



Resident Handbook

2026-2027

Sierra Hall

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A guide for residents containing requirements, policies, information, emergency procedures for the residence hall, and other campus resources.

Welcome to Sierra Hall!

Dear Resident,

The Sierra College Residence Life Program offers you an opportunity for personal and academic growth in an academic living/learning environment. Students come from a variety of areas and cultures to create a diverse community. You will have the opportunity to plan and participate in the residence hall activities through the Residence Hall Association and to become involved in the many campus wide organizations and events.

For many students, residence hall living is their first experience living away from home, and they find a support system and sense of community along with newfound freedom. For others, the convenience and economy of living on campus are important factors. For everyone, group living requires responsibility, flexibility, and a spirit of compromise, which is rewarded with many opportunities to meet new people and share memorable experiences.

This handbook is designed to inform you of details you will need to know while living on campus. Most of the questions asked by new and returning residents can be answered with the information presented herein.

We have limited the scope of this handbook to residence hall information. Your Sierra College Student Handbook provides general campus information. Make sure to read both handbooks. You will need to reference these items throughout the semester.

We welcome practical suggestions that might improve the residence hall program and encourage you to communicate freely with residence life staff regarding any questions, concerns or needs you may have.

Your academic success is essential to us. Remember, Sierra College is an academic institution. Your status as a resident is dependent upon your academic success. Our live-in staff members will do their best to provide you with as many tools as possible to succeed in your academic future. I urge you to take your studies seriously, and I encourage you to get involved in your new community here at Sierra. Your success in the classroom and our success as a community start with your efforts. To become involved in your community, talk to a Resident Assistant or another residence hall staff member today!

Best wishes for the semester,

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Sierra College Mission Statement

The mission of Sierra College is to ensure that all our students have access to an equitable, high-quality education where they are welcomed, supported, and empowered to achieve their goals.

Sierra College Vision Statement

Sierra College will be the preferred destination for higher education and training in our region, strengthening our surrounding communities through the success of our students.

Sierra College Core Values

The following core values will establish our ethical principles and guide our institutional decision-making. Through a process of continuous evaluation, Sierra College will:

1. Cultivate a diverse, equitable, and inclusive community to enrich its mission and support students in achieving their educational goals.
2. Empower students in their education.
3. Identify and remove historical barriers to equitable education and success.
4. Support and model excellence and innovation in teaching, learning, scholarship, and creativity.
5. Support students, faculty, and staff with the resources necessary to ensure equitable student success.
6. Be responsive to the educational and workforce needs of our local communities and businesses.
7. Demonstrate equity-minded collaboration with all stakeholders in decision making.
8. Manage all resources in a manner that is equitable, sustainable, and responsible.

College is your Responsibility!

College is a commitment on your part to take on personal responsibility and to do your best to achieve academic success while continuing to positively grow and mature as a person.

This is essential and will benefit you in your daily life, academic pursuits, and career choices. A positive college experience requires you to:

1. Be an active participant in your education (be prepared for classes, complete assignments on time, ask questions in class)
2. Be proactive with your counselor and professors (have questions ready, meet with professors during their office hours)
3. Visit the career and transfer center to plan for next steps after Sierra
4. Choose to be informed ("I did not know" is not an acceptable collegiate answer)
5. Get involved in the Sierra College Community (join a club, go to a performance or an athletic event and make new friends)

The opportunity to take charge of your future is yours! The Residence Hall Staff, faculty and staff at Sierra College can assist you in many ways. Take it upon yourself to take advantage of the many resources and opportunities at Sierra College.

Abandoned Items

After a resident has moved out of the residence hall, an item is considered abandoned if it is left behind after a student has vacated their assigned booking. Abandoned property will be inventoried, packed, and stored by Residence Hall Office staff. A Notice of Right to Reclaim Abandoned Property will be emailed to the residents. Residents will have 18 days to claim their belongings after having officially checked out. After 18 days, staff will dispose of abandoned items pursuant to the California Civil Code. Residence Hall Office staff members are not responsible for abandoned items. The resident may be charged for packing and handling based on labor charges.

Academic Requirements for Living on Campus

To encourage an academic environment, all residents are required to be full-time students registered in a minimum of 12 units throughout each semester. If housing is offered in the summer, residents are responsible for being enrolled in at least three (3) units while living on campus. Each resident must maintain satisfactory academic progress in each of their classes and possess a minimum 2.0 grade point average ("C" average) overall. The GPA requirement applies to each semester and to the resident's cumulative GPA.

Residents are required to attend each of their classes, take their exams and do the required work for each class. Residents who fail to maintain full-time status, who have an unsatisfactory performance in any class and/or who have below a 2.0 GPA (semester or cumulative) are in violation of their License Agreement and can be evicted for academic reasons (see License Agreement – Revocation for more information.)

Alcohol/Drug Policy

The use or presence of illegal drugs and alcohol is counter-productive to the educational process, and their presence is strictly prohibited in the residence hall or anywhere on campus. State law prohibits anyone, regardless of age, from possessing alcoholic beverages on a community college campus (Section 25608 Business & Professions Code). District policy and residence hall rules support this law.

Alcohol & other drug paraphernalia are not allowed in or around the residence hall. Violation may result in revocation of License Agreement. Any resident found to be in the presence of or possessing any alcoholic beverage or any illegal drug or paraphernalia in or around the residence hall may be evicted from the residence hall on their first offense. Additionally, violators may be subject to suspension, expulsion, or arrest.

Amplified Sound

Any outside sound which interferes with others' right to study, or sleep is prohibited. Outside music/noise must be kept to levels that do not interfere with these rights. Directing or playing stereo speakers outside a residence hall window is prohibited. Heavy bass from subwoofers is disruptive to the community and therefore is prohibited.

Appropriate Dress

For the comfort and health of all residents, all individuals must wear appropriate clothing, always, in public/common areas such as residence hall lounges, hallways, main hub, etc. Appropriate clothing includes but is not limited to; tops, bottoms, socks, and shoe/slippers. The definition of appropriate clothing is left up to the discretion of the RAs, Head Resident, and the Residence Life and Housing Administration. Walking around nude or in only a towel is inappropriate and not permitted.

Bathrooms

Residents may not use bathrooms when they are being cleaned or serviced. Residents may only flush human waste and reasonable amounts of toilet paper in toilets. In community bathrooms, only one person can be in a bathroom stall or shower at a time, except in the case of a caregiver providing assistance. Residents may not cut or dye hair in bathroom sinks or use them in a way that can cause damage to pipes or fixtures. Any damage occurring as the result of hair dye or inappropriate use of the drains may result in a fine.

Bicycles

Residents are welcome to bring bicycles to Sierra College. The area surrounding the campus includes several restaurants and stores within easy riding distance. There are also many scenic country roads.

Clean bicycles are allowed inside the residence hall; the college also has a bicycle cage near the residence hall that is restricted to resident use only. All lithium-ion-powered bikes, e-scooters, e-skateboards, hoverboards and other electric transportation devices are banned from Residence Hall. They may not be carried, used, stored, charged or otherwise possessed inside the Residence Hall. Storage, charging and possession of lithium-ion batteries are also prohibited.

