

# Shoreline

COMMUNITY COLLEGE



## 7000 CAMPUS LIVING HANDBOOK

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## Welcome Home!

We are excited that you have chosen to live on campus at Shoreline. By living on campus, you have the unique opportunity to both be a part of and help create a community that will enhance the student experience at Shoreline. You can do this by:

- **MAKING A CONNECTION.** Get to know your neighbors. Build relationships.
- **GETTING INVOLVED.** Attend hall and campus events. Explore new interests. Use your voice.
- **SETTING YOURSELF UP FOR SUCCESS.** Learn about resources. Get support and assistance when needed.
- **CHALLENGING YOURSELF.** Try something new. Start a conversation. Get a new perspective.

This handbook will provide you with policies and guidelines that will help improve your experience living on campus. It is each student's responsibility to ensure that they have read and understand the handbook contents. If you have any questions or if there is anything the staff can do to make your experience better, please don't hesitate to contact us.

*Please Note: New policies and procedures may be implemented after the publishing of this handbook. Residents will receive notice of any policy changes via email and/or posting to the Henri resident website.*

## College Mission and Residential Life Purpose Statements

### College Mission Statement

We serve the educational, workforce, and cultural needs of our diverse students and communities.

### Shoreline Community College Values

- Respect
- Inclusion
- Student Engagement

**Residential Life Purpose Statement:** The purpose of Residential Life is to provide students with a safe, welcoming, and enriching residential experience. Our staff is committed to fostering an environment that supports the mission of the college through support of residents' academic and holistic well-being and personal growth.

## Communications

### Student Privacy/FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes that the educational records of students attending or having attended Shoreline Community College are confidential and can be released only with the written consent of the students, or under limited and clearly defined circumstances. All students admitted and registered at Shoreline Community College are

protected under FERPA. Due to FERPA, staff are unable to discuss a student's room assignment, payment balance, or other information with parents or other individuals without a release of information signed by the student. If you have questions about FERPA or would like to sign a release of information, contact Enrollment Services at (206) 546 – 4613.

#### Communication/Student E-Mail

After check in, Residential Life will only send e-mail to a resident's preferred email address as listed in CTCLink. For information on how to set your preferred email address, visit the CTCLink tutorials available on Shoreline's website: <https://www.shoreline.edu/ctclink/ctclink-tutorials.aspx#personal>

#### Henri

Residents will be given access to the online resident portal called Henri. Once the invite is received and the profile is created, residents can use this site to make online payments to their accounts, submit maintenance requests, receive building updates, contact staff, and more. Contact the Leasing Office at (206) 542 – 3381 with any questions about Henri.

#### RAVE Alert

RAVE Alert is a FREE e-mail and text-based service allowing the college to proactively notify students, faculty and staff when an emergency, weather related class delay or campus closure, or other urgent event is taking place on or near campus. Residents are automatically enrolled, but if you want to customize the email addresses and phone numbers you want associated with Rave Alerts, you can update your contact info at <https://www.getrave.com/login/shoreline>

#### Resources

##### 7000 Campus Living Staff

*Resident Assistants* (RAs) are student staff members who live in the residence hall and serve to promote community, inclusion, learning, and growth for all residents. They are available to connect residents to resources and assist with issues, concerns, and emergencies. Your RA will be your primary contact for any questions or concerns you have living in 7000 Campus Living. Resident Assistants serve on an on-call rotation from 6:00 pm-8:00 am on weekdays and continuously on weekends beginning at 6:00 pm on Friday and during periods of campus closure.

Phone: (206) 919 – 9586

*The Assistant Director for Student Leadership & Residential Life* is a live-in professional that is responsible for implementation of the residential life program, including supervision of the RAs, community events, and coordination of day-to-day operations with the Property Manager.

Office Hours: Monday – Friday 9 am - 5 pm

Phone: (206) 546 – 4654

Office Location: PUB 9301

E-mail: [mgomes@shoreline.edu](mailto:mgomes@shoreline.edu)

*The Director for Student Leadership & Residential Life* is responsible for the administrative leadership of the Student Life and Residential Life office, ensuring that the department is providing a safe and positive experience for all residents through the residential life program.

Office Hours: Monday – Friday 9 am - 5pm

Phone: (206) 546 – 6973

Office Location: PUB 9301

E-mail: [smusnicki@shoreline.edu](mailto:smusnicki@shoreline.edu)

*The Property Manager* is responsible for all things related to your housing license agreement. If you need to drop off a check, pick up mail, or have questions about the building, stop by the leasing office, located off of the lobby on the 2<sup>nd</sup> floor.

Office Hours: Monday – Friday 9 am - 5 pm

Phone: (206) 542 – 3381 Office

Location: Leasing Office in 7000

E-mail: [skelifa@blantonturner.com](mailto:skelifa@blantonturner.com)

*The Campus Safety & Security* team is responsible for keeping campus and the 7000-building safe and secure. Campus Security maintains a uniformed patrol presence on campus at all times and may assist the RAs in regular building patrols, policy accountability, or emergency situations.

Phone: (206) 235 – 5860

### Emergency Contacts

Police/Fire Department – Emergency ..... 911

Shoreline Police Department - Non-Emergency ..... 206-296-3311

Shoreline Fire Department - Non-Emergency ..... 206-533-6500

Teen Link – Confidential helpline for Teens ..... 206-461-4922

Crisis Clinic 24 Hour Crisis Line ..... 206-461-6222

Suicide Hotline..... 866-427-4747

## Shoreline Community College Community Standards

### Community Standard Statement

“Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly” - Rev. Dr. Martin Luther King, Jr.

