

RESIDENTIAL LIFE MISSION STATEMENT

“Subject to change”

The Department of Residential Life/Judicial Affairs supports the Student Services mission through the development of safe, comfortable living learning communities that are conducive to academic success and personal and social development.

RESIDENTIAL LIFE HANDBOOK

Blinn College is an educational institution with a residential life program on the Brenham campus. Residence halls and apartments are provided for students to live on-campus to pursue their educational programs. Blinn College considers the residential life program an integral part of the resident student's educational experience. It provides an opportunity for the young adult to experience group living and contributes to the student's awareness of the rights of others.

The College has the responsibility to ensure that residential life is supportive of the educational purpose of the institution. These publications state the expectations for all students who attend Blinn College. Additional information that the resident student may find helpful is included.

The resident student is expected to accept and to respect the Blinn College policies and procedures during the academic terms of on campus residence. **Lack of familiarity with applicable policies does not constitute a reasonable defense for violation of policies. Residents will acknowledge that Blinn College reserves the right to promulgate additional policies and procedures applicable to Blinn College Housing and to amend or modify any policy or procedure contained herein as Blinn College determines to be appropriate.**

EMERGENCY PREPAREDNESS AND PROCEDURES

Blinn Alert System

The Blinn Alert System is an emergency mass notification tool used by Blinn College to inform students and provide safety information in the event of an emergency. This system can alert students via e-mail, phone call, and text message. To be warned of any pending danger, students must update their cell phone, text messaging and/or alternative email contact information by going to MyBlinn portal and proceed with instructions. All residents are expected to activate their Blinn e-mail account and check it regularly as Blinn Alert messages will be sent to this account.

When the College initiates an emergency message the student will be contacted by the method(s) selected. The call sequence will cease, when the affirmative response message has been received.

Enrollment in the program is free. Your cell phone carrier may charge you for a text message if you do not have a plan that includes messaging; consult your carrier for details. The College will not use this contact information except in an emergency that has the potential to affect your health and safety.

Fire/Fire Alarms

When the fire alarm sounds, EVERYONE must exit the building immediately. Follow instructions below.

Primary Escape Route: Emergency exit doors at the end of each hallway.

Secondary Escape Route: Inner common use stairwells.

Prior to Evacuating the Residence Hall Room

1. If your door is hot to touch, **DO NOT OPEN IT!**
 - a. Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
 - b. Use a secondary means to exit the room.
2. If your door is cool to the touch, **OPEN IT SLOWLY.**
 - a. If you encounter heat and/or pressure in the hallway, leave your room carefully, closing the door behind you, and proceed to the nearest exit/stairwell to the designated area to be counted by a staff member. (If possible, alert other students on your way to the exit.)
 - b. If the hallway is clear, close your door behind you and proceed to the nearest exit/stairwell. (If possible, alert other students on your way to the exit.)
3. Always use stairs to evacuate the building.
4. If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl if possible.)
5. **DO NOT** attempt to remove personal items.
6. If your clothing catches fire: **STOP...DROP...AND ROLL!!!**
7. Once outside the building, move far away from the building and wait until recalled by an authorized College official.
8. Disabled persons who require assistance in evacuating should alert their Hall Director and Resident Assistant in advance.

9. ALWAYS REMEMBER YOU ARE NOT EXPECTED TO FIGHT A FIRE YOURSELF.

Fire Extinguishers

Fire extinguishers are provided in the halls as a safety device for use in the event of a fire. As a student, your responsibility is to evacuate the building. **YOU ARE NOT EXPECTED TO FIGHT A FIRE.** If you attempt to fight a fire or use the fire extinguisher, you do so at your own risk.

Fire Drill

Fire drills are conducted every semester to educate residents on how to react in the event of an emergency situation. Fire safety and evacuation safety routes and procedures are explained at the first Orientation Meeting. Become familiar with the exit routes, posted at focal points in each building. You are required to participate, if present, in periodic fire drills. **Evacuation is mandatory when the alarm is sounded.**

Weather Procedures

In the event of immediate severe weather (i.e., tornado, severe thunderstorm), a Blinn Alert will be sent and Residential Life Staff will help direct students into a location within the Residence Hall to take shelter.

In the event of incoming weather emergencies (i.e., hurricanes, winter weather) Residential Hall Staff will coordinate with students to make arrangements for evacuation or shelter within the halls. Blinn Alerts and Announcements will be used to communicate with students as severe weather situations develop.

Life Safety Emergencies

In the event of an imminent threat to life safety (i.e., an active shooter on campus, bomb threat) Blinn Alerts will be sent. Please follow all instructions provided within the alerts, or given by emergency response personnel. **When in doubt, find shelter in a safe, secure area.** More information on emergency preparedness can be found at http://www.blinn.edu/emergency_management/

STUDENT CONDUCT

Behavior

Each resident who enrolls in Blinn College accepts the policies of the College and agrees to abide by them. Failure to follow the rules and regulations of the College will lead to appropriate disciplinary action.

Each resident is expected to conduct him/herself in accordance with acceptable standards of good behavior. Behavior of residents and their guests should not be loud, obnoxious, offensive, or unlawful. This behavior should also not disturb the rights, comforts, or conveniences of other persons. Blinn College will determine what constitutes disorder or interference with the rights and comforts of other residents, including roommates and suitemates. **Disorderly conduct, harassment of roommates, including wearing their clothing, eating their food and using their appliances without permission etc., is considered an offense. All offenses will be considered on a case-by-case basis. Disciplinary action will be taken when deemed necessary.**

Incident Reports

An incident report is written whenever a violation, or suspected violation has occurred. When a staff member writes an incident report, all students involved will be issued a summons to visit with the judicial officer by the end of the next business day. **Failure to meet with the Judicial Officer or designated appointee within the time frame allowed will be considered an additional violation.** Incident reports will be written to document any other situations that need to have a recorded record of events.

Blinn College Disciplinary Point System

The disciplinary point system is designed to promote consideration and safety for others living in a community. Residential life violations are assessed by the disciplinary point system at the discretion of the Judicial Officer.

IF A RESIDENT ACCUMULATES ANY COMBINATION EQUALING SIX (6) POINTS IN AN ACADEMIC SCHOOL YEAR (THIS INCLUDES FALL, SPRING, MINIMESTER, SUMMER SESSIONS AND BREAK PERIODS), S/HE WILL BE REMOVED FROM HOUSING FOR NO LESS THAN ONE (1) ACADEMIC YEAR, AND IS SUBJECT TO BEING ISSUED A CRIMINAL TRESPASS WARNING. The disciplinary points issued are valid for one full academic year, from August until the following August of that

year. In addition to the infractions listed on the following pages, illegal activities on or off campus may be grounds for removal from the Residence Halls.

Restitutions are sanctions for policy violations that are in addition to any disciplinary points assessed. Restitutions are designed to promote a learning experience for the resident, and assist them with their own development as a member of the on-campus community. These restitutions must be appropriate to the circumstances of the violation and can include, but are not limited to, counseling with a student affairs professional, counseling with an on-campus professional counselor, probation or disciplinary contract, removal from the Residential Life Program, expulsion/suspension from Blinn College, community service, or reflection essays. Plagiarism in reflection essays and/or failure to complete reflection essays will not be tolerated and will result in additional judicial sanctions. Restitutions will be determined and assigned by the Judicial Officer.

<u>Violation Possible</u>	<u>Restitution</u>	<u>Maximum Points</u>
Alcohol 1st time (usage, presence, paraphernalia)	Restitution as Determined	3
Alcohol 2nd time (usage, presence, paraphernalia)	Removal from the Residence Life Program	3
Airsoft Guns (Darts and Paint Balls, etc.)	Restitution as Determined	3
Assault - Physical (Bodily Contact, Fighting, Sexual, Harassment)	Immediate Removal from Residence Life Program	6
Assault - Non-Physical (Verbal, Bullying, Sexual, Harassment, Stalking)	Immediate Removal from Residence Life Program	6
Class B and above	Immediate Removal from Residential Life Program	6
Disorderly Conduct	Restitution as Determined	3
Disruptive or Violent conduct toward yourself and/or others	Immediate Removal from Residence Life Program	6
Dress Code	Restitution as Determined	2
Drug Odor	Restitution as Determined	3
Drugs (usage, presence) Marijuana	Immediate Removal from Residence Life Program	6
Drugs (usage, presence) Prescription	Immediate Removal from Residence Life Program	6
Drugs (usage, presence) Cocaine	Immediate Removal from Residence Life Program	6
Drugs (usage, presence) Synthetic Marijuana	Immediate Removal from Residence Life Program	6
Drugs (usage, presence) Etc.	Immediate Removal from Residence Life Program	6
Drug Paraphernalia	Removal from Residence Life Program	6
E-cigarettes, vaporizers, etc.	Restitution as Determined	3
Evading Arrest	Immediate Removal from Residence Life Program	6
Failure to Complete Assigned Restitution	Restitution as Determined	2
Failure to Evacuate During a Fire Drill/Alarm	Restitution as Determined	2
Failure to Meet with Judicial Officer	Restitution as Determined	1
Failure to Show ID	Restitution as Determined	2
Fighting	Removal from the Residential Life Program	6
Fire Code Violation 1st time	Restitution as Determined	2
Fire Code Violation 2nd time	Restitution as Determined	2
Fireworks	Restitution as Determined	3
Gambling	Restitution as Determined	2
Grooming- cutting hair, dying hair, etc.	Restitution as Determined	3
Harassment, Bullying	Restitution as Determined	3
Horseplay/Shadow Boxing	Possible Expulsion	6
Hoover Board, etc. (riding, standing on, etc.)	Restitution as Determined	3
Improper Change of Room	Restitution as Determined	3
Improper Use of Room Key	Possible Expulsion	6
Inappropriate conduct with Staff	Restitution as Determined	3
Inappropriate conduct with Student	Restitution as Determined	3
Littering	Restitution as Determined	1
Lockouts 1st time	Restitution as Determined	0
Lockouts 2nd time	Restitution as Determined	1
Lockouts 3rd time	Restitution as Determined	2
Loitering 1st time	Restitution as Determined	1
Loitering 2nd time	Restitution as Determined	2
Loitering 3rd time	Restitution as Determined	2
Noise 1st time	Restitution as Determined	1
Noise 2nd time	Restitution as Determined	2
Noise 3rd time	Restitution as Determined	2
Open Window	Restitution as Determined	2
Pet Violation	Pet Removed, Restitution as Determined	2
Profanity	Restitution as Determined	2
Public Intoxication (drugs, alcohol, any substance)	Restitution as Determined	6
Resisting Arrest, Search, or Transport	Restitution as Determined	4

