



Housing and Residence Life Handbook

Welcome to Dakota College Housing. We are glad you have chosen to live on campus. The following list of procedures and policies have been developed to support you by providing a safe, vibrant, and inclusive community to live in. DCB students are bound by the Student Code of Conduct to abide by all campus policies, including residence hall rules and policies, and will be held accountable for any violations that may occur in the residence halls. Policies and procedures are to be followed during breaks and holidays.

The Housing department reserves the authority to exercise discretion in all disciplinary matters within the residence halls, considering the circumstances of each violation.

Residence Life Rights and Expectations

1. The right to read and study without interference, unreasonable noises and other distractions.
2. The right to sleep without undue disturbance.
3. The right to personal privacy and safety in their rooms.
4. The right to live in a clean and hygienic environment.
5. The right to have free access to one's rooms and facilities.
6. The right for a resident to sleep or study supersedes the right of another person to entertain.
7. The right to be free of fear or intimidation and physical or emotional harm.

Residence Life Safety

Housing staff live in the residence halls. Each hall has three Student Resident Assistants and one Head Resident. The Head Resident resides in the apartment located in each hall. Students may contact the on-call Head Resident 24 hours a day by calling or texting (701) 480-9262. Housing staff undergo training and will enforce the policies and procedures of the residence halls.

Residence halls are locked and secured 24 hours a day. Only students who reside in each hall will have access to their respective halls. Housing staff and students are responsible for maintaining campus safety. Students are responsible for the safety and security of their personal belongings by taking simple precautions:

1. Lock the door to your room when you are alone and especially at night when you are sleeping. Always lock your door when you are not home.
2. Do not let strangers into your room or into the residence hall. If an unknown person is unescorted in your hall notify the on-call Head Resident immediately. Never give your name, phone number or socials to someone you do not know.
3. Never let someone else use your fob or key, keep them with you at all times.
4. Let people know where you are going, who you are going with, and when you will return.

5. Close your window when you leave room. This will prevent unauthorized entry, theft or inclement weather.
6. DCB is not responsible for loss or damage of personal belongings. Students are encouraged to purchase additional insurance to cover their personal possessions. Keep a record of all belongings, never leave valuable in your vehicle or in your room unlocked.
7. Never prop an exterior door to a residence hall. Never let anyone in the building unless they are your guest and you are willing to accept full responsibility for their presence and actions in the hall. All guests must be escorted by the hall resident they are visiting at all times. Report any suspicious individuals to housing staff.
8. Do not climb through window or go on ledges or the rooftops of any building.
9. Refrain from practical jokes, rough housing and horse play. They may seem harmless but can quickly lead to personal injury, injury to others and damage to property.
10. Fireworks, firearms, weapons, or open flames of any kind are prohibited in the residence halls. Do not tamper with fire extinguishers.
11. If the fire alarm sounds exit the building immediately and gather in the parking lot or campus quad. All students are required to vacate the halls during drills and if the fire alarm goes off. Use the nearest emergency exit to vacate the building.
12. During severe weather stay away from the windows and move to interior rooms in the hall. In the event of a tornado warning move to the lowest possible area. Refer to the Emergency procedures handout in your room.
13. Please notify a housing staff member of any maintenance issues or requests, or any hazardous conditions you notice in the residence halls.
14. Students are not allowed to change rooms or roommates without permission from the Director of Student Services. We will try to accommodate reasonable requests where possible and if facilities are available.

Behavior Expectations

The primary responsibility for personal behavior rests with the individual resident. Consideration and tolerance of others are required in a residential setting for students to live peacefully and communally. Always be courteous of other residents.

- Failure to Comply – students are expected to comply with DCB policies and procedures and reasonable requests from housing staff and DCB staff and faculty. Failure to comply may result in conduct violations and sanctions.
- Harassment – any attempt to physically or verbally harass housing staff or other students is prohibited and considered a conduct violation.
- Complicity – students present in the room or area where a violation occurs assumes their consent and approval of the prohibited behavior and will result in conduct violations and sanctions.
- Social Responsibility – students may be held responsible and face conduct sanctions for evidence of policy violation documented on social media and shared with housing staff.
- License Agreement – It is a privilege to reside in the residence halls. Any action intended to threaten, annoy, alarm or harm a member of the residence halls or campus community is considered a breach of the license agreement and will not be tolerated. Lewd, obscene and disorderly conduct is prohibited. Breach of the license agreement may result in eviction from the residence halls.