Shoreline Community College is a place for students, employees, and the community to pursue excellence in education in an environment dedicated to equity, inclusiveness, and self-reflection. We value respectful, dynamic interactions and lively discussion. We strive to create an environment where everyone is supported and valued. Shoreline Community College does not tolerate hateful, violent, or discriminatory actions that target any person or group based on their beliefs, customs, identity, or affiliations. When one of us is diminished, all of us are diminished.

### Addressing Bias Incidents

A bias incident is conduct, speech, or behavior motivated by prejudice or bias that does not rise to the level of a crime, including but not limited to, an individual interaction or anonymous

expression (such as a flyer/poster, graffiti, or defacing of property) that is suspected to be motivated by bias. The College will respond promptly and appropriately to mitigate the impact of any such incident on the campus community. For more information or to report a concern, please visit: <https://www.shoreline.edu/about-shoreline/bias-incident-response.aspx>

#### Non-Discrimination Statement

Shoreline Community College provides equal opportunity in education and employment and does not allow discrimination or harassment on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 and 508 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. Prohibited gender-based discrimination includes sexual harassment. For questions and other languages, visit: <https://www.shoreline.edu/about-shoreline/non-discrimination.aspx>.

#### Reasonable Accommodations for Students with Disabilities

Shoreline Community College is committed to providing reasonable accommodations as defined by Title II of the Americans with Disabilities Act (ADA) of 1990 as amended; the Rehabilitation Act of 1973 (P.L. 93-11) and [45 C.F.R. Part 84](#); Fair Housing Act of 1968 [42 U.S.C. Sec. 3601 et seq.](#), [Chapter 49.60 RCW](#); and [Chapter 28B.10 RCW](#). No student, on the basis of disability, will be excluded from participation in, denied the benefits of, or subjected to discrimination under any program, activity, or service administered by the College. 7000 Campus Living works closely with Student Accessibility Services (SAS). If you are in need of a permanent or temporary accommodation, please contact [Student Accessibility Services](#) at (206) 546 – 4545 or [sas@shoreline.edu](mailto:sas@shoreline.edu).

#### Student Conduct Code

The College may impose disciplinary sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

- |  |  |
|--|--|
| (1) Academic Dishonesty                    | (11) Lewd Conduct                        |
| (2) Other Dishonesty                       | (12) Discriminatory Conduct              |
| (3) Obstructive or Disruptive Conduct      | (13) Sexual Misconduct                   |
| (4) Assault, intimidation, harassment      | (14) Harassment                          |
| (5) Cyber-Misconduct                       | (15) Retaliation                         |
| (6) Property Violation                     | (16) Misuse of Electronic Resources      |
| (7) Failure to Comply with Directive       | (17) Unauthorized Access                 |
| (8) Weapons                                | (18) Safety Violations                   |
| (9) Hazing                                 | (19) Violation of Other Laws or Policies |
| (10) Alcohol, Drug, and Tobacco Violations |  |

## (20) Ethical Violation.

For more information on the Student Conduct Code visit <https://www.shoreline.edu/about-shoreline/policies-procedures/documents/5030StudentConductPolicy.pdf>

### Expectations and Policies

#### Living with Roommates

While sharing a space with others, residents will have the opportunity to meet people from a variety of backgrounds and experiences. These interactions can be one of the most interesting aspects of the college experience.

All residents should begin a conversation with their roommates within the first few days of moving in together to discuss living preferences and establish clear expectations for shared living, including boundaries. RAs will assist this process by ensuring and as necessary facilitating completion of roommate agreements for each apartment. The agreement tool helps residents develop shared commitments which if adhered to avoid the most common areas of potential roommate conflict.

If disagreement or conflict should occur, involved parties should consider the following:

- Address your conflict with the person directly *before* approaching a staff member;
- Be assertive AND respectful in your interactions; clearly state issues and their effect on you without judging or blaming the individual.
- Contact your RA if you are having roommate challenges.

#### Room Transfers

Room changes are not available during the first 3 weeks of each quarter. After the 3rd week, residents may request a room change by reaching out to the Assistant Director of Student Leadership and Residential Life, who will ascertain the situation and provide you with next steps. If a room change is approved, the Leasing Office will have the resident complete the Room Change Request Form, and attempt to accommodate these requests, but cannot guarantee them. Room changes during a resident's contract term changes may incur an administrative charge.

#### 7000 Campus Living Behavioral Expectations

Residents are responsible for maintaining an environment that fosters academic success, safety, and the well-being of the community. Residents (and their guests) are responsible for their actions in compliance with college policies and regulations, including but not limited to those found in the Student Conduct Code, 7000 Campus Living Housing License Agreement, and 7000 Campus Living Handbook.

If it is determined that a resident (or their guest) has violated a policy, they are subject to disciplinary action by 7000 Campus Living up to and including termination of their housing license



agreement and/or referral for violation of the Student Conduct Code. Severe, continuous, or repeated violations may be subject to progressive disciplinary action, up to and including dismissal from the College. Campus Safety & Security and/or Shoreline Police may be called for any crime.

Please familiarize yourself with policies enumerated in your housing license agreement. Additional policies or expanded information about those in the housing license agreement may be found below. If you have any questions, please contact 7000 Campus Living staff.

#### *Alcohol, Marijuana, & Other Drugs*

7000 Campus Living is a substance free residence hall. Regardless of age, possessing, consuming, providing, or being observably under the influence of alcohol, marijuana, or illegal drugs while in the residence hall is a violation. Alcoholic beverage containers, empty or full, may not be used as decorations or openly displayed in any resident's room. Residents will be required to pour out and dispose of any alcoholic beverage containers. Disruptive behavior in the building while under the influence of alcohol will also result in disciplinary action.

While state law permits the recreational use of marijuana, federal law and College policy prohibit such use on College premises or in connection with College activities. Possession of drug paraphernalia is also prohibited in student housing. This policy includes the misuse of prescription drugs or other illegal substances.