Bicycles may not be chained to trees, railings, and light poles, left in lounges or public areas, or stored anywhere that would hamper the exit of residents during an emergency. Residence hall staff will remove any bicycles found in the aforementioned areas, including removal of any locking devices, at the owner's expense. Bicycles are subject to the same driving laws as motor vehicles and Community Safety may issue citations for improper and unsafe riding.

The Residence Hall Office will consider bicycles left in the residence hall area abandoned after 30 days past the end of the spring semester. Bicycles will be inventoried by a Residence Hall staff member, any chain or locking mechanism will be removed, and then residents will have up to 18 days to claim their bicycles. (See “Abandoned Items”)

Bullying & Harassment

Bullying and harassment are not tolerated in the Residence Halls or any part of campus. Bullying is any form of repetitious, unwanted, and aggressive behavior that results in a real or perceived imbalance of power. Bullying may include, but is not limited to, making threats, spreading rumors, attacking someone physically or verbally, purposefully excluding an individual from a group, or cyberbullying. Harassment is a form of illegal discrimination that includes conduct that is threatening, intimidating, or coercive in nature because of a person's race, color, religion, national origin, age, sex, gender, gender identity, disability, genetic information, veteran's status or sexual orientation. Every student on campus has the right to be free of bullying and harassment, and violators of these policies will be subject to sanctions outlined in the Student Code of Conduct. Reports may be made to the Residential Life and Housing Administration, the Title IX Coordinator, or to a Resident Assistant.

Business Operation

Residents may not operate or advertise a business from a Student Housing operated or affiliated facility.

Cameras

Cameras with recording devices are located throughout the public areas of the building. Tampering with, removal of, or misuse of any part of the camera system is prohibited.

Candles, Incense, Sage

Candles, wick lamps, incense, sage, or any decorations with potential open flames (whether lit or unlit) are prohibited in residence hall rooms and common areas. Candle warmers, oil burners, etc. are also prohibited in the residence hall. Candles without wicks can only be used for decoration.

Carpeting

All rooms have laminate flooring that has proven to be more sanitary and more durable than carpeting. However, residents are welcome to bring throw rugs or other carpeting on the condition that the rugs are kept clean and are not attached to the floor or wall. The resident must remove the rug/carpet when they move out. Before bringing a carpet into your room, discuss it with your roommate.

Cars & other vehicles: Parking, Maintenance and Washing

Campus parking regulations are strictly enforced by the Community Safety Department. Residents who bring a vehicle to Sierra College must purchase a residence hall parking permit. This permit allows the resident to park in the residence hall parking lot that is reserved for use by residence hall residents only (See “Reference Information: Parking Information” [p. 71]).

Due to the lack of appropriate facilities, vehicle maintenance and washing is not permitted on campus. The Resident parking lot (R lot) is not designed to be a maintenance area or a storage place for vehicles being repaired. If the vehicle you have on campus does not have a campus permit and it is not in a drivable condition, it needs to be stored off campus. There are several off-campus locations where these tasks can be performed.

An unplanned emergency such as a flat tire or the need for a jump-start may be addressed on campus, provided that the necessary minor repairs are completed within 48 hours of discovery of the minor repair need. The Community Safety Department is often helpful in these situations. Violators may face vehicle towing charges, fines, and/or disciplinary action. The disposal of or storing of inoperative vehicles, vehicle parts or hazardous materials associated with vehicles on campus is forbidden.

Circuit Breaker/Outlets

Should you at any time experience a loss of power in your room due to a tripped circuit breaker, you must contact a member of the hall staff (RAs). An evaluation of the cause will be performed and you, or those in the rooms around you, may be required to make adjustments in the use of the appliances plugged into your outlets.

Cleanliness of Rooms, Suites, and Common Areas

All residents are responsible for the cleanliness of their individual bedrooms. Suitemates are collectively responsible for the cleanliness of their bathrooms and suite common areas. All residents are responsible for keeping building common areas clean. Failure to maintain cleanliness may result in the assessment of a cleaning fee. In the case of an insect or rodent infestation due to resident neglect, resident(s) may be charged for pest control services (see “Pest Control,” and “Health and Safety Inspections”). Residents may not pour oil, fat or grease into any sink drain.

Cleaning Supplies

Cleaning supplies can be checked out from the Front Desk by leaving your student I.D. card with a staff member in the office. Brooms, dustpans, and cleaning caddies are available. Residents are responsible for keeping their room, trashcan, and bathroom clean and sanitary throughout each semester. Toilet paper is not provided.

Communicable Disease

Any student living in the Residence Hall who contracts a communicable disease must immediately report their condition to the Residence Hall Office by email or phone. Should a resident have concerns regarding their immediate personal safety because of their current room assignment, they may contact the Residence Life and Housing Administration to identify available options for other housing arrangements. Residents who are diagnosed with a communicable disease, including but not limited to chicken pox, measles, mumps, mononucleosis, Ebola, and SARS, will be encouraged to return to their permanent residency, if possible, until they prove to be non-contagious. Residents diagnosed with a communicable disease who are not able to return to permanent residency will be quarantined in their room, in an unoccupied residence hall room when available, or other housing arrangements may need to be made.

The Residence Hall has a high number of students concentrated in close quarters. The following tips help everyone to promote good health:

- ❖ Wash your hands frequently with soap and warm water for at least 20 seconds
- ❖ When soap and water are unavailable, use a hand sanitizer product
- ❖ Cough or sneeze into the bend of your elbow or a tissue
- ❖ Protect your immunity with sensible nutrition, rest, and exercise
- ❖ Keep health supplies (e.g. sanitizer, thermometer, medicines, tissues) on hand
- ❖ Good protection against common infections like the flu is current immunization
- ❖ Limit your contact with others when you are ill
- ❖ If you become ill and need assistance, notify the Residence Hall Office or your RA so that they can help you get in contact with appropriate resources

Cooking

Each suite is equipped with a kitchenette that includes a refrigerator, microwave, sink and counter space. The preparation of food within the suite kitchenette is encouraged. Appliances approved to be used within the suite kitchenette are; rice cookers, crock pots, waffle irons, George Foreman style grills, fully enclosed air fryers, fully enclosed coffee makers (like Keurig and Nespresso), blenders, electric kettles, and hot air popcorn poppers. To prevent fires in the residence hall, hot plates, toasters and toaster ovens is not permitted within resident suites. Cooking is not permitted in bedroom areas for fire safety and insurance reasons. The only appliances permitted within the bedroom area are Keurig style coffee makers, electric kettles, and blenders.

