From the Interim 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, sleeping, and bathrooms areas with more than three people, unlike what you may find at many other colleges or universities.

Our office staff and residence halls personnel are here to make your living experience as comfortable 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!

Dustin Conover
Interim Dean of Students
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Help Stop Vandalism, Theft, & Other Concerning Behavior. Use the College’s “Reporting Form”

Log on to the college website
www.westernwyoming.edu

• Click on the square red icon with an “R” in it.
• 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 WWCC Residence Halls Contract.

Philosophy of Operation

Our most important goals are to provide comfortable, pleasant living conditions, with an opportunity to make housing a positive educational experience. The residence halls play an important part in student development at WWCC. Group living in a college setting is a social and broadly educative set of experiences. Interaction with people from other geographical areas, many of whom belong to other religions and races, broadens the student’s perspective of life and its many component 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, WWCC has organized its residence halls program to accomplish the following:

• Administer residence halls 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 residence halls 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 the Residence Halls

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 Wyoming Community College as full-time students with at least 12 credit hours. Exceptions can only be approved by the Interim Dean of Students.
- Students involved in articulated programs which involve courses that are taught by another college or university staff on the WWCC campus. If the combined number of credits from another school and Western Wyoming Community College 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 or Coordinator of Residence Halls.

During the Winter Break, Students must meet at least one of 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.
- New students who would like to move in for the spring semester cannot do so until Check-In Day in January. Exceptions can only be approved by the Interim Dean of Students.
- If you lived on campus during the fall semester and are pre-registered for 12 credits for the spring semester, you must notify the Residence Halls 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. New students cannot move in until the January Check-In Day. Please contact Mustang Central for that date. Please note that Mitchell’s Dining Hall is closed during the Winter Break.

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 WWCC campus.
- A student and/or staff person hired to serve as a Resident Assistant or Coordinator of Residence Halls.
- Interns from other institutions who are receiving college credit for their internship and are approved by the Interim Dean of Students.
- If a student applies to graduate and signs up for summer housing, he/she must take summer classes that span the duration of their summer stay.

Important Note:
All freshmen resident and all resident living in a non-apartment room are required to purchase either an A or B meal plan.
Application for Living in the Residence Halls

At Western Wyoming Community College 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 the residence halls 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 admissions and need to apply to live in the residence halls, please contact Mustang Central at 307-382-1677 to request a separate residence halls application or go to www.westernwyoming.edu/life/housing/apply.html to access the separate residence halls application.
3. Make arrangements to submit your high school and any college transcripts you may have to Mustang Central. Also, submit ACT scores (if available).
4. A housing deposit of $150 must be paid to Mustang Central before you will be eligible to live in the residence halls. 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 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.

All students who live in the residence halls must submit a copy of their MMR and Meningitis immunizations through Med+Proctor. Payment for their service is optional. View further instructions and visit the Med+Proctor site to start this digital process at www.medproctor.com.

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 Wyoming Community College 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 half of the room cost.
- 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 apartment.
- 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 Residence Halls rules & regulations also apply.

Non-Traditional Age Residents

Teton Hall is designated for our “Non-Traditional” age residents who live on-campus. Teton Hall will be designated as a 24 hour quiet hours building. Residents over age 30 are required to live in Teton. All other residents have the option to live in Teton Hall.
2018-2019 Residence Halls
Rates and Options

1. Ground Level Suite
   Snowy Range, White Mtn. & Teton Hall
   Cost per semester:
   Double Occupancy = $1145
   Single Occupancy = $2092

2. Rocky Mtn. Suite
   Rocky Mtn. Hall I
   Cost per semester:
   Double Occupancy = $1145
   Single Occupancy = $2092

3. Rocky Mtn. Semi-Private
   Rocky Mtn. Hall II
   Cost per Semester:
   Double Occupancy = $1305
   Single Occupancy = $2440

4. Aspen Mtn. Semi-Private
   Aspen Mtn. Hall
   Cost per semester:
   Double Occupancy = $1305
   Single Occupancy = $2440

5. Two Bedroom Apartment
   Snowy Range, White Mtn. & Teton Hall
   Cost per semester:
   Double Occupancy = $1340
   Single Occupancy = $2482

6. One Bedroom Apartment
   Snowy Range, White Mtn. & Teton Hall
   Cost per semester:
   Double Occupancy = $1595
   Single Occupancy = $2998

7. Private Bedroom Apartment
   Wind River Hall
   Cost per semester:
   Single Occupancy Only = $1970

2018/2019 Academic year housing contracts begin
August 25, 2018 and end May 18, 2019
Food Service

All freshmen must purchase an A or B meal plan regardless of what style room they live in. Also, all students, freshman or sophomores, living in non-kitchen style suite units must purchase an A or B meal plan. Sophomores living in apartments 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 on campus (12 hours or more per semester).
• Part-time students must have successfully completed at least 32 credit hours on campus.
• Transferring students must have completed at least 32 credit hours.