Policies and Procedures

Alcohol and Drugs (including marijuana/THC/tobacco/nicotine) – Dakota College at Bottineau is both federally and state funded and as such follows federal and state laws. Alcohol and illegal drugs are strictly prohibited on the DCB campus and in the residence halls. DCB prohibits illegal drug use, underage drinking and illicit behavior. DCB encourage preventative education against alcohol and substance abuse. Local law enforcement may be contacted regarding incidents of drug use and alcohol consumption on campus. Violations of this policy include:

- Drinking alcoholic beverages in the residence halls and on campus
- Being in possession of alcohol or empty alcohol containers in the residence halls and on campus or using alcohol containers as decorations.
- Using and/or possessing illegal drugs or prescription drugs that are not prescribed to the students in the residence halls or on campus.
- Abusing prescription drugs
- Being in possession of items that may reasonably be considered drug paraphernalia
- Selling and/or distributing alcohol or drugs in the residence halls or on campus
- Entering a residence hall while visibly intoxicated.

Medical Amnesty – to encourage those who may be in danger from alcohol or drug poisoning or related injuries to seek proper assistance, no student seeking medical treatment or assisting another student with an overdose of alcohol or drugs will be subject to monetary alcohol violation sanctions.

Appliances – rooms in Mead Hall and Gross Hall are allowed one small fridge (under 4 cubic feet) and one microwave. Suites in Milligan Hall are furnished with a fridge and microwave; no additional of either are allowed. All other cooking appliances are strictly prohibited including: air fryers, hot plates, grills, toasters, slow cookers, Instapots and any device without an automatic shut off. Coffee pots or tea pots with an automatic shut off are allowed.

Common Damage – residents of a building are responsible for the facilities and furnishings of that building as well as the willingness to take responsibility for damages caused by yourself or your guests. Students will be held financially responsible for damages they have caused. In the event that damages are sustained to common areas (areas outside of the resident's rooms or suites), damage costs will be split between all the residents of that wing, floor or hall.

Complicity – students present in the room, suite or area where a rule violation occurs will be held responsible for the violation regardless of their participation. Being present assumes that the student is complicit or accepts the prohibited behavior. Students are encouraged to remove themselves from compromising situations.

Door Propping – propping an exterior door to a residence hall is prohibited. Conduct sanctions will be assessed as it is considered a risk to student safety.

Emotional Support or Service Animals – please contact the Director of Student Services to request accommodations.

Fighting and Violence – fighting and violence is strictly prohibited and will not be tolerated. Students responsible for fighting and violence will be evicted from the residence halls.

Fire Safety – residence hall safety procedures are everyone's responsibility. As such the following actions and items are prohibited in rooms and suites:

- Overloading electrical outlets, improper use of electrical items and unsafe placement of electrical cords or items.
- Small appliances must be plugged directly into an electric outlet and are not allowed to be plugged into a power strip as per State Fire Codes.
- Damaging or tampering with fire safety equipment, including smoke detectors.
- Obstruction of room or suite doors, windows or personal belongings obstructing the hallways and exits.
- Use or possession of any open flame device such as candles, incense, lighters. *Single bulb wax burners are allowed.*
- Failure to evacuate or follow instructions during a fire alarm or falsely activating a fire alarm.

Firearms and Weapons – firearms, explosives (including fireworks), ammunition, bows and arrows, knives, guns, paintball guns, airsoft guns, fighting materials or objects that can be viewed as weapons are strictly prohibited in the residence halls. Violation of this policy may result in eviction and other disciplinary sanctions.

Gambling – gambling for money or personal gain is not permitted in the residence halls.

Health and Safety Checks/Room Inspections – students are responsible for the care of cleaning of their rooms. Housing Staff will perform routine health and safety checks and room inspections that may be announced or unannounced. Housing Staff will check for overloaded outlets, unhygienic living conditions (please refer to the Standard of Cleanliness Policy) and anything that may be considered a housing violation. Continued or serious rule violations within a hall will result in thorough room inspections for all residents at the discretion of housing staff. Law enforcement may be invited to assist if the situation warrants it.

Improper Check Out – students are required to check out of their rooms at the end of their residence by following appropriate procedures. Students must check out with an RA, return their keys and fob, clean their rooms, removed all garbage and personal belongings. Failure to follow proper check out procedures will result in a monetary sanction. Personal belongings left without permission will be removed and disposed of after 30 days or become campus property.

Key and Fob – Residence Halls are secured 24 hours a day and student safety is everyone's concern. If you lose or misplace your key or fob you must tell a housing staff member immediately and request replacements. Never loan your key and fob to anyone.

Kitchens – kitchen facilities are provided for student used in Mead Hall and Milligan Hall. You are required to stay with your food while it is cooking and clean up after yourself before leaving the kitchen. Failure to clean up after yourself or properly turn off appliances will result in the kitchen being locked for use by anyone. Students must supply their own pots, pans and utensils and clean them immediately after use. Uncleaned kitchen items left in the kitchen will be discarded.