#### *Smoking (Tobacco)*

Smoking is not permitted inside or around 7000 Campus Living. This includes the use of cigarettes, electronic cigarettes, vaporizers, pipes, cigars, hookahs, etc. There are designated smoking shelters (the nearest is by visitor parking) for smoking use or vaping. Note that marijuana is not allowed anywhere on campus, including the smoking shelters, per federal law. The use of smokeless or chewing tobacco is prohibited at all times on campus.

#### *Cooperation with Staff*

Residents are responsible for cooperating with reasonable requests of the 7000 Campus Living staff and other college officials, including Safety & Security officers. Students who verbally abuse or fail to cooperate with college officials acting in the performance of their duties are subject to disciplinary action. Failure to comply includes failure to properly identify oneself to such a person, including producing identification, when requested to do so.

#### *Courtesy and Quiet Hours*

Quiet hours are in effect Sunday through Thursday nights from 10:00 pm – 8:00 am, and Fridays and Saturdays from 12:00 am – 10:00 am. Noise audible from at least two doors away will be considered excessive and in violation of the quiet hours policy. Outside of quiet hours, we ask that residents maintain a courteous atmosphere for those who choose to sleep and study throughout the day.

### *Keys*

Keys should never be loaned out, duplicated, or left unattended. Allowing non-residents to use a fob and/or keys is considered a serious violation that jeopardizes the safety and security of all residents and their personal property and may result in disciplinary action.

### *Gambling*

Gambling in the residence hall is prohibited. This includes, but is not limited to activities played for money, checks, credit, or any other item representative of value (e.g., chips or markers to be traded in later for cash) for which individuals must pay or invest in order to participate.

### *Guests*

Residents are welcome to have friends, family, and visitors within the residence hall. However, they are responsible for the behavior of their guests and informing them of policies during their time in the building/on campus. Residents must meet all guests in the main lobby and escort them throughout the building at all times (24 hours a day, 7 days a week). Guests who conduct themselves in a disorderly or disturbing manner will be asked to leave the premises immediately and the resident may be subject to disciplinary action based on their guest's behavior.

Overnight guests are limited to three (3) consecutive nights per quarter. Guests are only permitted in resident's rooms and common areas. Unoccupied rooms within the residence hall are not to be entered/used at any time.

### *Pets/Animals*

Only aquarium bound fish (up to a maximum of a five-gallon tank) are permitted in the residence hall. The only exception is a service animal or emotional support animal (ESA) (please see information in this Handbook on *Reasonable Accommodations for Students with Disabilities*, in addition to the information about *Emotional Support Animals*). ESA is a designation that only applies to an animal owned by someone paying to reside in 7000, and does not apply to guests or visitors. Possession or temporary housing of an unauthorized animal is prohibited and may result in disciplinary action up to termination of the resident's housing license agreement.

### *Posting/Advertising*

Any posting or advertising done inside 7000 Campus Living must be pre-approved by the 7000 Campus Living staff. Any unauthorized postings will be removed.

### *Commercial Use of Space*

The use of any residential space for personal business is prohibited. This includes but is not limited to selling items out of your unit/apartment, using your unit/apartment as a storefront, providing services to other residents or external community for monetary gain, using your unit/apartment as a home base for a physical business, etc. This does not apply to businesses conducted online, such as work from home situations or online shops created, run, or managed by residents, as long as all business, even with other 7000 residents, is conducted through the online platform the way it was intended. If you have questions about this, please contact the Assistant Director.

### *Henri and other 7000 communications*

Henri is a professional platform, both as an app and a website, intended to help residents with access to important information and resources. Use of Henri is intended to better the residential experience, and the professional staff reserve the right to monitor and remove posts and marketplace listings or decline to post resident submissions if they do not serve those purposes. Here are some reasons a post may be removed or fail to be approved:

- Post or comment contains personal resident information that should be a private chat message to staff.
- Post or comment containing concerning or inappropriate language.
- Marketplace listing contains material that is inappropriate, against 7000 policies, or listing(s) does not belong to the individual.

If your post, comment, or market listing is denied, staff will reach out to the individual. If inappropriate behavior is egregious or persistent, residents involved may be subject to disciplinary action. Additionally, this applies to any social media accounts and digital communication related to 7000 campus living.

### *Sports*

The playing of sports in the residence hall is prohibited. No games or equipment designed for outdoor use (e.g., bicycle riding, footballs, frisbees, rollerblading, skateboards, scooters, or wheeled shoes) are permitted to be used indoors. Weight lifting equipment (such as dumbbells) may not be kept or used in student rooms. Radio or remote-controlled aerial devices, including drones, are not allowed to be used in the residence hall.

### *Weapons*

Possession, carrying, wearing, transporting, storage or presence of any firearm, dagger, sword, knife with a blade over 3" unless used for cooking, or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited anywhere on the college campus. If you have questions pertaining to weapons, contact Campus Safety & Security.

## Facility Policies

### *Bicycles*

Residents are welcome to bring their bicycles. However, they must be stored outside in campus bike racks. Residents are responsible for securing their bicycles with a lock; Shoreline Community College does not assume responsibility for loss or damage to bicycles.

### *Cleaning and Damages*

Residents will cooperatively care for, maintain, clean, and appropriately use the common areas of their apartments and similarly care for their private or shared bedroom. 7000 Campus Living staff will verify apartment cleanliness during quarterly inspections (or observe during apartment occupancy turnover or other appropriate reasons for entry). If unhealthy conditions are identified, residents will be provided opportunity to successfully resolve the concern(s). If upon follow-up inspection, conditions remain of concern, residents may be billed for cost of professional cleaning

and may be subject to the residential life student conduct process. Residents are responsible for any damages they or their guests create and may be billed accordingly for repairs and similarly may be subject to the residential life student conduct process.

