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Welcome to your new home!

The Office of Student Housing is thrilled to welcome you to Everett Community College’s student housing community.

As some of the very first residents to live in these buildings, you have the unique opportunity to help us create a community that will enrich the lives of students living on campus for years to come.

How can you do this? It’s simple:

- Get to know the other residents on your floor and throughout the building.
- Participate in programs and trips (Fun fact: most are free and come with food!).
- Don’t be afraid to ask us for help or how to get connected with a campus resource.
- Our residents are from all around the world. Treat everyone with respect and kindness.

It's important to read through this handbook and familiarize yourself with the policies you are required to follow and services available to you. If you have any questions or if there is anything we can do to make your stay more positive, just let us know. We are always happy to help!

Student Housing Staff

Director of Housing – Mike Bowers
The Director of Housing responsible for the administrative leadership of student housing and ensuring that the department is providing a safe and positive residential living experience. This includes supervision of the assistant director staff along with billing and following up on student payments.

Office Hours: Monday - Friday 8am-5pm
Location: Cedar Hall - Room 102
Phone: (425) 388-9922
Email: mbowers@everettcc.edu

Assistant Directors of Residence Life
The Assistant Directors of Residence Life are live-in, full-time College employees responsible for supervision of the resident assistant staff and the day-to-day management of Cedar and Mountain View Hall.

Cedar Hall: Chelsea Shepherd
Office Hours: Monday - Friday 8am-5pm
Location: Cedar Hall - Room 103
Phone: (425) 388-9103
Email: cshepherd@everettcc.edu

Mountain View Hall: Lea Wasson
Office Hours: Monday - Friday 8am-5pm
Location: Mountain View - B100
Phone: (425) 388-9401
Email: lwasson@everettcc.edu
Resident Assistants
The Resident Assistants are a team of student staff members who each live on an assigned floor and work to develop a sense of community throughout the building. They are also able to assist residents with issues, concerns, and help them get connected to campus resources.

Resident Assistants (RAs) provide on-duty coverage from 5:00 PM until 8:00 AM on weekdays and continuously on weekends beginning at 5:00 PM on Friday.

Mission and Values

Mission
The mission of Student Housing is to provide students with a safe on-campus living option that is affordable, welcoming, and well-maintained. Our staff is committed to cultivating a global community that supports each resident's academic and personal growth.

Values
Safety
We are committed to maintaining a facility with contemporary safety features where students feel safe, secure, and supported.

Inclusion
We value being part of a common humanity that encourages and teaches respectful dialogue, confronts incidents of bias, and celebrates differences.

Community
Our goal is to instill in our residents that they are part of a global community that thrives when engagement, patience, communication, and kindness are practiced each day.

Sustainability
We are committed to encouraging behaviors and creating processes that ensure the ongoing growth and success of Student Housing.

Learning
Our intention is to give each resident a living-learning experience that supports their holistic development.

Check In
New residents can check in on designated days each quarter. On check-in day you will meet your Resident Assistant, pick up your key card, and move into your assigned room. Residents who attempt to arrive on campus prior to their designated check-in day will not be able to move in and will be asked to stay at a hotel or go home.

During check-in, each resident will be asked to complete the following forms:
- Room Condition Form
- Resident Information Form
- Missing Person Notification Form

All personal information provided will be kept on file in a safe location and only used by Everett Community College for student housing purposes.

**Airport Pickup**

International Education will coordinate a shuttle service from the Seattle/Tacoma International Airport to Everett Community College for new international students on the designated international student arrival day only. The shuttle service will run from 8:00am-10:00pm PST. Reservations must be made in advance.

Residents arriving outside of the designated international student arrival day will need to coordinate their own transportation to campus.

**Room Condition Form**

A Room Condition Form will be provided to you at check-in. This is your opportunity to document the condition of the room and the furniture provided. A staff member can assist you in accurately completing this form if you have any questions.

Residents who submit forms that are incomplete or those that do not meet the deadline may be held responsible for previous damage to the room. It is strongly encouraged that you complete the form with as much detail as possible.

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**Billing and Payment**

**Payment Deadline**

Full payment for student housing is due on the first day of classes each quarter.

**How to Pay**

Residents can pay the full quarterly amount online using the EvCC Student Kiosk or by wire transfer. Full and partial payments can also be made at the Cashier's Office in the Parks Student Union - Room 201. Payments are not accepted over the phone.

**Late Fees**

Residents with payments that are five or more business days late will have a $50.00 late fee added to their account. A notice will be sent to the resident's EvCC student email address.

**Removal for Non-Payment**

Residents with payments that are ten or more business days late will receive a warning letter notifying them that they have three business days to make a full payment of what is past due. If
a full payment has not been made by the due date on the warning letter then the resident will be required to vacate their housing assignment within 48 hours.

Student Housing Contract

Contract Terms
By signing the Student Housing Contract, you are obligated to occupy the assigned space for the quarters of occupancy you have chosen on the contract.

Contract Renewal
Each quarter, residents with contracts ending at the conclusion of that quarter will be given the opportunity to extend their stay during the contract renewal period. Residents who ignore the deadline to renew their contract may lose their space and be required to move out at the end of the quarter.

Early Contract Cancellation
Students are urged to carefully consider their circumstances prior to signing the student housing contract. It is a legally binding contract between the student and Everett Community College Student Housing. Residents who choose to cancel their contract prior to the end of the contract term will not receive a refund of any payments already made to the college and/or will still be responsible for all student housing payments during the current quarter.

Residents wishing to cancel their contract prior to the end of their contract term must submit an Early Contract Cancellation Form prior to the deadline. Residents who do not meet the deadline will still be responsible for the next quarter’s student housing payment.

Residents who choose to cancel their contract early will forfeit their deposit and be required to pay a $500.00 early contract cancellation fee.

Residents who submit an Early Contract Cancellation Form prior to the deadline may be able to cancel their contract, without penalty, for the following reasons: 1) study abroad; 2) graduation; 3) withdrawal from the College; 4) military deployment; 5) necessity to live with dependents 6) extenuating circumstances as approved by Director of Housing. Documentation will be required. Approval is not guaranteed.

