

**Dormitory Agreement
Rules and Regulations
As designated in Residential**

Introduction

UTTC wants you to be able to achieve your goals and be successful in school while living in the dormitories. Therefore, please understand while you are a resident in the dormitory you will have certain rights and responsibilities that guide your lifestyle.

When choosing to live on campus you must fully understand that you are agreeing to recognize and adhere to UTTC Rules and Regulations. If you choose not to abide by UTTC Rules and Regulations you do have the option to find alternate housing elsewhere off campus.

Please understand that UTTC reserves the right to make revisions to these rules and regulations if necessary. UTTC will make every honest attempt to notify students when and if rule changes are proposed. UTTC strongly encourages student involvement in the development of its dormitory rules and regulations.

Your observation and cooperation with the following dormitory rules and regulations will be very much appreciated.

The following rules and responsibilities are an agreement between you, the student, and United Tribes Technical College.

General conduct while living in the dormitories

1. **Housing privileges.** Continued residency in the dormitories will depend on a student's conduct and observance of dormitory rules. Students must be aware that housing is a privilege not a right. Students may be required to find alternate housing if they choose not to recognize UTTC housing rules and regulations. Students requesting a room transfer must submit a written request to the Resident Hall Director. The Director will assign alternate living arrangements if the move is necessary and if room is available.

All students are required to attend class regularly. UTTC strongly encourages students to make the best use of their time when not in class. Students are strongly encouraged to spend as much time outside of the dorm as possible.

2. **Personal conduct.** All residents and their guests are expected to conduct themselves in a respectable manner at all times.
3. **Zero Tolerance Policy. Drugs and Alcohol.** UTTC enforces a Zero Tolerance Policy to drug and alcohol use and possession with persons on campus. This means that no drugs and alcohol are allowed in the dormitories at any time by any person. Any violation of the Zero Tolerance Policy will result in disciplinary action as outlined in the Student handbook.
4. **Alcohol containers.** Because the use of alcohol beverages or drugs is prohibited, storage of these items is also prohibited. Empty alcohol containers are not allowed in the resident rooms.
5. **No smoking or chewing tobacco.** Smoking and chewing tobacco use is prohibited in each hall. Students that violate this rule will be subject to disciplinary action. Continued violations may result in the loss of housing privileges.
6. **Weapons.** No firearms, knives or any device which could cause bodily harm may be stored in rooms. If a student has knowingly brought a weapon with them to campus, they are required to turn it into Security immediately upon arrival to campus, regardless of the hour. If a student is found to be in possession of a weapon and has not turned it into Security, it will be confiscated. A student must be aware that they may be subject to a penalty according to law and that the weapon will be forfeited and not returned.

Visitors and Guests

1. **Guests in room.** The occupants of the room are responsible for the conduct of guests. United Tribes Technical College students are allowed to visit in the student's room as a guest regardless of gender. Dorm Residents will be limited to having two people as a guest in their room at one time, in accordance with state and local law. The door to the room must be open at all times during a visit. Students should be sure that guests are not interfering with privacy of his/her roommate. All non-student guests are subject to removal from campus if they are a threat to themselves or others.
2. **Registration of Guests.** It is the student's responsibility to seek approval from his/her roommate before having guests. All non-students, including family members are required to fill out a guest form. All guests, including other students who are visiting a dormitory resident and who are not already a resident of the dormitory they are visiting, are required to sign in at the Resident Assistant desk upon entering the halls, and provide photo identification at that time. If the person is under the

age of 18, photo identification is not required, in which case the person must be under the control of a parent or guardian or other relative 18 years or older. The guest register is maintained by the Dorm Resident Assistant.

- 3. Guest hours.** All guests must leave the dorm by 11:00 pm Sunday through Thursday and 12:00 am on Friday and Saturday. There are no overnight guests allowed in resident rooms unless the Resident Hall Director grants prior approval.
- 4. Violation of guest rules.** If guests violate UTTC rules and regulations UTTC may require guests to leave campus for a specified period of time. If a guest is found to be under the influence of drugs or alcohol they will be required to leave until such time that they are no longer under the influence of drugs or alcohol. In extreme cases, UTTC may pursue criminal trespass charges through the North Dakota States Attorney's Office. If this is done the guest will not be welcome on UTTC property. UTTC will notify the Burleigh County Sheriff's Department to UTTC and they can arrest the individual and escort them off of the property.

