



**STUDENT HOUSING HANDBOOK
BAY COLLEGE**

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Introduction

Student Housing at Bay College is a community designed for group living, learning, and growth (social and academic). However, when people live together, guidelines must be established to assure the rights and privileges of each individual.

This handbook is your reference for living standards, policies, and regulations. It is important that you read it thoroughly.

The Bay College Student Housing Handbook, Housing Contract and school catalog should also be referred to frequently as they contain additional information, policies, and regulations of the College that will be of value to you.

Student Housing Occupancy Schedule

The Student Housing Contract is for the entire academic year, which is defined as fall and winter semester, starting with the fall semester. If you enter into the contract after the beginning of the fall semester, your contract is for the duration of the academic year until the end of winter semester. If you enter into a contract for the spring/summer semester, your contract is for the duration of the semester(s) for which the contract is signed.

Move in dates are determined annually prior to the start of classes for the academic term. Occupancy begins when you check-in and sign your Housing contract. Students with completed Housing assignments should follow the designated check in procedures upon arrival on campus, to pick up their check-in materials.

Most students return home to visit family during the break between Fall and Winter semesters as well as over Spring Break. Students may remain in Student Housing over these breaks provided you receive approval from the Executive Director of Student Life & Campus Security prior to them. There is a \$25/week charge to stay in Student Housing over the break between Fall and Winter semesters. There is no additional charge over Thanksgiving or Spring Break.

Residents not returning for the Winter semester must check out of Student Housing no later than 4 PM on the Friday of Fall semester exam week. Students moving out at the end of the Winter Semester must check out no later than 4 PM on the Saturday of Commencement.

Student Housing may be available on a limited basis for rent during the summer semesters for students taking summer courses and individuals working for the College. Contact the Executive Director of Student Life & Campus Security for more information.

On-Campus Residency Guidelines

Student Housing staff seeks to provide an environment which is conducive to community living and academic success. For this reason, Student Housing is available for students who are admitted to Bay College and enrolled for a minimum of 12 contact hours/semester. The Executive Director of Student Life & Campus Security will include the dual enrolled college courses in the minimum contact hour calculation. Students may be removed from the

Student Housing if the minimum contact hour load is not maintained or in cases where students are not attending their classes regularly. Students enrolled in less than 12 credits may be able to stay in Student Housing with approval of the Executive Director of Student Life & Campus Security.

The Executive Director of Student Life & Campus Security has the responsibility for any removals from Housing that may be necessary for disciplinary reasons. The Vice President of Student Services is the officer of appeal for these decisions.

Alcohol Policy

Alcohol is NOT permitted within Student Housing by any resident or guest, regardless of age. Residents and guests may not store or possess alcohol, or empty containers of alcohol. This includes containers used as decorations. Local law enforcement authorities may be notified of any violations of this policy, which may result in your prompt removal from Student Housing and/or legal action.

Student Housing Furnishings

The college offers one and two bedroom apartments. Bedrooms are furnished with two extra-long twin bed frames and mattresses, each lofted over a dresser, desk, and desk chair. Each bedroom also has one closet for both occupants to share. Apartments include a refrigerator, stove, dining table, and chairs. Each apartment also has window coverings. Two-bedroom apartments include a couch, upholstered chair, coffee table, and end table. One-bedroom apartments include two upholstered chairs and an end table. While residents can bring their own furniture, all college-owned furniture must remain in the apartment.

Suggested items to bring include:

- Bed linens (XL Twin), blankets and pillows
- Alarm clock
- Microwave (1,000 watt maximum)
- Toaster & other small kitchen appliances (UL approved)
- Dishes, flatware, pots & pans
- Television
- Small pieces of furniture (no water furniture permitted)
- Small area rug for living room
- Food items
- Personal items: towels, cleaning supplies, toiletries, etc.
- Poster/pictures (attach with poster putty)

WHAT NOT TO BRING:

- Halogen lamps
- Lava lamps



- Weapons of any kind (guns, knives, etc.)
- Candles or incense
- Fireworks
- Weight Lifting Equipment (other than hand weights up to 20 pounds)
- Pets (only harmless fish are allowed up to a 20-gallon tank)
- Large pieces of furniture

Every effort will be made to provide you with your roommate assignment prior to your arrival on campus; however, this information is subject to change.