In addition to the in-suite kitchenettes, the residence hall has 3 community kitchens, one on each floor. Each community kitchen is equipped with a sink, counter, microwave, refrigerator, stove, and other small cooking appliances. Community kitchens are available from 6am to 11pm each day. Pots and pans for cooking will be available to be checked out at the front desk. For entry, residents will need to use their key card. Residents are expected to maintain a clean kitchen environment by cleaning up spills, washing dishes and cooking appliances, and wiping surfaces after use. If community kitchens are not kept clean, they may be closed for use.

Damage Policy

We expect residents to accept responsibility for damage caused by themselves or their guest(s). Therefore, you will be held responsible for the loss of Sierra College property in your room or any damage in or around the hall.

All residents of a floor/hallway/hall will share joint responsibility for loss of property or damage to common areas within a building that are not part of an individual's room. In accordance with the community damage policy, you may be billed equally with other residents for damage in any public area within the community in situations where the responsible parties cannot be identified. This policy also includes the areas around the residence hall. Assist your community in maintaining the facilities and the grounds by confronting those who litter and vandalize.

Dart Boards

Hard-tip darts and dart boards are not allowed in residence hall because of the potential for bodily harm and physical damage to rooms.

Decorating / Personalizing your room

All rooms are essentially the same. We do encourage you to be creative in personalizing your space. However, to take care of the walls, ceilings and floors and minimize any repair charges to your account, observe the following:

- Do not use anything that makes holes such as nails, molly bolts thumbtack, push pins, etc. See the Residence Hall Facilities Maintenance Technician for clarification.

- Utilize 3M command adhesive brand products, at your own risk, when hanging any items (such products are removable and may not damage walls). Please follow instructions when using these products. Use of double-sided tape, masking tape, duct tape or any other adhesives may have the tendency of ripping the paint or the finish off walls. This includes hooks with adhesive backs and putty material that sticks to walls.
- Do not use any nails or double-sided tape to attach carpet to the floor. Carpets/floor covering must not be attached to any part of the floor, wall, or ceiling.
- Do not use sharp objects on any wall, door, or surface.
- Do not draw, paint, write, stain, or otherwise mark on any residence hall surface.
- Do not suspend, attach, or drape any materials from the ceiling, whether flammable or nonflammable.
- Decoration of the exterior of the room doors is not allowed. "Gift wrapping" doors is strictly prohibited.
- Do not hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire-related equipment when placing any form of decoration.

Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasions, community building, etc.) may request temporary exemption from the Residence Life and Housing Administration.

Due to the threat of fire, combustible decorative materials, such as dry vegetation, natural Christmas trees, excessive trash, and similar materials, are not permitted in the residence hall.

When you move out of the room to which you were assigned, you will be expected to leave the room in the same or better condition. All furniture, floors, walls, ceilings, windowsills, doors, and the entire bathroom should be thoroughly cleaned upon your move out. If cleaning is not adequate or if anything exists which indicates excessive use, damage, or unauthorized alterations, you will be charged for associated repairs. If you have any questions, ask a staff member.

Disruptive Behavior

Residents may not engage in behavior that is disruptive to or otherwise incompatible with a community living environment. Disruptive behavior inside and adjacent to buildings includes, but is not limited to, smoking or other activity that creates strong odors, pranks, practical jokes, water fights, water play, and athletic games or activities involving throwing or kicking objects, wrestling or running. Athletic activities are permitted on green spaces, but participation must be consensual; activities must not prevent others from being able to enjoy or use the space and activities cannot damage the space.

Doors/Computerized Door System/Card Reader/Electronic Door Access System

Doors must be free to open a full 90 degrees. Fire-rated doors are an integral part of the building's fire safety. According to the National Fire Protection Agency 101 - Life Safety Code, each resident's room door that opens to the interior corridor shall be self-closing. Self-closing devices have been installed on all residents' room doors to reduce the chance of a fire extending into the rest of the building. Do not tamper with or remove these devices. Damage to these devices will be treated as a serious matter, and replacement costs will be billed to those responsible.

The residence hall has a Wi-Fi access door security system. Exterior doors are locked 24/7. Students may gain entry to the building by using the student ID card on readers next to the door. If for any reason the system will not allow the resident to enter, or if the resident's ID card is not available, the resident should call the duty phone number posted on all exterior doors to gain assistance from the staff member on duty. Community Safety also may be contacted if a staff member cannot be contacted. The college wants to protect the residents on campus. At no time should a resident give their ID card to another person for use. A person suspected of sharing their access card/ID may be subject to disciplinary action.

Do not allow anyone to follow you inside the building (tailgating). Never prop open any of the exterior building doors. Take all safety precautions to ensure your safety and the safety of others in your community.

Drugs and Drug Paraphernalia

Except as lawfully prescribed, drugs are prohibited. Medical marijuana cards are not recognized in the residence hall. The following are prohibited in the residence halls, on college property and at college sponsored events:

- Use, possession and/or distribution of drugs or controlled substances
- Use of marijuana in any form
- Possession of drug paraphernalia
- Drug paraphernalia includes any item fashioned for the purpose of facilitating drug use (pipes, bongs, etc.)
- Possession or use of items that conceal or disguise drug use.

Furthermore, Residence Hall staff may investigate a possible drug policy violation based on reasonable evidence. Evidence of drug use can include, but is not limited to, smell, smoke, seeds, residue, presence of odor, fans, towels near or under doors, open windows, attempts to mask scents, residue, bongs, pipes, clips, plant cultivation, etc.

Electrical or Battery-Operated Appliances

Any electrical or battery-operated appliance with an exposed heating element or which gives off intense heat is prohibited. Therefore, appliance guidelines take into consideration fire-safety when determining whether an appliance is acceptable or not acceptable, for use in the residential community. If residents have questions regarding whether an appliance is acceptable or not, they should ask residence hall staff. Before using an acceptable appliance, review the policy thoroughly as many items, though permitted in the residence hall, have restrictions as to where they must be located when in use.

The following specific restrictions to appliance use in the residence hall apply:

- All appliances with open heating coil(s), heating element(s), or heated open-plate surfaces are prohibited in residence hall. This includes, but is not limited to: hot plates, hot oil fryers, personal space heaters, sun lamps, candle/wax warmers, candle/wax melters, and all other appliances and devices with open heating coils and/or plated heating surfaces.
- Acceptable appliances for use in a kitchen or kitchenette are limited to: "George Foreman" style electric grills, fully enclosed air fryers, crock pots with automatic shut off feature, rice cookers and air poppers.
- Student Bedrooms: Acceptable appliances for use in a bedroom are limited to: – Fully enclosed coffee makers (i.e. Keurig, Nespresso etc.), electric kettles with lids, and blenders.
- Refrigerators are permitted (one per resident per room), provided they do not exceed 4.5 cubic feet or draw more than 1.5 running amps.
- Non-cooking appliances: Halogen lamps are prohibited in the residence hall. Only fluorescent or LED bulbs may be used in residence hall lighting fixtures. Black lights are prohibited for use in residence hall lighting fixtures.
- All electrical appliances and devices must be UL Approved

Electrical Safety Guidelines

BE CERTAIN YOU MEET EACH OF THESE SAFETY REQUIREMENTS AT ALL TIMES

To promote fire safety, each resident must abide by the following regulations:

- ◆ Only UL listed electrical products are allowed in the building
- ◆ Only 3-prong grounded multi-plug adapters / power strips with surge protection are allowed
- ◆ No multi-plug adapters or surge protectors are allowed in the bathroom under any condition
- ◆ Papers, clothing and all combustible material are to be kept away from adapters, outlets, cords and power strips
- ◆ All cords must be 3-prong grounded cords and no longer than 6ft. in length
- ◆ No additional lighting (decorative or other) is allowed in the bathroom at any time
- ◆ Electrical items used in bathrooms must be unplugged when not in use
This includes hair dryers, electrical razors, clothing irons, and any item with an electrical plug
- ◆ Hair dryers draw a lot of electricity and should only be used in the bathroom
- ◆ 2 mini-fridge (1 per resident) are allowed per room
No other appliances may be used in individual rooms. If you would like to have appliances in the kitchen, let the Residence Hall Office staff know.
- ◆ If you have an additional lamp in your room
The light bulb must always have a lampshade over the bulb. This lampshade must be store manufactured. The light bulb cannot exceed the rating of the fixture. All combustible material must always be kept away from the light bulb and the cord. Lava lamps and Halogen lamps of any type are not allowed in the residence hall.
- ◆ Do not operate too many electrical items from any single outlet (no more than 1000 watts)
- ◆ No smoke detector shall be covered or obstructed in any manner
Smoke detectors are an important safety item. If a detector is covered or obstructed in any manner, the resident(s) of the room will face revocation of their License Agreement.
- ◆ Nothing shall be mounted within 12 inches of the smoke detector in any direction
- ◆ Anyone tampering with any fire equipment (including fire exits) will face legal penalties and revocation of their License Agreement
- ◆ Personal fans should not be left on when no one is in the room/bathroom
- ◆ You are responsible for reporting cracked outlet/switch plate covers to the Residence Hall Office immediately
You are responsible for reporting cracked, broken or missing room light covers immediately

Because of the safety concerns, any resident who does not follow these safety guidelines at all times may face revocation of their license agreement.

Elevator Safety

Elevators are provided in the Sierra College Residence Hall. The elevators are intended to offer a safe way to move between floors. However, there are simple rules that will ensure your safety when using an elevator and reduce disruptions of service. Residents and visitors must adhere to the following guidelines:

- When there is a fire and/or fire alarm in the building use the stairs. Elevator shafts are sealed during building evacuations.
- Do not participate in and/or encourage others from unsafe behavior in and around elevators.
- Do not interfere with closing doors. Wait for the next elevator.
- Never attempt to pry open elevator doors.
- Never jump up and down when inside, exiting, or entering the elevator cabin.
- Report elevator vandalism, accidents, or mechanical issues to the front desk of your building.

Any misuse is strictly prohibited. Any malfunction of the elevators should be reported to a staff member immediately. If you are stranded inside the elevator due to malfunction, do not attempt to pry open the service doors or climb out. Wait for Residence Life staff or Community Safety personnel to respond and assist you. Vandalism or misuse of the elevators will result in loss of elevator use privileges for the entire community and judicial action for those responsible. Elevator service calls resulting from misuse or pranks will be charged to all residents in accordance with group billing procedures if the specific responsible parties cannot be identified. Elevator incidents that find residents and/or their guests responsible for the damage, emergency maintenance, or vandalism of an elevator will be subject to the student conduct process and damage cost.

Emergency Numbers

In the event of an emergency, contact the staff on duty for assistance or call:

Rocklin Police 911	Community Safety Office: 660-7120 from regular telephones
Ambulance 911	Ext. 7120 from campus telephones
Fire/Rescue 911	1000 for general assistance from an emergency phone
	1111 for an emergency from an emergency phone

Emergency telephones located in the residence hall dial the Community Safety Office directly. Use these phones only in emergencies. Do not vandalize these phones so they are available, and working should an emergency arise.

Evacuation of the Hall

Residents and their guests are required to evacuate the hall whenever an alarm sounds, or staff requests their evacuation due to an emergency. Residents who are slow to evacuate or are not cooperative will face disciplinary action that may include removal from the community. Residents will be completely responsible for the behaviors of their guests at all times (see Reference Information – Emergency Procedures [p. 25] for more information).

Exterior Doors

As per College policy, the exterior doors to residence halls must be securely closed at all times. Under no circumstances should exterior doors be propped open; doing so poses a large threat to community security. Residents should never admit persons into their building unless they know for certain that they are a resident or member of the College staff.

Food or Grocery Delivery

Food and grocery delivery drivers are not permitted to enter the residential spaces inside our buildings. We strongly recommend residents receiving food or grocery deliveries to meet the delivery driver outside the building. If you opt for no-contact delivery, we ask that you do not include your suite number in your delivery address and that you write clear delivery instructions that tell your delivery driver to leave the food outside the building and not to enter our residential spaces. Here are some recommended food delivery instructions for each building: "Residence Hall is accessible via parking lot B, which can be entered Campus Drive. Please leave the delivery outside the building's front door, which faces parking lot B."

Fire Alarm and Emergency Systems and Equipment

Residents are strictly prohibited from tampering with any equipment related to emergency systems and the fire alarm system (pull stations, extinguishers, hoses, smoke detectors, sprinklers, emergency exit door alarms, exit signs). Tampering with, removal of, covering, or misuse of fire extinguishers, fire alarms, smoke detectors (including the removal of batteries), emergency evacuation instructions, or unauthorized use of any fire equipment, or door, is a violation of Penal Code 148.4.

Sprinklers associated with residence hall fire safety systems may not be tampered with, including hanging decorations or other objects from them. If a sprinkler is set off accidentally or intentionally, the individual(s) involved will be responsible for all costs associated with clean up and damage and will be subject to disciplinary action.

Penal Code 148.4 makes it a misdemeanor to trigger a false fire alarm, make a false report of a fire, or tamper with/destroy fire equipment. Residents found in violation of this regulation will be subject to disciplinary action and may be issued a Notice to Appear citation. Notice to Appear may require a court appearance and could result in a fine or up to one year in jail.

Fire Prevention

Fire prevention is every resident's responsibility. Residents must follow the electrical safety guidelines listed in this handbook. See the reference section of this handbook for additional information. Residents need to also be aware of the following safety guidelines:

- Keep papers, books, clothes or other combustibles away from outlets or electrical cords
- Refrain from cooking or warming any food or beverage inside their bedroom
- Turn off and unplug hair dryers, curling irons, shavers, or other electronic devices after use.

Fitness Center

The fitness center is located on the 2nd floor of the residence hall and is for current resident use only with a signed Waiver on file. The fitness center is for fitness related activities only during posted operational hours. Residents using the fitness center must wear appropriate athletic attire that is consistent with fitness activity. Improper attire, improper use of equipment, or unsafe conduct may result in denial of access to the fitness center. No guests are permitted to enter the fitness center. Students are not allowed weightlifting equipment in their rooms.