Your rights to privacy and our right to inspect

- 1. Privacy.** All residents of the dorm are placed on notice that they should not have an expectation of absolute privacy. UTTC will make every effort to contact a student and schedule an appointment to enter their room. The only time UTTC should enter a student's room without prior notice is when an emergency requires it or all other alternatives have been exhausted. When entering a student's room, UTTC personnel are required to knock loudly several times and announce themselves and wait for a response, if there is no response, the UTTC official has the right to enter. If UTTC enters the room without the student present, UTTC will leave official notice that they have accessed your room. All students will have the rights provided in the student handbook regarding any action taken as a result of the inspection by UTTC Personnel.
- 2. Search and seizure.** If a student is suspected of using alcohol or drugs within the dorm, they will automatically subject themselves and their property to a search. A student's property may be seized as evidence and turned over to the appropriate authorities for follow up. Before a search can take place, the UTTC employees requesting a search will contact the Vice President of Student & Campus Services for authorization to conduct a search. If a search is authorized the student is requested to fully cooperate. UTTC will contact the Burleigh County Sheriff's Department to witness the search to ensure that a student's rights are not violated.
- 3. Room inspections.** Regular weekly room inspections will be made. UTTC will post a schedule and make an honest attempt to adhere to the schedule. Students may be present during the inspection if they so choose. A checklist will be used to guide the personnel making the inspection. The checklist will be reviewed with students during their orientation session to the dormitory.
- 4. Security of rooms.** Students are strongly encouraged to lock their rooms at all times. UTTC is not liable for loss of theft or damage to any property of the student. Tampering with a lock is illegal. Students found to be tampering with a lock will be subject to UTTC rules and regulations and local state and federal laws. Duplicating a UTTC key is a serious offense and a student must be aware that they could face criminal penalties.
- 5. Threats and physical violence.** Any threats or physical violence directed towards or at anyone is not tolerated. UTTC considers these to be serious offenses. Students violating these rules will go through disciplinary action including possible suspension, termination or legal proceedings.

Hours of Operation and Access

- 1. Dormitory hours of access.** Exterior dormitory doors will be locked at 12:00 am Sunday-Saturday. If you are unable to contact a Dorm Resident Assistant after hours to gain entry into the dorm, you must pick up the emergency phone located on the exterior walls of the entryways to the dorm and ask Security to either let you into the dorm or ask Security to contact the Dorm Resident Assistant on duty to let you in. Please understand that Security and Dormitory Staff may be busy with other responsibilities at the time of your request. They will respond to your request as soon as possible. It is important for you to provide your name and location. If others are with you and they need to access the dormitory, please provide their names and location as well. This must be done for your safety. Please also be aware that UTTC does provide a 24 hour safe/warm room in the event that the weather is very cold and or dangerous. This room is located within the mailroom. You can access this room and wait for Security to let you into the dorm. The room is equipped with a phone that you can use to contact Security or other emergency services.
- 2. Quiet hours.** These hours will be recognized between 10:00 pm and 6:00 am each day.
- 3. Room keys.** Keys to individual rooms are issued upon arrival to all residents. A \$10.00 deposit is automatically billed to your account. Students are responsible for their keys at all times. Students being found to use keys that do not belong to them

will be reported to Security. The student in possession of the stolen key will be assessed a fine of \$25.00. This amount will be billed to the student's account. The key will be confiscated and returned to the appropriate owner.