Break/Holiday Housing
Current residents are able to stay in the building during all Everett Community College observed breaks and holidays at no extra cost. Residents who choose to stay during the breaks prior to winter and fall quarter will be asked to register with Student Housing so that an accurate headcount can be provided to staff and Campus Safety & Security.

Services provided by Student Housing such as the front desk and access to staff will be limited
during breaks and holidays. All Everett Community College and Student Housing policies apply during the break periods.

**Student Email Requirement**
After check in, Student Housing will only send email to a resident’s official Everett Community College student email (example@students.everettcc.edu). Residents are responsible for checking their EvCC student email frequently for important information from Student Housing. For more information about your EvCC student email, visit: https://www.everettcc.edu/administration/college-services/it/google/student-email

**Communication with Parents & the Family Education Rights and Privacy Act (FERPA)**
Once we have received a student’s housing application, we are not able to communicate any details about a student’s room assignment, payment owed, or other information to parents or other individuals without a signed FERPA Consent Form submitted in person by the student. For more information, please email housing@everettcc.edu.

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**Services and Amenities**

**Front Desk**
Staff is available at the front desk during scheduled hours to answer questions, provide assistance, and take maintenance requests. Outside of scheduled hours or if a staff member is not at the desk, please call the Resident Assistant on Duty for assistance.

**Trash and Recycling**
Residents are responsible for keeping their rooms clean and free of trash. Trash and recycling should only be placed inside of the designated containers outside of the building. If the container is full, please tell a staff member. **Do not place trash or recycling on the ground.**

**Community Rooms**
The community rooms are primarily for the use of student housing residents. No person or group should engage in an activity which prevents the use of a community room by all residents unless a reservation for the room is approved in advance by an Assistant Director of Residence Life.

Furnishings and equipment in the community room is for the use of all residents. Removal of furniture is prohibited. Any community room furniture found in a resident’s room will result in a $25.00 fine per piece, per day, beginning from the date a staff member confirms that the furniture is in the resident’s room. Such action will be considered theft and may result in a charge for replacement and disciplinary action.

**Laundry**
A laundry room is available on ground floor for use by residents only. Washers and dryers are $1.50 per use and accept debit/credit cards. Residents are encouraged to not leave laundry
unattended and are expected to remove items promptly when the machine is finished. Items left in any machine for 30 minutes past the end of the machine’s cycle may be removed by a student housing staff member.

If a machine is not working properly, please contact any staff member or the front desk.

**Parking**
Residents who would like to park a car on campus will first need to register their car with student housing either at check-in or by visiting the Assistant Director’s office.

All residents who would like to park a car on campus will need purchase a student parking pass by visiting the Cashier’s Office. Parking is available for students in Lot I (directly behind the building).

**Mail, Packages, and Deliveries**

**Mail & Packages**
You will receive a mailbox key and mailbox number at check in. Mail from the U.S. Postal Service will be distributed daily (with the exception of Sundays and holidays observed by USPS) and distributed into mailboxes. Residents will receive a package slip in their mailbox when a package or piece of mail arrives in their name that will not fit in their mailbox. Packages can be picked up at the front desk during scheduled hours. Photo ID and the package slip will be required for all pickups.

**Your mailing address is:**

**Mountain View Hall**
1004 Broadway
(Insert Room Number Here)
Everett, WA 98201

**Cedar Hall**
931 Broadway
(Insert Room Number Here)
Everett, WA 98201

Do not have mail sent to the college address at 2000 Tower Street. All mail sent to this address will be returned to the sender.

**Deliveries**
Because the building is always locked, those making deliveries (pizza, flowers, gifts, etc) must call the resident’s cell phone. The resident must then go to the front door to retrieve the delivery. Delivery staff is not permitted to go to a resident’s room unescorted.
**Building Access**

**Access Cards & Keys**
At check-in you are provided with an access card and/or keys to access the main entrance doors and your room. It is your responsibility to carry this key card at all times.

Allowing another individual to use your access card or keys to gain entrance into the building or your room is prohibited and may result in disciplinary action.

If you have lost your key/access card or if your access card stops working, contact your Assistant Director or the Resident Assistant on duty.

**Lockouts**
If you are locked out of your room, please visit the front desk or:

Between 5:00 PM - 10:00 PM: Contact Resident Assistant on Duty

Between 10:00 PM - 8:00 AM: Call (425) 388-9998 (Campus Safety & Security)

Please be patient as a staff member may not be able to respond immediately.

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

**Lost and Stolen Key Cards**
If your key card is lost or stolen, please contact your Assistant Director of Residence Life as soon as possible to deactivate your card and request a new one. There is a $20.00 replacement charge for each new card.

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**Taking Care of Your Room**

**Room Condition Form**
A Room Condition Form will be provided to you at check-in, **via email**. This is your opportunity to document the condition of the room and the furniture provided. Your Resident Assistant is available to assist you in accurately completing this form if you have any questions.

Residents who submit forms that are incomplete or those that do not meet the deadline may be held responsible for previous damage to the room. It is strongly encouraged that you complete the form with as much detail as possible.

**Storage**
There is no storage available for personal property outside of your room. Residents may not store personal items such as bikes, sporting equipment, furniture, or shoes in common areas, including hallways. Items left in common areas may be discarded.
Decorating
Residents are encouraged to personalize their rooms to make them feel like home. Decorations must follow the guidelines below. Charges will be assessed if damages occur as a result of not following these guidelines.

Walls: Adhesives & Hanging Materials
Allowed:
- Sticky-tac/plasti-tac
- Pushpins
- Blue masking tape (painter’s tape)
- Wall safe command strips.

Note: Even command strips that are labeled as “wall safe” may remove paint from walls. Often this is because they are not removed correctly. Residents risk damaging walls if they choose to use command strips. Any and all damage or costs associated with repairs from using this product will be the resident’s responsibility.