Please contact your roommate prior to arriving on campus to coordinate your Housing furnishing needs. You are responsible for your furnishings while you occupy Student Housing. Furniture must be arranged in a format that permits doors to open without obstruction. The following are not allowed: non-college owned wood structures (lofts, etc.); alterations to College/hotel furniture and equipment; and outside radio and television antennas.

Residents must remove all personal furnishings prior to check out. You will be charged for personal furnishings left behind as well as for any college furniture or structure that is missing or damaged (beyond normal wear and tear) when you move out.

Assault

Verbally or physically threatening another person with physical harm, or touching another person with or without a weapon in a manner that is aggressive or threatening are considered to be acts of assault or battery against another individual and are prohibited. If an assault occurs between residents, visitors and/or guests, the Escanaba Public Safety Department will be called to investigate the incident. The Executive Director of Student Life & Campus Security may dismiss through the student conduct process any resident who commits assault & battery on another individual.

Assignment Policy & Changes

It is the responsibility of the Executive Director of Student Life & Campus Security to fill the student apartments to capacity (100 students) and may adjust Housing conditions as the need arises. Your preferences are considered according to the date the College received your Student Housing application and payment. However, preferences cannot be guaranteed. Bay College is committed to a policy of non-discrimination in all its operations and facilities. Assignments to Student Housing are not based upon race, creed, color, sexual orientation or national origin. To request accommodations in your Housing assignment, please refer to the “Student Housing Accommodations” link at <https://www.baycollege.edu/student-life/student-housing.php>

Housing assignments are intended to stay in place from August-May (or the end of the winter semester). If a resident feels it is necessary to move to another room, this must be



approved by the Executive Director of Student Life & Campus Security. Because frequent Housing changes break down community, Housing changes will only be considered for extraordinary reasons. We need to know where all residents are living at all times, so no moves are to be made until the Executive Director of Student Life & Campus Security has approved the Housing change.

If you want to change your Housing assignment, you need to follow these procedures:

1. Before a Housing change will be considered, you will have needed to talk with the Executive Director of Student Life & Campus Security.
2. Depending on the reasoning for the proposed change, different steps may be taken in the decision-making process.
3. If approved, you will be given a short time frame to vacate your current Housing assignment and move into your new Housing assignment.
4. You will need to formally check out of your current Housing assignment with the Executive Director of Student Life & Campus Security or their designee.

Automobiles and Parking

Residents and their guests must park in designated parking only. Severe weather may cause problems and special parking regulations may apply to the Student Housing parking lot during the winter months. The Executive Director of Student Life & Campus Security and/or their designee will communicate these details via residents' Bay College e-mail addresses as needed.

To keep the sidewalks and lawn clear for everyone, no vehicles are allowed on the sidewalks or lawn, except during move-in and move-out. Doing so will be grounds to have the vehicle towed at owner's expense. Residents are not permitted to wash cars in or around the student parking lot. All vehicles must be operational and any car that is parked for seven days will be subject to being towed away at the owner's expense. No mechanical work may be performed on vehicles anywhere on apartment complex property.

ORVs/snowmobiles are prohibited on campus and in the Student Housing lot at the hotel.

Check-In Procedure

Housing Check-In will be handled by the Executive Director of Student Life & Campus Security and/or their designee. Students will sign their Housing Contract and receive their keys/keycard at this time.

Check-Out Procedure

Each student is responsible for cleaning their Housing assignment and returning it to its original state. Final check out must be done with the Executive Director of Student Life & Campus Security and/or their designee. It is very important that you complete the check-out procedure below when you are leaving the Student Housing.



NOTICE: You must update your mail forwarding address in MyBay after you move otherwise the College may not be able to connect you with mail received after you've left. All itemized damage lists shall be sent to your Bay College email address.

Please follow the steps below when checking out:

- Schedule your check out a minimum of 24 hours in advance of your leaving.
- Take all of your personal belongings out of your Housing assignment. Anything that you leave in your Housing assignment after your last official date of occupancy will be considered abandoned and will be disposed of for a charge assigned to you.
- Thoroughly clean the space, including the bathroom. Sweep, mop, and take all trash to the dumpster.
- Report maintenance/repairs to the Executive Director of Student Life & Campus Security. Attempting to make repairs yourself may lead to more expensive charges than simply reporting it to the college in the first place.
- Update your forwarding address in MyBay.
- Return room key/keycard.