Using your room and taking care of it

- 1. Roommates.** You are expected to show consideration for your roommate and other students in regards to loud televisions, radios, or stereos. The volume must be kept at a reasonable level at all times. Students are strongly encouraged to use headphones if the music is offensive to others. If someone asks you to turn your music down, please respect the request. If students are found to be in violation of this rule and refuse to cooperate, they will be subject to disciplinary action.
- 2. Cleaning responsibilities.** Students are responsible for cleaning their individual rooms. If UTTC must clean a student's room, the student's account will be billed accordingly. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to UTTC. UTTC conducts a regular inspection of each individual dormitory room. Students that do not keep their rooms clean may be subject to disciplinary action.
- 3. Disposal of trash.** Students are responsible for disposing of their trash. If UTTC disposes of student's trash, the student's account will be billed accordingly. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount owed to UTTC.
- 4. Linen.** All students are required to have linen on their beds. The student provides will provide their own bedding. All linen must be laundered weekly. Each dormitory is equipped with washers and dryers. Students are responsible for their own laundry detergent and /or supplies. UTTC is not liable for any laundry that may be stolen or damaged.
- 5. Furnishings.** The Resident Life Director must approve all exchanges of furniture between rooms. Furniture may not be removed from the lounge area and used in individual rooms, etc. All furniture requests must be made through the Resident Life Director.
- 6. Appliances.** UTTC prohibits the use of all cooking appliances, space heaters, etc., that may start fires in the dormitory rooms. Students must be made aware that this is also a violation of State Fire Laws. A student that has violated this rule or refuses to comply may be subject to penalties under these laws. Microwaves and small refrigerators are also prohibited. The only exception to this rule would be for students that have a physical condition that requires medication to be refrigerated (i.e., diabetes). In this instance a student is required to disclose their illness to the Student Health Center. The Student Health Center will make arrangements through the Resident Hall Director. The student is responsible for the purchase of the refrigerator.

UTTC does not equip its dormitories with enough electrical power to handle individual units in each room. UTTC does, however, provide a centrally located refrigerator and microwave for the convenience of its residents. You are required to clean these appliances when you are done using them.

- 7. Food items.** No perishable foods are to be stored in Resident Hall rooms.
- 8. Wall hangings.** You are allowed to hang pictures, mirrors, etc., on the walls of your room providing you have permission from the Resident Hall Director. The material must not be offensive to others. If the material is found to be offensive to others you will be required to remove it permanently. Please refer to the Students Rights sections of the Student Handbook if you are unsure of about whether the material you want to post is considered to be appropriate. You are not permitted to use large nails, screws, tape hangers, bolts, scotch tape, contact paper, or glue on doors, walls and ceilings.
- 9. Use of religious items.** Burning of sage, sweet grass, cedar and other religious items is allowed within each resident hall only as specified in this rule. Before using these materials, the student must inform the Dorm Resident Assistant on duty of their intention to use these items. This is done to recognize that a student needs privacy during the ceremony and for staff to be on notice that a fire hazard is present.
- 10. Use of candles or incense.** No burning of candles or incense is allowed within each resident hall due to the fire hazard they present.
- 11. Pets.** Pets are prohibited anywhere on campus.
- 12. Babysitting.** Babysitting is prohibited in resident halls.
- 13. Vandalism.** Residents will be responsible for vandalism occurring to their rooms or other areas throughout the resident hall. This means writing on walls, kicking holes in doors or walls, etc. If you are found to have caused damage, UTTC will assess

an appropriate fee for labor and material. This amount will be billed to the students account. A student will not be eligible to receive an official transcript or diploma until the amount owed is paid.

Vacating your room

1. **Notice to vacate.** Students that have received a Notice to Vacate must leave the dormitory within 48 hours. There will be no exception to this rule.
2. **Disposal of property.** Any personal belongings left in a resident hall room after a student leaves will be inventoried and put in storage for 30 days. UTTC will send notice to the student via certified mail that it has the students property in its possession and that the student has 30 days to claim the property or make arrangements with UTTC to claim it within 30 days. If the student has not claimed the property within 30 days, UTTC will dispose of it in accordance with North Dakota State Law.

Miscellaneous

1. **Messages.** Bulletin boards are to be used as a source of information and should be checked regularly. UTTC may not post material that is offensive or inappropriate. Students may receive permission from the Dorm Resident Assistant on duty before posting any material.
2. **Student illnesses.** If a resident should become ill please contact the Resident Assistant, Security or Student Health Center. In extreme emergency cases, please call 911 for assistance. If you are uncertain of whether a situation is serious enough to call 911 UTTC strongly encourages you to call 911. It is always best to err on the side of caution. Students that become ill must notify the Student Health Center.
3. **Cleaning in commons areas.** There is a cleaning person on staff that will take care of cleaning of the restrooms, lounge area, hallways and kitchen. The cleaning person will check rooms for cleanliness daily. The dorm resident is responsible for cleaning up after themselves in all areas and may be called upon to clean over the weekend, breaks and other holidays.

**Dormitory Agreement
Rules and Regulations
As designated in Residential Life**

I, the undersigned, understand the above written agreement and agree to abide by the rules and regulations stated above.

STUDENT SIGNATURE

Date

Student Name: (print)

DORM RESIDENT ASSISTANT

Date

Resident Assistant Name: (print)