Skippping Mandatory Residential Life Meeting	Restitution as Determined	1
Smoking/Smokeless Tobacco usage	Restitution as Determined	2
Tampering with Security/Fire Equipment	Restitution as Determined	6
Tampering with College Property	Restitution as Determined	6
Tampering with Other students property	Restitution as Determined	6
Theft	Immediate Removal from Residence Life Program	6
Throwing Objects (Water Balloons and Eggs)	Restitution as Determined	2
Uncooperative Manner	Restitution as Determined	2
Unlocked Door(s)	Restitution as Determined	0
Urinating in Public	Restitution as Determined	3
Unregistered Guest (Blinn Student)	Restitution as Determined	3
Unregistered Guest (Non-Housing Student)	Restitution as Determined	3
Unsanitary Living 1st time	Restitution as Determined	1
Unsanitary Living 2nd time	Restitution as Determined	2
Unsanitary Living 3rd time	Restitution as Determined	3
Vaping	Restitution as Determined	3
Visitation 1st	Restitution as Determined	2
Visitation 2nd	Restitution as Determined	2
Visitation 3rd	Restitution as Determined	2
Washing Non-Residents Clothing	Restitution as Determined	2
Weapons	Immediate Removal from Residence Life Program	6

COMMUNITY LIVING POLICIES AND PROCEDURES

Abandoned Property

Abandoned property is defined as items of value that are left when residents check-out of their residence hall room or apartment. A fee of \$75 will be charged to the responsible resident. If the property is not picked up within one (1) week of check-out, the items will become the property of Blinn College. **Abandoned items will be confiscated and the contents will be disposed. Abandoned cars will be towed at owner's expense.**

Airsoft Guns (Darts and Paint Balls and BB)

The use or possession of darts, paint ball, BB and other airsoft guns is restricted in all residence halls and apartments.

Alcohol

Blinn College prohibits **the possession of alcoholic products or alcohol paraphernalia, including promotional materials, on the College premises.** Residents found drinking, in possession of, or in the presence of alcoholic beverages, alcoholic containers, or paraphernalia will be immediately reported to the Judicial Officer. These students will face disciplinary action from the College, as well as any penalties issued in accordance with Texas State Law. The individuals in violation will be subject to College discipline or civil charges, even if the resident is of legal age. Residents must not keep empty alcoholic containers in their rooms. Any containers found in a resident's room will be confiscated. Residents who return to the campus and appear to be in an intoxicated state will be subject to College action. Determination of this is left to the discretion of the Residential Life Staff and/or College Police. Residents are responsible for their visitors if they violate this policy. The Department of Residential Life retains the right to have the Blinn College Police Department or the Brenham Police Department enter any residence hall when deemed necessary.

Residents of Blinn College campus housing in possession of alcoholic products on College property will be required to dispose of the alcohol. The resident(s) will be issued a summons to report to the Judicial Officer. The resident will be assessed the points assigned to alcohol and paraphernalia. The resident's parent(s) will be informed of this offense. The resident must complete an alcohol awareness course. This course, monitored by the Judicial Officer, must be completed within 15 days of the date the penalty is issued. If the resident fails to complete this course within the time limit, s/he is subject to losing the privilege of living in campus housing and will receive additional judicial sanctions. If the College Police are called and the student is a minor, a MIP (Minor in Possession) may be issued.

Alterations to the Premises

Alterations, changes, or remodeling of the premises, interior or exterior, are not permitted. Students are expected to report maintenance issues to the Housing Staff.

Assault – Physical (Bodily Contact, Fighting, Sexual, Harassment) & Non-Physical (Verbal, Bullying, Sexual, Harassment, Stalking)

Assault/sexual assault, harassment/sexual harassment, violence/sexual violence, discrimination/sexual discrimination are considered to be a MAJOR violations of the Blinn College Policy. Residents who violate this section are subject to sanctions up to expulsion from the College and/or criminal charges. Report assaults or suspicious behavior immediately to the Blinn College Title IX Coordinator at 979-830-4700 or the Blinn College Police Department at 979-830-4100. PLEASE SEE Title IX – Sexual Misconduct section.

www.blinn.edu/title-ix

Attendance Policy

Students who live in campus housing are required to enroll in a minimum of 12 credit hours per semester and remain enrolled in 12 hours throughout the semester. Regular class attendance is essential for student success. Students are required to attend all of their classes regularly. **Faculty keep an attendance record from the first day the student's name appears on the roster through final examinations.** If the student accumulates two weeks' of absences, s/he will be administratively withdrawn from class.

When a resident is dropped below 12 semester hours, the resident has 5 class days to complete the academic reinstatement process. If reinstatement is not approved and the resident remains below the 12 credit hour semester limit, the resident has 48 hours to move out. If there is an extenuating circumstance, the resident may appeal to the Vice President of Student Services.

Appeals will be heard by the Housing Director or designated staff member and will take academic performance, discipline record, and other circumstances into consideration. If a resident is approved to remain with nine (9) semester hours and commits a discipline violation, he/she must move from campus housing within 48 hours of notification. The resident cannot drop below nine (9) hours and remain in housing. All class drops must be approved by the Housing Office. The move-out date determines if a room refund is appropriate.

Bathroom Facilities

Opposite gender visitors have restroom privileges only in residence hall guest restrooms (where provided) or restrooms in the Commons Building. Students in suites or apartments are responsible for maintaining sanitary conditions of the bathroom facilities by cleaning the sinks, toilets and showers regularly and taking out the trash daily. Do not use drain cleaners in clogged drains. For clogged drains, notify the housing staff who will notify maintenance. In halls with community baths, custodians clean regularly, but students are expected to help keep the bathroom neat and clean and not damage the facilities or products put there for the residents' convenience. No foreign objects, including food, should be put in toilets, sinks or shower drains. Students will be responsible for damage resulting from misuse.

Bicycles

Bicycles racks are provided near Residence Halls. Bicycles cannot be stored in hallways, stairwells, or resident rooms in the residence halls. Bicycles may be stored in the apartment bedroom, clear of any door, and not against the wall or furniture. Bicycles should not be stored or chained to outside stairwells. Blinn College is not liable for damage to or loss of bicycles. If bicycles are left chained to bicycle racks more than one (1) week after the end of a semester, the bicycles will become property of the Blinn College Police Department and will be removed. It is recommended that you register your bicycle with the campus police department. The Blinn College Police Department is located on the first floor of the Student Center.

Camera (Surveillance) System

To help deter theft, damage, and to monitor the traffic flow in and out of the residence halls, surveillance cameras are installed. Tampering with surveillance camera equipment is viewed as a threat to community safety and will subject the

individual to damage charges, removal from housing, and possible legal action. Recorded activity may be used as evidence in the campus judicial system or in legal proceedings.

Check-in/Check-out Procedures

Check-in and check-out procedures are crucial. Students must complete all check-in paperwork before occupying a room. Prior to leaving campus at the end of every semester, every student must complete specific check-out procedures. Students are expected to check out within 24 hours of their last final or by the designated campus housing closing date and time, **whichever comes first.**

CHECK-OUT DATES ARE POSTED ON COLORED SIGNS IN THE HALLWAYS AND APARTMENT UNITS PRIOR TO HOLIDAYS AND THE END OF EACH SEMESTER. Residents must check out with the Hall Director or Apartment Manager or Resident Assistant. Failure to follow the procedures, which include leaving on time, could result in the resident being charged a \$25.00 per day check-out fee. Residents are expected to check-out and complete a check-out form for Thanksgiving Break, Winter End of Semester, and Spring Break. Residential Life staff will inspect and collect these forms. Fines will be assessed for improper check-out.

Three Criteria

In order to leave things in rooms between semesters, residents must meet three criteria. The resident must: (1) be returning to the same room, (2) be registered for the next semester, and (3) pay their next semester bill paid IN FULL or have verification that Scholarship or Financial Aid will cover the costs. If the resident does not meet these 3 criteria, **all possessions must be removed from the room. Leaving items will incur a \$75 “abandoned property fee.”**

When a resident leaves early, s/he must remove ALL his/her possessions. Items cannot be stored in the room with the roommate or another resident. Charges will be placed on the former resident’s account. The abandoned items will be confiscated and the contents will be disposed.

Child Care

Because of a liability issue, childcare is not permitted in campus housing. No student is allowed to house a child in their living space.

Cleaning Supplies

Residents must supply their own cleaning products. Trash can liners are available in the residence halls. All residents must supply their own toilet tissue except in hall facilities with community bathrooms where the custodians will place and re-stock toilet tissue. If the supply is depleted, check with the hall director. Apartment residents furnish their cleaning products and toilet tissue. **DO NOT** use Clorox to clean. Spills cannot be corrected.

Criminal Background Check

Blinn College conducts criminal background checks on all housing residents prior to acceptance into campus housing and prior to each semester. An additional background check may be conducted at any point during the school year. Should, during the course of a semester, a student be charged with a criminal offense which would preclude them from being a housing resident, that resident will not be eligible to remain in housing. The student may reapply for housing at a later date, but will be subject to all housing requirements.

Damages/Charges

General and specific damages including destruction of College property, defacing signs, walls, doors, windows, floors, trim; creating holes in doors, trim, walls; leaving stains, glue, and putty residue will be charged directly to the resident’s account. Residents may be held accountable for any abnormal wear, damages, and cleaning of public areas of their hall or apartment. **Returning residents must pay these charges before they are permitted to register for the next semester.**

Damages/Vandalism Charged to Group Billing

Residents are collectively accountable for abnormal cleaning or damages occurring as a result of horseplay or vandalism to the hall or apartment. This includes billing for damages to an entire apartment or residence hall if these damages cannot be attributed to a specific resident or unit. The College will determine the amount of loss or damage. **Bags of trash left in hallways, laundry rooms, community bathrooms, on porches, walkways or balconies will incur a charge of \$10 per bag. This charge could be an individual charge or a group billing.**

Decorations: Walls and Ceilings

Residents are expected to use good taste and common sense in decorating their rooms or apartments. Windows are viewed from the outside. No articles may be displayed in the windows. No objectionable material should be displayed in the room. Due to a fire code, do not attach anything to the ceiling. **Do not use screws, nails, bolts, and hooks on interior or exterior walls or ceilings. All interior and exterior doors must remain free of nails, white boards, bulletin boards, or any other additions to the original surface.** Push pins may not be used to attach pictures or posters to walls. Residents will be charged for damage caused by any decorations that mark, deface, or mar the interior or exterior of the residence hall. Seasonal decorations must be fire retardant.