Combustibles

Fire safety is of great concern to the College. Fire regulations in Student Housing are designed for everyone's safety. Halogen lamps, lava lamps, propane, air gas cylinders, candles, oil lamps, burning incense, or any other open flame devices or combustible materials are not allowed in Student Housing. Paper materials must be kept to a minimum. Real Christmas trees are not allowed. The use or possession of fireworks, other explosives and potentially harmful chemicals is also prohibited in Student Housing and in its immediate vicinity.

Individuals who violate this policy will be subject to disciplinary and/or legal action, which may result in dismissal from Student Housing.

Consolidations & Reassignments

There are several reasons why the College may need to consolidate Student Housing assignments. These reasons may include, but are not limited to, space needed to house additional students, to solve problems, or to better utilize the facilities.

If you are in Student Housing that is being consolidated, you have the following options:

1. You may move in with another student as long as space is available and you are eligible to live in the new assignment.
2. You may find a new roommate as long as the roommate is eligible to live in your assignment (unless hotel room is being released)
3. You may remain in the assignment on regular Student Housing rent charge and keep the assignment ready for a new roommate. Another student may be assigned into the room at any time, although we will try to give you as much advance notice as possible.



If you do not choose an option on your own, the College will choose one that best fits the needs of the College.

We regret any inconveniences that consolidation may cause, and are willing to help in any way that we can. However, the Housing Office must reserve the absolute right to change Housing assignments, require a student to move to a different assignment, or to assign or reassign Student Housing in any way that will best utilize the facilities available.

Contracts

All residents will sign a contract at check-in. This contract is a binding agreement between the college and residents in Student Housing. Students will be held accountable for all components of the contract. This Student Housing Handbook is incorporated by reference into that contract and constitutes part of that contract.

Residents may terminate a contract prior to its ending date **ONLY** if a written termination notice is received by the college not less than 30 days prior to the amended end date and approved for one of the reasons listed below. A committee consisting of the Executive Director of Student Life and other administrators will determine if a student may be released from their contract.

- Student makes a complete withdrawal from Bay College
- Student gets married during the period of this contract
- Student is dismissed from Bay College
- Student graduates during the period of this contract and has more than three weeks remaining before the date the contract ends
- Student is inducted into military service
- Student suffers a physical or mental disability. Satisfactory proof must be submitted to the Executive Director of Student Life & Campus Security.

Students that choose to move out of Student Housing prior to the end of their contract that do not meet the above specifications will be held liable for the full balance of their rent for the current semester. Bay College reserves the right to terminate the contract at any time, as noted on the signed contract.

Damage Charges

It is everyone's responsibility to keep all areas of Student Housing in the best condition possible. In order to be fair to everyone, anyone responsible for damage to Student Housing should make financial restitution.

Every attempt is made to be fair in the assessment of damages and in discovering the person(s) responsible. All rooms will be inspected periodically by the Student Housing staff, and the initial condition of the room is noted when students move in. All residents are responsible for maintaining their assignment in a clean and orderly manner.



If you are leaving Student Housing, charges for damages are deducted from the Housing deposit that you pay prior to checking into the living units. If you will be returning to Student Housing for the next academic year, and you choose to have your damage deposit retained, then you will be billed for any damages. The damage deposit less any money owed to the College will be refunded when you leave Student Housing.

Charges will be made to all occupants of a room for damages, unless those responsible are somehow identified. Damages, which have not been accounted for during the year, will be assessed equally to the remaining occupants at the end of the year. Maintenance and housekeeping deficiencies, charges for broken fixtures, will be equally assessed to all residents of the living unit unless the person or persons responsible are identified and assume full responsibility. A complete list of damage costs may be picked up in the Executive Director of Student Life & Campus Security's office.

If you know who is responsible for Student Housing damages, it is your responsibility to inform the Executive Director of Student Life & Campus Security, Resident Assistant, or both. We would rather charge only the individual(s) responsible for the damage, and we need your information in order to do so. Once billing has been made for the damages, it is too late to name persons responsible.

Students who are guilty of deliberate damage are subject to disciplinary action. Noncompliance with cleaning guidelines can lead to fines and/or disciplinary action.

Decorating

We encourage you to add personal touches to your room, but we do ask that you keep in mind good taste, safety, and the rights and sensibilities of other residents. Each student is responsible for the condition of the furniture, walls, ceilings, windows, and floors in the assigned room. Items should not be affixed to and/or hung from the ceiling. These items include, but are not limited to: fishnet, flags, posters, clotheslines, and ceiling fans. Nails, hooks, tacks and tape can all mar or damage walls or furniture; therefore none of these are allowed except on bulletin boards. Students may not paint their rooms. Rooms are cleaned, painted or retouched during the summer months. We also ask that you use common sense in hanging pictures in order to avoid wall damage. You can be charged for any damage that you cause in your room.

