

# **Blinn College District Student Resident Life Handbook**

**Office of Housing and Residence Life**

**20242025**

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## **INTRODUCTION**

### **Disclaimer**

The contents, policies, and procedures in this handbook are subject to change at any time at the discretion of the Blinn College District administration. You will be notified as soon as possible of any changes.

### **Blinn College District Mission Statement**

Blinn College District is building stronger communities by providing quality, comprehensive education, and empowering students to achieve excellence in their educational careers and personal goals.

### **Blinn College District Vision Statement**

Shaping future academic, workforce, cultural, and economic leaders by providing excellent instruction, resources, services, and innovative partnerships, for students and the community.

### **Blinn College District Core Values**

1. Access
2. Collaboration
3. Diversity
4. Excellence
5. Innovation
6. Respect
7. Service

### **BLINN COLLEGE DISTRICT NOTICE OF NONDISCRIMINATION**

Blinn College District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or

activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the College’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil Rights, or both. The College’s Title IX Coordinator is

Dr. Adrienne McCain, Title IX Coordinator  
902 College Avenue  
Brenham, Texas 77833  
Administration Building Room 219  
[adrienne.mccain@blinn.edu](mailto:adrienne.mccain@blinn.edu)  
979-830-4216

Blinn College District’s nondiscrimination policy and grievance procedures can be located at [www.blinn.edu/title-ix/index.html](http://www.blinn.edu/title-ix/index.html). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://www.blinn.edu/title-ix/reporting-information.html>.

**BLINN COLLEGE DISTRICT STATEMENT OF  
NONDISCRIMINATION**

Blinn College District prohibits discrimination, including harassment, against any employee on the basis of race, color, national origin, religion, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of Blinn College District policy. For more information, please see Blinn College District Board Policy DIAB.

**BLINN COLLEGE DISTRICT STATEMENT ON  
PARENTING SERVICES**

Any student who, because of their pregnancy or parenting status, may require special arrangements in order to meet the course requirements should contact the Parenting Services

Office. Please note that the instructor is not allowed to provide classroom accommodations to a student until verification from the Parenting Services Office has been provided. For additional information, please contact the Parenting Services Office.

## **Housing and Residence Life Mission Statement**

The Department of Housing & Residence Life 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.

### **COMMUNITY LIVING EXPECTATIONS: THE BASICS**

#### **Introduction**

- Blinn College District (hereinafter referred to as “College District”) is a multi-campus postsecondary educational institution with a residence life program contained on the Blinn-Brenham campus. Residence halls and on-campus apartments are available for students to live in while pursuing their educational endeavors. The College District is responsible for ensuring that residence life is supportive of the educational mission of the institution while maintaining a safe and supportive housing experience for each student. This publication is subject to change without notice. Additional information that the resident may find helpful is included herein.
- By completing the Residence Life Application and signing the Housing Agreement, students agree to adhere to the College District policies and procedures set forth in this document while residing on campus. Lack of familiarity with applicable policies and/or procedures does not constitute a reasonable defense for violation of any policies or procedures. The College District reserves the right to institute additional policies and procedures applicable to the College District Residence Life and to



amend or modify any policy or procedure contained herein without any prior notice as the College District determines to be appropriate.

### Housing Agreement

- Each resident must electronically sign the Housing Agreement as part of their housing application. The Housing Agreement covers the full academic year that the resident is enrolled at the Brenham Campus of the College District. For purposes of this handbook, academic year shall be defined as beginning at the start of the Fall semester through the end of the following Spring semester.

Separate Housing Agreements are available for students who will only attend Spring or Summer semesters.

### Room Assignments

- The Office of Housing and Residence Life reserves the right to move residents to another hall or housing unit for any reason, including but not limited to, the following: safety reasons, health reasons, to conserve energy, to conduct repairs, or any other circumstances deemed necessary by College District staff.
- **Room Changes** - No room changes will be made until after the tenth business day of the semester. All room change requests must be submitted to and approved by the Office of Housing and Residence Life. Any resident requesting a new roommate may be required to change rooms. Residents changing rooms must follow standard check-in and check-out procedures. Failure to follow these procedures may result in the students being required to return to the originally assigned room and/or be assessed a fee. The Office of Housing and Residence Life will only allow ONE room change per semester. Room changes are not guaranteed and depend on space availability. Room

- changes are on a first-come, first-served basis. Changing rooms may require additional housing charges.
- **Hall/Apartment Transfers** - If space is available, residents may be permitted to transfer to another residence hall or apartment. This request must be made to and approved by the Office of Housing and Residence Life. The same procedure must be followed when checking in and out of the room as stated above. The Office of Housing and Residence Life will only allow ONE room change per semester. Hall/Apartment changes are not guaranteed and depend on space availability. Hall/Apartment changes are on a first-come, first-served basis. Changing Hall/Apartments may require additional housing charges.
  - **Special Housing Assignments** - Students with disabilities requiring special housing arrangements must complete an application for housing to the Office of Housing and Residence Life and submit justification to the Office of Disability Services (ODS).
  - **Blinn College Park Apartments (BCPA) Eligibility Requirements** - Apartment-style living offers a more independent living option for students and requires the student to have a high level of maturity. Furthermore, students who live in BCPA housing and violate the Code of Conduct or any other College District policy are at risk of being removed from BCPA housing. Eligibility for living in BCPA housing does not guarantee placement in BCPA housing. Students must apply for BCPA housing and be approved by the Office of Housing and Residence Life. Eligibility for BCPA housing is based on the following criteria:
    - Current College District Students
      - Minimum 2.25 GPA
      - Disciplinary record: Two or less points
      - Will be given priority over new students
    - New College District Students

- Minimum 3.0 GPA from high school Two letters of recommendation emailed to [housing@blinn.edu](mailto:housing@blinn.edu) (from current high school administrator, teacher, or counselor)

Requests for exceptions to these requirements must be submitted to the Office of Housing and Residence Life for review. The Office of Housing and Residence Life reserves the right to place special populations in the BCPA facilities.

- **Room Consolidation** - The Office of Housing and Residence Life reserves the right to make assignment and reassignment of accommodations as deemed necessary. Residents will be required to consolidate upon notice from the Office of Housing and Residence Life. Residents occupying single rooms must select one of the following options:
  - Elect to contract and pay the additional fee for the private room. This option is permitted only if space is available and approved by the Office of Housing and Residence Life.
  - Choose to move to another half-filled room in the same building.
  - 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.
  - If a resident is occupying a double room without a roommate, the resident must:
    - Keep the unoccupied half of the room in the condition that would allow someone to move into the room on short notice.
    - Agree to accept a roommate assigned by the Office of Housing and Residence Life if required.

## **Criminal Background Check**

The College District conducts criminal background checks on all housing applicants prior to acceptance into campus housing and prior to each semester. Additional background checks on residents may be conducted at any point during the school year. Students with a Class B misdemeanor or higher charge (including pending charges) will not be allowed to live on campus until verification of dismissal from the court has been provided. Should a student be charged with a criminal offense during the course of a semester 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, including the required background check.

## **Health and Wellness Check**

- In accordance with College District Board Policy [FFAC\(LOCAL\)](#), students may be subject to a health and wellness check prior to move in and randomly during the academic year. Students displaying a temperature of more than 100.4 degrees (a fever, as defined by the CDC) will not be allowed to move in to their housing assignment until their fever has subsided and they are fever free for 24 hours without fever-reducing medication. Students who refuse a health and wellness check prior to move in will not be allowed to move into the residence halls.