Furniture

The furniture in your room and in each public area should not be misused in any way. Furniture items are not to be removed from bedrooms or public areas. Residents are completely responsible to use furniture provided in a responsible manner so that no harm comes to themselves, others, or the furniture.

Gender Inclusive Housing assignments are available for both same gender and gender inclusive living options. The Residence Hall Office will assign a resident to a mixed-gender or gender inclusive housing only if selected on the resident's application or subsequent consent form.

Commercially available bed risers (not to exceed 12 inches) are permitted provided they do not contain a pass-through electric plug or charging station. Cinder blocks and other homemade devices are not permitted.

Guests and Visitors

A guest is an individual who does not live in the residence hall and who is not registered to stay overnight.

A visitor is an individual who is not assigned to the room in which they are visiting.

Guests are welcome in the residence hall if they are visiting a current resident and are always escorted by that resident while in the residence hall. Each resident may sign in only two guests at any one time. Residents are responsible for their guest's behavior and should always escort their guest when in the residence hall. Guests are required to obey campus and residence hall rules and regulations and all directions by staff members. Guests will be held accountable, along with the current resident with whom they are visiting, for violations. Unescorted guests who are seen in or near the residence hall will be asked to leave the area and may be restricted from entering the residence hall in the future.

The residence hall is an adult community. Therefore, guests under the age of 18 years are not permitted in the residence hall.

The building's perimeter doors are locked 24 hours a day for security and safety reasons, as this is a private community.

Guests arriving between 9:00 am and 4:00 pm must sign in at the Residence Hall Office. Should a visitor arrive during non-business hours, the following guidelines should be followed:

1. If a guest arrives between 4:00 pm and the beginning of Quiet Hours on any day, they must be met at the entry door by the resident with whom they wish to visit and must be signed in by a staff member on duty. The resident of the community is responsible to introduce them to the Resident Assistant (RA) on duty and request to sign-in a guest. The resident must always escort them while in or near the hall.
2. If a guest arrives on a weekend before an RA is on duty, the resident with whom they are visiting is responsible to meet them at the entry door and always escort them. They are responsible to sign that guest in once an RA is on duty.
3. No guests are allowed in the building during Quiet Hours unless they are an approved overnight guest.

Requests to host an overnight guest should be made in advance to the Residence Hall Office during regular business hours (9:00 am – 4:00 pm, weekdays). If the overnight guest is to have a vehicle overnight, then residents should contact the Residence Hall Office to arrange for a visitor parking permit.

The guest policy is also covered in the Behavior Guidelines and Policies section of this handbook.

Health Services

The Sierra College Health Center offers a variety of services to all students at Sierra College. Contact the Health Center for more information on hours and other services available at (916) 660-7490.

Sutter Roseville Hospital is the closest hospital. It is about five miles west of the college. In an emergency, a resident would be transported by ambulance to Sutter Roseville Hospital unless another hospital is requested.

Remember that your health & wellness refer to both your physical and mental health. A good start is choosing to be informed about health issues. If a resident becomes ill, they should seek medical attention and contact their parents or a knowledgeable friend if desired. Staff members are not allowed to transport residents to a hospital or to a doctor's office for liability reasons. Residents will need to arrange transportation as necessary. There is a first aid kit available on each floor near the elevator lobby.

Hall & Floor Meetings

At the beginning of each semester, the Residence Life and Housing Administration holds a mandatory Resident Orientation and Community Standards Meeting. All residents will attend this event where the residence hall staff and provide information on policies and upcoming events. Floor meetings are held periodically throughout the semester by the live-in staff. Attendance at these meetings is mandatory. Failure to attend these meetings will result in disciplinary follow-up that can include a fine and/or revocation of license agreement. Residents are held responsible for the information discussed at these meetings. If you are unable to attend due to your work or class schedule, see your RA in advance of the meeting to get the information the next day.

Health and Safety Inspections (Room Checks)

Residence Hall staff will conduct bedroom, bathroom, and common area inspections to ensure the safety and sanitation of each room. Inspections will be announced ahead of time and will take place between the hours of 9:00 a.m. and 4:00 p.m. on the scheduled days. It is not necessary for residents to be present during the inspection. Residents in rooms or common areas designated "unacceptable" after the inspection will have 48 hours to clean the space. Failure to clean the space may result in cleaning charges. If a policy violation is found during the inspection, it may result in a conduct referral.

Housing Accommodations and Modifications

Sierra College is committed to the full participation of students with disabilities in all aspects of college life, including residential life in the Residence Hall, and it complies with all state and federal laws regarding equal access to housing. Sierra College has established the following procedures for requesting reasonable housing accommodations and modifications to ensure students with disabilities have equal access to housing at the Residence Hall. The Student Housing Reasonable Accommodations and Modifications process can be found on the [Student Housing website](#).

Ice Dispensing Machines

An ice machine is located in the community kitchen for students' convenience. Ice is not provided to fill coolers.

Improper Check-Out

Any of the following actions shall constitute an improper check-out (subject to a \$150 fine per instance):

- Not making advanced check-out arrangements with Residence Life staff at least 24 hours prior to check-out or by the designated deadline.
- Changing check-out arrangements without providing at least 24 hours' notice to the appropriate staff member.
- Failing to fully check out by the agreed date and time in their housing contract or as arranged with staff.
- Failing to show up for check-out appointment.
- Not following other advertised check-out instructions.

Instruments

Amplified instruments, horns, drums, bongos, and similar high-volume instruments may not be played anywhere within Housing & Residence Life property. This prohibition applies to all interior spaces (including resident rooms and common areas) and all exterior residential areas, such as courtyards, terrace, lawns, patios, and parking lots. The close living environment makes these instruments disruptive to the community; therefore, residents wishing to play these instruments are encouraged to use designated campus music practice facilities.

Keys and entry FOB

Each current resident is issued a room key, FOB, and a mailbox key. These keys are for the resident's use only and are not to be shared or loaned to anyone. Sharing or loaning keys is a violation of the Behavior Guidelines and grounds for disciplinary action that could include removal from the community. Safety and security are a main concern, and loaning keys breaches that security. Lost keys will result in a non-refundable charge to the resident. Lost keys require security measures by the Residence Hall Office staff as well as material and labor costs to the Residence Hall Office. These costs are charged to the resident.

<u>KEY</u>	<u>REPLACEMENT & LABOR COST</u>	<u>CREDIT FOR LATE RETURN</u> (within 5 days, in working condition)
Room key	\$75.00	\$10.00
Electronic building entry access card	\$25.00	
Mailbox key	\$15.00	\$5.00

Laundry Facilities

Laundry facilities are located on the 2nd and 3rd floors. Residents have unlimited use of washers and dryers. Washers and dryers are located South wings (wing 3) on the second and third floors of the Residence Hall. The washing machines are high efficiency and require the use of high efficiency detergent. The Laundry Room is open 24 hours/day. Out of courtesy to other residents, please do not leave laundry in the machines beyond the time it takes to wash or dry the items. Laundry left in machines may be removed by other residents. Also, please open the washer doors when not in use as the mildew smell can potentially spread to the clothes. Furthermore, please be respectful and clean up after yourself, which can include laundry detergent spills, Tide pod spills in the drum, and lint in the dryers. Finally, if there are any issues with the laundry machines, contact Wash using the contact information on the machine. If a resident is uncomfortable doing this, the issue needs to be reported to a Residential Life staff member.