Potted plants and fresh flowers are permitted in Student Housing. All other non-planted or dried vegetation (wreaths, straw, etc.) is not permitted. Barn wood, paneling, live Christmas trees, halogen lamps, and other flammable materials are not permitted because they are fire hazards. **Alcohol bottles and cans cannot be used as a form of decoration in the rooms and must be discarded if found in the rooms.** Mini-indoor lights (UL approved for indoor use) may be used with good taste at any time.



Drugs or Illegal Substances

The possession, use, sale, distribution or manufacture of any illegal substance is prohibited in any building or on any property owned and / or controlled by the College. This policy will be strictly enforced. **The possession, use, sale, distribution or manufacture of marijuana and its derivatives is also prohibited.** Drug paraphernalia, including bongos, are not allowed in Student Housing.

Violators will be subject to disciplinary and / or legal action, which may result in dismissal from Student Housing. Make sure to read the terms and conditions of your Housing contract very carefully.

Electrical Equipment

Electrical equipment such as space heaters, electric burners, air conditioners and sun lamps cannot be used in Student Housing for electrical and safety reasons. All lights and appliances must be UL approved for indoor use. Coffeemakers, popcorn poppers, toasters, George Foreman grills and other small kitchen appliances may be used. In the hotel, it is recommended these items be used in the common room with the stoves. A power strip with surge protection is recommended if additional plug-ins are needed. Extension cords and multiple outlet adaptors can be dangerous and cannot be used in the Student Housing. You may also direct any questions you have about whether an appliance is appropriate to the Executive Director of Student Life & Campus Security.

The electrical system is not designed to carry heavy loads of electrical equipment. Voltages can fluctuate, so residents with stereos and personal computers should invest in surge protectors. The College will not accept liability for damage of electrical equipment.

Entry and Search Procedures

Bay College recognizes and respects the rights of its students to have privacy with respect to their personal belongings. The College also recognizes its responsibility to provide a safe living and learning environment, to protect public property and to protect the health and safety of all members of the College community. The College reserves the right to enter College rooms under any of the following circumstances:

- When there is an immediate threat to the health and safety of the occupants or to College property.
- With permission of a resident.
- With a search warrant.
- By College personnel in the course of utilizing recognized legal authority of their responsibilities as College employees.
- To eliminate disruptive noise from electrical sound equipment which may violate an individual's right to sleep, study, read, and relax.
- By College personnel and their designated agents for repair, replacement or inspection of College property.

- By College personnel to complete closing and check-out procedures, or
- During non-residency periods, such as between semesters or winter break.

Rooms are the sole property of the hotel/College and not the resident's. College/hotel staff will conduct routine inspections and maintenance activities from time to time. The College reserves the right to remove from the room, without the resident's permission, any objects or materials which constitute a health or safety hazard, or are the property of the College. The College does not assume responsibility for items of a personal nature that are damaged, lost, or stolen.

Fire Fighting Equipment and Safety

Fire extinguishers and smoke detectors are placed in Student Housing for your protection against fires. It is against the law (Michigan Comp. Laws, Section 16607) to use them for any other purpose. If it is determined that tampering has occurred, disciplinary action will be taken which may include, but may not be limited to, monetary fines.

Residents discharging fire extinguishers needlessly or tampering with smoke detectors will face serious disciplinary action by the College as well as possible action by state and federal officials. Violations of this nature could result in termination of campus residence (and/or expulsion from Bay College.)

When a fire extinguisher has been used, please report it immediately to the Executive Director of Student Life & Campus Security.

Residents must remain in the kitchen actively supervising the cooking area during the preparation of all meals, snacks, etc. Residents are to clean the cooking surface when finished with the meal preparation.

In case of fire:

- Call the Fire Department immediately (911)
- Evacuate the building
- Notify other residents in the building and the surrounding building.

In case of emergencies the Executive Director of Student Life & Campus Security and/or other College official must have access to your Housing assignment. No lock may be added, changed, or modified. Tampering with locks will result in a fine and reimbursement of costs associated with returning the lock to its original condition.

Firearms, Explosives and Weapons

Firearms, paintball/air-soft/BB/pellet guns, bow and arrows, ammunition, fireworks, gasoline and other combustible or explosive items are **not** permitted in Student Housing.