### *Decorations*

Residents are encouraged to personalize and decorate their interior residential unit space to make them feel at home. Decorations need to be temporary, safe, and not fall under the prohibited items or alterations listed below. Attaching or hanging things on walls must be done with Command® products, following application and removal instructions to avoid damage. No permanent alterations can be made to the room or facility, and any community space decorations need to be agreed upon by all residents using the space. Attaching any items on the inside or outside of windows or on the outside of apartment doors is prohibited. If you have questions about this, please reach out to the Assistant Director for clarification.

Prohibited items and alterations include:

- Removing or permanently altering college provided furniture;
- Other permanent or damaging items (including paint, nails, strong adhesives, museum putty, wall paper, darts, adhesive LED light strips, etc.); If an item is marketed as removable, but requires heat (i.e. a hairdryer or heat gun) or solvents to remove, is not permitted.
- Fire hazards (items placed too close to heaters, extension cords plugged into other extension cords, etc.);
- Flammable Materials & Explosives (candles with wicks, incense, heat lamps and lightbulbs, camp stoves, charcoal or gas grills, fireworks, gasoline or dangerous chemicals, any open-flame device, etc.)
- Any alterations to smoke detectors or sprinkler systems;
- Any items that are dangerous, weapon related, or potentially harmful to another person;
- Any drugs or alcohol (or related paraphernalia);
- Obscene, pornographic, drug, or alcohol related décor;
- Open flames, hot plates, or heated coils.

### *Emotional Support Animals (ESAs)*

Residents are required to work with Student Accessibility Services (SAS) and get approval for an ESA prior to bringing any animals into the building.

Applying for an ESA:

- Follow the directions provided on the SAS website to apply for an accommodation, or email them with questions: <https://www.shoreline.edu/oss/students-with-disabilities/default.aspx>
- From there, staff from SAS will reach out to you and help you through the process.
- Once you are approved to have an ESA through SAS, the Leasing Office, Director, and Assistant Director will be notified of your approval. After this approval is received (and no earlier) you will be able to move your ESA into the building.

Residents are wholly responsible for the care and upkeep of these animals. ESAs must remain in the resident's unit, and the behavior of the ESA is the responsibility of the resident, as are all damages caused

by the ESA. Any time the ESA is outside of the approved unit, it must be on a leash or otherwise contained. ESAs cannot visit other units in 7000, and if the resident is planning to leave the building without the ESA for any period of time, the ESA must either be 1) contained in the resident's unit, 2) Brought with the resident, or 3) Boarded at an appropriate 3<sup>rd</sup> party service that offers animal boarding. Other residents, even residents of that apartment are not responsible for the care of your ESA. Residents with approved ESAs are required to adhere to all the stipulations and requirements provided to them by the SAS office. Failure to do so, or gross negligence of the ESA may result in disciplinary action, up to, but not limited to, ESA permissions being revoked.

#### *Furniture*

Resident spaces are furnished with beds, wardrobes, couches, dining tables, desks, and chairs. If a resident chooses to rearrange their furniture, they are expected to return all items to the original state upon move out. No furniture is to be disassembled or removed from the residence hall. For your safety, do not stack furniture. No additional large furniture (including but not limited to water beds, outside mattresses, etc.) is permitted. Small items (side tables, chairs, dressers, etc.) are acceptable but their placement should not create a fire safety hazard. College-owned furniture in apartments must remain in their designated spaces (i.e. beds and wardrobes in private units, couches, tables, etc. in common spaces). College-owned furniture from publicly accessed common areas may only be removed or moved with the permission of the Assistant Director.

#### *Hazing*

Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

#### *Internet*

All of 7000 Campus Living is set up with free wireless internet. Students may not attach or install satellite dishes or antennas, modify the interior of their space by drilling holes or installing anything that permanently changes the facility, or affix any equipment to the exterior of the building. If a resident wishes to alter their internet plan, please contact the Leasing Office.

In addition to wireless internet, each apartment is equipped with ethernet ports. When using these, please note that cables need to be against the wall, and cannot extend across floors, as this is a tripping hazard. Cables can be secured to the wall with cord control Command® hooks (see the section on prohibited items for information on removable adhesives).

#### *Vacant Rooms*

Occasionally there may be unoccupied/vacant rooms within the building. Residents may not enter or store their belongings in a vacant space. Any resident utilizing the space in a vacant room will be charged for the use of the space as well as any fees associated with cleaning or damages incurred and may be subject to disciplinary action.

#### *Waste Disposal*

Each resident is responsible for disposing of their own trash and recycling. Recycling must be clean of food or other waste. All trash should be contained in bags and placed in designated receptacles.

Do not leave trash or recycle on the ground. All trash and recycling should be taken to the trash room located on the first floor of the building for proper disposal.

### *Windows*

For reasons of health and safety, nothing is to be thrown or hung from any residence hall window. Individuals are not allowed to lean out of windows, sit on windowsills, climb the exterior of buildings, or remove screens. Speaking or yelling out of windows is prohibited. Such behavior may result in disciplinary action against those involved and those responsible for the room in question.

Removal of screens will result in charges for repair or replacement.

### *Student Rights & Responsibilities*

All residents living on campus at Shoreline Community College have the RIGHT to:

- Live, study, and socialize within the residence hall with limited impact from distraction or nuisance
- Share access and use all residence hall common spaces with other residents
- Report incidents and concerns to appropriate 7000 Campus Living staff without fear of retaliation
- Note that behavioral conduct cases will be investigated and assessed by 7000 Campus Living staff. If behavior is severe, repeated, or continuous, the matter may be referred to the college's conduct system under the Student Conduct Code
- A learning environment which is free from unlawful discrimination, inappropriate, and disrespectful conduct, and any and all harassment, including sexual harassment.