Lockouts

Residents are issued keys and are responsible to prevent themselves from being locked out of their rooms. Each resident is responsible to always keep their room keys with them, so they are not locked out. A lockout is not considered an emergency. If a lockout accidentally happens, residents will need to contact staff for assistance. If a resident is locked out, they may be inconvenienced for a while until a staff member is available to let them into their room. While we will do our best to be prompt, do not expect immediate service. At no time will a resident be let into any room other than the one to which they are assigned.

Residents will sign a lockout card to be let back into their room. If room entry becomes excessive, defined by more than three times per semester, the resident will be charged \$25 per entry thereafter and may face disciplinary action.

Lost and Found

If you lose or find something in the residence hall complex, please report or bring the item to the Front Desk. The Community Safety Office handles lost and found for the campus.

Lounges and Common Areas

Every residence unit contains a variety of common area spaces. Some are designated study lounges, while others are used for program events and meetings. Residents wishing to reserve space in a building must contact the Residence Life and Housing Administration. All lounge furniture and wall hangings should remain in their assigned location for use by all community members. Lounges are not to be used to provide overnight accommodation for residents or guests.

Mail

Mail is delivered to the residence hall and distributed into mailboxes Monday through Friday by 9:00 pm. There is no mail delivery on Saturday, Sunday, or holidays. Each suite has an assigned mailbox shared by six suitemates and each occupant is issued a combination for the suit mailbox. Suitemates are not to take or open each other's mail. It is illegal to handle or open another person's mail. You should never share your mailbox combination with anyone not assigned to that suite.

Mail should be addressed as follows:

Student Name
Sierra Hall
4991 Rocklin Road, Room ###
Rocklin, CA 95677-3397

Inform anyone who is sending you mail to put your current room number on the address. If you move rooms, you are responsible for notifying people and businesses that send you mail of your new room number. Due to the amount of work required of the Residence Hall Office staff, any pieces of mail which do not have accurate room numbers and names may be returned to the sender.

When you move out, inform people and businesses of your new address so that there will be no delay in receiving your mail. Remember, the Residence Hall Office will forward First-Class mail only. First Class mail does not include magazines, newspapers, or any other bulk mail.

Maintenance/Custodial

The maintenance and custodial departments coordinate with the Residence Life and Housing Administration to provide a safe and clean environment in all the public areas. Residents who notice potential or existing maintenance problems should inform the residence hall staff. College custodial services provide regular vacuuming of corridors and floors of

areas open to general use (public areas). Custodial staff members are not responsible for the general cleanliness of the residence hall. Basic housekeeping of the residence hall's public areas and each room/suite is the responsibility of the occupants. This means that as a resident you share the responsibility of keeping the public areas (hallways, lounges, stairs, lobby etc.) clean and free of debris. Clean up after yourself.

Mandatory Meetings

Residents are required to attend all mandatory meetings. Failure to comply with these meetings may result in loss of visitation as deemed appropriate by the Residence Hall Manager. Residents will receive notice of mandatory meetings.

Meal Plan and Meal Card

It is required for every resident to purchase a meal plan when living in student housing. The meal plan selected at the time of application is the meal plan that will be loaded onto the student's account. If the student would like to change to another meal plan, this change must occur by the date the student officially moves in.

Each meal plan option offers a combination of meal swipes and a declining balance. Meal swipes can only be used on campus at the Wolverine Café and the Den. When a student uses a meal plan swipe they will need to select an entre, side, and a drink from the options provided to them. The declining balance can be used on and off campus. Each student's meal plan account will be loaded twice a semester, one at the start of the semester and a second load at the start of week 9 of the semester. If a student purchases a summer meal plan that plan will be loaded once at the start of the summer term. Residents are encouraged to budget accordingly. The Residence Hall Office has entered into an agreement with DishOut (www.sierraadvantagecash.com) to allow residents to use their meal cards in the campus cafeteria and at some local eateries. More information is available in the Residence Hall Office.

Each resident will be issued a student ID upon check in. Your Student ID is your room access card and your meal card. If your student ID & Meal Card is lost or stolen, you need to obtain a replacement card immediately by contacting the Residence Hall Office. Come to the Residence Hall Office to notify us that your card is lost or stolen, and we will give you instructions on how to obtain a new card.

Both swipes and declining balance will expire at the end of each academic term. Funds will remain available on resident's meal card until the completion of their final license agreement term in the Residence Hall. At the end of that term, any unused funds will be removed from the resident's meal card. There are no refunds for unused monies that are not used by the end of the semester. No reduction of the meal plan fees is permissible because of dietary or related restrictions, including, but not limited to, food allergies, vegan or vegetarian requirements. The meal plan will become immediately invalid upon termination of license agreement.

Pacific Dining operates the cafeteria in the Campus Center (J building). The hours of cafeteria operation may change without notice. The cafeteria is closed on holidays or on days/evenings when school is not in session. Residents are served in the cash line area and the following policies are in effect:

1. Residents must show their Student ID Card to cafeteria staff before being served. No Student ID Card, No food! Make sure to tell the cashier that you are a "resident student."
2. Students are to bus their own trays and dispose of trash when leaving.
3. The Food Service Provider will do their best to accommodate any medically necessary diet for resident dining patrons when prescribed and approved in writing by a medical doctor and Sierra College. In such situations the resident will need to meet with the Director of the Food Service Provider.

Move-out / Check-out Procedures

All residents are licensed for the academic year. Residents should refer to their License Agreement for specific terms. If a resident desires to move out prior to the end of the License Agreement, they should speak with the Residence Hall Office immediately. No resident will be allowed to break their License Agreement if there are no replacement students of the same gender available to take the resident's space.

Residents who abandon their rooms or who are revoked from the residence hall will still be held accountable for the full term of their License Agreement and will not receive a refund of their security deposit. Also note that the License Agreement is for the entire academic year. No resident will be released from their License Agreement after the Fall semester and proceeding the Spring semester, unless there is a replacement student of the same gender that is available to take the resident's space.

Residents with specific reasons/needs to break their License Agreement are encouraged to schedule an appointment with the Residence Housing Supervisor.

Residents are required to vacate the hall per the terms in their License Agreement. For the December closing (winter break) continuing residents will not be required to pack up belongings if they are returning to the same room. For the May closing (summer break) all residents must remove all belongings at checkout time. The residence hall closes at 4:00 pm on the last business day of the semester. Residents who are not checked out and moved out by this time will be charged \$50 for every 30 minutes past closing.