Fitness Center

Bay College has partnered with the YMCA of Delta County to provide our students enrolled in six credits or more access to the fitness room, pool, sauna, gymnasium and other recreational services while classes are in session. Contact the YMCA at 906-789-0005 for hours of operations and other information. Residents of Student Housing may also have limited access to the fitness room and pool area of the hotel (if applicable). More guidance will be provided on this upon move in.

Furniture

All apartments are furnished with lofted extra-long twin beds, dressers, desks, dining table, chairs, and upholstered chairs. Two-bedroom apartments include a dining table, end table, and couch. One-bedroom apartments include two upholstered chairs and an end table. Students wishing to bring in their own furniture may do so as long as it does not violate any College/hotel policies and/or building and fire codes. All college/hotel-furniture must stay inside the room at all times. Residents will be held financially responsible for missing and/or damaged furniture.

Garbage Disposal

Students are expected to package all garbage and trash in plastic bags, tied securely and place inside the dumpster provided at the west end of Student Housing, near the storage buildings. Residents staying at the hotel must take their garbage to the hotel dumpster. Large items such as chairs and couches should be placed to the side of the dumpster. It is the responsibility of the student to dispose of all garbage, including empty cardboard boxes. Bags of garbage may not be left outside of apartments as animals open them and create a mess. Residents may be charged for garbage bags left outside, and for the cleanup of scattered garbage. Typically this is \$5 per bag plus charges for cleanup.

Guest/Visitor Policy

A guest/visitor is defined as:

- Any person who does not live in Student Housing whom you bring or let into your assignment;
- Any person who you let into your Housing assignment who does not have a current Housing contract with the College for your Housing assignment
- Any person who comes to visit you once you are aware of their presence

You are responsible for and will be held accountable for the behavior of your guests and visitors. Fire code restricts the number of people who may sleep in a bedroom to two per bed (residents and guests). **Guests may not stay more than three consecutive nights in Student Housing. Guests and visitors may not be in possession of the Student Housing keys/keycard.** Guests/Residents abusing the visitation policy may be subject to disciplinary

action and/or fines. College-controlled Student Housing outside of the on-campus apartments may have additional guest/visitor policies.

It is expected that you will discuss and clarify the following issues with your roommate before hosting guests and visitors, especially overnight guests, and respect your roommate's wishes when it comes to hosting guests:

- Are there specific nights that either you or your roommates do not want overnight guests? For example, you might not want guests on a certain day because you have a test the next day.
- Are there general nights of the week that either you or a roommate does not want overnight guests? For example, you might not want guests on Sunday nights because you need to get up early on Mondays.
- Are there specific individuals whom either you or a roommate feels uncomfortable having as a visitor?
- Are there personal items of yours that you do not want visitors using?
- How far in advance should you discuss the arrival of potential guests? For example, is it okay to decide the same day that an overnight guest is coming?
- Are there specific behaviors that are off limits in your apartment? For example, you may want to discuss issues of substance use, physical intimacy, etc. with your roommates before the arrival of guests.

Harassment and Sexual Misconduct

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact another resident's ability to reside in Student Housing. This would include harassment based on any of the legally protected characteristics, such as sex, sexual orientation, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any proper harassment that would negatively impact a resident. This would include such activities as stalking and unwelcome taunting, teasing, or intimidation.

Sexual harassment and sexual violence includes but is not limited to domestic violence, dating violence, and sexual assault, and is collectively referred to as sexual misconduct. Members of the Bay College Community, including Student Housing, have a right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When students have been found to be in violation of this, serious sanctions will be imposed. Please see the Bay College Board Policy 1060 Non-Discrimination and Anti-Harassment Policy for more information. The policy can be found here: <https://www.baycollege.edu/student-life/health-safety/title-ix.php>.

Any resident who believes they have experienced harassment should immediately report the situation to the Executive Director of Student Life & Campus Security. If the complaint relates to this person, the complaint may be filed with the Director of Human Resources.

To report sexual harassment or sexual violence, please contact one of the following individuals. When a situation is:

1. between two or more students, or
2. between a student and a non-Bay College affiliated person,

contact Becky Landenberger or Dave Laur.

Becky Landenberger, Testing Center Coordinator & Deputy Title IX Coordinator for Students
906-217-4053

becky.landenberger@baycollege.edu

Dave Laur, Executive Director of Student Life & Campus Security, Title IX Coordinator
906-217-4031

dave.laur@baycollege.edu

When a situation is:

1. between two staff or faculty members, or
2. between a student and a faculty/staff member,

contact Beth Berube or Dave Laur.