Not allowed:
- Nails and screws of any size
- Foam tape or mounting squares,
- Scotch tape, masking tape, electrical tape, duct tape, filament tape, packaging tape, double sided tape
- Hot glue
- Plastic stars
- Stickers with adhesive
- Staples

Walls: Decorations
Allowed:
- Wall stickers without adhesive
- Vinyl appliques & static clings

Note: Residents risk damaging walls if they choose to use these products. Any and all damage or costs associated with repairs from using these products will be the resident’s responsibility.

Not allowed:
- Gel clings may not be placed on any area of the room as dyes from these materials may stain surfaces.

Decorations may not block or touch any heating vents.

Ceilings
Do not attach or hang plastic sheeting, paper, or other combustible materials to ceilings.

Items hanging from the ceiling must not block, cover, or be attached to any part of the fire alarm (smoke detector or sprinkler systems), lighting, or light covers.
Do not place items on/around any sprinkler head. There must be 18 inches of clear space at all sprinkler head locations.

Damage done to or caused by tampering with these items will result in damage charges and possibly disciplinary action.

**Floors**

Taping or adhering items to the floor is prohibited. Adhering combustible materials poses a fire hazard and any material taped to the floor can cause a tripping hazard.

**Doors**

For safety, any door decorations may not cover the peephole area of the door.

Dry erase and/or cork boards **cannot** be attached to the door. They can be placed on the wall directly beside the door. Residents risk damaging walls if they choose to use these products. Any and all damage or costs associated with repairs from using these products will be the resident’s responsibility.

Any additional door decorations may not extend out to the walls surrounding the door.

Any exterior decorations on a resident’s door that are deemed inappropriate in accordance with Everett Community College’s non-discrimination policy, Student Code of Conduct, and Title IX will be removed. This includes items that may be viewed discriminatory on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age.

**Windows**

Residents may not place posters, signage, or adhesive stickers on windows.

**Lights and Lamps**

Strings of lights may be displayed inside the resident’s room. Exercise caution with window drapes and paper decorations near these lights. Be sure the lights do not touch any flammable materials.

We encourage the use of miniature lights as they produce less heat and consume less electricity. Do not leave lights plugged in unattended. When you leave your room, always unplug the lights.

**Candles and Incense**

Because candles and incense are dangerous sources of fire, no candles or incense are permitted to be lit in a student’s room or common area. Candle warmers are permitted but should not be left unattended.

**Television Mounts**

Residents are not permitted to mount televisions to walls, regardless of size. Mounting
televisions could cause unintentional damage to electrical, telecommunications, or mechanical systems along with reducing the fire rating of the walls. Residents should bring their own free-standing television stand that allows the television to stand on its base.

Additional Decoration Policies
Crafting projects that involve spray paint or spray adhesive are not allowed to be completed in student housing. This includes the outdoor courtyards.

Furniture
All furniture provided by Student Housing must remain in the room and assembled. Residents will be charged for missing or damaged room furniture. Residents may bring in additional pieces of furniture if they wish as long as the pieces will safety fit in the room. Water filled furniture of any kind are not allowed in student housing.

Electrical Appliances
To ensure the safety of the community, there are restrictions on specific electrical appliances. All appliances containing a heating element must have the heating element fully enclosed. Both the appliance and cord must have an Underwriter’s Laboratories (UL) approval tag. Space heaters, toasters, smoke/fog machines, pizza ovens/cookers, sandwich makers and any type of lamp with halogen, quartz, or mercury filaments and tubing are not approved for use in student housing due to safety concerns. Residents will be held accountable for all costs associated with damage, clean-up, repair, and replacement for any fire, smoke, or electrical problems as a result of using prohibited appliances.

Refrigerators
One refrigerator is provided per unit. Residents may bring one additional compact refrigerator or freezer if more food storage space is needed. Size may not exceed 3.2 cubic feet.

Microwaves
One microwave is provided per unit. Residents may not bring a different or additional microwave.

Space Heaters
Space heaters are prohibited in student housing due to their high fire hazard. If the heater in your room is not working, please let any staff member know immediately so they can submit a maintenance request.

Antennas/Satellite Dish
The use of any equipment that is attached to a building whether outside a window or in a hallway for the purpose of getting a better signal is prohibited.

Maintenance Requests
Routine repairs should be submitted by visiting the front desk. A maintenance technician will be on-site as needed to address maintenance requests. If your maintenance request is not completed within 5 business days, please email housing@everettcc.edu.
By submitting a maintenance request, you are authorizing a maintenance technician to enter your room. When coming to complete a repair, the technician will knock first and wait. If no one answers, they will enter your room and announce themselves as they enter. Afterwards, a notice will be left on your door with information about the maintenance completed and if additional visits by the maintenance technician are required to complete work.

Emergency Repairs
Emergency repairs are anything that requires immediate attention because if it is not fixed can cause serious injury or damage to the building. This includes flooding water, power failure, and any fire or shock hazard. Emergency repairs should immediately be reported by contacting any student housing staff member.

Pest Control
Residents should keep their rooms clean and put food away in sealed containers. If you find that you have a problem with pests/insects, please email housing@everettcc.edu immediately.

Checking Out
Check Out
To check out of your room at the end of your contract or when moving to a different room, you must schedule a check out appointment with the designated staff member. At the time of your appointment, your belongings must be completely removed and the room must be cleaned. Your room will be inspected for damage and cleanliness.

Late Check Out
Because of the time limits involved with preparing rooms for new residents, late checkouts are not permitted without prior approval from your Assistant Director. Residents are expected to vacate (including removal of personal belongs and returning your key card and mailbox key) by 5:00 PM on your last day of occupancy. If you do not vacate by the conclusion of your occupancy period, your key card will be deactivated and access will be denied. You will be charged $75.00 per day or any part of the day for failure to vacate your assigned room by the conclusion of your occupancy period and will need to make an appointment with your Assistant Director of Residence Life to remove your belongings.

Improper Check Out
Failure to check out properly will result in a $100.00 improper checkout fine and forfeiture your damage deposit. Moving out without giving notice to to Student Housing or missing a scheduled check out appointment is considered an improper check out. Improper check out also means the resident forfeits the right to challenge inventory, damage, or cleaning charges.