Opening and Closing Information

All meal plan options are based on the number of days in a semester.

Please pay special attention to the following dates when food services WILL NOT be serving during the 2018-2019 academic year:

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

• Thanksgiving – November 21-24
• Winter Break – December 17-Jan 12
• Spring Break – March 9-16
• Summer Break – Beginning May 15

Mitchell’s will open for meal plan use on August 25, 2018 for Fall Semester. The last serving day will be December 16, 2018 for Fall Semester. Mitchell’s will open for meal plan use on January 13, 2019 for Spring Semester. The last serving day will be May 14, 2019 for Spring Semester. T-Rex Grill is closed during WWCC observed holidays.

Food Service 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 – 9:00am
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. All students who are required to purchase a meal plan will be automatically charged for the Plan B meal plan. Please come 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 Board.

• Labor Day - Sept 3, 2018
• Fall Break - Oct 19, 2018
• Thanksgiving - Nov 21-23, 2018
• Winter Break - Dec 19-Jan 2
• MLK Day - Jan 21, 2018
• Presidents’ Day - Feb 18, 2018
• Easter – April 19, 2019
• Memorial Day - May 27, 2019
Meal Plan Rates

Plan A:
275 meals/semester
+$100 Dining Dollars
Fall = $1515
Spring = $1545

Plan B:
175 meals/semester
+$125 Dining Dollars
Fall = $1375
Spring = $1405

Plan C:
75 meals/semester
+$50 Dining Dollars
Fall = $665
Spring = $675

How Do Meal Plans Work?
- Plans A & B allow for 275, 175 or 75 meals per semester in Mitchell’s
- Dining Dollars are available to use at T-Rex Grill or Mitchell’s.

Need to Know Items

FEES

Residence Hall Fees
Activity Fee: $8 each semester. This fee is used to support the RA Desk areas, RHA and RA 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: $25 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 residence hall 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. Residence hall 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 residence halls 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 forfeited. 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 Residence Halls & Food Service Fees
These fees may be refunded based on the College’s standard refund schedule found at the bottom of the following page.
Residence Halls & Meal Plan Contracts Refund Schedule

**FALL 2018**
- August 25-31.......................... 90%
- September 1-10......................... 80%
- September 11-20 ...................... 60%
- September 21-30 ...................... 40%
- October 1+ .............................. 0%

**SPRING 2019**
- January 15-18............................ 90%
- January 19-28............................ 80%
- Jan 29-Feb 7 .............................. 60%
- February 8-17 ............................ 40%
- February 18+ .............................. 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.
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, he/she will be assigned a roommate based on the information provided on the residence halls application form. 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 residence hall 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 three months of very cold weather from mid-December to mid-March. However, snowfall is very light and generally does not last. 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 WWCC students become involved in skiing, fishing, hunting and camping. Dress accordingly.

Check-In Procedure
Housing Check-In Day will be held on August 25, 2018. Arrive at Mustang Central on the main campus anytime between 7:30am - 2:00pm. You will be directed to various stations to complete your file and receive the necessary items to move in to your room. You will also meet your Resident Assistant at this time. There will be an informational Parent Session from 2:30pm - 3:30pm and other various student engagement activities throughout the afternoon and evening. Be prepared to meet new people and have a fun day!
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 food 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.

Room Furnishings
All residence halls units are fully furnished with beds, dressers, desks and desk chairs. All non-apartment units are equipped with Micro-Fridge units. Apartments include kitchen appliances, dining area furniture and living room furnishings. A microwave is not provided with apartments. All rooms are completely carpeted.

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

MicroFridge
Each residence hall 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 residence halls 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.

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 Interim 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, in the lounge areas on the second, third and fourth floors of Rocky Mtn. Hall, and in the lobbies on the second, third and fourth floors of Wind River Hall.