All residents living on campus at Shoreline (and their guests) have the RESPONSIBILITY to:

- Help promote and maintain an environment that supports residents' academic and holistic well-being and personal growth
- Contribute to the fostering of a courteous and respectful community
- Self-regulate their behavior in and around the residence hall
- Understand and comply with all Shoreline Community College policies, including the Student Conduct Code (WAC 132G-121), 7000 Campus Living Housing License Agreement, this handbook, and applicable local, state, and federal laws
- Do no harm to others or their property
- Proactively report concerns to appropriate 7000 Campus Living staff and/or Safety & Security.

### *Overview of the Residential Life Student Conduct Process*

The purpose of the Residential Life Student Conduct Process is to maintain a healthy community where shared values, expectations and behavioral standards set by the residence hall community are embraced. The goal of the conduct process is to provide all residents with a fair, prompt, and just system of resolving housing concerns.

Residential Life staff members (Staff Member) who work with the conduct process have a major role in educating residents regarding what is expected of them as members of a civil and responsible community. Residents are expected to participate in shaping and supporting community values, norms and expectations.

Please read your 7000 Campus Living *Housing License Agreement* and *Handbook* carefully. You are expected to know and observe the rules and regulations covered in your Agreement, the handbook, other 7000 Campus Living publications, and Shoreline Community College's Student Conduct Code. If anything is unclear, please contact the Residential Life staff. You are also expected to observe all city, state and federal laws.

#### A. Investigation Process

1. Information regarding alleged violation of the Housing License Agreement may be submitted by Resident Assistants or other 7000 Campus Living staff members, other residents, Shoreline Community College's Safety & Security department, or other members of the College community. If it has been determined by a Staff Member that a violation may have occurred, Residential Life will commence an investigation into the matter.
  - a. For incidents involving alleged violation of the sexual misconduct provisions of the Student Conduct Code (132G-121 WAC), Residential Life may refer the incident directly to the Title IX Coordinator (<https://www.shoreline.edu/title-ix/>) for investigation. This decision shall be the sole discretion of the Director of Student Leadership & Residential Life and the Title IX Coordinator, or their delegates.
  - b. For incidents involving other alleged violations of the Student Conduct Code (132G-121 WAC) or violations of other non-housing college policies or rules, Residential Life may refer the incident to the appropriate college department for addressing the incident.
2. As part of an investigation of an alleged violation, the resident<sup>1</sup> is contacted for the purpose of arranging a meeting with a Residential Life staff member. No special notice is required for such meetings. The resident is required to attend the meeting; however, they shall not be compelled to give self-incriminating information at the meeting.
3. Investigations may include collection of any physical or electronic evidence as well as conversations with the Accused Student, the Complainant <sup>2</sup>(if any), witnesses, staff members, or any others who may provide information related to the alleged violation.
4. As a result of the Staff Member's investigation and/or meeting with the resident, one of the following may occur:

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<sup>1</sup> Unless otherwise indicated, all references to "the resident" in this section refer to the person suspected or accused of violating the Housing License Agreement.

<sup>2</sup> Within the Residential Life Student Conduct Process, the term "Complainant" means any person who, directly or indirectly, submits a report to Residential Life alleging that they have been a victim of another resident's misconduct as described in the Agreement. If the Director of Student Leadership & Residential Life determines that an investigation should be initiated against a student, the individual who alleges that they were adversely affected by the Accused Student's conduct may be designated as the Complainant

- a) The staff member may dismiss the allegation as unsubstantiated based upon the investigation determination, or;
  - b) If the allegation has been substantiated based on the investigation results, the Staff Member may:
    - i) Offer the resident the option to resolve the matter through the Informal Resolution Process (See Section B.); or
    - ii) If the resident's situation involves repeated, multiple, or serious violation of the Agreement, Residential Life may impose a sanction on the resident (See Sections C and D) at the discretion of the Director of Student Leadership & Residential Life.
5. Residential Life may, in its sole discretion, take immediate interim action when the continuing presence of the resident may pose a risk to the health, safety, and/or welfare of the residential community.

#### B. Informal Resolution Process

The Informal Resolution Process provides a resident with the ability to resolve a conduct matter with a Staff Member outside of the process of imposing a sanction on the resident and providing an opportunity to review the decision, and when the terms of resolution are mutually agreed upon. Through the Informal Resolution Process:

1. The Staff Member may conclude that, based upon the investigation evidence, the resident violated the Agreement and offer them a Disposition letter outlining the violation(s) and corresponding sanctions. The resident may choose to accept the Informal Resolution by (1) not disputing the alleged violation(s), (2) waiving the right to a review of the decision, and (3) accepting the sanction(s) outlined. Decisions reached through the Informal Resolution Process are final and the right to any review is waived based upon the resident's acceptance of the resolution.
2. The resident may choose not to accept the terms of an Informal Resolution. In such situations, the resident chooses to have responsibility for the violation(s) determined and, if indicated, appropriate sanctions imposed (see Section C). Decisions rendered through the imposition of sanctions process are subject to review as outlined in Section E.

#### C. Imposing Sanctions on Residents

Sanctions may be imposed in any of the following circumstances:

1. When a resident does not accept the Informal Resolution as described in Section B;
2. When a resident fails to comply with requests of College officials made within the Informal Resolution Process (e.g., failure to comply with summons letters, failure to attend conduct meetings, incomplete sanctions);
4. When a resident has been found to have committed an Agreement violation.



The resident will be provided written notice of the violation(s) that occurred and the sanction that is being imposed. The written notice will be provided to the resident by hand delivery, mail, or by email. The potential sanctions are listed in Section D.