Room Damage
Residents are responsible for any damages to their room that are not the result of normal wear and tear. At the time of check in, you should be certain your Room Condition Form is accurate, complete, and submitted by the deadline. This form will be used to assess damages to the room
at check out. For students in Cedar Hall, all residents are responsible for common areas, including the bathrooms, living room, and kitchen.

Proper cleaning and damage to the room will be assessed at the time of your checkout appointment by a staff member. Any charges associated with room damage will first be deducted from your damage deposit with any remaining amount billed to you by the Cashier's Office. A checkout summary, including any charges for damages, will be emailed to your EvCC student email address.

For questions or to dispute charges for damages, please email housing@everettcc.edu.

**Past Due Amounts**
Past due amounts for rent and/or fees that are still owed at the time of checkout will first be deducted from the damage deposit. Any remaining amount will still be considered past due and the responsibility of the resident to pay. Residents with past due amounts owed will continue to have their Everett Community College student account blocked - preventing class registration for future quarters, receiving official copies of transcripts, etc.

**Damage Deposit Refund**
If your damage deposit was paid with a debit or credit card, the refund will be directly deposited to the card that was used to pay. If the credit or debit card you used to pay is no longer active, the refund will be sent to you in the form of a check to your forwarding address.

If your damage deposit was paid with cash, check, or money order, the refund will be sent to you in the form of a check to your forwarding address.

Most residents receive their refund within 1-2 weeks of checkout, however, refunds may take as long as 30 days to process. Residents who have not received their refund after 30 days should email housing@everettcc.edu.

**Abandoned Property**
Personal belongings that are left in student housing after the resident has checked out will be declared abandoned. Items will be inventoried, packed, and stored for 15 days. One attempt will be made to contact the resident so they can claim their belongings. Everett Community College does not assume responsibility for loss of or damage to abandoned items.

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**Student Housing Policies**

**Quiet Hours**
Quiet hours are in effect Sunday - Thursday from 9:00 PM - 9:00 AM and Friday & Saturday from 11:00 PM - 11:00 AM. Noise heard outside of a closed resident room door or within resident rooms from the hallways will be considered excessive and in violation of the quiet hours policy.
Outside of quiet hours, we ask that residents and their guests are courteous of those who choose to sleep and study throughout the day. Televisions, game systems, and music should not be played at an excessive volume.

**Alcoholic Beverages**  
Alcoholic beverages may not be possessed or consumed by students or guests in resident rooms, public areas, or outside the building, regardless of age. 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 possessed in violation of the alcohol policy. Disruptive behavior in the building while under the influence of alcohol may result in disciplinary action.

**Smoking**  
Residents may only smoke tobacco outdoors in designated outdoor smoking areas. Items such as cigarettes, electronic cigarettes, vaporizers, hookahs, etc may not be used indoors.

**Marijuana**  
Possession, consumption, selling, distributing, or being noticeably under the influence of marijuana is prohibited in student housing due to its federally illegal status. This policy includes legally purchased recreational and medicinal marijuana.

**Illegal Drugs and Paraphernalia**  
Possession, consumption, selling, distributing, or being noticeably under the influence of any substance or drug paraphernalia is prohibited in student housing. This policy includes the misuse of prescription drugs.

**Weapons**  
Housing and Residence Life adheres to the Everett Community College Student Code of Conduct policy regarding weapons. Residents who violate this policy may be immediately removed from student housing.

Storing, possessing, carrying, exhibiting, displaying, or drawing firearms are prohibited. This policy also includes weapons such as a slung shot, sling shot, club, metal knuckles, dagger, sword, swing blade knife, or any knife having a blade that opens or falls, is ejected into position by force of gravity, or by outward, downward, or centrifugal thrust or movement, or any other cutting or stabbing instrument or club that is capable of inflicting bodily harm and/or property damage.

**Animals**

**Pets**  
Animals and pets are not allowed in student housing, with the exception of fish. Aquariums cannot exceed a 10 gallon capacity and should be properly maintained at all times.
Service Animals

The Americans with Disabilities Act (ADA) requires that colleges must make reasonable accommodations for students with disabilities. Residents may not be allowed to bring a service animal where their presence will not compromise the safety of others. In all cases where an animal is allowed in housing, it must be housebroken and under the control of the owner at all times.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. According to the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals according to the ADA.

Residents wishing to reside with a service animal are asked to notify student housing prior to check-in and encouraged to complete an intake appointment with the Center for Disability Services.

Emotional Support Animals

Emotional Support Animals (ESA) are a category of animals that provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered Service Animals under the ADAAA. An ESA affords a person with a mental or psychiatric disability an equal opportunity to use and enjoy student housing, in compliance with the Fair Housing Act. An ESA may provide physical assistance, emotional support, calming, stability, and other kinds of assistance. An ESA does not perform work or tasks that would qualify them as service animals according to the ADA.

If a resident is allowed to have an ESA, it will be restricted to the resident’s room. It may not be allowed to enter common areas. The Center for Disability Services in collaboration with Student Housing will determine reasonable accommodations for residents who request to have an ESA in student housing. An accommodation is unreasonable if:

- There is undue financial or administrative burden on Student Housing.
- There is a substantial and/or direct threat to personal or public safety.
- There is a fundamental alteration of the nature of the service or program.
- The existing community is disrupted.
- The quality of life the community members expect to receive is negatively impacted.

Residents wishing to reside with an Emotional Support Animal are required to complete an intake appointment and verification process with the Center for Disability Services prior to bring the animal to student housing.
Other policies

Lost and Found Items
Items such as phones, wallets, etc that are found in hallways and common areas should be turned into the front desk. If you believe you’ve lost an item, please visit the front desk.

Bicycle, Unicycle, Skateboard, and Scooter Storage (Non-electric)
Bicycles and unicycles must be kept outside the building. It is encouraged that bicycles and unicycles are tethered and locked at all times. Everett Community College and Koz EvCC LLC does not assume responsibility for loss of or damage to bicycles and unicycles.

