

While You're Here

Check-In Procedures: The student will be given a room condition form to fill out. It is very important to completely fill it out, as the student's signature on this form is an acceptance of responsibility for the condition of the room. All necessary paperwork and property deposit must be on file before the student will be issued a key.

Check-Out Procedures: A room check is required before leaving campus. The Housing Staff will inspect the room and assess damages and cleaning fees. Failure to properly check-out will result in forfeiture of housing deposit or disciplinary action. Any personal items left in the room will be thrown away. WTC is not liable for loss or damage of these items.

Room Changes: Room changes are not allowed the week before the scheduled move in date, or the first week of each semester.

Students are not allowed to change rooms without written permission from the Housing Office using the Room Change Request form.

Students who change rooms without permission may be required to move back to the original space, will be subject to disciplinary action, and will be denied all further room change requests for the remainder of the semester.

Any student who is going to change rooms must be properly checked in and out of their respective rooms by the Housing Office. Every effort will be made to honor room change requests. However, changes can only be approved as space is available.

Student Property: WTC is not responsible for replacing a student's belongings as a result of damage, or if the items are lost or stolen. For that reason, students are strongly encouraged to purchase renter's insurance, or to verify that their current home insurance will cover their belongings while at school.

Prohibited From Student Housing: Due to the fire/safety hazard they present, the following electrical items are NOT permitted in campus housing:

Broilers, rice cookers, convection ovens, space heaters, air conditioners, crock pots, sun lamps, deep fryers, toaster ovens, electric skillet, toasters, hot plates, and other large appliances. Any of these items found during inspections will be placed in storage until the end of the semester, and the resident will be subject to disciplinary action.

Students should be aware that items not included on this list may also be prohibited. Please check with the Housing Office BEFORE bringing an unlisted item to campus.

Firearms, knives (besides small pocket knives), arrows, bows, paint guns, sling shots, explosive devices, fireworks, or any other type of weapon are prohibited. Students who fail to uphold this policy are subject to disciplinary action that will include removal from campus housing as well as referral to campus police for possible criminal prosecution.

Decorations: Students must use poster putty to hang items. Tape may be used as long as it does not damage the surfaces. Screws, nails, tacks, hooks, and other adhesive attachments are not permitted. Candles, incense, and potpourri are not permitted. All materials brought must be flame resistant.

Cleaning: Residents are expected to maintain the cleanliness of their rooms. Residents must supply their own cleaning supplies.

Room Checks: Room checks will be held at least once a month to check for cleanliness, sanitary condition, and that campus property is being properly cared for. The following guidelines will be followed:

1. WTC reserves the right to check the rooms at reasonable hours and intervals for purposes of maintenance, cleanliness, and property inspection.
2. Except in emergency, no room will be entered without knocking.
3. Unless necessary, personal belongings will not be disturbed during checks.
4. Unless authorized by the Dean of Student Services, personal items will not be searched.
5. In situations involving reasonable suspicion and major violation of campus regulations and policies, the room may be entered and, if occupant is present, the staff may open all drawers, luggage, and other personal possessions.
6. Any confiscated items will be documented and turned over to the Dean for appropriate action.

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7. If suspicion of illegal drug use or possession exists, the college reserves the right to enter and search a student's room with or without the student being present, as long as there is probable cause, and permission from the Dean of Student Services. Possession of illegal substances may result in criminal action through the Campus Police and suspension from the college.

Guest Policy: Guests must be escorted at all times. They must not remain in the resident's room without the resident being present. The resident will be held responsible for the actions of their guests. Guests may **NOT** stay overnight for any reason.

Pets: All pets are prohibited from student housing.

Keys: A charge of \$10 will be assessed for having to get the staff to let a resident into their room. A \$25 charge will be assessed for breaking or losing keys for Clinton Hall. A \$50 charge will be assessed for breaking or losing keys for Glover Hall, West Hall, or apartments.

Maintenance Concerns: Students are expected to report any maintenance problems with their room to their RA or the Housing Office. A member of the Housing Office will contact maintenance, and repairs will be made as soon as possible.

Problems or Issues: If any student housed in a WTC facility should have a problem or issue that needs to be resolved or reported, students should follow the proper path of the housing hierarchy. Students with such matters should first inform their particular Resident Assistant (RA). The RA will report any and all issues to the Director of Student Housing. The Director of Student Housing will then confer with campus maintenance, campus security, or the Dean of Student Services, if needed. However, in the case of emergency, a student should never hesitate to call campus security or if the situation requires, 9-1-1. (If calling from a campus phone dial 9-9-1-1)

Appeals: If you would like to appeal a ticket or fine issued by: Campus Security, Housing Office, or Resident Assistant (RA), fill out the Grievance Form and bring it before the WTC Appeals and Grievance Committee.

Minimum Credit Hour Requirement: Before students may reside in a student housing facility, he/she must be registered for a minimum of twelve (12) credit hours during the term of the housing contract. Failure to maintain the minimum twelve (12) credit hours will terminate the contract and the student will be required to vacate the housing facility.

Breaks within the Semester: Students may leave possessions in their rooms during break periods occurring within the academic year. The College will not be responsible for any loss or damage, from any cause, to the personal property of the students. The College will not be responsible for any liability whatsoever to person or property of the student.

Summer Break: Students will not be allowed to live in student housing during the summer break.