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 Sweetwater Cable 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 style 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: George Forman Grills, toasters, coffee makers, grills, etc.
Electronics
Televisions, 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 Interim Dean of Students. Contact the Residence Halls 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 Resident Assistant, who has been specifically assigned to the area, with assistance from another staff person, will be conducting the inspection. At the 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 Interim 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. If residents switch rooms without authorization, total contract cancellation may occur. 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 Residence Halls Assistant in Mustang Central.
- You must leave your room clean before leaving in December 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 given to a worthy cause. Roommates share responsibility for cleanliness and damage to rooms.
• Have your 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 Residence Halls & Student Life 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 residence halls 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 housing 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 Residence Halls 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 checkout passed the deadline will be charged a daily fee.

RESIDENCE HALLS 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 here. 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 will be ticketed by the city and in some cases towed. Towing fees can be costly and causes inconvenience. Multiple violations could also result in residence halls 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 Interim Dean of Students or the Coordinator of Residence Halls 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 $25 charge per student per semester to support the service but when you consider cost of coin-operated laundry, this is a good rate.

Computer Use
Western Wyoming Community College provides free internet service in the residence halls. Over the past few years, this network has experienced a large increase in the number of devices in use. 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.

Residence Hall Computer Labs
There are two computer labs in the residence halls. Both labs are open from 5:00am – 2:00am.
- Rocky Mountain Hall II – 4th Floor, 10 computers
- Aspen Mountain Hall – 1st Floor, 4 computers

Residence Hall 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. Hall
- Exercise Room #2 – 1st Floor Aspen Mtn. Hall

Vacuum Cleaners
Each Resident Assistant has a vacuum cleaner that you 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.

Storage
Additional storage space is provided in the three apartment buildings, Wind River Hall and Aspen Mtn. Hall. This space may be used for storing trunks, suitcases, etc. At no time should engine parts or other combustible items be stored in the residence hall 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.

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 he/she 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 $25 per hour.
Maintenance Requests

Use the REPORTING FORM to submit reports about anything concerning and to report maintenance issues in your room. Look for the R icon on the homepage. Your concern will be addressed as soon as possible. Make it a point to get to know the custodian and maintenance person in your building. Emergency concerns, i.e. major leaks, electrical issues, heating concerns, should be reported to the RA, Mustang Central or Protective Services immediately.

Special Safety Features

- The buildings are locked 24/7, accessible only with student ID access cards.
- 16 live-in Resident Assistants and one Coordinator of Residence Halls available 24/7.
- Interim 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 residence halls area.
- Emergency call system in the residence halls parking area.
- Security cameras that are strategically located.
- 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. All residence hall parking lots are also monitored by a camera system. Should you have a concern in the vicinity of the residence hall area, write down the time, date, and location and contact Protective Services immediately at 307-382-1690.

Emergency & Safety Procedures

- Familiarize yourself with the Residence Halls 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 security protection.
- Never give your room combination or access card to anyone.
- Remember that you are responsible for your guests.
- Report to the residence hall staff or Protective Services any obscene or harassing phone calls.
- Report suspicious people to an RA or to Protective Services at 307-382-1690.
- Never walk alone at night.
- Protect your personal property.
- Park your vehicle in a well-lit area.
- Make yourself familiar with the Campus Safety Brochure.

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 16 Resident Assistants or the Coordinator of Residence Halls. They are equipped with 2-way radios and telephones and have immediate access to campus protective services officers.
- If an RA or the Coordinator of Residence Halls is not available, call Protective Services at 307-382-1690.
- 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 (RAs, Coordinator of Residence Halls, 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 your 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.

My Student Body (MSB)
All first year students are required to complete the My Student Body (MSB) Essentials Course, an interactive online course that provides proactive education related to alcohol, drugs and sexual health. This course must be passed with a 70% or higher score and will typically take anywhere from 1-3 hours to complete. Failure to complete this requirement by the indicated deadline will result in the deactivation of your access card until the course has been completed. Once you have passed the course, you will be awarded an electronic certificate to confirm that you have passed the course. Please direct any questions regarding this program to the Wellbeing & Accessibility Center.

ON-CAMPUS OFFICES

Residence Halls Staff
The administration of the residence halls program is the responsibility of the Interim Dean of Students and his/her staff. There are 16 Resident Assistants living in the buildings, along with the Coordinator of Residence Halls. There is also office staff 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. He or she 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 the residence halls and the campus, help organize student activities, provide personal or academic advice as well as answer questions about the residence halls or the college in general. Feel free to contact any staff member when you need assistance.

