CO 80204-3582, (303) 844-5695, or TDD (303) 844-3417 and the Wyoming Labor Standards Department is: 1510 East Pershing Blvd., Cheyenne, Wyoming 82002. (307) 777-7261.

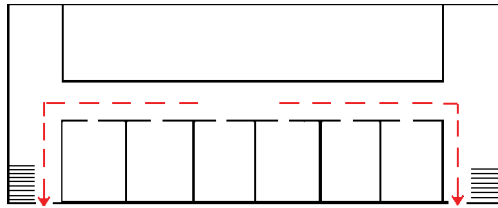
Evacuation Maps

**Snowy Range,
White Mountain,
and Teton Halls:**

1st, 2nd & 3rd Floors:

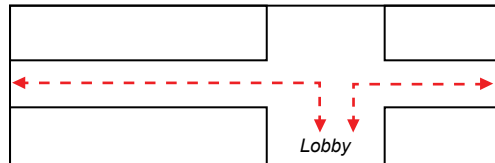


Ground Level:

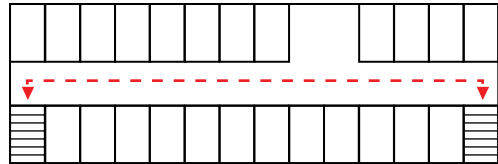


Aspen Mountain Hall:

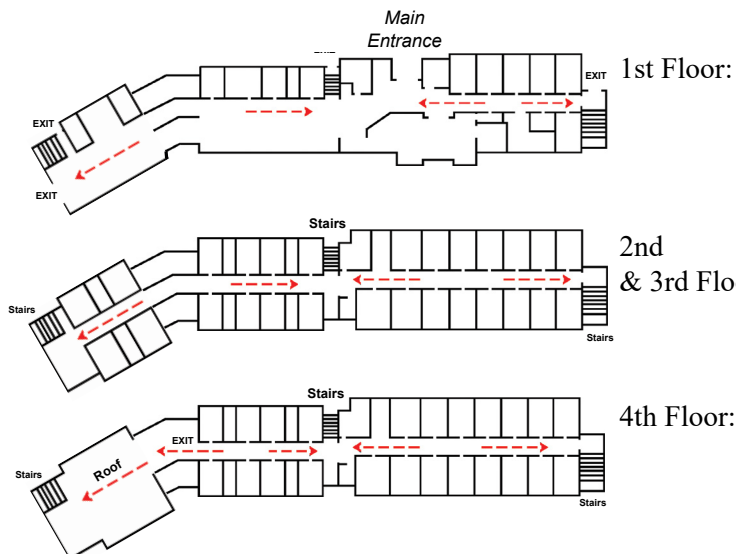
1st Floor:



2nd & 3rd Floors:



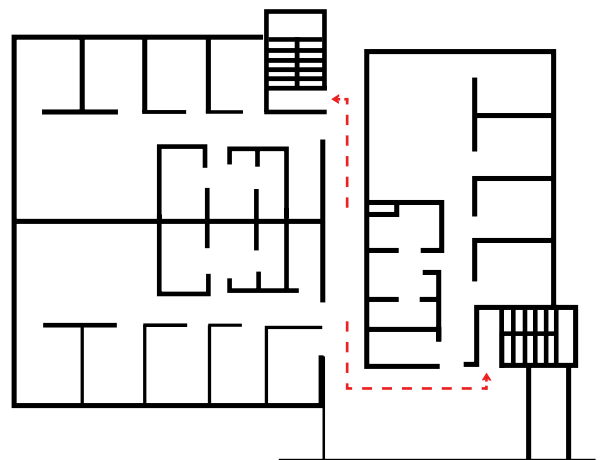
Rocky Mountain Hall:



**Thunder Says:
Smoke Detectors
Save Lives!**

Please do not tamper with or cover any smoke detectors. If there are any problems, report them immediately to your Resident Assistant. All smoke detectors will be inspected monthly by your Resident Assistant during room checks.

Wind River Hall





**2500 College Drive
Rock Springs, WY 82901-5802
(307) 382-1600 or (800) 226-1181**

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