Beth Berube, Director of Human Resources & Deputy Title IX Coordinator for Staff/Faculty
906-217-4036

beth.berube@baycollege.edu

Dave Laur, Executive Director of Student Life & Campus Security, Title IX Coordinator
906-217-4031

dave.laur@baycollege.edu

Holiday Periods and Breaks

Students typically vacate Student Housing during the recess between fall and winter semesters. Students wishing to remain in Student Housing over the Winter Break must receive approval from the Executive Director of Student Life & Campus Security prior to the end of the fall semester. There is a \$25/week charge for remaining in Student Housing over Winter Break.

Residents who are returning to the same room after Winter Break may leave personal belongings in the room at their own risk.

Students typically vacate Student Housing during Spring Break. Students wishing to remain in Student Housing over Spring Break must receive approval from the Executive Director of Student Life & Campus Security prior to Spring Break. There is no additional charge to stay over Spring Break.

Housekeeping/Cleaning

In a community-living situation, everyone can have an impact on other residents' health, safety and enjoyment of their living space. All residents are responsible for keeping their housing assignment clean. **Screens must remain in the window at all times.** To ensure a reasonable level of health and safety, the Executive Director of Student Life & Campus Security and/or their designee will inspect Student Housing assignments periodically.

Incapacitation

College employees, student residents, visitors and guests should call 911 immediately if a person becomes incapacitated as a result of alcohol, drug use, medical condition or other unknown cause. Residents, visitors & guests will be financially responsible for the costs of the medical care including ambulance and/or hospitalization costs. Students who are in violation of the College, local, state or federal laws concerning alcohol and/or other drugs are subject to penalties as prescribed by the law.

Insurance

The College is not liable for the loss of money or valuables by any person or for the loss sustained on the premises. Your parents' homeowners' insurance policy **may** cover private property away from home or you can have a rider attached. If not, it is recommended that you obtain renters insurance.

Internet Connection

High-Speed Wireless Internet and Ethernet connections are available within the on-campus apartments, and wireless internet is available in off-campus College-controlled Housing. It is the student's responsibility to ensure that their computer is compatible with the network and that they are abiding by the institutions Technology Usage Policy.

Wireless routers are not permitted in Student Housing, as they interfere with the wireless network.

Keys

When you check in, you will be issued a room key. For on-campus apartments, The key will open your apartment front door, back door, and your assigned bedroom door in the 4-person apartments; in the 2-person apartments your key will open your front door. In off-campus College-controlled Student Housing, you will be issued a key card to your room door. You are urged to be extremely careful in safeguarding your key and to carry it at all times. Your key is for your protection; it should not be given to anyone who is not assigned to the room and it is a violation of College regulations to duplicate a Housing key. You should always keep your door locked when you are away from your Housing assignment and when retiring in the evening.

Lost keys should be reported to the Executive Director of Student Life & Campus Security immediately. If you cannot locate your missing key, the lock will be re-pinned and you will be charged a \$50 fee for on-campus. The cost may vary for College-controlled off campus Student Housing.

Laundry Facilities

The laundry room is located in the Student Services Building and is accessible 24 hours a day, seven days a week. The washing and drying machines are coin operated. Please do not attempt to wash large items such as sleeping bags and comforters or overload the washers and/or dryers. The College is not responsible for damage to your personal belongings while using the laundry equipment or when left unattended in the laundry facilities. Students may be assessed charges if damage is done to the equipment. For repairs contact the Executive Director of Student Life & Campus Security.

The laundry room is accessible by entering a code into the touch pad on the wall outside of the door. The access code is: **200089**

Lofts

Only college-owned lofts are allowed in Student Housing. The building or attachment of any device to the physical structure in Student Housing is not permitted. Due to safety and damage concerns, residents are not to adjust their own loft/bed height. Residents will be charged \$100 if they adjust their bed/loft. Contact the Executive Director of Student Life & Campus Security to have Maintenance adjust your loft height.

Mail Service

For on-campus apartments, the United States Postal Service will deliver your mail directly to your apartment mailbox. Please do not use the main college address as your apartment address, as this will lead to delays and/or non-delivery of your mail. You will receive your mail without delay if your address is listed in the following manner:

Name
2603 College Avenue, **Apartment Number**
Escanaba, MI 49829

Residents may leave outgoing mail in the designated mailbox in the cafeteria or deposit mail in a local postal service mailbox. All out-going mail must have the correct postage affixed. Students may purchase postal stamps from the college bookstore.