There is on-site custodial and maintenance assistance available 8:00am-5:00pm Monday through Friday and on-call availability on evenings, weekends and holidays.

Residence Hall Association (RHA)
As stated in the preamble of the RHA Constitution, “A residence hall 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 area are eligible for membership in RHA. There is no cost involved, just sign up with your Resident Assistant or RHA officer and come to the meetings.

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 watch over activity in the residence halls. You can contact a protective services officer after hours by calling 307-382-1690.

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 MyWestern 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. The college will forward mail if provided with a forwarding address.

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

Your Name
2600 College Drive
Rock Springs, WY  82901
RESIDENCE HALLS RULES AND REGULATIONS
(Part of your housing contract)
Possession and/or consumption of alcoholic beverages
- 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 also considered a violation of the campus and residence hall 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 or on the Western Wyoming Community College campus.
- 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 the alcohol policy whether or not they have been consuming alcohol.
- If alcohol containers are found at a social gathering in the residence halls, or if alcohol is detected on the breath on any individual at a social gathering in the residence halls, Protective Services reserves the right to request to perform a breathalyzer test on all individuals present. The reason for this is: 1) To allow those individuals present who have not been consuming alcohol to prove such. 2) To allow staff to determine if an individual’s blood alcohol content is high enough that it is a risk to the health of that individual. Any individual who refuses to take the breathalyzer test may be considered guilty of the violation of the alcohol policy. Results of all breathalyzer tests will be documented.
- Any non-resident found to be in violation of any residence hall 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. Failure to heed this warning may result in a citation from the Rock Springs Police.
- For any college student under the age of eighteen at the time of a housing violation, copies of all correspondence regarding the student may be mailed to the student’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 residence halls or protective services staff.
- If a vehicle is parked anywhere on college property or college controlled property and alcohol is observed in the vehicle, then 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 residence halls probation, a $100 fine and enrollment in a drug and alcohol education program with the Wellbeing & Accessibility Center.
- Second Offense – Residence Halls 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 Residence Halls Contract.
(All proceeds from fines go toward the support of Drug and Alcohol Education programming)
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. Residents may be cited or fined, and risk prison time. (Policy 5420C).
- 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 resident 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 residents involved can expect college sanctions that range from permanent residence hall probation to residence halls 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 he/she holds a residence halls contract with Western Wyoming Community College. Residents found distributing illegal drugs in the residence halls may have their residence halls 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, then 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)

Tobacco Use Policy

Western Wyoming Community College has adopted a tobacco and e-cigarette free environment in its buildings and allows such use only in designated areas. Smoking or vaporing is prohibited in or near College owned or operated buildings and per the guidelines below for external area. Smoking traditional pipes, cigarettes, hookahs, 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 Children’s Center entrance and 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 and in the tobacco use shelter. Both smoking tobacco and chewing tobacco are not allowed to be used inside the residence halls. Residents who violate this policy may lose their residence halls contract. (Policy 5420A)

Weapons Policy

The following is an abbreviated version of college policy 3910K. For the complete policy refer to the WWCC Policy and Procedure Manual.

- 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-power 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 chalks, 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 them meet the resident at his/her 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 his/her firearm, he/she must contact Protective Services and be escorted back to his/her vehicle.
Explosives: Fireworks, or Firearms
The College does not allow explosives, fireworks, 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 Harassment, Assault and Violence Policy 5420E
The first priority for victims of sexual harassment, violence or assault at this institution should be to ensure their own safety. Medical treatment should be sought if necessary. The College strongly advocates that a victim of sexual assault report the incident in a timely manner and do her/his best to preserve any possible evidence. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Protective Services Officer, Resident Assistant (RA), and/or other housing or administrative officials. Filing a report with the College will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers in the process.

Reports can be made in person, through the college’s “R” system or to the Vice President of Student Services who also serves as the College’s Title IX Coordinator.

False Accusation
A false complaint of Title IX harassment can place a permanent stigma on a member of the WWCC community and other persons, regardless of the ultimate outcome of any investigation. Accordingly, WWCC prohibits false accusations of all sorts; including those pertaining to Title IX issues. At the conclusion of a Title IX investigation process, if it appears reasonably likely that a complainant and/or others acted in bad faith or deliberately and knowingly filed a false complaint or provided false testimony, the respondent, as well as the College, may seek redress against those identified through appropriate channels.