#### D. Sanctions

Sanctions imposed as the result of housing violation(s) may include one or more of the following:

1. Written Warning
2. Residence Hall Probation
3. Housing License Agreement in Jeopardy
4. Administrative Transfer
5. Termination of Housing License Agreement and requirement to vacate
6. Non-Renewal of Housing License Agreement
7. Initial Disciplinary Meeting with the Office of the Vice President for Students, Equity & Success
8. Loss of Privileges
9. Protective measures to prevent future violations or protect others
10. Restitution
11. Referrals (to a variety of College offices/services)
12. Educational Workshops, Education/Community Service Projects, Activities, or Assignments
13. Any other appropriate remedy, including remedies in the Housing License Agreement.

#### E. Review

A resident may request review of a decision that a housing violation occurred and/or the level of sanction imposed.

The request for review must be typed or written and submitted to the Office of the Vice President for Students, Equity & Success, Room 5202, or sent via email to [vp-ses@shoreline.edu](mailto:vp-ses@shoreline.edu), no later than 5 p.m. on the third business day following the date of the written notice informing the resident of the violation and sanction imposed, at which time it will be reviewed by designee, Dean of Student Support and Success, Derek Levy. The requestor should include the specific grounds for requesting review with a full explanation and any supporting documentation. It shall be up to the Vice President (or designee) to make a decision on the resident's request for review.

The resident shall be notified of the review decision within five (5) business days after the receipt of the written request for review. The decision on review may uphold, reverse, or modify the initial decision. The decision on the request for review will be the final decision.

A request for review submitted according to the above guidelines suspends the imposition of sanctions until the appeal is decided; however, Residential Life may take interim action when the continuing presence of the resident may pose a risk to the health, safety, or welfare of the residential community or a member of the residential community.

#### F. Revisions

These procedures are subject to periodic review and revision as deemed necessary by the Department of Student Leadership & Residential Life.

## 7000 Campus Living Leasing Information

This section will provide an overview of administrative processes related to the residence, including housing license agreement terms, billing, and move in/move out. It is the responsibility of each resident to ensure that they understand these procedures. For additional information or clarification, please contact the Leasing Office at [hello@7000campusliving.com](mailto:hello@7000campusliving.com) or by phone at (206) 698-3381.

### Eligibility

All students who meet the below criteria are eligible to live on campus at Shoreline Community College.

- Applicants must be 17 years old by the time they move into the residence hall.
- Residents must remain in good standing with the college as defined in the Student Conduct Code (WAC 132G-121). Agreements can be terminated at the college's discretion.
- Residents must be enrolled in at least 10 college credits at any accredited college at time of move in to be eligible and maintain enrollment during their period of residence.
- Applicants' conduct history at the College will be reviewed and considered when approving their application.
- Applicants must pass a criminal background check review.

### Housing License Agreement

#### **Agreement Terms**

Students are urged to carefully consider their circumstances prior to signing the Housing License Agreement as it is a legally binding contract between the student and Shoreline Community College. By signing the Housing License Agreement, residents are obligated to comply with all areas of the Agreement. Please refer to your Housing License Agreement and if you have any questions regarding the agreement terms contact the Leasing Office.

#### **Subletting & Renewing**

Residents will be contacted by the Leasing Office as their agreement end date draws close to determine if the resident wants to renew for another agreement term or move out at the end of their agreement. Residents wishing to move out *prior* to the end of their agreement term should contact the Leasing Office to have their name put on the sublet interest list. The Leasing Office will help find a qualified sublet to takeover for the resident, but it is ultimately the resident's responsibility to find a qualified sublet.

### Move In & Move Out

Residents will be provided a date/time to pick up their keys and move their belongings in. Residents will receive a welcome packet which includes their Resident Assistant's name, contact information, and information for campus/community resources.

#### **What to Bring**

Students sometimes over-pack when they move onto campus. Below is a list of recommended items that students will need for their unit.

- Bedding (including extra-long twin/twin XL sheets)
- Toiletries (shampoo, soap, toothbrush, etc.)
- Shower Curtain/Liner\*
- Towels
- Alarm Clock
- Hangers
- Prescription Medicine (if applicable)
- Toilet paper
- Cleaning Supplies (broom, mop, soaps, etc.) \*
- Cookware/small appliances (microwave, blender, pots & pans) \*
- Clothing (including rain gear)
- First Aid/Emergency Kit
- Laundry Supplies (hamper, basket, detergent)
- Re-Useable Dishes/Utensils\*
- UL-Rated Power Strip and Device Chargers
- Backpack
- Radio/Small Television/Computer
- Desk Lamp
- Small Decorations
- Food
- Health Insurance Information
- Important Documents (ID, Passport/Visa)

*\*Some items may be sharable with roommates, so communication prior to move in is encouraged!*

### **Room Condition Reports**

As part of the move in/move out process, a Residential Life or Leasing Office staff member conducts an inspection of each room/unit to assess its condition and determine if repairs need to be made. These items will be noted on a Room Condition Report (RCR), a copy of which will be provided to all residents upon move in. Upon move out, the RCR will be updated with any changes to the condition of the space, and residents will be held responsible for any damages found that were not noted upon move in.

### **Check in and Check out Procedures**

Upon checking-in, students will be given a Room Condition Report and keys. Students will be required to meet with their Resident Assistant (RA) to complete and sign a Roommate Agreement shortly after moving in. Additionally, residents will be required to turn in a signed Room Condition Report within a week.

Closing/move out information will be provided via email prior to the end of your housing agreement. For questions about your Housing License Agreement, moving out, or loading/unloading, contact the Leasing Office.

## Billing

### Timeline

The monthly housing fee will be charged to the resident account on the 1<sup>st</sup> day of each month. Residents then have 5 days to make a payment. Payments can be made on the resident account before charges are applied. Prepayments will sit as a credit on the account and will still only be charged on the 1<sup>st</sup> of each month for the monthly housing fee.