Skateboards and 2-wheel scooters may be stored in the resident’s room. The use of bicycles, unicycles, skateboards, and 2-wheel scooters within the building is prohibited.

Battery Powered and Motorized Vehicles
Battery powered motorized vehicles such as self-balancing electric unicycles and 2-wheel scooters, hoverboards, and skateboards cannot be used, stored, or charged in student housing. Motorized vehicles such as motorcycles, motorized bicycles, mopeds, and scooters are not permitted inside any building and must be parked in designated locations with a purchased parking pass.

Windows and Window Screens
Window screens are not to be removed. If screens are intentionally removed a charge will be assessed to re-secure the screen in addition to any maintenance, repair, or replacement costs. Throwing objects from windows is prohibited.

Roof Access
Only college personnel are permitted on the roofs of campus buildings. Any unauthorized individual found on the roof of any building will be reported to Campus Safety & Security.

Restricted Areas
Residents and their guests are not permitted to enter staff offices or go behind the front desk unless they are accompanied by a Student Housing staff member. At no time should a resident or guest enter a storage room or electrical closet.

Trespassing
Student Housing is for the exclusive use of residents, their guests, and college personnel. Any persons other than residents, their escorted guests and/or authorized college personnel are prohibited from entering the building or loitering on site. Trespassing violations will be reported to Campus Safety & Security.

Hallway Sports
Using sports equipment, playing organized games, and/or using equipment better suited for outdoor use in hallways is prohibited.
Barbeque Equipment
Grills are not permitted inside any buildings, but may be permitted outside with prior approval from student housing. Barbeque equipment, such as grills, charcoal, and lighter fluid cannot be stored in resident rooms.

Hazardous Materials
Items considered to be hazardous materials are prohibited in student housing. Hazardous materials include propane tanks, gas cans, or any other fuel element. Other items considered hazardous include, but are not limited to, industrial chemicals, noxious or poisonous gases, organic or biological solvents or chemicals, firecrackers, and explosives. Any item that uses gasoline or other fuel elements may not be stored in the building.

Business Policy
Residents may not operate a business or commercial enterprise of any sort from a resident’s room or common area.

Vandalism
Residents may not intentionally/maliciously damage or deface any area of student housing. Any person who intentionally destroys or defaces any bulletin boards or materials posted by staff for the benefit of the community will be subject to disciplinary action. Any pranks that result in damage to college property will also be subject to disciplinary action.

Floor Meetings
At least once each quarter, your Resident Assistant will schedule a floor meeting to communicate important information. Residents are required to attend floor meetings and will be responsible for any information missed as a result of choosing not to attend.

Bulletin Boards
Bulletin boards are for approved postings and flyers only. If you have a flyer that you would like placed on a bulletin board, please see the front desk.

Solicitation
Door to door solicitation by residents, outside individuals, clubs, or other organizations are not permitted. Registered student clubs or EvCC departments may reserve a table in the lobby by contacting the Director of Student Housing.

Cooperation with College Officials
Residents are required to comply with the reasonable requests of all college officials.

Policy Violations
Depending on the seriousness of the believed policy violation, residents will meet with an Assistant Director of Residence Life, the Director Housing or the Campus Judicial Officer. Your “Notice to Appear” letter will instruct you which staff member you need to schedule a meeting with. During this meeting, the staff member will explain your rights, responsibilities, and talk with you about the situation in question. Afterwards they will make a decision and send an outcome
letter that notifies you whether they have determined you are “responsible” or “not responsible” for each policy you are believed to be in violation of. The consequences of any policies you are determined to be responsible for and your right to appeal will be outlined in your outcome letter.

Residents should read and understand all Everett Community College Student Rights, Responsibilities, and Policies.

Guests

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). Residents are responsible for the behavior of their guests, including informing them about Everett Community College and Student Housing policies.

Guests may be asked to leave if their behavior is disruptive or violates Everett Community College and/or Student Housing policies. All guests should have a photo ID as this will be required if contact with a staff member is necessary.

Overnight Guests

Any overnight guest must register themselves with the staff member on duty by visiting the front desk or calling (425) 442-9032 before 11:00 PM. The length of stay for any overnight guests may not exceed seven nights in a 30 day period.

Approval for Overnight Guests

Residents who would like to have an overnight guest for two or more consecutive nights must seek approval from all roommates and then register the overnight guest by contacting their Assistant Director at least 24 hours in advance of the guest’s arrival. This is required so that staff can have an accurate headcount of who is in the building in the event of an emergency.

Cohabitation & Subletting

Residents may not sublet their room or allow another person to reside with them. Those found illegally residing in student housing will be immediately asked to leave and their host resident will be subject to disciplinary action.

Safety

Safety & Security

Campus Safety & Security officers patrol both student housing and campus and are available to
respond to calls 24 hours a day.

**Campus Safety & Security Phone Number: 425-388-9998.**
(we strongly encourage you to keep this number in your phone)

**For life-threatening emergencies, dial 911 immediately.**

**Emergency Text Message Alerts**
Residents are strongly encouraged to sign up to receive EvCC Emergency Text Message Alerts by visiting [https://www.getrave.com/login/everettcc](https://www.getrave.com/login/everettcc).

**Door Propping**
Residents may prop open their own room doors, but are strongly encouraged not to leave rooms with doors propped open unattended. **Residents are not permitted to prop open any exterior door.**

**Theft Prevention**
It is important to ensure that your room door is closed and locked when you leave to prevent money, clothing, and other valuables from possibly being stolen. If you believe you have had items stolen from your room, please contact Campus Safety & Security immediately.

Residents are strongly encouraged to record serial numbers and type of all electronic devices in their room. Belongings such as laptops, cell phones, and other valuables should not be left unattended in common areas or with room doors propped open.

**Surveillance Cameras**
Surveillance cameras are installed throughout campus and student housing to promote a safe community and deterring negative behaviors. The images will be recorded and used by the college when investigating conduct violations and criminal activity. Any damage to cameras that occurs due to resident behavior will result in disciplinary action.