Leaving for Breaks or Extended Periods – whenever you leave your room for an extended time you must turn off all lights, close and lock windows and door, turn off alarms, empty your garbage and remove food that may spoil from your fridge. Housing staff will perform routine health and safety checks over academic breaks including: Thanksgiving, Winter and spring breaks.

Lounge Furniture – lounge furniture and common area furniture (including garbage cans) are not allowed to be removed from those areas, taken outside or to a student's room or suite.

Noise – residents and staff are responsible for maintaining an atmosphere conducive to study and sleep. Noise that is disruptive to other residents is prohibited, as courtesy and consideration of others is always expected. Excessive noise at any hour is not allowed but strictly enforced between 10pm and 8am and 24 hours during finals weeks. Conduct sanctions may be assessed for noise violations. TV's, musical instruments, stereos etc must have volumes kept at reasonable levels at all times.

Pets – pets are not permitted on campus. Fish tanks/aquariums no larger than 10 gallons may be allowed with permission from the Director of Student Services.

Room Entry – housing staff and campus personnel may enter a student's room or suite at any time for the following reasons: to provide routine maintenance and to ensure that students are following health and safety procedures and to respond to emergencies or immediate maintenance issues (example: water leak). Where possible prior notice will be given to the student(s). Housing Staff and campus personnel will always knock and properly announce themselves.

Room Moves – contact the Director of Student Services to change rooms or roommates. Reasonable requests will be accommodated when possible and as rooms are available. If the request cannot be accommodated other avenues will be discussed and offered.

Room Personalization – personalizing and decorating your room is allowed provided it does not damage or alter the condition of the room. Students are required to use sticky tack or command strips. Using tacks or tape that chips or damages the paint or walls will result in common damage costs to the student. Students are allowed to use bed risers on bed frames; bunkbeds and lofting beds are not permitted.

Screen Removal – removing window screens is not permitted.

Tobacco Policy – Dakota College is a tobacco free campus. Smoking and vaping in campus buildings or on campus property is prohibited. The use of e-cigarettes, vapes, smokeless tobacco or any device that uses tobacco or simulates smoking is prohibited.

Trash Removal – students are required to remove all garbage and trash from their rooms and take to the hall dumpsters. Garbage or trash from rooms is not allowed to be left in the hallways, in hallway receptacles, or placed in bathroom trash receptacles. Food waste must not be dumped in bathroom sinks or garbage cans. Students will be assessed monetary sanctions for leaving garbage in the halls. Students are required to take all trash and garbage to the dumpsters during move-in and move-out weekends.

Vandalism – defacing or destruction of campus property is considered vandalism and is a violation of student conduct. Vandalism violations may result in restitution costs and possible eviction from the residence halls.

Visitation – visitors and guests to the residence halls are the responsibility of the resident that they are visiting.

- Residents are required to escort their guests in the halls at all times; including in and out of the hall and to and from the bathroom.
- Guest bathrooms are located in Mead Hall and Gross Hall. Women are not allowed to use the communal men's bathrooms in Mead Hall; men are not allowed to use the communal women's bathrooms in Gross Hall.
- Overnight guests must be signed in by an RA by 11pm or must leave the hall by 1am.
- Guests under 18 years old are prohibited from visiting the residence halls unless they are an immediate family member of a resident and with permission from the Director of Student Services. Permitting minors in the hall will result in immediate suspension of visitation privileges, conduct sanctions and possible eviction from the residence halls.
- Residents are not allowed to loan their keys or fobs to visitors.
- Roommates should discuss all visitors with each other and set appropriate rules and boundaries.
- Students abusing or taking advantage of open visitation may have their privilege suspended or revoked.
- Visitation is a privilege and can be revoked for visitation violations and student safety risks.

Please reference the Housing Violations and Sanctions handout for a comprehensive list of rule violations and sanctions.

Student Conduct Process – students cited in a conduct violation will be required to meet with the Student Conduct Officer and may face disciplinary sanctions. Violations cited during routine room checks will be automatically sanctioned without a conduct meeting. Students wishing to appeal the outcome or sanction of a conduct meeting will be required to submit an appeal within five business days of the meeting. At which time, a Conduct Appeal Committee will be convened to review the case. Please refer to the Student Code of Conduct Handbook for more information.

Emergency Procedures – please refer to the Emergency Procedures handout in your room or suite for emergency evacuation or event guidelines and recommendations.

On-Call Head Resident – please call or text (701) 480-9262 for assistance 24 hours a day

Student Resident Assistant Contact Information is located in your hall lobby.