Disruptive or Violent Conduct toward Yourself and/or Others

Disruptive behavior is inappropriate behavior that interferes with functioning and flow of the College such as yelling, using profanity, waving arms or fists, verbally abusing others and refusing reasonable requests for identification. Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property (You better watch your back” or “I’ll get you”) as well as implicit threats (“You’ll be sorry” or “This isn’t over”). Violent behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual) toward yourself or others. A violation of Blinn policy could result up to a maximum of 6 points and immediate removal from Residence Life Program.

Doors: Entry and Exit

Each resident is issued entry door keys or an access card. For security reasons and to conserve energy, room/apartment doors and windows should remain locked. **All residents should keep their bedrooms doors and apartment/suite entry doors locked at all times. When housing staff find an unlocked door, the room will be inspected. After the room inspection is complete, the door will be locked.** Leaving these doors unlocked jeopardizes your security and the security of residents in the hall or occupants of the apartment. **Entry and Exit doors remain locked 24-7 in the Residence Halls. Residents must meet their visitors at the entry door of the residence hall.** Violators who prop entry doors open will face disciplinary action because this action breaches the safety and security of all residents. Do not permit “tailgating,” (allowing persons to follow you into the building.) Do not leave windows and doors unlocked for illegal entry. Tampering with a room door lock (i.e. pin locking) will be assessed a \$25 charge, plus damage charges. After 4:30 p.m., the charge for pin locking the door will increase to \$50.

Dress Code

Residents and their guests are expected to dress appropriately, following generally accepted community standards of neatness, cleanliness, modesty and good taste. Clothing should remain free from pornographic, vulgar images or language. Pants are to be worn around the waist at all times. “Sagging” will not be tolerated. Workout clothing must **not** be worn outside of residence halls or gym facilities (i.e., sports bras, ripped t-shirts, spandex shorts/shirts). Shoes must be worn in the lobby and dayrooms of the residence halls, and when entering or exiting the building. No student may walk barefooted.

Driveways, Sidewalks, Passageways and Stairs

Driveways, sidewalks, passageways, and stairs along with other public areas must not be obstructed at any time.

Drugs

Blinn College supports a **zero tolerance policy** for the possession, use, sale, or distribution of narcotics, dangerous drugs and related paraphernalia on campus. Any student who possesses, participates, is in the presence, under the influence of, uses, sells, manufactures or distributes illegal drugs and/or mood enhancing substances will be subject to disciplinary action and/or criminal proceedings. **Drug odor and drug paraphernalia, including bongos, promotional materials, hookah pipes, clips, residue seeds, a smoke-filled residence hall room, or any other items used in the preparation or consumption of the illegal drugs and/or mood enhancing substances, are not permitted on the Blinn College campus.** Random room inspections by authorized staff accompanied by independent contractors with canine units may be conducted periodically to enforce the Blinn College zero tolerance policy. This policy refers to the unlawful possession, use, sale, or distribution of illicit drugs/alcohol on campus premises. This includes vehicles. Illegal or unauthorized items may be confiscated and appropriate action taken against the resident(s) involved. Criminal charges may apply. Room inspections are subject to, but not limited to, an individual room, whole apartment, or entire facility.

The resident’s parent(s) will be informed of this offense. The resident must complete a drug awareness course. This course, monitored by the Judicial Officer, must be completed within 15 days of the date the penalty is issued. If the resident fails to

complete this course within the time limit, s/he is subject to losing the privilege of living in campus housing and will receive additional judicial sanctions.

E-mail Accounts for Students

The student e-mail account is the primary electronic communication method between Blinn College and students. **Students are required to activate their account to receive College communications. Failure to activate the account does not relieve the responsibility of not receiving important messages sent to the student.** Blinn College is partnered with Microsoft Windows Live @ Edu to provide e-mail accounts to future, current and former Blinn students. **Each student is provisioned an account once their application is complete.**

To verify your email address in MyBlinn

1. **You can log into MyBlinn to determine your Blinn e-mail account.**
2. **It should appear as the following:**
Firstname.LastnameLast2digitsBlinnID@buc.blinn.edu (i.e. Stacie.Smith12@buc.blinn.edu)

To start using your account

1. **Go to: <http://outlook.com>**
2. **Enter your Windows Live ID and e-mail address: (See instructions above to verify email in MyBlinn)**
3. **Enter your password**
 Your initial password is your **date of birth in the format mmddyy**
 (For Students enrolled before Fall 2011 who NEVER setup email, the password is **last six digits of student ID**)

For additional information go to the Blinn Web page and click the e-mail link.

Evading Arrest

No student should intentionally flee from a law enforcement officer who is attempting to arrest or has arrested him/her. A disciplinary summons will be issued if a student is found to be evading arrest.

Failure to Evacuate during a Fire Drill/Alarm

When a fire alarm is in effect for a building (sirens/flashing lights), students are expected to evacuate in a timely manner. Students are also expected to follow instructions of staff and emergency personnel on site. Failure to respond and take action when a drill or alarm is occurring will result in a disciplinary summons.

Failure to Meet with Judicial Officer

When a student is issued a disciplinary summons, the student must meet with the Judicial Officer within 24 hours. Allowances may be made if incident occurs over weekend (the student may have until the next business day.) Students can call 979-830-4461 to arrange an appointment with the Judicial Officer. **Failure to schedule a meeting, show up for a scheduled meeting, or correspond with the Judicial Officer may result in additional disciplinary summons.**

Failure to Show ID

All students of Blinn College are expected to carry their current semester student ID on their person at all times. Failure to present student ID regardless of reason to any Blinn staff member or appropriate personnel will result in a disciplinary summons.

Fire Code Violations

No open flames of any type are permitted in any room. The use of acetate, cellophane, tissue paper, or combustible materials near the light fixture is considered a violation. **Space heaters, electric blankets, other heating devices, halogen lamps, lava lamps and personal microwaves are prohibited.** These items will be confiscated. Each residence hall is equipped with several fire alarm pull stations located throughout the building. If you see a fire, activate a pull station on your way out of the building. **A false fire alarm is a violation of state law!** Violators could face \$100.00 in fines and damages.

Appliances

Cooking is not permitted in the residence hall rooms. Electrical appliances permitted in the residence halls are: computer, television, coffee/tea maker, and refrigerator up to 4.0 cubic feet. Surge protectors are required when plugging in multiple items. Do not use extension cords and multi-plug adapters without a switch. Keep cords away from walkways. **Illegal appliances include, but not limited to: hot plates, heaters, microwaves, appliances with a heating element, and grills.** After one warning, the item will be confiscated and held until the resident leaves for the semester.

Candles and Incense

Candles, incense, potpourri pots, "scentsy" type heaters, scented plug-ins, or anything that melts wax, creates smoke, embers or ashes are a fire hazard and are prohibited. **These items will be confiscated.** Scented aerosol sprays are allowed. A repeat offense will be considered a major violation and could result in removal from housing.

Fire Extinguishers/Smoke Alarms

Fire extinguishers are installed in each residence hall and apartment. Smoke alarms are in each room. These safety devices must not be disarmed, removed or maliciously discharged. The safety devices are checked regularly. Disabling or misuse of fire safety equipment is a serious violation. Replacement of a missing fire extinguisher is \$75. The cost of refilling the extinguisher is \$50 plus damage and cleanup charges, if applicable. To rewire or replace a smoke alarm is \$50 plus cost of equipment. **There is no cost to replace batteries unless it becomes excessive.** Tampering with smoke alarms will result in charges and possible removal from housing.

Fireworks

Possession of fireworks or any explosive device is prohibited by city ordinance. Possession will result in disciplinary action for the violator(s) and damage charges, if applicable.

Food

To live in a healthy, pest-free environment, food must be stored in a sealed container. Do not leave food containers and packages open. **DO NOT DISPOSE OF FOOD THROUGH SINKS, WATER FOUNTAINS, SHOWERS OR COMMODES.** Plumbing repair bills are charged to the room or hall.

Furniture

Residents are responsible for the furniture in their room/apartment. For the safety of the student and to prevent damage to furniture, stacking/bunking of beds is not permitted. **No furniture is to be taken, borrowed, or exchanged from one room to another, which also includes taking it outside. If Blinn furniture is removed from an assigned room, a fine of will be imposed and the original furniture must be returned with 48 hours. Furniture must not be taken apart; charges may be assessed for restoration.** Students are not permitted to bring duplicate furniture (beds, couches, etc.). No furniture provided by Blinn College Housing may be removed or requested to be removed from the living space.

Gambling

Gambling is prohibited on Blinn College campuses.

Grade Point Average (Required GPA)

No student with less than a 2.0 cumulative grade point average (GPA) after any semester will be allowed to live in student housing EXCEPT a first-time student in his/her first semester will be allowed one semester of probation to raise their GPA to 2.0. At the end of each long semester, students who fail to have a 2.0 GPA are notified that either: 1) they no longer meet the GPA requirement to live on campus and their room will be cancelled, or 2) they will be afforded a probationary period of one semester to bring the GPA up to 2.0 if they are a first-time student in his/her first semester. If an extreme circumstance has been a major contribution to the unacceptable grade average, or if the student plans to take classes at Blinn College during May Minimester and/or Summer I, the student may appeal this decision. Students will not be eligible to live on campus again until their institutional GPA has been raised to 2.0 or higher and students may need to re-apply in order to return to housing.

Grooming

Personal grooming is not permitted in the residence hall day room, lobby, or hallway. Do not dispose of cut hair through the lavatory, commode or sweep it into the hallway.

Hallways

Hallways and porches are open passageways and must not be blocked. Do not use the hallways for talking on the phone and studying as it disturbs others. Stairway lights must be on at night for safety.

Hammocks

Hammocks, swings or other type items are **not** allowed to be hung from trees or bushes on Blinn College property.

Harassment/Threats

Any act or threat, **including profane or abusive language or actions**, used for the purpose of harassing or subjecting a student or employee of the College to pain, discomfort, or indignity, whether on or off College property will result in disciplinary action. This includes racial, ethnic, gender identity or any form of sexual harassment. Criminal charges may apply.

Hazing

Hazing by any club, group, organization or individual is strictly forbidden by Texas State Law. Hazing includes “any act that injures or degrades a student or person.”