## **Health Insurance Requirement**

- All students are REQUIRED to maintain health insurance coverage continuously while enrolled and attending the College District. The student must provide proof of coverage that meets the requirement of the College District. Any lapse in coverage during the time the student is enrolled at the College District will be considered a breach of the housing agreement and will result in the

immediate removal of that student from their housing assignment.

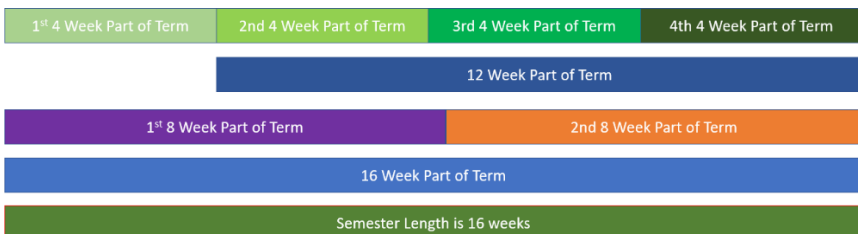
- Students who have been removed from Housing due to lack of insurance must provide proof of insurance to the Office of Housing and Residence Life in order to move back into their housing assignment. Proof of insurance includes, but is not limited to, a valid health insurance card.

### **Attendance Policy/Below Hours**

- 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. Students are required to attend all of their classes regularly. When a resident drops below 12 credit hours, the resident has 3 College District business days to begin the academic reinstatement process or complete an appeal to stay in on-campus housing. If reinstatement is not possible and the appeal is denied, the resident must move out within 48 hours.

Appeals will be heard by the Director of Housing and will take academic performance, discipline record, and additional circumstances into consideration. If a resident is approved to remain on campus below (12) hours and commits a discipline violation, the student must vacate from campus housing within 48 hours of notification. All class drops must be approved by the Office of Housing and Residence Life. No refunds will be issued for housing or meal plans after the eighth week of class. Prorated amounts may be issued for cancelled housing assignments prior to the eighth week of class.

- The fall and spring semesters are 16 weeks long. There are 8 parts of term inside the 16-week semester: 16-week, 12-week, 1st 8-week, 2nd 8-week, 1st 4-week,



2nd 4-week, 3rd 4-week, and 4th 4-week.

- Students who move into housing at the beginning of the fall or spring semester must 1) be enrolled continuously for the entirety of the sixteen-week fall or spring semester and 2) stay enrolled in at least twelve hours total during the 16-week semester except under exceptional circumstances approved by Vice- Chancellor of Student Services.
- Students starting classes the second eight weeks must be enrolled in six (6) credit hours to live on campus.
- Below is an example of a student's schedule who is not continuously enrolled for the entirety of the semester:
  1. **MATH 1314 College Algebra** in the 2nd 8-week part of term. = 3 credit hours
  2. **PSYC 2301 General Psychology** in the 2nd 8-week part of term. = 3 credit hours
  3. **SPAN 1411 Beginning Spanish I** in the 12-week part of term. = 3 credit hours
  4. **ARTS 1304 Art History II** - in the 3rd 4th week part of term = 3 credit hours

- This student is not enrolled in any class in the first 4 weeks of the semester and therefore is not enrolled continuously for the entirety of the sixteen-week semester. This student would not be eligible for student housing until the 2nd 8-week part of the term

### **Grade Point Average (Required GPA)**

- No student with less than a 2.0 cumulative grade point average (GPA) will be allowed to live in student housing. At the end of each long semester, students who fail to maintain a 2.0 cumulative GPA will be notified by email that they no longer meet the GPA requirement to live on campus and that their room will be cancelled. Students who have successfully filed an appeal with the office of Admissions and Records to remain a student at College District will be allowed to remain on campus.

### **Identification Card (Blinn ID)**

- Each student must obtain a College District Student Identification Card (Student ID) 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 service locations, to check out materials in the library, and is needed for entrance into College District sponsored activities. Students must always have their current Student ID with them/on their person and present it willingly upon request by any professional or student staff member or any College District Police Officer. Students must present their Student ID when entering a residence hall.

### **Keys, Cards, and Fob Access**

- Keys, access cards, and fobs to doors/rooms/apartments are issued during the check-in process. Duplication of keys and loaning keys to others is strictly forbidden and

will result in disciplinary action. Locks must not be altered or added to student residences or resulting charges and disciplinary action will be assessed. Keys are the property of the College District and must be returned to the Residence Hall Director at the end of the resident's occupancy. Residents must carry their keys or cards at all times. Broken, lost, or stolen keys/cards/fobs must be reported to the Residence Hall Director immediately. Lost key, card, or fob fees are charged to the student's account before replacements will be issued.

- Lost key, card, or fob fees charges are as follows:
  - \$125 individual key
  - \$25 key fob
  - \$25 wardrobe key
  - \$150 lock change (\$125 re-core and \$25 individual key)
  - .



- **Improper Use of Room Key** - All occupants are issued a designated key and/or access card/fob to gain entrance into their residence hall and/or apartment room. At no time may a resident allow anyone other than themselves to be in possession of or use these items. Allowing another resident, student, or person access to a living space they are not assigned to can jeopardize the safety of all students residing within a hall. Individuals who violate room key usage policy will be issued a disciplinary summons. If an individual loses possession of their key(s), access card, or fob, they should contact their Residence Hall Director immediately. The Residence Hall staff will apply the appropriate charge to the student's account for replacement keys and fobs.
- **Improper Change of Room** - All occupants are assigned a given space (Hall/apartment, Room #, Bed #.) No resident is allowed to switch rooms with any other resident without proper clearance from the Office of Housing and Residence Life. No resident may move out and allow another person to move into their assigned space without proper clearance from the Office of Housing and Residence Life. Residents who do so will be issued a disciplinary summons, will be fined, may be required to vacate student housing, and may not be allowed to live in student housing in the future.

### **Room Condition Sheet**

- The evaluation of the room condition and the inventory of the furnishings must be recorded on the Room Condition Sheet (RCS) prior to move in. The RCS must be signed and returned to housing staff during hall move-in. A complete listing of existing room damages, missing furniture and other irregularities is imperative. This form serves as a contract between the College District and the occupying resident on the move in condition of the student's residence hall room or apartment. Any

excessive wear or damage to the room observed at check-out that is not indicated on the RCS that was submitted at move in will be the responsibility of the resident and damage/cleaning charges may be assessed accordingly.

### **Buc E-mail Accounts**

- The College District student email account is the primary communication method between the College District and students, including communication from the Office of Housing and Residence Life. Students are required to activate and regularly check their account to receive College District communications. Failure to activate the account does not relieve the student of the responsibility for the information disseminated through the email account. The College

District partners with Microsoft Windows Live @ Edu to provide e- mail accounts to future, current and former College District 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 College District e-mail account.
  2. It should appear as the following:  
Firstname.LastnameLast2digitsBlinnID@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 set up email, the password is last six digits of student ID)
- For additional information go to the College District Web page and click the “e-mail” link.

### **Community Living Agreements**

- All students must complete a Community Living Agreement within the first week of moving into their housing assignment. This document is a living contract between the resident and their roommates and suitemates addressing how cleaning, conflict, and shared living issues will be handled throughout the semester. Students shall complete this document in the presence of their Resident Assistant (RA), who will help mediate the concerns of residents as they work through the document. Students are expected to uphold the agreement they set forth with their roommates at the beginning of the semester. Any changes to the original Agreement need to be updated with the Residence Hall

Director (RHD) of the resident's respective building.