Harassment
Harassment of any kind, including harassment on the basis of age, disability, national origin, race, marital status, veteran status, religion, sex, sexual orientation, gender identity and expression, genetic information or any other basis protected by federal, state or local law.

College Property
- Furniture or any property belonging to the college may not be removed from any room or building without specific written authorization from the Interim Dean of Students. All furniture is inventoried to a specific space. Moving furniture without written authorization from the Interim 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 Residence Halls 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 window decorations be considered inappropriate the resident will be asked to remove them. Controversial or antagonistic materials may draw personal confrontations from others within the community who may be offended by the content. The placing of inappropriate or offensive material or items on the outside of a room door may result in immediate removal. Community standards are stated as decorations or displayed material one would find in the community of Rock Springs.

Elevator Access
Residents will be granted temporary access to the elevators with written documentation of the need from a physician or the WWCC 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 contract cancellation.

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 do 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 policy violation. 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**
College personnel are authorized to enter student rooms to verify occupancy, for the purpose of performing maintenance, to insure cleanliness and safety standards, and whenever reasonable cause exists to believe that a violation of residence halls regulations may be occurring. While in the room, any observed violations will be reported to the Interim 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 Interim Dean of Students or the Coordinator of Residence Halls.

**Disclosure of Information**
Western Wyoming Community College 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 your Residence Halls Contract 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 Interim Dean of Students. All overnight guests must register with the RA 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 Interim Dean of Students or the Coordinator of Residence Halls.

**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 Coordinator of Residence Halls and by the roommate(s) for 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 any damage or cleaning charges caused by their pet.

**Service Animals**
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 WWCC ADA Specialist and Interim Dean of Students.
4. Students who are approved to have a Service Animal in the residence halls must sign and comply with the “WWCC Residence Halls Service/Assistance Animal Comprehension Document”.

**Assistance Animals**
Assistance Animals will be permitted in the Residence Halls if each of 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 “WWCC Assistance Animal Request Form” to the WWCC ADA Specialist.
5. Approval of the assistance animal must be granted by the WWCC ADA Specialist and Interim Dean of Students.
6. Students who are approved to have an Assistance Animal in the residence halls must sign and comply with the “WWCC Residence Halls Service/Assistance Animal Comprehension Document”.

**Assistance Animals**
Assistance Animals will be permitted in the Residence Halls if each of 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 “WWCC Assistance Animal Request Form” to the WWCC ADA Specialist.
5. Approval of the assistance animal must be granted by the WWCC ADA Specialist and Interim Dean of Students.
6. Students who are approved to have an Assistance Animal in the residence halls must sign and comply with the “WWCC Residence Halls Service/Assistance Animal Comprehension Document.”
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:

Wind River 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 RA. All smoke detectors will be inspected monthly by your RA during room checks.
Social Media
Should a resident post anything on a social media website (such as Facebook, Twitter, Instagram, Snapchat etc.) demonstrating a violation of Residence Halls policies, and the post is seen by or reported to a member of the Residence Halls 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 RA 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 Interim Dean of Students or the Coordinator of Residence Halls

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.

DISCIPLINARY PROCEDURES

Violation of Residence Hall Rules and Regulations
Verbal & Written Warnings: Should a minor infraction occur and should the Resident Assistant feel an official written warning is justified, a letter from the Interim Dean of Students explaining the infraction and the resulting sanction will be sent to the resident(s) involved.
Residence Halls Probation: Residence Hall 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 residence halls 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 hold a WWCC residence halls contract. It is the prerogative of the Vice President for Student Services to use this probation when appropriate.

Justification for Eviction: Residents living at Western Wyoming Community College can have their residence halls contracts cancelled for the following reasons:
- Violation of the residence hall rules and regulations.
- Other campus-wide discipline.

Recommendation for Eviction: Should a resident violate probation, the Interim 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 the college administration may result in immediate contract cancellation. Whether or not an individual is also issued a criminal trespass warning upon contract cancellation 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 residence hall rules and regulations but is not a contract holding resident. It may also be issued to an individual who has just had their residence halls contract cancelled. 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.

Apell (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 will determine the validity of the appeal and if the appeal is determined to be valid, he/she will call together the Student Services Appeals Board which consists of four students, two faculty members and one administrator.
- A closed hearing will be held where both sides present their case. The board will render a decision within 24 hours of the hearing.
- Both plaintiff and defendant have the right to appeal the Board’s decision to the College’s 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 law enforcement agency or a fire department that:

(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 ($1,000.00), 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 dollars ($5,000.00), or both;”