Holidays

College housing is officially closed for designated holidays as listed on the [Blinn College Calendar](#). Room payments do not cover these holiday periods. Housing officially closes at 5:30 p.m. before the holiday period begins. **ARRANGEMENTS MUST BE MADE TO LEAVE ON TIME.** Only in an emergency situation are students allowed to remain on the premises after that 5:30 p.m. deadline. Valuable possessions should be removed during these periods. Blinn College is not liable for property that is vandalized or stolen.

Check-out sheets must be completed and returned to the designated place before the resident leaves. Students who do not properly complete the check-out process with Housing staff will be fined \$25 for improper checkout and may incur more fines for tasks not completed, or failure to leave by 5:30 p.m. Exceptions may be granted to student populations who need to remain on campus due to a related to a College sponsored event(s) and whose coach/advisor has notified the Housing department in advance.

Holiday/Semester Break Agreement

Housing may be available for student populations who need to remain on campus due to a related to a College sponsored event(s). Students will not interfere with scheduled maintenance such as painting, plumbing, repairs, extermination etc. **Outside visitation is not permitted during break periods and holidays.** Housing Staff and/or College Police have the right to enter a room or unit if there is cause to believe a housing violation has been or is occurring. If the resident is found in violation, s/he will be required to leave housing immediately. The student will not be allowed to stay during any break or holiday thereafter.

Horseplay/Shadow Boxing/Slap Boxing

Water fights, water guns, water balloons, water balloon launchers, toy guns, darts and any other horseplay including wrestling and running in the halls with water or other substances (i.e. shaving cream, whipped cream, toothpaste, superglue, Vaseline, etc.) is prohibited due to injury and damage that could result. Residents will be subject to disciplinary action and held responsible for any damages associated with this behavior. Any students who engage in any form of shadow boxing/slap boxing will be subject to disciplinary action or removal from housing.

Housing Agreement

Each resident must electronically sign the Housing Agreement as part of their housing application. The Housing Agreement covers both fall and spring semesters that the resident is enrolled at the Brenham Campus of Blinn College. Spring Housing Agreements are available for the spring semester only.

Hoover Boards

Hoover boards, motorized scooters, or motorized personal transportation devices are allowed on Blinn College Property. But DO NOT store the devices in any campus buildings, dorms, or apartments. These items are prohibited in any campus buildings, classrooms, dorms, or apartments. If these items are found it could result in disciplinary action.

Identification Card

Each student must obtain a Blinn College Student Identification Card from Enrollment Services prior to moving into their housing assignment. A Student ID is not transferable and may not be used by or given to others. It can be used to swipe for meals in the Dining Hall and other food services locations, to check out materials in the library, and is needed for entrance to College sponsored activities. Students must have their Student ID with them/on their person at all times and present it willingly upon request. Failure to present a Blinn College ID to a College official will result in disciplinary action. Students must have the Student ID that corresponds with the current semester and are responsible for updating their Student ID each semester, inclusive of summer sessions.

Illness

Residence Hall Staff and BCPA Staff are NOT permitted to transport residents to the doctor, clinic or hospital. If the resident is unable to transport himself/herself to the clinic on campus, s/he should contact the Health Clinic at 830-4005. If a resident

becomes critically ill or incapacitated, the resident/parent/guardian authorizes Blinn College's agent to engage the services of the local emergency medical resources to administer to the immediate medical needs of the resident or their responsible party. Upon the advice of the emergency medical personnel, the resident may be required to be moved from the room/apartment to a medical facility, and any expense so incurred is the obligation of the resident or responsible party. Residents are strongly encouraged to inform the Hall Director/Apartment Manager of any special medical requirements, so that information is available if an emergency arises. The resident is also encouraged to speak to the Health Clinic Nurse concerning any special medical needs he/she has.

Improper Change of Room

All occupants are assigned a given space (Hall, Room #, Bed #.) **No resident is allowed to switch rooms with any other resident without proper clearance through the Housing & Residential Life department. No resident may move out and allow another person to move into their assigned space without proper clearance through the Housing & Residential Life.** Residents who do so will be issued a disciplinary summons and may be fined.

Improper Use of Room Key

All occupants are issued a designated key and/or access card to gain entrance into their residence hall and/or room. **At no time may a resident allow anyone other than themselves to be in possession of these items.** Allowing another resident, student, or person access to a living space they are not assigned to greatly jeopardizes the safety of all students residing within a hall. Individuals who violate room key usage will be issued a disciplinary summons. If an individual loses possession of their key(s) and/or access card, they should contact Hall Staff immediately and may need to file a police report.

Internet Connection (ResNet)

Individual outlets for Internet service through Blinn College are provided for each student. Information: www.blinn.edu/acadtech/resnet

Use of Technology Resources

The College's information technology resources are made available to students to further the educational mission of the College. The appropriate uses of information technology are primarily related to the academic assignments and coursework of students. To ensure availability and reasonable levels of service, the users must exercise responsible, ethical behavior. The misuse of information technology by a few can result in degraded performance for all users and interfere with legitimate academic endeavors.

Prohibited Activities:

While the policy attempts to enumerate activities that constitute misuse, the rapid changes in technology make it impossible to list every possible misuse. Therefore, the general areas of misuse are identified with examples of each given. This list is not all-inclusive.

Interfering with normal operations and other users:

- The execution of any program or instructions with the intent of:
 - Disrupting the normal operations of the network, software, or computers at the College;
 - Obscuring the true identity of the user;
 - Harassing of any individual or group;
- Use of College resources for non-College related activities that create an undue increase in the network load, e.g., file sharing, network games, spamming, chain mail;
- Scanning systems to find running services and vulnerabilities.

Commercial Use:

- Using any College technology equipment, including but not limited to computers, network equipment, or transmission lines, for any commercial use or gain not expressly approved by the College;
- Using any College resource to support or benefit a private business.

Unauthorized access and use:

- Using College resources to gain unauthorized access and use to either the College's resources, or other entities' and individuals' technology resources;
- Use of network packet 'sniffers' or packet analyzers;
- Providing access to student's Ethernet port to other persons;
- **Installation of routers, switches, hubs, or wireless access points;**
- Making unauthorized copies of copyrighted material. The general assumption should be that all software, music, graphic images and similar items are copyright protected. Both copying and downloading without authorization

from the copyright holder is a violation of copyright law and subject to prosecution. More information about copyright laws can be found at the US Copyright Office, <http://www.copyright.gov/>

Violation of city, state and federal laws:

- Violation of any applicable state or federal law or city ordinance governing criminal activity, property, copyright, harassment or electronic commerce

Damage or impairment of College resources:

- Using or damaging any technology resource that results in the impairment or otherwise adversely affects the access of others. This includes the introduction of any virus, worm, Trojan horse or other software or instructions that attack or diminish access to resources, and disruption of transmission cables or transmission equipment.

Servers/Internet services:

- Students are not permitted to run web, proxy or e-mail servers from their ResNet connected computers.

Actions for Violations of Acceptable Use Policy

Failure to follow this acceptable use policy can result in suspension or termination of access to the College's information technology resources (including the ResNet network on the Brenham campus) and/or other disciplinary actions by the College. Blinn College reserves the right to investigate any unauthorized or improper use of College information technology resources. Violations of the College's information technology use policies by ResNet users will be reported to the Executive Director of Residential & Student Life. The appeal of any suspension, termination of access or other disciplinary actions shall be governed by the due process procedures outlined in the *Blinn College Board Policy Manual* and the College's *Student Handbook*. Violations of local, state, and federal laws will be reported to appropriate authorities for investigation and prosecution.

Insurance

Blinn College does not carry insurance covering loss, damage, or theft of an individual's personal property. Residents desiring such protection must make arrangements for the necessary coverage at their own expense. Each resident is encouraged to carry personal property insurance on valuables.

Unit Condition Form

The evaluation of the room condition and the inventory of the furnishings must be recorded on the Inventory/Room Condition Form. It must be signed and returned to the housing staff prior to move-in in order to be valid. A complete listing of existing room damages, missing furniture and other irregularities is imperative. At the end of the semester, a copy of this form listing the charges for the damages, missing items or cleaning fees occurring after move-in will be mailed to the student.

Keys/Card Access

Keys and access cards to doors/rooms/apartments are issued during the check-in process. Duplication of keys and loaning keys to others is strictly forbidden. Locks must not be altered or added or charges will be assessed. Keys are the property of Blinn College and must be returned to the Hall Director/Apartment Manager at the end of the resident's occupancy. Residents must carry their keys or cards at all times. Broken, lost or stolen keys/cards must be reported to the Hall Director/Apartment Manager immediately. Lost key or card fees are charged to the student's account before replacements will be issued.

Residence hall access (white) cards will be replaced for \$25 each. If a student loses their room (gold) key, the student will be subject to a room door lock change, the charge is \$50, which includes the new key. Failure to return keys at check-out will result in a charge of \$50 room key and lock change fee.

The Blinn College Park Apartment key will be replaced for \$50. The locks will not be changed for this charge. When an apartment key is lost and 3-5 locks must be re-keyed, the replacement charge is \$150 charged to the resident who lost the key. Failure to return the BCPA room key at check-out is \$150 room key and lock change fee.

Liabilities

Blinn College is not responsible for the loss of or damage (i.e. water leaks, fire, and theft) to a resident's room or his/her personal possessions. Students or their parents are encouraged to carry appropriate insurance to cover personal losses.

Littering

Littering is prohibited. This includes dropping cigarette butts, cans, and cups on the ground. Throwing objects from windows is prohibited. Residents could be charged a cleanup fee for their guest's littering.

Locks

Each resident is issued entry door keys or an access card. For security reasons and to conserve energy, room/apartment doors and windows should remain locked. **All residents should keep their bedrooms doors and apartment/suite entry doors locked at all times. When housing staff find an unlocked door, the room will be inspected. After the room inspection is complete, the door will be locked.** Leaving these doors unlocked jeopardizes your security and the security of residents in the hall or occupants of the apartment. **Entry and Exit doors remain locked 24-7 in the Residence Halls.** Residents must meet their visitors at the entry door of the residence hall. Violators who prop entry doors open will face disciplinary action because this action breaches the safety and security of all residents. Do not permit "tailgating," (allowing persons to follow you into the building.) Do not leave windows and doors unlocked for illegal entry. Tampering with a room door lock (i.e. pin locking) will be assessed a \$25 charge, plus damage charges. After 4:30 p.m., the charge for pin locking the door will increase to \$50.