### Signs/Notices/Fliers

- Residents must pay special attention to all signage posted on bulletin boards and on resident doors. This is a frequently used means of communication by the College District to distribute information, including but not limited to registration, check out, holiday close down, etc. Do not remove or tamper with notices posted by College District staff. All signs or posters must be approved by the Office of Housing and Residence Life before they are displayed. If signs are tampered with, damaged, or removed, a general charge of \$10 per sign will be issued to the entire hall/apartment building for replacement of the sign. See "Group Billing" under Community Living for further details.

### Safety Tips

- **Crime Stoppers** - To anonymously report a crime, students may contact Washington County Crime Stoppers by calling 979-836-8177 or going to [brenhamcrimestoppers.com](http://brenhamcrimestoppers.com) with any information. This information **is not** monitored 24 hours a day. In the event of a true emergency, please contact 911 or the Blinn College District Police Department (BCPD) at 979- 830-4755. This system is not meant for reporting noise violations. Information of this type should be reported directly to the Residence Hall Director/Resident Assistant or the College District Police Department, if necessary.
- **Personal Safety Escort** - When on campus and feeling uncomfortable going from one destination to another, students can request a safety escort from a uniformed Blinn College District Police Officer. For an escort, call 979-830-4755 or 979-277-7373 for after-hours assistance..

## **TITLE IX: NON-DISCRIMINATION**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance[.]” Any form of sexual discrimination, harassment, misconduct, or violence will not be tolerated in the Blinn College District 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.

### **Sexual Harassment**

Sexual harassment of a student by a College employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College's educational program or activities.

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal misconduct when the misconduct is so severe, pervasive, or objectively offensive that it limits or denies a student's ability to participate in or benefit from the College District's educational program.

### **Examples of Sexual Harassment**

1. Sexual jokes, gestures, comments or looks (repeated and unwanted, or to the extent of creating a hostile and/or threatening environment).
2. Forced or coerced sex act, including instances in which a person is incapable of giving consent due to use of drugs or alcohol, or due to disability.
3. Spying on someone or following someone in a sexual way.
4. Forced kissing.
5. Spreading sexual messages about someone on social media.
6. Calling someone homophobic names.
7. Making unwelcome sexual advances to a student.
8. Public sexual indecency against a student.
9. Continuing to express sexual interest in a student after being informed the interest is unwelcome.
10. Nonconsensual touching or groping, including unwanted hugging or shoulder rubbing.

## **Sexual Violence**

Sexual violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or without the person's consent. "Consent" means assent in fact in accordance with law.

Sexual assault is any unwanted, nonconsensual sexual contact against an individual by another. Sexual assault can occur either forcibly (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, or mentally/physically unable to consent).

Rape is nonconsensual sexual intercourse that involves the use or threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Rape includes nonconsensual sexual intercourse when the person is incapable of giving consent because he or she is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons

involved in the relationship.

## **Gender Based Harassment**

Gender-based harassment includes physical, verbal, or nonverbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct limits or denies a student's ability to participate in or benefit from the College District's educational program.

Acts of gender-based harassment may also be considered sex discrimination or sexual harassment.

### **Blinn College District Non-Discrimination Statement**

The Blinn College District, including its career and technical education programs, does not discriminate based on 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.

### **Title IX Coordinators**

Blinn College has designated the following person as coordinator to monitor compliance with these statutes as they related to students and to resolve complaints of discrimination based on race, gender, age or disability. Any student who believes that they, or another student, have experienced sexual discrimination, harassment, misconduct, or violence should immediately report the alleged acts to:

1. Any College Employee or Resident Assistant (RA)
2. Any Campus Police Officer (979-277-7373 or 979-830-4100)
3. Any College Counselor or Nurse (or staff) (CONFIDENTIAL)

Violations may also be reported via:

Title IX Hotline at 979-830-4700

Title IX Email at [titleix@blinn.edu](mailto:titleix@blinn.edu)

Dr. Adrienne McCain  
Title IX Coordinator  
Office: Administration Building 219  
Phone: 979-830-4216  
Email: [adrienne.mccain@blinn.edu](mailto:adrienne.mccain@blinn.edu)

or by using the online [reporting form](#). You have the option to fill in your contact information or submit the report anonymously. Reports submitted anonymously may limit our ability to follow up on an incident. Once a report is submitted online, a copy is emailed to the Title IX Coordinator for initial assessment and necessary action.

You may locate the online reporting form on the College District website either by searching Title-IX in the search bar or selecting Student Title IX from the College District A-Z menu. Because the form permits up to 1,000 characters, you also have the option to attach an external document. Note that any report will generate an email to the above named person outlining the allegations, the alleged victim, and the reporter.

The College District maintains a strong relationship with the Sexual Assault Resource Center, which offers resources to survivors and outreach to institutions, including donations and guest speaking presentations. The College District Counseling Services also offers free counseling sessions to students who schedule appointments.



## EMERGENCY PROCEDURES: A – Z

### **Threats to Safety (Active Shooter, Bomb Threat, Dangerous Conditions)**

- 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 away from harm.

#### ***In the classroom or office:***

1. Remember the principles of AVOID, DENY, and DEFEND.
2. If you can safely leave the area to AVOID the emergency, do so immediately.
3. If you are in a classroom, room or office, and cannot safely leave, remain and DENY entry to the shooter by securing the door.
4. If the door has no lock and the door is open, look for furniture or objects to barricade the door.
5. If the door has a window, cover it if you can.
6. If no police units are yet on scene move well away from the incident and find safe cover positions (not the parking lots) and wait for the police to arrive.
7. Once in a safe place stay put.
8. Get out of sight from the door and stay low and quiet.
9. If the shooter is able to gain entry into the space you are occupying, DEFEND yourself and others using any means and/or improvised weapons available to you.

#### ***In hallways or corridors:***

1. If in the hallways, AVOID the emergency by immediately exiting the area. If you are close to an exit, leave the building only if it will lead you away from where shooting is taking place. Run away from the incident and find a safe place to hide.
2. If avoidance is not possible, get in a room that is not already secured and DENY entry by securing the room.
3. Follow the same steps listed above for classroom and office procedures.
4. If the shooter is able to gain entry into the space you are occupying,

DEFEND yourself and others using any means and/or improvised weapons available to you.

***In open spaces:***

Stay alert and look for appropriate cover locations. Brick walls, large trees, retaining walls, parked vehicles and another object which may stop firearm ammunition penetration, may be utilized as cover.

***Police response:***

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Officers will move quickly and directly. Early in an incident, officers may not be able to rescue people because their main goal is to get to the shooter(s). Involved persons need to try to remain calm and patient during this time so as not to interfere with police operations. Cooperate with officers who may ask you information concerning the incident. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions given by the officers at the scene or responding to the scene.

**Blinn Alert System**

- The Blinn Alert System is an emergency mass notification tool used by College District to inform students and provide safety information in the event of an emergency. This system can alert students via e-mail, phone call, and/or 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 their MyBlinn portal and completing the instructions for setup. All residents are expected to activate their College District e-mail account and check it regularly as Blinn Alert messages will be sent to this account.
- When the College District initiates an emergency message, by default 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. Cell phone carriers may charge fees if students do not possess a plan that includes calls/messaging; consult carrier for details. The College District will not use this contact information except in an emergency with the potential to affect health and safety or for tests of the system.

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

### Fire and 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. If living in the apartments, immediately exit the front door, go down the stairs nearest your door (if applicable), and move away from the building.

**Secondary Escape Route:** Inner common area 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. Do not use elevators.
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 District official.
8. Students with disabilities who require assistance in evacuating should alert their Resident Hall Director and Resident Assistant in advance.
9. ALWAYS REMEMBER YOU ARE NOT EXPECTED TO FIGHT A FIRE.