### How to Pay

Payments can be made in person using money order or check during the Leasing Office hours in the lobby of 7000. Online payments are accepted using banking information (account and routing numbers) or a credit card with a service charge. Limited options are available for international cards. Online payments should be made via *Henri*. Cash cannot be accepted for the monthly housing fee payment at any time.

Auto-payment can be set up online for payments using bank account information or credit cards. Residents are responsible for discontinuing auto-pay after ending their housing agreement.

### Late Fees

A late fee of \$75 will be charged on the 6<sup>th</sup> of the month. If you're experiencing difficulty making a monthly housing fee payment, contact the Leasing Office as soon as possible.

Any returned payments or bounced checks will result in a \$35 fee.

### Non-Payment

Staff will follow-up with residents who do not make a monthly housing fee payment within the first few days of the month. On the 6<sup>th</sup>, a late fee is charged to the resident account in addition to the monthly housing fee. For students attending Shoreline Community College, continued non-payment may result in a registration hold on their SCC student account.

Notifications from the staff will come through email, *Henri*, and in person when possible. After 14 days of non-payment, the process of Housing License Termination may begin. Residents can set up deferred payments for financial aid based on their reimbursement rate. For questions, contact the Leasing Office.

## Break Housing

Current residents are eligible to stay in the residence hall during all holidays/breaks during the academic year at no additional cost. Services will be limited during all breaks; however, staff will be on-call in case of emergency to provide assistance. All Shoreline Community College and 7000 Campus Living policies remain in effect during break periods.

## Building Access

### Keys

Residents will be provided with a room key and a fob for exterior access upon move in. These are the sole responsibility of the resident and should be carried on their person at all times. Keys should never be loaned out, duplicated, or left unattended. Allowing non-residents to use a fob

and/or keys is considered a serious violation that jeopardizes the safety and security of all residents and their personal property and may result in disciplinary action.

If a resident has lost their fob and/or key or is experiencing issues with them, they should contact the Leasing Office or a Residential Life staff member for assistance.

### **Lockouts**

If a resident is locked out of their room, they should:

- Between 6:00 pm-8:00 am: Contact the Resident Assistant (RA) On-Call
- Between 9:00 am-5:00 pm: Contact the Leasing Office

Photo identification must be shown either prior to or immediately following being given access to your space. Residents are allowed three free lockouts per quarter. A \$10.00 fine will be assessed for all subsequent lockouts, regardless of cause.

### **Lost or Stolen Keys**

7000 Campus Living staff must be informed immediately if a resident loses their fob and/or key so they can be deactivated/replaced. The resident will be charged a fee of \$25 per key, \$75 per fob and, if necessary, an additional fee of up to \$300 for rekeying locks.

### **Room Entry**

7000 Campus Living and Campus Safety & Security staff reserve the right to make periodic room inspections. Rooms may be entered under the following conditions:

1. To provide room maintenance and cleanliness inspection, repair service, or fire/life/health safety inspection and protection;
2. To enter a student's room for emergency situations;
3. To maintain a scholarly, residential environment (unattended stereo, alarm clock, telephone, etc.);
4. To ensure that room-closing procedures have been followed for a break period.

A student's failure to follow applicable fire/life/health safety directives may result in conduct action, cancellation of their Housing License Agreement, and/or imposition of all applicable fees.

Other residents will not be permitted entry to a resident's room unless the resident is present or gives their written consent.

### **Mail**

Mail is delivered to 7000 Campus Living Monday through Friday. Envelopes and packages that do not fit in residents' mail storage in the Leasing Office will be deposited into the package lockers located on the 2<sup>nd</sup> floor of the PUB. Students will be notified via e-mail about any packages

delivered to PUB lockers. Mail and packages cannot be delivered on weekends. Please bring photo ID with you to pick up any mail in the Leasing Office.

Residents are responsible for completing an address change with the U.S. Postal Service upon move out. Mail for residents who have vacated their space will be returned to sender.

## Emergency Preparedness

### General Safety Tips

- In case of fire or other emergency, know the building's evacuation procedures (located on the back of your apartment door).
- Secure doors and windows when you are alone, when you are asleep at night, and when you leave the room or apartment—even if it's just for a minute.
- Look through the peephole to make sure it is someone you know before opening the door.
- Only let a resident you know into the residence hall when the exterior doors are locked.
- Immediately report any obscene, harassing or threatening phone calls, emails and messages and any suspicious circumstances or activity to your RA or Safety & Security at (206) 546-4633 during business hours or (206) 235-5860 after hours.
- Keep emergency telephone numbers readily available, including your roommates' contact information.
- If you see a firearm or hear gunfire, go somewhere safe and secure. Call 911. Do not investigate the situation.
- Keep your building fob and room key secure. Don't lose or loan them.
- Know where to go for help when you need it.
- Be cautious when walking outside after dark. Travel in groups whenever possible.
- Abide by the regulations stated in your Housing License Agreement.
- Keep in touch. Always let someone know where you are going and when you will return.
- Keep your emergency contact information up-to-date.
- Do not store large amounts of cash inside your living area. Always secure passports and valuables.

### Evacuation Information

In the event of an emergency requiring evacuation from the building, residents should use the nearest stairwell to exit the building when possible. If a resident needs assistance evacuating, they should move to the area of refuge (the elevator area). The evacuation location for the building is the lawn in front of the 1500 building. Residents should completely move into this space so that emergency responders can have clear access to the building. In the event of an evacuation during inclement weather, the building staff will work with Safety & Security officers to get residents access to PUB 9000.

### Stryker Chair

For residents and guests with mobility issues, a Stryker chair is available for use. The Stryker chair is stored in the south stairwell on the 6<sup>th</sup> floor, and is available for use to transport individuals. For more information or if you have any questions/concerns, please call Safety & Security at 206-235-5860.