Lock Outs

If residence hall students lock themselves out of their room during the day, they should check to see if the Hall Director or Resident Assistant is available to unlock the door. Wheeler residents should go to the Reception Desk and BCPA residents should go to the Commons Office/Clubhouse; if a staff member is unavailable, please contact the corresponding duty phone number to reach a staff member. Blinn College Police have access to all residence halls and rooms as well.

Loitering

The safety of the entire College community is a primary concern of the Blinn College Administration. From 11:00 p.m. to 6:00 a.m. Sunday-Thursday, no loitering is allowed on any College-owned or controlled property on the Brenham Campus. From 12:00 p.m. to 6:00 a.m. Friday-Saturday, no loitering is allowed on any College-owned or controlled property on the Brenham Campus. Loitering on College property is defined as lingering idly or aimlessly in any areas of the campus without official authority between the designated hours. This includes the hanging around in clusters and creating/causing unusually loud disturbing noises.

This policy is not intended to be a curfew. Students going from the library, cafeteria or other locations to their residence halls, apartments, vehicles, etc. are not considered loitering as long as they are in route to their destination.

The primary responsibility for enforcement of this policy will rest with the Blinn College Police Department. Visitors who are deemed as loitering will be removed from the campus during this period and students may be issued a Summons or Citation.

Lost and Found

Items lost or found should be reported to the Blinn Police Department in the Student Center.

Maintenance Problems

Residents are responsible for promptly reporting any maintenance needs or broken items to the Hall Director/Apartment Manager. Work orders must originate with the Director/Manager/Housing Department. The resident should not direct maintenance requests to the Physical Plant. Maintenance personnel are on duty between the hours of 7:30 a.m. to 4:30 p.m. Monday through Friday, and may not always arrive at hours most convenient to the residents. **Residents should cooperate with maintenance personnel so that repairs can be made as quickly as possible.** Rude behavior will delay the repair, and the resident(s) is accountable for his/her behavior. Failure to comply will result in disciplinary action.

Mandatory Residential Life Meetings

Mandatory Residential Life Meetings are held throughout the semester. They are held to inform residents of important information. They are usually held at the beginning, middle and end of each semester. **Residents are required to attend all announced meetings.** Exceptions must be cleared with the Hall Director/Apartment Manager prior to the meetings. Cell phones must be turned off during meetings. Missed meeting must be made up with Housing staff. Disciplinary action will be taken for unexcused meetings.

Mattress Protector

It is recommended that every bed have a mattress protector with moisture proof backing to provide a healthier living environment. **The mattress protector should be placed on his/her bed no later than two weeks after s/he moves into the residence hall.**

Message Board

Message boards **must not be attached to doors or walls** outside the room.

Microwaves

Microwave ovens are not permitted in student rooms. They are provided in each hall. **Please clean the microwave after use. If smoke caused by burning food sets off a fire alarm, causes damage to the building or microwave, the responsible student could be held accountable for any violations or damage charges.**

Missing Persons

Students are given the opportunity during each semester's registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time the student is determined to be missing. If there is reason to believe that a student is missing, all possible efforts will be made to locate the student to determine the student's state of health and well-being. The efforts to locate the student will be a collaborative effort between Blinn College Division of Student Services, Blinn College Housing Department, Blinn College Police, fellow students, family and friends.

Noise

The volume of music from radios, televisions, video games, computers or other sound equipment must not annoy or interfere with other residents. Any loud noise (i.e. music from stereos, computers, car stereos TV's, radios) which can be heard outside the room or apartment is prohibited at all times. Music must not be played from windows or on porches. If warnings concerning loud music are ignored, the equipment's use will be restricted for a period of time, or it may be removed from the room/premises.

Volume of music played from parked cars should be low. Citations will be issued for noise and after one warning, items can be confiscated to help ensure the quality of the living environment. Parking privileges can also be revoked for a period of time.

Notices/Signs

Do not remove or tamper with notices posted by the Housing staff or College administration. All signs or posters must be approved before they are displayed. If signs are tampered with, damaged or removed, general charges will be issued to the entire hall \$10 per sign for replacement. This will be included in the Group Billing. Some communication requires the recipient's signature.

Open Window

Windows are to be closed at all times. Residents will be subject to a disciplinary summons if s/he does so.

Parking

Vehicles must display a valid parking sticker and park in the designated place. Tickets can be purchased and picked up from Enrollment Services/Parking & ID Services located in the Administration building. If not reported at check-in, students should notify their Hall Director of their vehicle information and Blinn College parking permit information once received. **Tickets will be issued for parking violations.** Leave vehicles parked at your residence and walk to class, dining hall, or library. Temporary parking permits are available from Enrollment Services. **Do not park in Reserved or Handicapped Spaces. Cars may be towed from these spaces. Unpaid tickets create a hold on your record, and fines must be paid in order to drop classes, to register for the next semester, or to obtain a college transcript.**

Personal Property

Blinn College assumes no responsibility for loss or damage of personal property as a result of theft, fire, vandalism, or maintenance failure. Residents are responsible for keeping personal items picked up in the common area. Blinn College will not store personal possessions between semesters. Commercial storage is available in Brenham. **The College is not responsible for personal property left when a resident checks out or leaves the premises. Property left more than one week after check-out shall be declared abandoned and can be disposed of without delay or without liability by the College. Please refer to the *Abandoned Property* portion of this handbook.**

Pets

Pets are not permitted (even temporarily) in the student rooms of the residence halls and apartments, for hygienic purposes as well as for those who have allergies. Pets include mammals, fish, reptiles, birds, rodents, and insects. Feeding stray pets is prohibited. If a pet is found in a resident's room, disciplinary action will be taken. An exception to this policy will be made for non-sighted, hearing-impaired residents who depend on a guide dog or other exceptions covered under the Americans with Disabilities Act.

Physical Fitness Equipment

Weight stacks, dumbbells or barbells are NOT allowed due to excessive weight, which may cause damage to floors and disturb others.

Profanity

Blinn College prohibits the use of profanity and obscenity on College owned property and at College sponsored events. Use of profanity and obscenity will result in disciplinary action being taken.

Quiet Hour Policy

Consideration Hours are in effect within all residence halls and apartments 24 hours a day. This includes keeping noise (i.e., conversation, music, TV, screaming, slamming doors, etc.) to a minimum throughout halls, stairwells, and outside areas. **Parties are not allowed at any time. Quiet Hours are from 11:00 p.m. each night to 9:00 a.m. each morning Sunday through Thursday and 12 a.m. each night till 9 a.m. Friday and Saturday.** During quiet hours, noise should not disturb the nearest neighbor (including your roommate). **Quiet Hours are in effect 24 hours a day during the week of final examinations. During the final week of classes, and during finals week the Dayroom and Commons Area are used for study purposes only.**

Quiet Hours are from 11:00 p.m. each night to 9:00 a.m. each morning Sunday through Thursday and 12 a.m. each night till 9 a.m. Friday and Saturday.

Recreation/Sports Equipment

Dart boards are not permitted inside any residential life living facility. The possession of BB guns, paintball guns, water guns or sling shots is prohibited. Baseballs, basketballs, bats, golf balls/clubs, softballs, volleyballs and similar items should not be bounced, thrown, or swung inside the halls or rooms.

Resident Assistants (RAs)

Resident Assistants (RAs) are student staff members who report directly to the Apartment Manager or the Hall Director. RAs assist in planning programs and creating a community environment that is conducive to academic, personal, and social growth. They aid students in solving problems and act as a resource to direct the student to someone who can help. One RA lives in each of the seven Blinn College Park Apartment buildings. One or two RA lives in each residence hall. An RA lives on each floor wing of Wheeler Hall. As College officials, RAs are responsible for the enforcement of housing policies. Residents should not hesitate to take their problems or suggestions to their student staff.

Respect for the Residence Assistants is mandatory. Staff members must sometimes remind residents and/or their guest about policies and procedures as well as document policy violations. The staff members are doing their job. No resident should abuse them through shouting, being argumentative, or making rude, vulgar, indecent or obscene comments and/or gestures toward the staff. Rude acts of commission or omission toward the staff will not be tolerated. **Abusive language or verbal assault directed toward any Blinn student/employee will result in Disciplinary Action being taken and additional restitution will be required.**

Residents Removed From Housing

Residents must not allow former residents who have been dismissed from housing to stay in their room or to store their possessions in the resident's room. The resident who is allowing this to take place may also be removed from housing.

Room Appearance

Residents must maintain an orderly living area, using reasonable sanitation and safety standards. Empty wastebaskets and clean your room, bathroom area, and common area (if applicable) on a regular basis. Keep dirty clothes in laundry containers. **Random room/apartment inspections will be conducted.** Safety checks will be conducted periodically. Residents must correct any unsafe or unsanitary condition so noted. Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing and/or not being permitted to return for another semester.

Room Assignments

The Housing Office reserves the right to move residents to another hall for safety reasons, to conserve energy, to conduct repairs, or other circumstances determined necessary by College staff.

Changes

No room changes are made until after the first two (2) weeks into the semester. Residents who wish to make a room change should contact their Hall Director/Apartment Manager for availability. The staff will report the change to the Housing Department. Any resident requesting a new roommate will usually be required to change rooms. Residents changing rooms must follow standard check-out procedures. Failure to follow this process will require the violator to return to the assigned room or be assessed a fee.

Students are allowed a maximum of **three (3)** room changes per academic year.

Transfers

If space is available, residents may be permitted to transfer to another residence hall or apartment. This change must be made in the Housing Office. The same procedure must be followed in checking out of the room as stated above.

Special Housing Assignments

Students with disabilities requiring special housing arrangements must complete an application for housing to the housing office and submit justification to the Office of Disabilities, who will notify housing of the specific needs.

Room Consolidation for Residence Halls

The Housing Department reserves the right to make assignment and reassignment of accommodations as considered necessary. Residents will be required to consolidate in order to allow residents wishing to occupy a private room to do so. Residents occupying single rooms must select one of the following options:

1. Elect to contract and pay the additional fee for the private room. This option is permitted only if space is available.
2. Choose to move to another half-filled room in the same building.
3. Find another resident willing to move into the room with him/her.

This policy does not require a resident to move to another residence hall, but rather requires a resident to pay for the private room or move in with a person who is living singly in a double occupancy room in the same hall. It is the resident's responsibility to find a roommate when consolidation is warranted.

If a resident is occupying a double room without a roommate, the resident must:

1. Keep the unoccupied half of the room in the condition that would allow someone to move into the room on short notice.
2. Agree to accept a roommate assigned by the Housing Department.