### Fire Drill

- Fire drills are conducted every semester to educate residents on how to react in the event of a fire in the on-campus housing. Fire safety and evacuation safety routes and procedures are explained at the first Hall 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 fire alarm sounds.** Failure to evacuate during a fire alarm could result in disciplinary action, fines, removal from on-campus housing, and/or legal repercussions.

## Fire Extinguishers

- Fire extinguishers are provided in the halls as a safety device for use in the event of a fire. Tampering with fire extinguishers when there is not a fire emergency could result in disciplinary action, fines, removal from on-campus housing, and/or legal repercussions.
- As a student, your responsibility during a fire emergency 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 are doing so at your own risk.

## Missing Person

In the event of a missing person, the student's designated emergency contact will be contacted immediately. If there is reason to believe that student is missing, all possible efforts will be made to locate the student to determine their state of health and well-being. The assigned Blinn College District Police Officer will complete a missing persons case report and request that College District administration enter required missing persons information into appropriate state and national databases. Efforts to locate the missing student will involve collaboration between Blinn College District Division of Student Services, Blinn College District Police Department, fellow students, family members, and friends.

## Severe Weather

- In the event of immediate severe weather (i.e., tornado, severe thunderstorm), a Blinn Alert will be sent, and housing staff will direct students to a location within each facility to take shelter.
- In the event of inclement weather (i.e., hurricanes, winter weather, flash flooding) housing staff will coordinate with students to plan for evacuation or shelter within the facility. Blinn Alerts and announcements will be used to communicate with students as severe weather situations develop.

## COMMUNITY LIVING: A – Z

### Abandoned Property

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

### Bicycles

- Bicycles racks are provided near on-campus housing facilities. Bicycles cannot be stored or ridden in hallways, stairwells, or resident rooms or apartments. Bicycles should not be stored or chained to outside stairwells. The College District is not liable for damage to or loss of bicycles. If bicycles are left chained to bicycle racks for more than one (1) week after the end of a semester, the bicycles will become property of the College District Police Department and will be removed. ~~Residents should register bicycles with the College District Police Department, located on the first floor of the Student Center on the Blinn-Brenham campus.~~

### Scooters

- Scooters cannot be stored or ridden in hallways, stairwells, or resident rooms or apartments. Scooters should not be stored or chained to outside stairwells. The College District is not liable for damage to or loss of Scooters. If scooters are left chained to bicycle racks for more than one (1) week after the end of a semester, the scooters will become property of the College District Police Department and will be removed.

### Check-in and Checkout Procedures

- Check-in and check-out procedures are crucial. Students must complete all check-in paperwork before occupying

their housing assignment. Prior to leaving campus at the end of every semester, each student must complete all designated check-out procedures. Students will be notified of designated check-out procedures via email and fliers placed on resident doors and in hallways. Students are expected to check out within 24 hours of their last final exam or by the terms designated closing date and time, whichever comes first.

- **Residents must check out with Housing and Residence Life Staff** - Failure to follow the posted check-out procedures, including leaving on time, will result in the resident incurring a \$25.00 improper check-out charge. Residents are expected to checkout and complete a check-out form for Thanksgiving Break, Winter Break, end of semesters, and Spring Break. The Office of Housing and Residence Life will collect and inspect these forms.

- **When a resident departs-** Student must remove ALL possessions. If any items are left, they will be subject to the Abandoned Property procedures outlined above.
- **Residents approved to stay late-** Residents may approved to stay after a designated check out time in extenuating circumstances, this may include Resident Assistants (RA's) or residents approved to stay for graduation. These residents will be provided with a check-out date and are required to check out by 12:00 p.m. on that day.
- **Holidays** - College District housing is officially closed for designated holidays as listed on the College District Calendar. Room rates do not cover these holiday periods. Campus housing officially closes at 5:30 pm before the holiday period begins. **YOU MUST LEAVE ON TIME.** Valuable possessions should be removed during these periods. The College District is not liable for property that is vandalized or stolen.
- **Winter Break (Three Criteria)** - In order to leave things in rooms between the Fall and the Spring 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) their next semester bill must be paid IN FULL or have verification of adequate scholarship or financial aid. If the resident does not meet all three criteria, all possessions must be removed from the room. Leaving items will incur a \$75.00 abandoned property fee. Leaving items between any other semesters is not allowed without express written permission from the Office of Housing and Residence Life. Housing may be available for student populations who need to remain on campus due to an extreme circumstance or related to a College District sponsored event.

### Children in the Halls/Apartments

- Childcare is not permitted in on-campus housing. No student is allowed to house a child in on-campus housing temporarily or overnight.



## Dress Code

- Residents and their guests are expected to dress appropriately, following generally accepted community standards of neatness, cleanliness, and modesty. Clothing should remain free from pornographic, vulgar, images and/or language. Pants are to always be worn around the waist. Sagging of pants below the waist is prohibited. Workout clothing should be worn modestly outside of housing or gym facilities. Shoes must be worn in lobbies and dayrooms of the residence halls, and when entering or exiting the building. No student may walk barefoot in the hallway or across campus.

## Facilities

- **Alterations to the Room/Apartment** - Alterations, changes, or remodeling of the premises, interior or exterior, are not permitted. Students are expected to report maintenance issues to the Office of Housing and Residence Life. Students should not use screws, nails, staples, tacks, sticky tack, or tape to hang items on walls. Only damage-free adhesive hooks and strips, such as Command products, may be used to attach items to residence hall walls and must be removed properly without damage to the wall upon resident checkout (also see Decorations section).
- **Bathroom Cleaning** - 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 Office of Housing and Residence Life, who will notify Maintenance. Custodians clean guest restrooms regularly, but students are expected to help keep the bathroom clean and not damage the facilities or products put there for the residents' convenience. No foreign objects, including but not limited to food, should be put in toilets, sinks, or shower drains. Students will be responsible for damage resulting from misuse of the

aforementioned objects.

- **Cleaning Supplies** - Residents must supply their own cleaning products. 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 bleach to clean as bleachspills cannot be corrected.
- **Damage Charges** - General and specific damages including but not limited to destruction of College District property, defacing signs, walls, doors, windows, floors, trim; creating holes in doors, trim, walls; leaving stains, glue, and putty residue will result in charges being added 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. Charges will be first deducted from the \$100 refundable security deposit which is collected at the beginning of each semester. Any remaining charges must be paid before the student is permitted to register for classes for the next semester. Any outstanding charges may result in legal action, including but not limited, to the charges being sent to collections.

- **Damages/Vandalism Charged to Group Billing for Common/Public Area Damages** - 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 building or residence hall if these damages cannot be attributed to a specific resident or unit. The College District will determine the amount of loss or damage and the applicable fees. Bags of trash left in hallways, laundry rooms, community bathrooms, on porches, walkways or balconies will incur a charge of \$10 per bag per occurrence. This charge could be an individual charge or a group charge to an entire apartment building or residence hall.
- **Decorations** - Residents are expected to use good taste and common sense in decorating their rooms or apartments. No articles may be displayed in the windows. No objectionable material, in accordance with College District Policies, should be displayed in the room. Refer to Board Policy FLA and the accompanying Administrative Regulations for additional guidance. Residents are permitted to post posters on the doors of the rooms to which they are assigned. Signs cannot be larger than 22" x 28" inches or cover up a room number. Due to fire code, do not attach anything to the ceiling. Do not use screws, nails, bolts, or 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. Use only damage-free adhesive hooks and strips, such as Command products, to hang decorations inside the room. These products must be properly removed without damage to the walls upon checkout. Failure to do so could result in damage/cleaning charges. Push pins, thumb tacks, nails, and staples may not be used to attach decor to walls. Residents will be charged for damage caused by any decorations that mark, deface, damage or mar the interior

or exterior of the facility. Seasonal decorations must be fire retardant.