**Personal Property Liability**
Student Housing places a high priority on safety and security in student housing. Unfortunately, like anywhere else, there are some incidents of theft or damage to personal property. Everett Community College, Koz EvCC LLC, and Teutsh Partners LLC does not provide insurance coverage or assume responsibility for personal property, theft, damage (for any reason, including utility or facility causes), or losses in resident rooms or common areas. We strongly encourage residents to make sure their belongings are covered by either their parents’ homeowners insurance or through purchase of an individual renter’s policy.

**Medical Emergencies and Injuries**
If you or someone you know has an injury or illness that requires medical attention, contact Campus Safety & Security by calling 425-388-9998 or 911.
When calling, collect as much specific information as possible (names, location, and nature of emergency) to give to the first responder. They will give you further instructions. When time allows, please contact your Resident Assistant or Assistant Director for further assistance.

If you believe someone is experiencing an alcohol or drug overdose, please contact 911, Campus Safety & Security, or a student housing staff member for help immediately. Don't worry about “getting in trouble” or that your friend may become angry or embarrassed—remember, you cared enough to help.

Critical Signs and Symptoms of an Alcohol Overdose
- Mental confusion, stupor, coma, or person cannot be roused
- Vomiting
- Seizures
- Slow breathing (fewer than eight breaths per minute)
- Irregular breathing (10 seconds or more between breaths)
- Hypothermia (low body temperature), bluish skin color, paleness

What Should You Do If You Suspect Someone Has Overdosed?
- Know the danger signals.
- Do not wait for all symptoms to be present.
- Be aware that a person who has passed out may die.
- If there is any suspicion of an alcohol overdose, call 911, a student housing staff member, or Campus Safety & Security for help. Don't try to guess the level of drunkenness.

What Can Happen to Someone With an Alcohol Overdose That Goes Untreated?
- Victim chokes on his or her own vomit.
- Breathing slows, becomes irregular, or stops.
- Heart beats irregularly or stops.
- Hypothermia (low body temperature).
- Hypoglycemia (too little blood sugar) leads to seizures.
- Untreated severe dehydration from vomiting can cause seizures, permanent brain damage, or death.

Even if the victim lives, an alcohol overdose can lead to irreversible brain damage. Rapid binge drinking (which often happens during drinking games, on a bet, or a dare) is especially dangerous because the victim can ingest a fatal dose before becoming unconscious.

Hospital Transport
Everett Community College and its staff (including Resident Assistants) are not allowed to transport residents in personal vehicles to the hospital. If you believe that you or someone you know is experiencing a life threatening medical emergency that requires transportation to a hospital, dial 911 immediately.
For medical emergencies that are not life threatening, any staff member can assist you with contacting a friend/family member or local transportation such as a taxi, Uber or Lyft.

**Missing or Unreachable Residents**
At any time that Student Housing or Campus Safety & Security receive a report from a parent, friend, or other individual that a resident has been out of contact or unreachable by phone, email, etc., our staff will take steps to respond to the report that include attempting to contact the missing resident.

If the resident is located, they will be encouraged to contact the parent, friend, or other individual trying to reach them. Due to federal privacy laws, we will not be able to confirm with parents, friends, or other individuals that the resident has been located.

If it has been determined that a resident has been missing for 24 hours, Everett Police will be contacted and the resident’s designated Missing Person Notification Contact will be notified.

**Walking After Dark**
It is suggested that you not walk on campus or throughout the Everett area alone after dark and that you only walk through lighted areas. If you are on campus and walking back to student housing, but don’t have someone to walk with you, contact Campus Safety & Security by calling 425-388-9998.

**Parking Lot Safety**
When parking anywhere try to park in a well-lit area. Always remember to lock your car doors and roll up windows all the way. Do not leave valuables in plain sight. Remember where you parked. When you approach your car have your car keys ready. Check the floor and the front and backseat before getting in. Lock your car doors as soon as you get in, before you buckle your seat belt. It is a good idea to carry a cell phone with you at all times. It is also a good idea to carry a whistle or other noise making device. This will enable you to bring attention to yourself if you need help. If on campus, do not be afraid to report any suspicious or unusual behavior to Campus Safety & Security by calling 425-388-9998.

**Fire Drills**
In collaboration with Campus Safety & Security, a planned fire drill will take place at least once each quarter to train staff on evacuation procedures and make residents aware of what they should do and where they should go in the event of a fire.

**Fire Evacuation Area: Whitehorse Hall Parking Lot**

**Fire Evacuation Procedure**
When the fire alarm sounds, always assume there is a fire and take the alarm seriously. All residents and guests are required to immediately evacuate the building. Those who intentionally chose not to evacuate will be subject to disciplinary action.
In the event of a fire:

1. If there is smoke in your room, keep low to the floor. Crawl to your window and open it a few inches to all in fresh air.

2. If your room is clear of smoke, touch your door knob with the back of your hand before opening. If it is hot, do not open it! Stay in your room and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering the room, stuff all openings with towels, etc.

3. If the door is not hot, close your windows, turn out the lights and shut the door. Do not stop for personal belongings except for a coat, shoes, and a towel (to reduce smoke inhalation), if the situation allows. Exit the room, closing the door behind you and move quickly, but without panic, towards the nearest exit. Activate the fire alarm system if it is not already sounding.

4. **Do not use the elevator.**

5. Exit calmly down the stairway, making room for people on lower floors as they enter the stairway.

6. After you have exited, move away from the building to the **designated evacuation area (Whitehorse Hall Parking Lot)** and wait for further instructions. If emergency personnel are not already on-site, call 911 from a safe location.

   - Speak slowly and clearly so you can be understood
   - Give your name
   - Give the exact location of the fire (1004 Broadway)
   - Give any other relevant information (if anyone is hurt, etc)

7. Keep out of the way of emergency personnel. If you believe someone is trapped on your floor, report this immediately to firefighters or police.

8. Do not re-enter the building for any reason. If you have any information regarding the fire, you are encouraged to tell the nearest emergency personnel or student housing staff member.