Residents, who are directed to consolidate, but fail to do so, will be billed automatically for a private room. Residents who refuse to accept an assigned roommate, or who elect to pay for a private room after a roommate is assigned, will also be automatically charged the private room rate prorated from the date single vacancy occurs.

Search and Seizure

College employees have the right to enter resident rooms to perform legitimate functions, including, but not limited to, maintenance, emergency situations, inspect for suspected civil, criminal or College policy violations, to reclaim College property and to ensure that safety and sanitation standards are being observed. Blinn College retains the right to inspect closets and refrigerators. After knocking, the authorized staff member will identify themselves. Occupants must immediately acknowledge the knock after identification. If the knock is not acknowledged, the authorized staff will enter the room. Rooms may be entered in the absence of the resident for an emergency, inspections, maintenance, or for a reasonable cause. Cause is defined as a reason to believe that an emergency exists, or that a housing policy is being violated, which requires entrance or inspection. Inspections may occur periodically throughout the semester and will be conducted without notice.

Security

The ultimate responsibility for personal security rests with each resident. To maintain security, windows and doors MUST be closed and locked at all times.

Skipping Mandatory Residential Life Meeting

Housing & Residential Life has a series of mandatory meetings throughout the academic year. These meetings are to inform residents of current and upcoming occurrences within the residence halls such as imminent Housing closing dates, processes, procedures, important news pertaining to the hall and campus, etc. It is mandatory residents attend these meetings so they will receive all information given and any materials distributed. Residents who fail to attend will receive a disciplinary summons.

Smoking and Smokeless Tobacco

The College District desires to provide a safe, healthy, and satisfying environment for its students, faculty, staff and guests. Because of the proven health risks for persons coming into contact with tobacco smoke or other smoke, smoking **through any device shall not be allowed** in College District-owned or controlled vehicles, buildings, grounds, or other facilities. The smell of smoke is probable cause to enter a room. **Disciplinary action will be taken.** Smoking on-campus is only permitted in designated smoking areas. Smoking areas are marked with signs and a painted perimeter to designate the area in which smoking is allowed. *Blinn College Board Policy CGD (LOCAL)*

The use of [smokeless] tobacco products shall be prohibited on College District grounds and in College District buildings, facilities and vehicles. *GFA (LOCAL)* **Disciplinary action will be taken.**

Solicitation

Solicitation is the sale or the offer for sale of any property or service, whether for immediate or future delivery. No soliciting and/or canvassing of any kind, without the prior approval of Blinn College, will be permitted in or about the premises.

Sprinkler Heads

Tampering with a sprinkler head is a violation of Texas State Law and will result in charges and possible removal from housing. Objects must not touch the sprinkler heads because they are very fragile. Do not hang anything on the sprinkler heads. **If you accidentally touch a sprinkler head, please report it so that it can be checked before damages occur to your possessions and Blinn property.**

Staff Hours

The Hall Director, the Apartment Manager, and Resident Assistants are live-in staff members who work to develop a community for the academic and personal growth of their residents. They provide assistance to residents and strive to maintain a living environment which complements the needs of College students.

Staff office hours are posted within each hall/facility, including after hour contacts and emergency phone numbers.

Summons to Judicial Office

If a resident is given a summons, the resident must make an appointment to see the Judicial Officer within 24 hours. The summons slip has the telephone number, date and time to call the office for an appointment. Failure to make and/or keep the appointment will result in more severe and additional disciplinary action.

Tampering with Security/Fire Equipment

Security and safety is of the utmost importance to Housing & Residential Life. Fire extinguishers are installed in each residence hall and apartment. Smoke alarms are in each room. These safety devices must not be disarmed, removed or maliciously discharged. The safety devices are checked regularly. Disabling or misuse of fire safety equipment is a serious violation. Replacement of a missing fire extinguisher is \$75. The cost of refilling the extinguisher is \$50 plus damage and cleanup charges, if applicable. To rewire or replace a smoke alarm is \$50 plus cost of equipment. **There is no cost to replace batteries unless it becomes excessive.** Tampering with smoke alarms will result in charges and possible removal from housing. **Propping open doors is a potential violation as it undermines the security of the hall.**

Tampering with College Property

Tampering with any College property, inclusive but not limited to, doors, locks, signs, furnishings, bike rails, College vehicle, residence hall equipment, may be subject to a disciplinary summons and/or criminal charges and restitution.

Tampering with Other Students Property

Tampering with any student's property, food, clothing, jewelry, personal belongings, vehicle, bike, etc. may be subject to a disciplinary summons and/or criminal charges and restitution.

Television/Cable/Videos

A TV is usually available in the day room of residence halls and Commons Building. The TV may be watched from 9 a.m. until the hall or office closes. Video movies will not be shown in the day room without staff approval. Both basic cable and extended basic cable are provided in all rooms. Suddenlink, the cable carrier has moved to digital technology. If a resident has an older TV and cannot get reception, contact the housing staff. A box, remote, and cable are issued at no charge unless the items are not returned at end of use. **PLEASE BE PATIENT AS WE TRY TO COMPLETE ALL REQUESTS WHICH ARE NUMEROUS AT THE BEGINNING OF THE FALL SEMESTER.**

Theft

Theft or illegal possession of any property belonging to the College, any member of the College community, or any campus visitor is subject to disciplinary action. If you are a victim of theft, file a theft report with the College Police immediately and inform your Hall Director/Apartment Manager. As soon as you know an item has been stolen it is imperative that you contact campus police at 979-830-4100.

Throwing Objects (Water Balloons, Eggs, etc.)

Water balloons are prohibited within all residence halls. The throwing of these items, or similar items such as eggs, at a person, building, vehicle, or anything else on College property is prohibited.

Trash

Place trash and garbage from the room/unit in the trash dumpsters provided by Blinn College. Bags of trash left in hallways, laundry rooms, community bathrooms, or on porches or balconies will incur a charge of \$10 per bag.

Uncooperative Manner

Uncooperative Manner is inappropriate behavior by choosing to not obey or comply with commands of those in authority, unwillingly to cooperate or help others or do what they ask. A violation of Blinn policy could result up to a maximum of 2 points and restitution as determined.

Unlocked Door(s)

Each resident is issued entry door keys or an access card. For security reasons and to conserve energy, room/apartment doors and windows should remain locked. **All residents should keep their bedrooms doors and apartment/suite entry doors locked at all times. When housing staff find an unlocked door, the room will be inspected. After the room inspection is complete, the door will be locked.** Leaving these doors unlocked jeopardizes your security and the security of residents in the hall or occupants of the apartment. **Entry and Exit doors remain locked 24-7 in the Residence Halls. Residents must meet their visitors at the entry door of the residence hall.** Violators who prop entry doors open will face disciplinary action because this action breaches the safety and security of all residents. Do not permit "tailgating," (allowing persons to follow you into the building.) Do not leave windows and doors unlocked for illegal entry. Tampering with a room door lock (i.e. pin locking) will be assessed a \$25 charge, plus damage charges. After 4:30 p.m., the charge for pin locking the door will increase to \$50.

Unregistered Guest (Non-Housing Student)

Residents are required to check their guest in at each residence hall. Residents who fail to check-in any guest properly may be subject to a disciplinary summons. *Please refer to the Visitation portion of this handbook for a better understanding of Blinn College Housing & Residential Life visitation policies.*

Unsanitary Living

Residents must maintain an orderly living area, using reasonable sanitation and safety standards. Empty wastebaskets and clean your room, bathroom area, and common area (if applicable) on a regular basis. Keep dirty clothes in laundry containers. **Random room/apartment inspections will be conducted.** Safety checks will be conducted periodically. Residents must correct any unsafe or unsanitary condition so noted. Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing and/or not being permitted to return for another semester. Disciplinary summons for unsanitary living conditions may be issued at any time, including first warnings.

Verbal Abuse/Assault

Respect for all Blinn students, Blinn College personnel, the Residential Life Staff, and campus constituents and guests is mandatory. Staff members must sometimes remind residents and/or their guests about policies and procedures along with document policy violations. The staff members are doing their job. No resident should abuse them through shouting, being argumentative, or making rude, vulgar, indecent or obscene comments and/or gestures toward the staff. Rude acts of commission or omission toward the staff will not be tolerated. **Abusive language or verbal assault directed toward any Blinn employee will result in disciplinary action being taken and additional restitution will be required.**

Visitation

The visitation guideline ensures privacy to students of the residence hall or apartment. **"Visitor" is defined as anyone who is not assigned to live in that specific room/ hall/apartment.** If a visitor becomes abusive, even verbally, he/she must leave the premises immediately. Lack of compliance will necessitate the summoning of the College Police. **Non-Blinn Students, other than the students' immediate family, are not allowed to visit.**

**RESIDENCE HALL and APARTMENT VISITATION HOURS
IN THE DAYROOM, LOBBY OR COMMUNITY ROOM
9:00 AM TO 11:00 PM Sunday through Thursday
9:00 AM TO 12:00 AM Friday through Saturday**

VISITATION BY BLINN STUDENTS IN THE RESIDENTS' ROOMS IS PERMITTED. One guest per resident may visit in the resident room, residence hall/apartment dayroom or community room. The hall resident must meet the guest at the entry door. The guest, escorted by the resident, must sign in with the residence hall staff and leave his/her ID with the staff. Visitors are not allowed to remain in the building unaccompanied by the resident. The guest must pick up his/her ID when the guest leaves.

Residents may not "loan" their key(s) to a nonresident. Residents allowing another person to live in their assignment, or found to be cohabitating with a person not assigned to their room by the housing office are subject to removal and housing

privileges could be forfeited. Individuals who have been removed from housing lose visitation rights to any College housing. **Trespass Warnings will be issued.**

Apartment Visitation Hours
Sunday through Thursday is 9am-11pm
Friday & Saturday is 9:00am-12:00am

BLINN COLLEGE PARK APARTMENTS: One guest per resident may visit in the common area of the apartment. Visitors are not allowed to remain in the room or apartment unaccompanied by the resident. There can be **NO MORE THAN 8 PEOPLE IN A 4 BEDROOM APARTMENT AND 4 IN A TWO BEDROOM APARTMENT.** No outside group gathering will be allowed. Quiet hours are from 11:00 PM to 9:00 AM Sunday through Thursday and 12AM to 9AM Friday and Saturday. Visitation is not allowed when the College is closed.