Students living in College-controlled off campus Student Housing will receive their mailing address separately.

When you check out of Student Housing, it is your responsibility to notify all of the people that you correspond with and let them know you have moved.

Maintenance

If you experience or observe a maintenance problem (i.e. something is broken, heating problems, etc.), please report the problem to the Executive Director of Student Life & Campus Security as soon as possible and they will submit a work order to fix the problem.

Microwaves

Microwave ovens are permitted, and must carry the UL label or its equivalent. Power must not exceed 1000 watts.

Moving of College Equipment or Furniture

Moving and storage of furniture increases the chances of damage or loss. The resident will be charged for any damages caused from the unauthorized moving of College/hotel furniture. To have College/hotel-owned furniture moved from your Housing assignment, please contact the Executive Director of Student Life & Campus Security. Furniture will only be removed under extenuating circumstances.

Resident-provided furniture must be removed before checking out of Student Housing. The use of water furniture is not allowed due to the damage potential involved. Furniture must be placed in a manner that allows the room door to open without obstruction.

Painting

While we encourage you to personalize your room as much as possible, painting of any room or College property is not allowed.

Pet Policy

For on-campus apartments, harmless fish are allowed in the rooms (20-gallon tank maximum), but because of humanitarian and health reasons, other pets are not allowed in the campus living units. College-controlled off-campus Student Housing may not allow any pets. If pets are found in a living unit, the occupants will be subject to disciplinary action and potential cleaning charges. Service animals and support animals are allowed under ADA and FHA regulations. For information regarding how to request an accommodation for a service animal or support animal, please refer to the "Student Housing Accommodations" section at <https://www.baycollege.edu/student-life/student-housing.php>.

Quiet and Courtesy Hours

Quiet hours are intended to promote a pleasant learning environment in Student Housing in which students can sleep or study when they want. Quiet hours are in effect from 10 PM to 8 AM, Sunday through Thursday and from Midnight to 9 AM on Fridays and Saturdays. During quiet hours, stereos or other amplified sound should not be heard beyond the confines of the individual's apartment. The use of headphones is highly recommended.

Twenty-four (24) hour courtesy is expected to be observed in Student Housing. This means that if your activities are infringing on other community members rights to study or sleep, they have the right to ask that you refrain from continued distractions and you are obligated to make reasonable accommodations (turn down music, etc.).

Rollerblades, Skates, Skateboards, and Ski Boots

Rollerblading and skateboarding are not permitted in any College building. All skaters shall keep all wheels on pavement at all times. All stunts or acrobatics are prohibited due to the potential risk for injuries and property damage. A skate park is located in Van Cleve Park in Gladstone.

Due to wear and tear on the stairways and floors, ski boots, skates and rollerblades are not to be worn inside Student Housing.

“Roommate Bill of Rights”

Your enjoyment of life in Student Housing will depend, to a large extent, on the thoughtful consideration that you have for your roommate.

Basic rights of a roommate include:

1. The right to read and study free from undue interference in Student Housing. Unreasonable noise and other distractions can keep you from enjoying this right.
2. The right to sleep without undue disturbance from noise, guests of your roommate, etc.
3. The right to expect that a roommate will respect your personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to your assignment without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests, with the expectation that guests are to respect the rights of your roommate and other Student Housing residents.
8. The right for redress of grievances. Student Housing staff is available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.

Remember, to be a mature adult is to accept responsibility for the welfare of others. Only you can assure that your roommate(s) enjoys these rights.

Rough Play

Water fights, wrestling and other such rough play are not allowed in Student Housing. These activities often result in serious injuries to those participating and/or damage to the facility. Those responsible for any damages caused from rough housing will be held accountable and disciplinary action may result.

Safety Away from Student Housing

If you are out after dark and someone seems to be following you, find a well-lighted and populated area as soon as possible. If you are driving, go to a well-lighted and travelled area. It is a good idea to tell your roommate where you are going and when you will return.

Do not hitchhike or accept rides from someone you do not know. If you do not feel safe walking to or from any building at night, ask a friend or two to walk with you.

Screens

Screens are provided to cover most windows in Student Housing. **These screens are not to be removed.** Removal of screens may result in disciplinary action and/or fines to cover the cost of repair and/or replacement.