# EMERGENCY MAP



- E - Evacuation Site
- Walkway Grade Not Compliant With ADA Standard
- AED - AED: Automated External Defibrillator
- Pedestrian Walkway
- Gravel Walkways
- + - First Aid Station
- Stairs
- ♿ - Evacuation Chair



Shoreline Community College is committed to nondiscrimination. To request this information in an alternate format or for disability accommodation, contact Student Accessibility Services (206-546-4545, 206-546-4520 TTY, sas@shoreline.edu) or visit Accessibility.



## Fire Safety

Fire safety is of the utmost importance in community living. To prevent fires, be mindful of what is prohibited in our facilities and always watch your food when cooking. Your agreement articulates these restrictions and guidelines.

If the building goes into alarm, all residents are required to exit immediately and quickly. Treat all alarms as real. Please wear shoes and appropriate wrap for the weather. When you exit the building, staff will guide you to the evacuation assembly point. Do not reenter the building until you are given permission by police, fire officials or Residential Life staff. The silencing of the alarm does not indicate that the building is safe to reenter.

Tampering with fire alarms or other safety/security equipment (smoke detectors, fire sprinklers, pull stations, window screens and fire extinguishers) is strictly prohibited. Doing so may result in disciplinary action and fines.

## Earthquake

In case of an earthquake: DROP, COVER and HOLD ON. Do not evacuate your building unless instructed to do so. In the event of an earthquake, you should take the following steps:

- Stay calm
- If you're indoors, stay there and take cover under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- If no protection is available, drop to the floor and cover your head with your hands.

## Severe Weather

If you are concerned about impending weather, check your Shoreline Email address for official emergency notifications from the College.

If threatening weather is about to affect the campus with limited advance warning:

- Close all windows and doors in your room and apartment.
- Go to an inner hallway or room as close to the center of the building as possible.
- Sit on the floor away from doors and windows.
- Do not attempt to leave the building.

## Pandemic or Community Health Emergency

It is a shared responsibility of those working and living in 7000 Campus Living to take appropriate steps to protect one's own and others' health and safety. The College and 7000 Campus Living staff regularly monitor and update practices and protocols to be in compliance with [Washington State Department of Health](#) and [Public Health – Seattle & King County](#) guidelines. Updates may be

provided to residents through a variety of communications, such as emails or other correspondence, [RAVE Alerts](#), updates to our [COVID-19](#) webpage, messages posted on the 7000 Campus Living [Henri portal](#), updates to building television monitors, or other methods. Residents are responsible for adhering to required health and safety practices and protocols. For more information, please visit the links above, or contact the Leasing office or residential life staff.

## Hate or Bias-Related Conduct

Bias-related conduct is behavior that by intent, action and/or outcome may offend, harm or threaten to harm a person or group. Such behavior is usually motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation.

Some bias-related conduct comes in the form of speech that can appear to be offensive, derogatory or demeaning. Although these and other expressions do not align behavior with our *Community Standard* and values, the First Amendment of the U.S. Constitution may protect expressions of this nature. Regardless of whether or not a specific situation is punishable, acts of bias should be appropriately addressed. In the absence of a disciplinary procedure, an educational response may be warranted.

All members of the Shoreline community should be familiar with Shoreline's policy regarding [nondiscrimination, harassment and Title IX compliance](#). More information can be found at <https://www.shoreline.edu/title-ix/>

If you have experienced a bias-related incident, the best thing that you can do is to report it. Talking about what happened can be difficult, but it is our hope that you will contact someone who is prepared to assist you. Your willingness to identify and discuss an incident may help you and, at the same time, prevent other students from experiencing similar treatment. Some incidents of bias-related conduct may be addressed through formal disciplinary action. Others might be subject to protection under the provision of the First Amendment of the U.S. Constitution. All such incidents should be addressed in an educational manner. Talking with your RA or another staff member is a great first step to report possible bias-related incidents, or you can use the online reporting form found here: <https://www.shoreline.edu/about-shoreline/bias-incident-response.aspx>

Who can help you deal with a sexual harassment problem?

If you are uncomfortable with another person's behavior, believe you may be being harassed, you can seek help from any of the following College resources:

- Title IX Coordinator - [TitleIXCoordinator@shoreline.edu](mailto:TitleIXCoordinator@shoreline.edu); Room 1016 – (206) 533-6746
- Executive Director for Human Resources - Room 1013A – (206) 546-5880
- Office of the Vice President for Students, Equity & Success - Room 5202 – (206) 546-6910
- Counseling Services - Room 5251 – (206) 546-4594

## Sexual Misconduct

Sexual misconduct will not be tolerated in the residence hall. Sexual misconduct includes, but is not limited to, sexual harassment, sexual assault, stalking, dating violence and gender discrimination; it may involve students, college employees or residence hall visitors.

Shoreline Community College complies with Title IX, a federal law that requires sex equity and nondiscrimination in all College programs, services, and activities. Title IX mandates that the college:

- Provide equal educational opportunity for all persons regardless of their gender or gender identity.
- Respond promptly to reports of sexual misconduct and investigate complaints to determine what, if any, corrective action is needed.
- Provide supportive measures to all parties involved, as needed. These measures may include academic and housing accommodations and referrals to counseling and other resources both on- and off-campus.

If you have been subjected to any form of sexual misconduct or you know of someone who has, please report the incident to a member of the Residential Life staff or contact the Title IX Coordinator ([TitleIXCoordinator@shoreline.edu](mailto:TitleIXCoordinator@shoreline.edu); phone: 206-533-6746). You may also submit a report online at [shoreline.edu/title-ix](http://shoreline.edu/title-ix). Please note: if you wish to speak to someone confidentially, contact the Counseling Center at 206-546-4594.