If one of the principals involved in a visitation violation does not live in College housing, (1) he/she will be issued a Trespass Warning by the Blinn Police, (2) will not be permitted to visit in any campus housing, and (3) can be arrested for further violations.

Washing Non-Residents Clothing

Residents are providing access to a washer and dryer within their living facility. This is an amenity given to students who live on campus. Students found to be taking advantage of this amenity by washing a non-residents' clothing will be issued a disciplinary summons.

Weapons

Under NO circumstances will weapons be permitted in the rooms and/or stored in vehicles* that are located on College property. A resident commits an offense if s/he brings a prohibited, illegal, or any weapon into a residence hall. The presence of any weapon may be hazardous to the health or safety of residents on College property. This includes, but is not limited to Air-Soft guns, pellet, BB guns, stun guns, sling shots, arrows, bows, axes, machetes, nun chucks, throwing stars, rifles, handguns, brass knuckles, firecrackers, or knives. These items will be confiscated by the College Police. Possession of weapons or explosives may lead to disciplinary action, including suspension. Criminal charges may apply. ***If you are a Licensed Concealed Handgun (CHL) or License To Carry Handgun (LTCH) holder, you are allowed to conceal said firearm in a locked vehicle.**

Windows/Blinds

Windows should remain closed and locked to provide security and to conserve energy. Blinds should be closed to conserve energy and for safety. Fire safety requires that windows not be obstructed. Windows are never used to enter or exit a room, except in an emergency. Use only tension rods for curtains.

FACILITIES AND SERVICES

Addresses/Correspondence with Students

To change a name or address, a resident should notify Enrollment Services. **All College communication that is mailed to the name and address on record, or is e-mailed to the student's Blinn e-mail address is considered to have been delivered, and the student is responsible.**

Mail Service and Post Office Boxes for Residents

Mailboxes, located in the Blinn Student Center, are available to residential students. The mailroom is open from 8 a.m. to 4:30 p.m. Monday through Friday. Students may request a box in the Student Leadership & Activities office. There is no charge for the use of the box. The key to the mail box will be issued by the Mail Clerk. Replacement fee for a lost post office box key is \$25. At the end of each semester the student must return the key to the Mail Clerk. A \$25 charge per key will be placed on the student's account for keys not returned. **Any student who expects to receive packages or mail is encouraged to get a mailbox to ensure delivery.**

Please use the appropriate address for your Blinn mail:

Name
 Blinn College
 902 College Avenue

Residence Hall Name, Box 9-XXX --
 Brenham, Texas 77833

Two important items in the address:

- 1) The box number must consist of four (4) digits.
- 2) The box number must begin with either a 9 or 90.

Activities & Recreational Sports

Residents are encouraged to use the Student Center rooms for recreation and relaxation. Pool tables, ping-pong equipment and comfortable sitting areas are available for student use in the Student Center Game Room. Entertainment, sports events and special activities are held throughout the Fall and Spring semesters. An intramural program is provided to give each resident the opportunity to participate in supervised recreation and competitive sports activities.

Announcements/Advertising

General announcements concerning activities will be posted on bulletin boards in residence halls or inside doors in apartments. Check for messages regularly. All posters advertising campus activities and events must be sponsored by recognized organizations and must be approved by the Student Leadership & Activities office. Advertisements from commercial establishments and for private parties will be removed from the bulletin boards.

Campus Police

Blinn College Police Department is a professional law enforcement organization—not a “security” organization. Blinn Police Officers are Certified Texas Peace Officers with equal authority of any police officer in the state. They investigate all criminal incidents on campus, carry firearms and make arrests independently or in cooperation with other law enforcement agencies. Their primary responsibility is the protection of the property and safety of the Blinn College community as well as the enforcement of the College policies. Residents are expected to comply with city, county, state and federal laws, ordinances, policies and regulations of Blinn College and the Department of Housing & Residential Life. Residents are encouraged to contact Blinn PD to report any criminal activity or suspicious persons. **The Blinn College PD Office is located on the first floor of the Student Center. In case of health/safety-related emergency, officers may be reached on campus by dialing 979-830-4100. Blinn Police are available 24/7 for 365 days.**

Copy Machines

Copy machines are located in Student Center and in the Library.

Counseling and Career Services

Blinn provides services such as personal or academic counseling, as well as testing and vocational assistance. The Counseling Office is located on the second floor of the Administrative Building.

Fax Machine

A fax machine is available in the Student Leadership & Activities Office in the Student Center for students to use during business hours (Monday – Friday, 8 a.m. to 5 p.m.)

Health Care

Brenham Campus has a Campus Health Clinic located at the corner of Green St. and College Ave. The Blinn College Health Clinic is staffed with a Registered Nurse. Services provided include a professional assessment from a Registered Nurse, over-the-counter medications for minor ailments, first aid and minor treatment for injuries, health counseling on common health topics, blood pressure monitoring, emergency care, and a physician referral system. These services are covered at no additional cost.

Residents covered by their parents' medical insurance are advised to have a medical card should treatment be needed by a local clinic or hospital. In the event an emergency situation should arise which requires immediate medical attention beyond the scope of the Health Clinic or during hours the clinic is closed, the individual should go to the emergency room at the hospital, call 911 and/or the Campus Police at 830-4100.

You are encouraged to report any illness or hospitalization to the Hall Director, Apartment Manager, and/or Housing Office as soon as able. If a resident has an accident on campus, he/she should file a Blinn College Incident Report with the Safety Coordinator after receiving medical attention.

Job Opportunities

For off campus job openings, consult bulletin board outside the Counseling office in the Administration Building. For on-campus work, apply on line at: <http://employment.blinn.edu>. Students also have the option to apply for work study positions within the College. More information about the work study program can be obtained through the Financial Aid office.

Laundry Facilities

Laundry facilities are available for the residents' use only and at no charge. Residents doing laundry for other people will be charged with a violation. Washers and dryers are available in each residence hall and each apartment building. Blinn College is not responsible for laundry that is lost, damaged, or stolen.

Personal Safety Escort

When on campus and feel uncomfortable going from one destination to another, you can request a safety escort from a uniformed Blinn College police officer. For an escort, call 979-830-4100.

Title IX – Sexual Misconduct

Blinn College is committed to fostering a fair and safe environment for all students. Discrimination, including harassment or retaliation, against any student on the basis of race, color, religion, sex/gender, national origin, disability, age or any other basis prohibited by law is strictly prohibited.

Title IX was created in the Education Amendments of 1972 to prohibit discrimination (to exclude, separate, deny benefits to or otherwise treat differently) based on sex. This includes discrimination based on same-sex, gender identity or failure to conform to stereotypical notions of masculinity or femininity. Any form of sexual discrimination, harassment, misconduct or violence will not be tolerated in the Blinn College community.

Title IX applies to ALL STUDENTS (as well as applicants for admission) at educational institutions (and off-campus) regardless of their sex, sexual orientation, gender identity, part- or full- time status, disability, race or national origin in all aspects of educational programs and activities. All students deserve the right to a fair and safe educational environment.

Nondiscrimination Statement

Blinn College, including its career and technical education programs, does not discriminate on the basis of race, color, religion, sex/gender, national origin, disability, age, or any other basis prohibited by law. A lack of English language skills will not be a barrier to admission and participation in career and technical education programs.

Obligation to investigate

Blinn College has an obligation to:

- INVESTIGATE all Title IX reports,
- take prompt and effective steps to END Title IX violations,
- PREVENT Title IX violations from recurring, and
- REMEDY the effect of Title IX violations.

Prohibited Conduct

What is a Title IX violation? A Title IX violation is any incident that:

- includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal or nonverbal conduct or other conduct and/or communication of a sexual nature
- creates a hostile environment when the conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by an institution
- causes a student to believe he/she must submit to the conduct in order to participate in a school program or activity or that an educational decision will be made based on whether or not the student submits to the conduct
- meets the definition of stalking, dating violence, fondling, incest, rape or statutory rape
- involves any form of sexual discrimination, harassment, misconduct and/or violence

Some common examples of Title IX violations, but are not limited to:

- asking personal questions about sex life, fantasies, preferences or history

- telling lies or spreading rumors about a person's sex life
- stalking or repeatedly asking out a person who is not interested
- sexually suggestive remarks, jokes, stories, gestures or catcalls
- sexual or obscene messages or pictures sent via text or computer
- sexual advances, propositions, insults or threats
- unwelcome or inappropriate touching
- sexual violence or assault
- rape (including date rape)

See the following Blinn College Board Policies for information regarding:

- Equal Educational Opportunity-**FA (LEGAL)**
- Freedom from Discrimination, Harassment and Retaliation-**FFD (LEGAL & LOCAL)**
- Freedom from Bullying-**FFE (LOCAL)**
- Student Conduct-**FLB (LEGAL & LOCAL)**
- Student Complaints-**FLD (LEGAL & LOCAL)**
- Student Discipline and Penalties-**FM (LEGAL & LOCAL)**
- Student Discipline Procedure-**FMA (LOCAL)**

What is consent?

Consent means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter.

Consent cannot be given by an individual who is:

- asleep;
- mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or
- under duress, threat, coercion, or force.

Consent cannot be assumed or inferred under circumstances in which consent is not clear, including but not limited to:

- the absence of “no” or “stop”; or
- the existence of a prior or current relationship or sexual activity.

How do I report Title IX violations?

Any student who believes that he/she OR another student has experienced sexual discrimination, harassment, misconduct or violence should immediately report the alleged acts to:

- any Blinn Employee or Resident Assistant (RA)
- any Blinn Campus Police Officer
- any Blinn Counselor or Nurse (or staff) (CONFIDENTIAL)

Violations can also be reported to the:

- Title IX Hotline at 979-830-4700 or
- Title IX Email at titleix@blinn.edu

All Employees/RAs/Campus Police Officers who receive a report must disclose all information to the Title IX Coordinator/Specialist. **EXCEPTION** - A person who holds a professional license requiring confidentiality, such as a counselor or nurse, or who is supervised by such a person shall not be required to disclose a report of prohibited conduct without the student's consent.

Complainants are strongly encouraged to report violations and have the right to report violations without further participation in any investigation.

Retaliation for reporting Title IX incidents is strictly prohibited.