Security

For all emergencies, call 911 immediately.

One of the best ways to prevent theft is to **keep your doors locked when you are out of your Housing assignment.** Theft, no matter how trivial, should be reported immediately to the Executive Director of Student Life & Campus Security. Notify the Executive Director of Student Life & Campus Security immediately if you think your Housing assignment has been entered at any time by unauthorized people. It is recommended that you record the serial numbers of any equipment to make it easier to identify.

Before opening your door, ask any callers to identify themselves. Window draperies should be closed after dark, even when someone is in the room. Money and expensive jewelry should be kept in a safe place.

Tampering with security cameras will result in disciplinary and/or legal action.

Smoking Policy

Bay College, including Student Housing, is a smoke-free environment. This includes the use of hookahs and vaping.

Students and guests are prohibited from smoking within the Student Housing community. Residents found in violation of the smoking policy may face disciplinary action including the possible cancellation of their Housing assignment and removal from Student Housing. Students who smoke in their room may also face cleaning charges.

Solicitation Policy

There is no solicitation of outside groups, business, churches, organization, etc.—door-to-door or otherwise—allowed in Student Housing. This applies to both residents and non-residents.

Staff

Bay College has an Executive Director of Student Life & Campus Security, whose office is located in Room 512 of the Student Center. The Executive Director of Student Life & Campus Security is the primary contact for students living in Student Housing. The Executive Director of Student Life & Campus Security is generally available from 8:00 AM – 5:00 PM Monday through Friday. The phone number is (906) 217-4031.

Three Resident Assistants (RA's) are employed by the college. These are students hired to serve as a resource to those living on campus. The RA's are responsible for overall community building, programming, enforcing policy, and other duties as assigned.

Violations in Student Housing

In accepting a Housing assignment, the resident agrees to comply with all policies and ordinances established by Bay College and the Student Housing Staff. Most of these regulations are in this publication, the Bay College Catalog, and the Student Housing Contract.

The Vice President of Student Services and Executive Director of Student Life & Campus Security are responsible for adjudication of serious cases in which a resident violates the terms and conditions as stated in the Student Housing Contract.

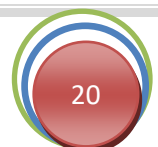
The Director of Student Life will conduct an appropriate investigation of alleged policy violations. This may include, but is not limited to, meeting with the students/staff/faculty involved, discussing with local authorities, and review of appropriate reports.

Appropriate sanctions for violations may include, but are not limited to:

1. Written/Verbal Warning.
2. Fines or Community Service Project.
3. Student Housing probation.
4. Bay College probation
5. The Director of Student Life and the Vice President of Student Services will recommend that the residency in Student Housing is not in the interest of the student, the Student Housing environment, or the College, and the resident's contract will be terminated and refused in the future.
6. In some cases, the student may be dismissed from Bay College.

Withdrawals

If you need to withdraw from school for any reason, be sure to complete the check-out procedure and check with Student Services for the procedure for dropping classes. The Director of Student Life will handle all withdrawals from Student Housing.



These are things we do not tolerate in our community

Certain behaviors and policy violations are deemed as serious offenses as they constitute the potential for harm/injury to others and/or to college property. For this reason, a resident may be dismissed from Student Housing ON THE FIRST OFFENSE, for any of the following behaviors:

- assaulting or battering another person
- threats to their own health/safety
- harassing another Housing resident
- intentional destruction of College property
- possession, use or sale of narcotics, dangerous drugs or other illegal substance.
- The possession, use, sale, possession or manufacture of marijuana or its derivatives
- tampering with firefighting equipment, such as the removal of smoke alarms, the removal or discharging of a fire extinguisher for any purpose other than putting out a fire, or sounding a false fire alarm
- setting a fire
- shooting off firecrackers, fireworks, firearms, explosives of any kind, or using bows and arrows or possessing a weapon, firearms or knives with blades over 3 inches in length
- throwing or dropping objects such as water balloons, cans or firecrackers out of windows

Disclaimer – This Handbook is effective for the academic year beginning on August 1. Bay College has made every reasonable effort to determine that everything stated in this Handbook is accurate at the time of printing. However, the College reserves the right to change, modify or alter without notice the information in this Handbook. Such changes become effective whenever the College deems necessary and apply to all students in Student Housing. The most up to date information is available on the Student Housing website at <https://www.baycollege.edu/student-life/student-housing.php>