**Assisting Residents With Disabilities**

Residents with a disability that may impact or prevent them from safely evacuating the building. If you identify as someone who may have difficulty safely evacuating the building you should speak with your Assistant Director of Residence Life at check in so accommodations can be made to ensure your safety in the event of an evacuation.

**Fire Safety Equipment**

Residents are not allowed to misuse, tamper, or cover any fire equipment including smoke
detectors and fire extinguishers. Residents who violate this policy will be subject to a fine and/or disciplinary action.

**Campus Warning Siren**

Everett Community College and Student Housing are equipped with an emergency warning system to notify students, faculty, and staff should there be any potential dangers or threats to the campus community. The campus warning siren will sound to alert the college community in the event of an emergency such as an active shooter or lockdown.

If you hear the siren and are near a building, go inside immediately. Stay away from all windows and wait for further instructions. Stay inside until you receive the “All Clear” announcement.

If you are outside and not able to enter a building, leave campus immediately and find a safe place. Follow the emergency alerts on your phone to wait for the “All Clear” announcement.

Residents are strongly encouraged to sign up to receive EvCC Emergency Alerts by visiting [https://www.getrave.com/login/everettcc](https://www.getrave.com/login/everettcc).

**Campus Lockdown**

In the event of a lockdown, all exterior doors of student housing will be locked.

**During any lockdown process, residents should:**

- remain calm and quiet
- stay away from windows and doors
- not enter building hallways
- close window blinds
- turn off lights, computer monitors, and music
- turn cell phones to vibrate and refrain from using telephones except for emergency notification 911 or Campus Safety & Security at 425-388-9998
- assist persons with disabilities who may be in need

**Remain in your room/building, even if a fire alarm has been activated, unless:**

- an “all clear” message has been disseminated through the College’s Emergency Notification System
- you are in imminent danger
- you have first hand knowledge of a fire that is an imminent threat
- advised to leave by a uniformed emergency first responder (police, fire, etc.)

However, no one should attempt to physically restrain any person who demands to be allowed to leave a locked down room or building.

**Weather Emergencies**

If a tornado, strong storm, or high wind warning is issued, it may become necessary for you to move to a place of safety. Leave the top floors of student housing and any areas with exterior glass windows.
Go to the ground floor hallways, calmly and quietly sit on the floor, and listen to the directions of student housing staff and/or Campus Safety & Security.

Earthquake
The state of Washington is in a seismic activity zone that could experience a major earthquake.

Before an Earthquake
- Identify hazards—tall cabinets and bookcases, overhead lamps, etc.—in places where you spend most of your time. Move heavy objects from high shelves to lower shelves. Know danger spots, such as windows and unsecured furniture.
- Select safe areas in each room—under tables or desks, or against inside walls and supported doorways.
- Move objects from above your bed and/or over doorways.

During an Earthquake
- Remember these words—DROP, COVER, HOLD ON. When you first feel shaking, take immediate cover; crouch under a heavy desk, table or bench and hold onto it.
- Do not attempt to walk during the earthquake; you may be thrown to the ground.
- Do not try to go outside. The area immediately surrounding any building is extremely hazardous due to falling objects and breaking glass.
- If you are outside when an earthquake starts, move away from the sides of buildings, overhead power lines, chimneys, antennas, etc. Drop to the ground and protect your head.
- Accept that you will be frightened. There will be a great deal of noise; lights, except for emergency lighting, may go out.
- Expect the intensity of the shaking to fluctuate. It may increase and decrease several times before subsiding. Wait a few seconds after the shaking stops before leaving your protection.

After an Earthquake
- Do not use any electricity or running water until a student housing staff member has confirmed that it is safe to do so.
- DO NOT USE ELEVATORS during or after an earthquake until direction is given that their use is safe.
- If directed to evacuate the building due to an earthquake, bring your your purse or wallet, and keys in the event you are unable to reenter the building for an extended period of time. Wear shoes, appropriate clothing and a sweater or jacket.
- If an evacuation is ordered, use the stairs. Never use elevators during a building evacuation.
- Do not re-enter student housing or any building until it has been examined and declared safe.
- Campus Safety & Security will dispense additional information; listen to them and follow their instructions. Your safety may depend on your cooperation, so please comply.
- **Power Outage**
  If student housing experiences a power outage, residents should remain calm and get a flashlight if they have one. If you are in an unlighted area, proceed cautiously to an area with emergency lighting and remain in that area until you hear from a student housing staff member. Residents in an elevator should remain calm and use the emergency call button or telephone to alert Campus Safety & Security. In the event of a significant power outage, the front desk of student housing will serve as the central communication center for residents until the power is restored.

**Title IX – Sexual Violence and Sexual Harassment**

Title IX is federal law that prohibits discrimination based on sex. Sex discrimination includes all forms of sexual misconduct (such as sexual harassment, sexual assault, rape, and stalking). Title IX also prohibits discrimination based on a person's LGBTQIA+ identity, pregnancy or parenting status, or marital status.

What is Sexual Harassment?

Sexual harassment is defined as conduct that:

- Is sexual in nature
- Is unwelcome/uninvited
- Denies or limits your ability as a student to participate in or benefit from Everett Community College's education program or a safe workplace environment

Sexual harassment can take different forms. The conduct can be carried out by college employees, students, or visitors. Males and females can be subject to sexual harassment. The harasser and the survivor can be of the same gender. Sexual harassment also includes conduct that is criminal in nature, such as rape, sexual assault, dating violence, and stalking. The conduct can occur in any college program, event, or activity, on and off campus. The conduct can be physical, verbal, or nonverbal.

What are some examples of sexual misconduct?

- Pressure for dates
- Persistent and unwelcome flirtation of a sexual nature
- Sexual phone calls, voice messages or emails
- Leering, ogling, or staring
- Pressuring persons for sexual favors
- Unwelcome touching or brushing
- Displaying or distributing sexually explicit drawings, pictures or written materials
• Touching oneself sexually in front of others
• Telling sexual or dirty jokes
• Spreading sexual rumors
• Requests for sex in exchange for higher grades or favorable employment decisions
• Rating persons as to sexual activity or performance
• Circulating or showing websites of a sexual nature

Are gay, lesbian and transgender students protected from sexual harassment?
Yes. Sexual misconduct can happen to anyone regardless of gender, gender expression, or sexual orientation. Title IX also prohibits discrimination based on a person's identity as LGBTQIA+. Sexual misconduct, including sexual harassment, can be conducted by anyone against anyone, regardless of how they identify.