For more information regarding Title IX, contact:

Title IX Coordinator
 James Reed
 236 Administration Building,
 Brenham Campus
 902 College Avenue,
 Brenham, TX 77833
 979-830-4189
James.Reed@blinn.edu

Title IX Specialist
 Rebecca Ruffino
 232 Administration Building,
 Brenham Campus
 902 College Avenue,
 Brenham, TX 77833
 979-830-4114
Rebecca.Ruffino@blinn.edu

Title IX Hotline at 979-830-4700 or Title IX Email at titleix@blinn.edu

The process for Title IX violations is as follows:

REPORT ALL STUDENT sexual discrimination, harassment, misconduct and/or violence to:		
Any Blinn Employee or Resident Assistant (RA): report incident to:	Any Blinn Campus Police Officer: report incident to:	CONFIDENTIAL: Any Blinn Counselor/Nurse (or staff) NOT obligated to report incident to Title IX personnel (no investigation/resolution)
TITLE IX Coordinator/Specialist (James Reed/Rebecca Ruffino) determine if incident is:		
TITLE IX:		NOT TITLE IX:
TITLE IX Coordinator/Specialist immediately take or direct the following steps: <ul style="list-style-type: none"> • offer immediate assistance to complainant (hospital, crisis center, counseling, etc.) • notify Campus Police for timely warning or immediate notification, if needed • assess and take interim action, if needed, notify all parties of rights and resources • ensure policy/procedure are followed • assign Investigator, if needed 		TITLE IX Coordinator/Specialist refer incident to appropriate process
TITLE IX Specialist <ul style="list-style-type: none"> • investigate incident • prepare report • confer with investigator, if assigned 	Investigator <ul style="list-style-type: none"> • investigate incident • prepare report • issue criminal charges, if needed 	
TITLE IX Coordinator/Specialist submit findings for discipline, if needed, to:		
Vice President of Student Services determine sanctions and notify both parties		
Student may appeal discipline decision using FMA (LOCAL)		
Disciplinary Appeals Committee determine sanctions, if appealed		

Student has no right to appeal Disciplinary Appeals Committee sanctions, but the **Vice President of Student Services; District President/CEO** and/or **Board of Trustees** may amend the committee's findings

TITLE IX COORDINATOR/SPECIALIST will review each incident, study trends and take all necessary steps to continuously improve the Blinn College Title IX process, training and awareness

Rights and Resources

Complainants and respondents are provided with a [Rights and Resources Letter](#) which explains the process and offers on- and off-campus resources.

On-Campus Confidential Resources: Reporting to any of the following sources will be completely confidential. Your personal information will not be shared by any of the following resources:

Blinn College Health Clinics:

Brenham Campus:

Corner of Green St & College Ave
979-830-4005 or [WEBSITE](#)
Hours of Operation:
(Closed 12:45-1:45pm-lunch)
Monday-Friday 8:00am-5:00pm

Bryan Campus:

Science Building, S-163
979-209-7269 or [WEBSITE](#)
Hours of Operation:
(Closed 12:45-1:45pm-lunch)
Closed Sat, Sun & Blinn holidays

Blinn College Counseling Services:

Brenham Campus:

Administration Building, Suite 206
979-830-4196 or [WEBSITE](#)
Hours of Operation:
Monday-Friday 8:00am-5:00pm

Bryan Campus:

Science Building, S-167
979-209-7251 or [WEBSITE](#)
Hours of Operation:
Monday-Friday 8:00am-5:00pm

On-Campus Police Department: In addition, you are encouraged to file a report with the Blinn College Campus Police Department. The campus police may conduct an investigation based on potential criminal activity related to the situation you reported.

Brenham Campus:

Student Center
979-337-7272 or [WEBSITE](#)
9-1-1 for emergency response

Bryan Campus:

Administration Building
979-361-3888 or [WEBSITE](#)
9-1-1 for emergency response

Off-Campus Medical Resources:

Brenham Students

Baylor Scott & White Hospital

700 Medical Parkway
Brenham, TX 77833
979-337-5000
(Able to treat medical injuries following all assaults but will require transfer to College Station Medical Center College Station Baylor Scott & White for 1604 Rock Prairie Road Sexual Assault Nurse Examine (SANE)

Bryan Students

Baylor Scott & White Hospital
700 Scott & White Drive
College Station, TX 77845
979-207-0100

College Station Medical Center

1604 Rock Prairie Road
College Station, TX 77845
979-764-5100

Sealy Students:
Houston Methodist West Hospital
 18500 Katy Freeway
 Katy, TX 77094
 832-522-5522

St. Joseph Hospital
 2801 Franciscan Drive
 Bryan, TX 77802
 979-776-3777

Memorial Hermann Katy Hospital
 23900 Katy Freeway
 Katy, TX 77494
 281-644-7000

Schulenburg Students: St. Mark's Medical Center
 One St. Mark's Place
 La Grange, TX 78945
 979-242-2200

Additional Title IX information can be found:

- [Board Policy FFD \(LEGAL & LOCAL\)](#)
- [College Catalog](#)
- [Residence Life Handbook](#)
- [Title IX web page](#)
- [Title IX brochure](#)

ADDENDUM FOR BLINN COLLEGE PARK APARTMENTS

The Policies and Procedures are incorporated into the Housing Agreement between the Resident and Blinn College and are a part thereof. They are promulgated for the purpose of preserving the welfare, safety, and convenience of the residents in the Blinn College Park Apartments and for the purposes of making a fair distribution of services and facilities for all residents, and for the purpose of preserving the owner's property from abusive treatment. Residents are required to cooperate with staff and other residents.

Appliances

Because BCPA students have a functioning kitchen, BCPA residents are allowed to have a toaster.

Bar-B-Q Pits

No personal pits allowed on the apartment premises.

Business

No concessions or business of any type may be operated by a student from the apartment complex.

Conduct Expected of BCPA Residents

Blinn College Park Apartments provide an opportunity for a more independent style of living. Independence requires responsibility for one's actions and those of visitors. If a BCPA resident refuses to act responsibly to the warning(s) and corrections requested by the staff, the resident may be asked to move to a residence hall for closer supervision. A resident may also be removed from campus housing, depending on the individual case and the severity of the situation.

Group Billing for Damages/Vandalism

Residents will be held accountable for any abnormal wear, damages or cleaning of common areas of their apartment complex and the exterior areas. This will include billing all residents of the unit.

Move Outs

Residents who fail to move by the required day will be charged \$50 per day until move out is completed and keys turned in. In order to leave things in the apartment between the fall and spring semester, a resident must meet the three criteria listed under **Check-in/Check-out Procedures that can be found within the Policies and Procedures Section (above).**

Public Areas

The public areas of the complex are for use by the complex residents and their guests. Public areas include parking lots, walkways, and the Commons Building.

Recreation

No recreational or sporting games are permitted in the buildings, balconies, or parking lots.

BLINN COLLEGE DINING SERVICES

The College maintains a dining hall and snack bar for the convenience of the students, faculty and other College personnel. Both are located in the Blinn College Student Center.

Dining Hall

Monday-Friday:

Breakfast 7 a.m. - 8 a.m.
Lunch 11:30 a.m. - 1:45 p.m.
Dinner 5 p.m. - 6:30 p.m.

The Cove (Snack Bar)

Monday-Friday 7 a.m. - 7 p.m.
Saturday 12 p.m. - 6 p.m.
Sunday 12 p.m. - 6 p.m.

Three meals per day (Monday-Friday) are served in the Dining Hall. Weekend meals are served in The Cove. Pre-paid credit is redeemable in either dining facility.

Meal Plans

Any student or employee may purchase their meals in the Dining Hall or Cove. Residents residing in campus housing are required to purchase a meal plan. The student ID card is required for all meals. A student must present his/her ID card to the cashier and swipe it through the card reader for each meal. Students are not allowed to purchase any meal for another individual with their meal plan.

Residents may choose either the \$1450 or \$850 declining balance plan. Athletes will be on a \$1450 meal plan. All plans may be used in the Dining Hall or Cove. **THERE IS NO REFUND MEAL MONEY THAT IS NOT USED BY THE END OF THE SEMESTER. MEAL MONEY CANNOT BE CARRIED OVER INTO THE NEXT SEMESTER. ANY REMAINING BALANCE IS FOREFIT.**

Meal Rates

Students and their guests may purchase meals in the dining hall on a cash basis. *Prices are subject to change.*

Summer Sessions

Students who stay on campus during the May Mini-Semester, Summer I, and Summer II sessions will be required to purchase a meal plan. These prices are to be determined by the Housing office. For the summer sessions three meals are served daily Monday – Friday. When a summer camp is scheduled, meals are served on weekends. ID cards can be swiped for each meal the student desires to eat.

Dress Requirements

Students entering the dining hall should dress in accordance with the student dress code policy.

Food/Containers

All food served must be eaten in the dining hall and cannot be taken out. Glasses or dishes must not to be taken from the dining hall. Personal glasses or cups are not allowed in the dining hall for sanitation reasons.

Holidays

On holidays, between semesters, and on other occasions when classes are not in session resulting in a small numbers of clients, the dining services hours of operation will be changed. When this occurs, changes will be posted at the cashier's station.

Lost I.D. Card

If you lose your I.D. card, you may get a replacement card at Enrollment Services. There are fees associated with replacing I.D. cards.

Menus

Menus are posted weekly on the [Blinn Food Services web page](#) and are available at the cashier's station.

BLINN COLLEGE HOUSING COSTS

Students living on-campus will be charged the following costs for housing for each semester they live on campus. Pricing varies between each residence hall. Please visit the Housing website at www.blinn.edu/housing for detailed information on each facility.

<u>Facility Name</u>	<u>Cost Per Semester</u>
Beazley Hall	\$1,350
Buccaneer Hall	\$1,350
Hallstein Hall	\$1,350
Helman Hall	\$1,350
Holleman Hall	\$1,350
K. Atkinson Hall	\$1,350
Lockett Hall	\$1,350
Melcher Hall	\$1,350
Memorial Hall	\$1,350
Solons Hall	\$1,350
Spencer Hall	\$1,350
Wheeler Hall Tri-Suite, Shared Bath	\$2,200
Wheeler Hall Private Room, Shared Bath	\$2,400
Wheeler Hall Private Room, Private Bath (limited number)	\$2,800
Blinn College Park Apartments 2 Bedroom Unit	\$2,750
Blinn College park Apartments 4 Bedroom Unit	\$2,700

<u>Summer School Rates</u>	<u>Cost Per Session</u>
May Mini-Semester	\$325
Summer I	\$700
Summer II	\$700

Please note costs are per session, and only reflect Housing costs and not meal plan costs. Meal plan costs will be an additional charge for summer students. Please note that not all residence halls will be available for occupancy during the summer.