Checkout steps are found in the reference section of this handbook. These steps also apply when you are changing rooms. Failure to check-out/move-out properly will inconvenience you and result in non-refundable charges to your residence hall account.

Refunds (as appropriate) are only processed AFTER the move-out is complete and the resident is no longer living in the college residence hall. If you are due a refund, after the paperwork has been processed by the Residence Hall Office it takes approximately 6 weeks to receive the refund.

Noise / Volume Levels

Consideration is always the rule. Courtesy Hours are 24 hours a day. Radios, televisions, conversations, and other audible noise are expected to remain at a reasonable level which is not disturbing others in any way. Residents are responsible for monitoring their volume levels and reducing the volume as needed. When requested by any community member or staff, volume levels will be reduced immediately. Residents generating noise must take responsibility for making sure their activities do not have the potential of disturbing others.

Courtesy Hours: 24 hours a day
Quiet Hours: Sunday through Thursday, 11:00 pm to 8:00 am
Friday and Saturday, 12:00 am to 8:00 am

During Quiet Hours residents are expected to always maintain a quiet environment. Sound must not filter out of or into any room, hallway, stairway, lounge, or other public area. Residents are not permitted to use the laundry facilities during Quiet Hours. Residents are expected to monitor their own behavior. If staff intervention is required, an incident report will be filed with the Residence Housing Supervisor and appropriate disciplinary action taken.

Extended Quiet Hours will be enforced throughout the week before finals. Extended Quiet Hours will begin at 7:00 p.m. and extend through 8:00 a.m. the following morning.

22-Hour Quiet Hours will be enforced throughout finals week to promote and support the academic environment. During Finals Week of each semester, a violation of 22-Hour Quiet Hours may result in a non-refundable charge per violation to each violator's account. This is a critical time of year and people must respect the need for quiet.

Noxious Odor

A noxious odor is any aroma of such intensity that it becomes apparent and/or offensive to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar, or pipe smoke; incense; perfume; air freshening spray; large amounts of dirty laundry and marijuana smell. Furthermore, because incense is a fire hazard as well as a source of potentially noxious odor, it is always prohibited in the residence hall.

Packages

Packages delivered to the Residence Hall Office will be scanned into a package notification system which will send you an email (mySierra) to notify you that you have a package. You will need to come to the office with your student Id to sign out your package.

Once logged, oversized mail and packages will be considered "overdue" after 14 days and will be considered "abandoned packages" after 30 days. After 30 days, staff will Return to Sender (RTS) oversized mail and/or packages (USPS only). If the mail or package cannot be returned to sender (i.e. Amazon, FedEx, UPS), then staff will dispose of abandoned items pursuant to California Civil Code. Abandoned mail and packages are considered abandoned. This policy applies to Mail and Packages logged in for residential or former residential students.

Painting

Painting is strictly prohibited. Residents may not apply paint to residence hall rooms or public spaces. Residents are not allowed to decorate their walls with paint, glow-in-the-dark paint, markers, or other stains or pigments.

Parking – Resident Lot

- All Residence Hall parking permits will be sold on a first-come basis until sold out.
- Vehicle license plate is required for purchase. Your license plate is your parking permit.
- Please be advised that you should bring a vehicle to campus only after you confirm that you have purchased a Residence Hall parking permit. Overnight parking is not permitted in any location on campus other than the Residence Hall parking area.
- Residence hall visitors need to purchase a student daily parking permit and park in student parking lots. Student daily parking permits are not valid in residence hall parking areas. The nearest student daily parking lots are Parking Garage, Lot B, and Lot E.

If you have any questions, please contact the Community Safety office at (916) 660-7120.

Payments

The resident is responsible for ensuring that either payment has been made in full, or that a payment plan has been arranged through their mySierra account. If parents or others are paying your bill, it is still your responsibility to be sure the payment is made on time. All notices of delinquent payment or revocation proceedings will be sent to the resident, not to parents or others helping to pay. Any refunds due on the account will also be sent to the resident, not to the parents or others helping to pay. Failure to make payments on time will result in a non-refundable late fee and is a violation of the License Agreement and may result in revocation of the License Agreement. Residents who fail to pay their fees as agreed will be sent to a Collection Agency and may negatively impact the resident's credit rating.

Personal Property/Insurance/Personal Liability

Residents' belongings are not protected by the college from theft, vandalism, fire, sprinkler system activation, maintenance failure or for any other reason. Maintenance failure does not constitute a reason for a refund. The college strongly encourages students to either plan with their parent's or guardian's homeowner's insurance company to insure personal belongings OR purchase a separate personal property insurance or renter's insurance policy. In some cases, a parent's homeowner's insurance will cover damage to personal property in a state-owned residence hall, but this is not always the case. Items of value should be marked for identification and serial numbers recorded. Students should secure medical insurance coverage for themselves. The college does not provide theft or damage insurance for residents, so each occupant is encouraged to purchase some type of personal property insurance.

Pest Control

Pest control in student rooms and suites begins with residents preventing the conditions that invite insects or other pests into the room and suite. Below are guidelines that residents should follow:

- Keep all food in sealed containers
- Wash dishes and utensils promptly after use
- Keep the trashcan clean, and do not let trash build-up
- Keep the refrigerator clean inside and out
- Clean the room and bathroom regularly
- Do not accumulate aluminum cans or other food containers for recycling purposes

Should residents have a pest concern they should submit a work order at the Residence Hall Office. Residents will be notified in advance if their room needs to be sprayed and how long the room will need to remain unoccupied.

Posting, Advertising, and Distribution of Materials

All materials for posting, advertising, or distribution within the housing complex must comply with Residence Hall Office guidelines.

Materials for posting by outside entities must be verified, stamped and disseminated by Residence Hall Office and posted on designated spaces. Materials not meeting these guidelines or materials that are considered obscene or encourage drug or alcohol use will not be posted and will be removed.

Materials should be single-sided and not exceed 11 inches by 17 inches in size. Exceptions may be approved by Residence Hall Office. Priority of posting materials will be based on the following order: Residence Hall Office, Residence Hall Association (RHA), Student Services and Academic Departments, officially recognized organizations and clubs within ASSC and off campus agencies.

All postings must clearly identify the sponsoring organization, college affiliation and contact email or phone number. All flyers pertaining to Greek letter organizations must have prior stamped approval from ASSC.

Postings will be removed two weeks from the date of posting except for long-term programs sponsored by or through Residence Hall Office. All posted materials will be removed within 24 hours of the conclusion of the event.

Distribution of materials through mailboxes is restricted unless it meets the post office requirements for mailing or an exception is made by Residence Life and Housing Administration.

3D Printers

Due to a lack of a standardized inspection process for 3D printers and the wide range of these devices available, these items are prohibited. In addition, 3D Printers come with a fire risk due to the presence of a heating element which presents a fire risk, the emission of volatile organic compounds (VOCs), and the high ventilation needs of these devices.