- **Doors:**

- **Locks**—Each resident is issued entry door keys or an access card/fob. For security reasons all room/apartment doors and windows should remain locked at all times. Additionally, 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 resident security and the security of residents in the hall or occupants of the apartment.
- **Entry and Exit doors**— All entry and exit doors **must remain locked 24/7 in the residence halls.**
- **Escort Policy-** Residents must meet their guests at the entry door of the housing facility and always stay with guests.

- **Propping Exterior Doors-** Propping exterior doors open or closed is strictly prohibited. Propping doors open or closed threatens the safety of the entire apartment/residence hall community.
- **Tailgating Policy** -Do not permit “tailgating” (allowing persons to follow you into the building) when entering halls.
- **Pin Locking** - Tampering with a room door lock (i.e. pin locking) will result in a \$25 charge, plus damage charges. After 4:00 p.m., the charge for tampering with a door lock/pin locking the door will increase to \$50.
- **Driveways, Sidewalks, Passageways, and Stairs** - Driveways, sidewalks, passageways, and stairs, along with other public areas, must not be obstructed at any time.
- **Food Storage** - To live in a healthy, pest-free environment, food must be stored in a sealed containers. Do not leave food containers and packages open. Do not dispose of food through sinks (except where garbage disposal is available-BCPA), showers, or toilets.
- **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. Furniture may not be taken outside. If College District furniture is removed from an assigned room, a student may be referred to the conduct process and the original furniture must be returned within 48 hours. Furniture must not be taken apart. Students are not permitted to bring duplicate furniture (beds, couches, etc.). No furniture provided by the College District Department of Housing and Residence Life may be removed or requested to be removed from the living space.
- **Grooming** - Personal grooming is not permitted in the residence hall day room, lobby, or hallway. Do not

dispose of cut hair through the sink, toilet, or by sweeping it into the hallway.

- **Hallways and Porches** - Hallways and porches are open passageways and must not be blocked. Do not use the hallways for talking on the phone as it disturbs others. Lights in stairways, hallways, and common areas must be on at night for safety. In order to report a light that is out, please submit a work order via myBlinn.
- **Lock Outs** - If residents lock themselves out of their room during the day, they should check to see if the RHA or RA 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. If a pattern of lockouts (more than three times during a long semester) occurs a student could be subject to disciplinary action.  
**Windows Blinds** - 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.
- **Maintenance Concerns** - Residents are responsible for promptly reporting any maintenance needs or broken items to the Residence Hall Director. Maintenance personnel are on duty between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, yet 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.
  - **Maintenance concerns that occur after hours should be directed to the on-call Resident Hall Director, pending on where the issue is occurring.**
    - East Side of Campus (979-830-

4650): Beazley, Hallstein,  
Helman, ~~Katherine Atkinson,~~  
~~Spencer,~~ Prairie Lea, and  
Wheeler

- West Side of Campus (979-830-4650): Blinn College Park Apartments, ~~Buccaneer,~~ ~~Lockett,~~ Mill Creek, and Melcher
  
- **Plumbing** – In the event of a flood, plumbing repair bills are charged to the apartment, room, or hall via group billing.

- **Room Appearance** - Residents must maintain an orderly living area, using reasonable sanitation and safety standards. Residents must regularly empty wastebaskets and clean rooms, bathroom area, and common area (if applicable). Residents must also keep dirty clothes in laundry containers.**Right of Entry** - The College District reserves the right for authorized personnel to enter the room/apartment by passkey without prior permission or consent of the student at all reasonable and necessary times. These are to ensure rooms are free of prohibited items and residents are following all sanitation requirements. Unsanitary conditions will be communicated to the resident through written evaluation. An incident report will be created for the resident if the conditions have not changed after 24-48 hours indicated on the evaluation received. If a prohibited item is observed in plain view during inspection, authorized College District personnel can search any College District property and students' items for further prohibited items. An incident report will be created for the resident(s) where prohibited items are found, a disciplinary summons will be issued, and the Resident Hall Director(s) will notify resident of the confiscated items via email. These measures help to facilitate a healthy and safe environment for the on-campus housing population by minimizing risk of insects, rodents, and unhealthy living conditions. **Bed Bugs** - Students who suspect they have bed bugs need to contact their Residence Hall Director immediately. Bed bugs are a serious community health issue. Rooms that are found to have bedbug must be emptied; all clothes and bedding must be laundered. Students must leave the room during the inspection and treatment. Keeping a clean and sanitary living space, including but not limited to, keeping clothes on hangers, and limiting items on the floor, helps to prevent this issue.**Mold** - Students must report any signs of mold to their Residence Hall Director.



To reduce the possibility of mold, keep wet towels off the floor and run the fan while in the shower. Make sure to regularly empty room and bathroom trash. If mold is found or suspected, residents will have to leave their room during the inspection and treatment.

- **Trash** - Place trash and garbage from the room/unit in the trash dumpsters provided by the College District. Bags of trash left in hallways, laundry rooms, community bathrooms, or on porches or balconies will result in a charge of \$10 per bag via group billing, potentially to all building/hall residents.
  - **Littering** - Littering is prohibited. Residents may also be charged a cleanup fee for their visitor's littering.

### Guest/Visitor Restrooms

- All guests have restroom privileges only in-residence hall guest/visitor restrooms (where provided) or restrooms in the Commons Building. Restrooms in suite style, private bath, and shared bath facilities may be used by guests only if all suitemates and roommates agree to the use of the restroom by guests.

### Hall Meetings

- Mandatory hall meetings are held throughout the semester to inform residents of important information. They are usually held at the beginning, middle and end of each semester, but can be called within three College District business days' notice at any time. Hall meetings may be advertised via posters, on bulletin boards, or via email. Residents are required to attend all hall meetings. Exceptions must be cleared with the Residence Hall Director prior to the meetings. Missed meetings must be made up with Housing staff. Disciplinary action will be taken for unexcused absences from hall meetings.

### Illness/Injury

- The Office of Housing and Residence Life staff members

are NOT permitted to transport residents to the doctor, health clinic, or hospital. The staff is not allowed to provide any form of medical care to residents or students. If the resident is unable to transport themselves to the clinic on campus, they should contact the Health Clinic (see Services section: Health Clinic) to see if a virtual appointment is available at 979-830-4005. In the event of an emergency, please call 911. If a resident becomes critically ill or incapacitated, the resident/parent/guardian authorizes the College District's staff to engage the services of the local emergency medical resources to administer to the immediate medical needs of the resident. Upon the advice of the emergency medical personnel, the resident may be required to be transported 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 their Residence Hall Director of any special medical conditions, needs, or 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 the resident has.
- The College District is not responsible for any injuries/death due to the services received from local medical resources or emergency medical personnel, including but not limited to the response time of emergency personnel.

### **Insurance**

- The College District does not carry insurance covering loss, damage, or theft of an individual's personal property. Residents desiring such protection must plan for the necessary coverage at their own expense. Each resident is encouraged to carry personal property insurance, often referred to as "renters' insurance" on valuables they intend on keeping in their room/apartment.