How can I take action?
See Something? Say Something. Pay attention to cues, comments, instincts, and experiences. Address unwanted contact immediately.

Say no. Tell the person that the conduct is unwanted. Tell them to stop.

Tell someone. Tell someone you trust. You are always encouraged to report directly to the Title IX Coordinator but you are always welcome to turn to someone you already know and trust. All employees on campus are able to help you report your experience to the Title IX Coordinator and find support services to meet your needs.

Which college official is designated to coordinate compliance with the federal laws concerning sexual harassment?
The Title IX Coordinator has ultimate oversight for the College's compliance with Title IX. This position handles complaints from employees and students.

Office Location: Olympus 207
Phone: 425-388-9271
Email: titleixcoordinator@everettcc.edu

Who should report?
Report if you:

• Are the person who experienced sexual violence,
• Witnessed sexual violence, or
• Are aware of sexual violence that took place.

Where can I get help as someone who experienced sexual harassment or sexual violence?
Students may receive professional, confidential no-cost crisis counseling services at Counseling & Student Success in Parks Student Union, third floor. The phone number is 425-388-9263 and email iscounseling@everettcc.edu.
Follow-Up Support
Student Housing can assist residents in moving to another room permanently or as a temporary measure. You can contact your Resident Assistant, The Director of Student Housing, or communicate through the Title IX coordinator to start this process.

Bystander Intervention
Help prevent harmful situations. As members of a caring community, we each have a role to play in preventing and interrupting risky situations before it is too late. Doing the right thing requires knowledge of what might be the right action and a willingness to step up and safely intervene when you see something is wrong. Early intervention is key in keeping our community safe and healthy.

Step Up
A key first step is to develop awareness so you are better able to identify circumstances that could lead to sexual violence. Alcohol intoxication that makes someone vulnerable, disrespectful comments, gender stereotyping, comments about sexual entitlement, lewd or suggestive comments or gestures directed at a group of women or a specific individual and unwanted touching can all indicate risk.

Assume Personal Responsibility
Feeling connected to or responsible for another’s well-being will provide the motivation to step up, step in and take action. It is understandable that bystanders are much more likely to help friends than strangers and are more likely to help strangers if they see them as part of a group they identify with (like supporting the same sports team). But we are all part of the Everett Community College community and have a responsibility to create a safer and healthier environment.

Recognize gestures, comments, or actions that have the potential for risk, or when you believe someone is being taken advantage of or needs some support. And then decide to take action. It’s important to weigh the costs and benefits of intervening in different situations. These include threats to your own safety, negative consequences for the relationship with others (those who you might have to intervene with or who you think is at risk) or the potential to change the outcome of a risky situation and help a victim.

We tend to focus on the risks to ourselves but really it’s a matter of considering safer and healthier ways to help correct a situation that has the potential to end badly.

Be an Effective Helper
- **Know what to do and how to do it.** No one is ever expected to put themselves at risk during an intervention but in most circumstances, a small gesture can often make a big difference in reducing risky outcomes. And no one has to act alone, although certainly there are times when swift, effective interruption can do a lot to change a situation.
• **Talk with your friends.** Consider (ahead of time) the kinds of reactions that might be helpful and brainstorm possible outcomes. Being prepared to act ahead of time will empower you to feel confident should you be confronted with an uncomfortable or risky situation. If you were at risk of being taken advantage of, what would you want someone to do?

• **Look to others to help you.** If you notice something wrong, share your concern with a friend or others present. Ask them to help you approach the situation or who you should call in to help.

• **Consider the kinds of help you would want if something happened to you.** Survivors of sexual violence report that friends and family do not always do or say things that are useful or supportive and these unhelpful responses make coping with and recovering from abuse much harder. What would you want to hear if you disclosed something personal to a friend?

• **Know the resources.** What kind of support would be best? What are the things that would be less hurtful after an abusive experience? Familiarize yourself with campus resources (Title IX Coordinator, Counseling & Student Success, Campus Safety & Security, RAs or any professional student housing staff that could be of assistance to you or a friend.

• **Call for help when necessary.** There are certainly circumstances that require professional or additional intervention. If you notice someone highly intoxicated and passed out, call Campus Safety & Security at 425-388-9998 (Off Campus - 911)

If someone appears distraught or in distress, call Campus Safety & Security at the Resident Assistant on duty at (425) 442-9032. (Off Campus - 911)

If there is a fist fight or other violent behavior, call Campus Safety & Security for a safer intervention.

**Bystanders can make a difference in reducing unhealthy and harmful behaviors.** If you think you see something that looks wrong or is potentially risky: Step up. Step In. Be an Effective Helper.
Social and Leadership Opportunities

Hall Programs
Resident Assistants work hard to provide fun and educational programming within student housing. These programs are created to help you get to know others and feel connected to where you live.

While not required, we hope that you'll choose to attend programs and even help plan them if you're interested. Don't be afraid to suggest ideas you have for a program or how you’d like to get involved in your community.

Leadership & Involvement Opportunities
Get familiar with EvCC Student LIFE! (Leadership, Inclusion, Fun, and Engagement)
Student leadership development, student engagement and inclusive activities are the main focus of the Office for Student LIFE. Student LIFE serves the Associated Students and the campus community by providing programs and services that support educational, cultural, social and personal growth, in order to create a positive learning environment that enhances the total student educational experience. Visit www.everettcc.edu/students/sa for more information.

Did you know that EvCC has 30+ clubs and organizations? How can you join? It's as easy as attending a meeting! Visit www.everettcc.edu/clubs for more information.

Student Housing sincerely appreciates you for taking the time to read the important information in this handbook. Questions? Need assistance?

Email housing@everettcc.edu