- **Liabilities** - The College District is not responsible for the loss of or damage to (i.e. water leaks, fire, and theft) resident rooms or personal possessions. Students or their families are encouraged to carry appropriate insurance to cover personal losses.
- **Personal Property** - The College District assumes no responsibility for loss or damage of personal property because of theft, fire, vandalism, or maintenance failure. Residents are responsible for keeping track of personal items in the common area. The College District will not store personal possessions between semesters. Commercial storage may be available in Brenham for students to arrange at their own discretion and expense. The College District is not responsible for personal property left behind 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 discretion/delay and without liability by the College District. Please refer to the *Abandoned Property* portion of this handbook.

### Microwaves

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

### Parking

- To park on campus, residents must purchase a resident parking permit. If the permit is purchased before housing check-in, it will be included in your move in packet. If the permit is purchased after or during housing check-in, you will be contacted by email when it is available to pick up at Enrollment Services.

- It is your responsibility to become familiar with Blinn parking and traffic regulations before parking a vehicle on campus. The owner of the permit is responsible for all parking citations incurred while utilizing the permit for noncompliance with College District parking policies. Parking and traffic regulations are always in effect. Please visit [www.blinn.edu/parking](http://www.blinn.edu/parking) for additional information or for permit rules and regulations.

### Pets and Assistance Animals

- **General rule:** Pets and other animals are not permitted, even temporarily, in College District residence halls and apartments. This prohibition applies to dogs, cats, and all other creatures, including but not limited to mammals, fish, reptiles, birds, rodents, and insects. Feeding stray animals on campus is prohibited. If a pet or unauthorized animal is found in a resident's room, or if the student fails to comply with administrative directives, this handbook, or the code of student conduct, the College District may take disciplinary action, which could include removal of the animal and/or student from student housing, monetary sanctions to cover damage to property, suspension, and expulsion from the College District in the event of repeated or flagrant violations. **Exception for students with disabilities:** The College District recognizes that some students with disabilities use assistance animals. College District Policy FAB (Legal) provides an exception to the no-animal policy for students with disabilities. Assistance animals work, perform tasks, assist, and/or provide therapeutic emotional support. There are two types of assistance animals: (1) service animals and (2) support animals. Information regarding assistance animals is available on the web page of College District's Office of Disability Services [<https://www.blinn.edu/disability/service-assistance-animals.html>]. The phone number for the Office of Disability Services is 979-830-4157.

- **Service Animals:** Students with disabilities may reside in student housing with their qualified service animals. By law, a service animal means a dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether trained or untrained, are not service animals (however, in limited circumstances a miniature horse could qualify). The tasks performed by a service animal must be directly related to the individual's disability. Service animals are permitted in all areas of the residence hall (e.g., laundry room, recreation rooms) and in all campus buildings where the public is allowed. Students with disabilities requiring a Service Animal must fill out the form below prior to moving on to campus for the selected term. <https://www.blinn.edu/disability/service-assistance-animals.html>
  - Residents and/or students with service animals are solely responsible for the care, sanitation and cleanliness, proper disposal of animal waste, and control and supervision of the animal to prevent disruption, danger to others, and damage to property. The animal must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- **Emotional Support Animals (ESA):** Under the Fair Housing Act, a support animal is an animal that provides therapeutic emotional support to a student

with a disability. In contrast to service animals, support animals must remain in the student's personal residence and cannot be brought to public common spaces in the residence hall such as a laundry room or lounge. When the animal is transported outside, it must be in an animal carrier or restricted by leash or harness.

- Students who require the assistance of an ESA must complete an ESA Authorization Request form with the Office of Disabilities Services. The resident will receive an email through the College District email approving or denying the ESA request from ODS within 5 business days after submitting a complete Authorization Request. ODS will also contact the Office of Housing and Residence Life as to the approval or denial of the request.
- Residents are **not** allowed to have an animal on campus until the Authorization Request with ODS has been fully reviewed and approved.
- If an animal is found on campus and the resident either has not submitted an ESA Authorization Request or the application has not yet been approved, the animal must be immediately removed from campus and an incident report shall be submitted resulting in disciplinary action, based on the Student Code of Conduct (points system). There will be no exceptions. The RA or RHD will verify every twenty-four hours that the animal has been removed. For every day that the resident has not removed the unproved animal, the resident will be in violation of this manual and the Student Code of Conduct resulting an additional and disciplinary action and/or points.

- Approval of ESA Authorization Request is NOT retroactive and will NOT erase accrued points that may have been assigned to a resident for having an unapproved animal in the resident hall and/or refusing to remove the animal pending the ESA authorization process.
- Once approved, residents with ESAs are solely responsible for the care, sanitation and cleanliness, proper disposal of animal waste, and control and supervision of the animal to prevent disruption, danger to others, and damage to property. The animal must remain in the resident's assigned room. If the resident must take the animal out of the room for any reason, the animal must be harnessed, leashed, or tethered.
- Residents who have questions about ESAs or Service Animals should contact ODS for additional information and requirements
- **Impact on other students with disabilities:** Some students or employees may have medical conditions that are adversely impacted by the presence of animals (*e.g.*, respiratory disease, asthma, severe allergies) and may be unable to live in or occupy shared spaces with assistance animals. ODS will consider the needs and/or accommodations of all persons involved on a case-by-case basis.

### Profanity

- The College District prohibits the use of profanity and obscenity on College District owned property and at College District sponsored events. Use of profanity and obscenity may in an incident report and result in disciplinary action.

### Prohibited Items

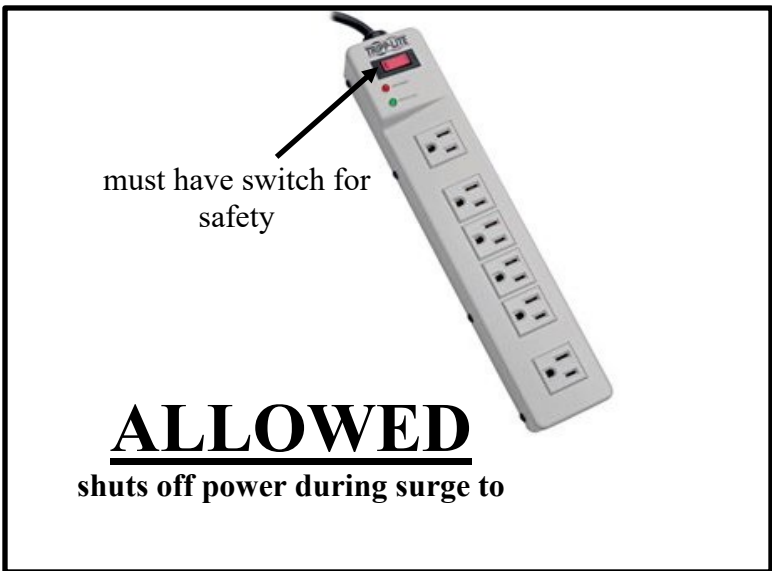
- **Appliances** - Students are not allowed to bring space heaters, microwaves, hot plates, additional AC units, candle warmers, or any appliances with a heating element. If there is a question about an appliance not listed here please contact the Office of Housing and Residence Life for clarification at 979-830-4461.
- **Bulletin Boards and Dry Erase Boards** - Bulletin boards and dry erase boards are not permitted to be hung on the outside of resident's doors. They may be hung inside of rooms and apartments using only damage-free adhesive hooks and strips, such as Command products.
- **Hammocks** - Hammocks, swings, or other type items are not allowed to be hung from trees or bushes on College District property.
- **Hoverboards** - Hoverboards, motorized scooters, or motorized personal transportation devices are not allowed on College District property. Storage of these devices in any campus buildings, halls, or apartments is strictly prohibited. If these items are found within a campus building, students may be subject to disciplinary action.
- **Physical Fitness Equipment** - Weight stacks, dumbbells, or barbells are NOT allowed in on-campus housing due to excessive weight, which may cause damage to floors and disturb others.
- **Recreation/Sports Equipment** - Dart boards are not permitted inside any residence hall or in campus apartments. The possession of BB guns, paintball guns, nerf 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 College District buildings.

### Surge Protectors and/or Surge Protected Power Strips

- Residents must use surge protectors or surge protected power strips. Extension Cords are prohibited.



# Extension Cords vs. Surge Protectors



## Quiet Hours

- Courtesy 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.
- During quiet hours, noise should not disturb the nearest neighbor (including roommates). Quiet Hours are in effect 24 hours a day during the week of final examinations.

**Quiet Hours are as follows:**

**Daily 10 PM – 10 AM**

## Residence Hall Directors (RHDs)

- Resident Hall Directors (RHDs) are live-in staff members who work to develop a community for the academic and personal growth of their residents. Staff office hours are posted within each hall/facility, including after-hour contacts and emergency phone numbers. Residence Hall Directors are the Direct Supervisors of Resident Assistants.

## Resident Assistants (RAs)

- Resident Assistants (RAs) are student staff members who report directly to the Residence Hall Director (RHD). 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 students. One RA lives in each of the seven Blinn College Park Apartment buildings. One or two RAs lives in each of the traditional residence halls. An RA lives on each floor wing of Wheeler Hall and Mill Creek Hall. As College District officials, RAs are responsible for the enforcement of housing policies. Residents should not hesitate to take their problems or suggestions to their RA.

- Staff members must sometimes remind residents and/or their guests 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. Students who chose to disregard staff member's redirection or are hostile to any staff member may be subject to disciplinary action.

### **Solicitation**

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

### **Television**

- Both basic cable and extended basic cable are provided in all rooms.
- Basic cable is provided in all Housing and Residence Life facilities except for Prairie Lea and Mill Creek Halls. Students experiencing problems with their cable, should contact the Office of Housing and Residence Life (979-830-4461) or their RHD. Refunds are not issued for cable outages.

### **Commercial Activities**

- Residents are not allowed to operate commercial activities, including concessions or businesses of any type, on the College District campus.

### **Visitation**

- A visitor is defined as anyone who is not assigned to live in that specific room/hall/apartment. If a visitor becomes unruly, verbally abusive, physically abusive, or disruptive, the visitor must leave the premises

immediately. If the visitor is a student, they may also face disciplinary action for their behavior. Lack of compliance could involve College District Police and result in legal action. College District students and students' immediate family are allowed to visit during scheduled visitation hours. Non-College District students are not allowed to visit within the residence halls, except for a student's immediate family. Immediate family is defined as parents, grandparents and siblings.

### **VISITATION HOURS**

**Guests are permitted in on campus housing facilities during the following hours:**

**Sunday – Thursday: 6 am – 11 pm**  
**Friday & Saturday: 8 am – 12 am (Midnight)**

- One visitor per resident may visit in the resident room, residence hall/apartment dayroom or community room.
- The hall resident must meet the visitor at the entry door. The visitor, escorted by the resident, must sign in with residence hall staff and leave their ID with residence hall staff. Guests are not allowed to remain in the building unaccompanied by a resident. The visitor must be escorted by the resident to pick up their photo ID and to the exit doors when they leave.
- Guests are not allowed to remain in the room or apartment unaccompanied by the resident.
- Residents allowing another person to live in their assigned room or found to be cohabitating with a person not assigned to their room by the Office of Housing and Residence Life are subject to removal from campus housing. Criminal Trespass Warnings (CTWs) may be issued and legal action may be taken.
- Visitation is not allowed when the College District is closed.

- If an individual involved in a visitor violation is not a student at the College District or does not live in College District housing the individual(1) will be issued a Criminal Trespass Warning by the College District Police Department, (2) will not be permitted to visit any campus housing facilities, and (3) can be arrested or have legal action taken against them for further violations.
- If an individual involved in a visitor violation does is a student at the College District and/or does live in College District housing the individual, (1) will be issued a disciplinary summons.
  - The College District reserves the right to determine when provisions of these policies are violated and to determine the appropriate course of action, including a criminal trespass warning. Violators of the CTW are subject to criminal sanctions, fines, and disciplinary action, up to and including expulsion.

**Blinn College Park Apartment Specific Policies (BCPA)**

- **Appliances** - BCPA residents are allowed to have kitchen appliances.
- **Bar-B-Q Pits** - No personal BBQ pits are allowed on the College District premises.
- **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. Basketball games are permitted on the provided basketball court adjacent to the east side of BCPA building 6.

## STUDENT CODE OF CONDUCT

Please note that the Student Code of Conduct is enforced in addition to all College District Board Policies and Administrative Regulations. The Student Code of Conduct, College District Board Policy, and Administrative Regulations are subject to change. Please refer to the versions of these documents located on the College District website for the most up to date information.

### Introduction

- Each student who enrolls in the Blinn College District accepts the policies of the College District and agrees to abide by them. Failure to follow the rules and regulations of the College District will lead to appropriate disciplinary action. Each student is expected to conduct themselves 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. The College District staff will determine what constitutes disorder or interference with the rights and comforts of other residents, including roommates and suitemates. **All offenses will be considered on a case-by-case basis. Disciplinary action will be taken if/when deemed necessary.**

### Blinn College Disciplinary Point System

- The disciplinary point system is designed to promote consideration and safety for all community members. Violations occurring within on-campus housing are assessed by the disciplinary point system at the discretion of the Student Conduct Coordinator.
- 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), THE STUDENT WILL BE REMOVED FROM HOUSING INDEFINITELY AND MAY BE ISSUED A CRIMINAL TRESPASS WARNING.

- Points do not expire and remain part of the student's educational record even if the student withdraws and subsequently reenrolls at the College District.
- Refer to the College District's Student Code of Conduct for a list of disciplinary infractions that may result in the assignment of points to a student.
- In addition to the infractions listed in the Student Code of Conduct, any illegal activities committed by a resident student, on or off campus, may be grounds for removal from on-campus housing.

### **Restitutions**

- Restitutions are sanctions for policy violations that are in addition to any disciplinary points assessed. They are designed to promote a learning experience for the students and assist them with their own development as a member of the on-campus community.
- Restitutions must be appropriate to the circumstances of the violation and can include, but are not limited to, coaching with a student affairs' professional, counseling with an on campus professional counselor, drug/alcohol awareness courses, probation or disciplinary contract, community service, or reflection essays.
- Restitutions will be determined and assigned by the Student Conduct Coordinator.

### **Incident Reports and Summons to Meet with Student Conduct Coordinator**

- An incident report is written in any situations that need

to have a documented record of events. If an incident report is written whenever a violation, or suspected violation of the Student Code of Conduct has occurred that incident report is submitted to the Student Conduct Coordinator.

- When a staff member writes an incident report for disciplinary purposes, all students involved will be issued a summons to meet with the Student Conduct Coordinator. The meetings are by appointment only. It is the student's responsibility to contact the Student Conduct Coordinator within 24 hours to schedule an appointment to meet with the Student Conduct Coordinator. Students can call 979-830-4643 to arrange an appointment with the Student Conduct Coordinator or can schedule an appointment via email. These meetings must occur within ten (10) College District Business days following receipt of an incident report but will likely take place in a shorter time frame. Failure to schedule a meeting, show up for a scheduled meeting, or correspond with the Student Conduct Coordinator is considered an additional disciplinary violation.

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## STUDENT SERVICES

### Activities and 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.

### Addresses/Correspondence with Students

- To change a name or address, a resident should notify Enrollment Services. All College District 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 contained in the communication.

### Blinn College District Police Department

Blinn College District Police Department (BCPD) is a professional law enforcement organization—not a “security” organization. BCPD 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 College District community as well as the enforcement of College District policies. Residents are expected to comply with city, county, state and federal laws, ordinances, policies and regulations of the College District and the Department of Housing and Residence Life. Residents are encouraged to contact BCPD to report any criminal activity or suspicious persons. In case of health/safety-related emergency,

officers may be reached by dialing 911. BCPD Police Officers assigned to the Brenham Campus are available 24/7.

- **Crime Stoppers** – To anonymously report a crime, students may contact Brenham and Washington County Crime Stoppers at 979-836-8477. This information is not monitored 24-hours a day. In the event of a true emergency, please call 911. Additionally, Crime Stoppers and 911 are not meant for reporting noise violations. Please contact your Resident Assistant, Residence Hall Director, Building Monitor, or the BCPD non-emergency line at 979-277-7373, if necessary.
- **Lost and Found** - Items lost or found should be reported and taken to BCPD in the Student Center.
- **Personal Safety Escort** – When you are on campus and feel uncomfortable going from one destination to another, you can request a safety escort from a uniformed BCPD police officer. For an escort, call 979-277-7373.

### Copy Machines

- Copy machines are in the College District Library.

### Counseling/Advising and Career Services

- The College District provides free and confidential counseling by professional Counselors to all currently enrolled College District students. The Counseling Office is in the Administration Building, Room 104.
- **Job Opportunities** - For off campus job openings, consult the bulletin board outside the Counseling/Advising office in the Administration Building. For on-campus work, apply online at: <https://employment.blinn.edu/> . Students also have the option to apply for work study positions within the College District. More information about the [work study program](#) can be obtained through the Financial Aid Office.

## Day Rooms

- **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. Videos/movies will not be shown in the day room without staff approval.

## Dining Services

The College District maintains a dining hall for the convenience of the students, faculty and other College District personnel. The dining hall is in the College District Student Center.

### Monday – Friday

7:00 a.m. – 8:30 a.m.: Breakfast Buffet

8:30 a.m. – 10:00 a.m.: Continental Breakfast

11:00 a.m. – 2:00 p.m.: Lunch Buffet

4:00 p.m. – 6:30 p.m.: Dinner Buffet

### Saturday-Sunday

12:00 p.m.- 2:30 p.m.: Lunch Buffet

3:30– 6:00 p.m.: Dinner Buffet

- Three meals per day (Monday-Friday) are served in the Dining Hall. Pre-paid credit is redeemable in either dining facility.
- **Meal Plans** - Residents residing in on-campus housing are required to purchase a meal plan. Any students requiring modifications for special dietary needs, need to contact the Dining Hall staff directly to see what accommodations can be made. Students wishing to cancel their meal plan must provide proof of special dietary needs by their doctor and must provide verification from the Director of Dining Services that reasonable accommodations cannot be made in order for the student to utilize the meal plan.
- Residence Hall students may choose either the Blue or Silver meal plan. Students residing in the apartments will be assigned the Apartment meal plan. All plans may be used in the Dining Hall or Cove. THERE IS NO

REFUND OF 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 FORFEITED.

- **Additional Information**

- **Blinn IDs** - The student ID card is required for all meals. A student must present their 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.
- **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 Office of Housing and Residence Life. For the summer sessions three meals are served daily Monday – Friday. When a summer camp is scheduled, meals are served on weekends. Student 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** - Dining service hours will be modified on holidays, between semesters, and on other occasions when classes are not in session. When

this occurs, changes will be posted at the cashier's station.

- **Menus** - Menus are posted weekly at <https://www.blinn.edu/food-services/index.html> and are also available at the cashier's station.
- **Dietary Restrictions** – Students with special dietary needs must make arrangements in advance with Housing and Residence Life prior to the first day of class.

### Dining Hall Holiday Closings

- Campus Dining Services is available throughout the year except during holidays, semester breaks, Spring Break, or as otherwise determined by the College District.

### Fax Machine

- A fax machine is available in the Student Leadership and Activities Office in the Student Center for students to use during business hours.

### Health Clinic

- The College District Brenham Campus has a Campus Health Clinic located at the corner of Green Street and College Avenue. Services provided include evaluation and treatment by a Nurse Practitioner/Physician Assistant. Most services are free of cost. Certain testing will be at cost of student.
- **Hours will be Monday-Thursday 8 a.m.-4 p.m., Friday 8 a.m-2 p.m. during the Fall and Spring Semesters. Hours are subject to change.**
- **Clinics are open for walk-in appointments on a first-come, first-served basis.**
- Students can provide insurance for those services requiring fees.
- In the event of an emergency, students should call 911 and/or the Campus Police at 979-277-7373.
- Students are encouraged to report any illness or hospitalization to the Hall Director and/or Office of Housing and Residence Life as soon as possible. If a

resident has an accident on campus, a staff member will file an accident report with the Director of College District Safety and Emergency Management/Police Chief.

### 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](http://www.blinn.edu/housing) for detailed information on each facility.
- Please note costs are per semester, and only reflect Housing costs, 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.
- **There is a \$100 refundable security deposit due each semester.** Pending any damage to the room, the deposit will be refunded at the end of the academic year or semester. Refunds will transfer from the fall to the spring term unless the student submits a request to the Office of Housing and Residence Life. The deposit may be used to cover any other costs remaining on students' bills, including but not limited to, parking tickets, library fines, etc. Deposits will be refunded two weeks after the end of the semester, pending damages.

**Use of Technology Resources** - The College District's information technology resources are made available to students to further the educational mission of the College District. The appropriate use of information technology is primarily related to the academic assignments and coursework of students. To ensure availability and reasonable levels of service, the users must exercise responsible behavior. The misuse of information technology by a few can result in degraded performance for

all users and interfere with legitimate academic endeavors. For more information, please refer to [Board Policy CS – Information Security](#).

- **Prohibited Activities** - While the policies in place attempt 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 District;
      - Obscuring the true identity of the user; or
      - Harassing of any individual or group.
    - Use of College District resources for non-College District related activities that create an undue increase in the network load, e.g., file sharing, network games, spamming, and/or chain mail;
    - Scanning systems to find running services and vulnerabilities.
  - **Commercial Use** - Using any College District 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 District; using any College District resource to support or benefit a private business.
  - **Unauthorized access and use** - Using College District resources to gain unauthorized access and use to either the College District’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 District 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 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 District's information technology resources or other disciplinary actions by the College District. The College District reserves the right to investigate any unauthorized or improper use of College District information technology



resources. Violations of the College District's information technology use policies by users will be reported to the Director of the Department of Housing and Residence 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.

### Laundry Facilities

- Laundry facilities are available free for the residents' use only. Residents doing laundry for other people will be subject to disciplinary action. Washers and dryers are available in each residence hall and each apartment building. The College District is not responsible for laundry that is lost, damaged, or stolen. Students found to abuse the facilities or laundry machines may be subject to disciplinary action.
- Any non-resident found using on campus laundry facilities may be subject to a Criminal Trespass Warning.

### Mail Service and Post Office Boxes

- Mailboxes, located in the College District Student Center, are available to residential students. The mailroom is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. Students may request a mailbox in the Student Leadership and Activities office. There is no charge for the use of the mailbox. The key to the mailbox 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 District

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.