3D printers are only allowed if approved by Residence Hall Office. This approval will be done on a case-by-case basis. All students wishing to have a 3D printer in their residence hall room must submit a request to the Residence Hall Office via email (housing@sierracollege.edu).

In the request, the student must provide the following information about their 3D printer:

- Manufacturer
- Model
- Filament type
- Any other relevant information

Prohibited Items

Prohibited items include, but are not limited to:

- 3D Printers
- Alcohol (regardless of age)
- Any item that is non-recognized to a UL standard by a nationally recognized testing laboratory
- Built-in wall or ceiling attachments
- Candles and Candle warmers
- Dart boards
- Electric blankets
- Electric heaters and Space Heaters
- Extension cords and Power Strips without surge protection
- Firearms and Ammunition
- Flammable materials such as candles, incense, explosives, fireworks, gasoline, propane, butane, etc.
- Halogen lamps
- Heating/immersion coils
- Hookah smoking devices
- Hot plates
- Incenses
- Lava Lamps
- Oil burners
- Outlet adapters and power strips without surge protection
- Paraphernalia including, but not limited to, bongs, pipes, rolling papers, etc.
- Pets or animals of any kind, except non-dangerous fish. One five-gallon tank containing fish is allowed per room.
- Sage
- Toasters and Toaster ovens
- TV or radio antennae or any other objects that are placed outside the window.
- Water beds
- Weapons

Privacy and Security

Residential living in an academic community provides opportunities for educational and social exchanges within the residence communities. These exchanges, however, should not interfere with the rights of individuals to privacy and to the use of their room for study and sleep. Therefore, members of the community must conduct themselves within residence communities in ways that will not infringe upon the rights of other residents to use their room for study and sleep and to honor their right to individual privacy in all areas of the residential communities.

Recreation

A wide variety of recreational opportunities are available on campus and in the nearby area. The residence hall features a recreation room with a pool table, ping pong table, television, and planned activities. Folsom Lake is about five miles from the campus and is a favorite recreational spot for residents. The ski slopes and water sports of the Lake Tahoe area offer many recreational opportunities and are 75 miles from campus. The Resident Assistants and the Residence Hall Association plans recreational activities. If you have an activity idea, then get involved in the Residence Hall Association or work with your Resident Assistant to make your idea a reality.

Recreational Equipment

A selection of recreational equipment is available to residents and may be checked out with your Student ID Card at the Front Desk. When checking out equipment, residents are expected to use the equipment responsibly and return the equipment within a reasonable amount of time so other students can use the equipment. The resident who checks equipment out is financially responsible for the welfare of the equipment and will be charged for damage to the equipment and damages caused by misuse or abandonment of the equipment.

Refrigerators

Each suite in the Residence Hall is equipped with a refrigerator. Residents are welcome to bring a compact refrigerator or refrigerator combo for their bedroom areas, but because of space and power requirements the maximum size allowed is 4.5 cubic foot capacity in total. All refrigerators must be U.L. listed.

Residence Hall Association (RHA)

All residents are automatically members of the RHA. The RHA offers residents an excellent opportunity to get involved in the community and gain valuable leadership experience. The purpose of the RHA is to act as a positive lead in the organization of activities, fund raising, and allocating those funds for resident events or equipment that enhance residence hall living. RHA officers are elected by the residents at the start of each semester. All residents are welcome to run for office. Information about RHA can be picked up at the Residence Hall Office.

The RHA provides an excellent opportunity for residents to take on a positive leadership role in college and make the most of the residence hall living experience. This is an excellent way to get involved in the College and gain some key leadership experience that can benefit you both in college and in life. Announcements for all meetings and elections will be posted in the Residence Hall Lobby. If you are interested in being a Resident Assistant, RHA can help you gain the experience necessary to be competitive in the selection process for becoming an RA.

Rights and Responsibilities

As a resident of the Sierra College residence community, you possess specific individual rights that must be respected by roommates, suitemates, all other residents and residence hall staff. These rights are intended to define and protect your individual freedoms as well as personal well-being. With each right comes the responsibility to exercise that right in a manner that is not disruptive or harmful to others, their belongings or college property.

As a resident, you have the right to:

1. Sleep and study in your room free from undue interference
2. Have control over your personal belongings
3. Free access to and from your room
4. A clean & safe environment in which to live
5. Entertain guests when that entertainment does not infringe upon your roommate, your quad mate, your neighbors or the general community, and is in accordance with community policies
6. Confront another's behavior in a tactful manner when that behavior infringes upon your rights
7. Be free from fear of intimidation, physical or emotional harm
8. Have proper redress of grievances
9. Be afforded due process with the imposition of disciplinary sanctions

You can help ensure these rights will be honored through thoughtful discussion and open & honest communication with your roommate, suitemates, neighbors, and staff. Seek out your Residence Hall staff for mediation and conflict resolution whenever needed.

Room Assignments, Roommate Matching and Selection, and Gender Inclusive Housing

The Residence Hall Office make room assignments just prior to the start of the semester. The student's stated preference will be considered. If a specific roommate is requested and the request is mutual to both roommates, every effort will be made to meet that request. The Residence Life and Housing Administration reserves the right to change room assignments in the interest of health, discipline, or general welfare of the residents or community.

Room change requests from residents will not be considered during the first four weeks of each semester. This allows the Residence Hall Office to organize resident documents, payments, and files. It also gives the residents a chance to get acquainted. If you are unhappy with your room assignment, work with your RA to assist you in addressing your concerns. Know that we will not solve the concerns for you, but we will work with you to help you resolve the situation.

Roommate matching and room selection separates male, female, and gender inclusive students. The residence hall facilities default to single gender suites or apartments, meaning all roommates within a suite are of the same gender identity. Each applicant has the opportunity to create a Roomez profile for roommate matching purposes. While there are no sexual orientation or gender identity questions, in the Roomez, students can write a short description of themselves for potential matches to see and specify which of the available profile fields for searching they are comfortable sharing with potential roommates. Additionally, within in Roomez there is a section to include social media and contact information to help facilitate communication with potential roommates. The Residence Hall Office is not able to screen potential matches on behalf of students, however, if a student already knows people with whom they would like to be placed, they may create a roommate group and request them specifically.

Room Change Requests

Room change requests will not be considered for the first four weeks of the semester. If a room change is desired during the room change period, you may complete the room change request form found in your Student Housing portal. You must include a good reason for room change and the names of all residents and each RA impacted. A group meeting is required between all affected residents and RAs to determine the best resolution. The form must then be submitted to the Residence Hall Office for review. Forms will not be accepted if a Roommate Success Plan is not on file and if the roommate have not had a prior roommate meeting with their RA present.

Room changes may seem easy, but they involve a good deal of paperwork and effort on the part of the residence hall staff. Your patience and cooperation are appreciated. Room change requests are only granted when a very compelling reason exists to warrant the change and all efforts have been made by the requestors to mediate the concern.

The final approval for a room change must come from the Residence Life and Housing Administration in writing. Do not move into your requested new room unless your room change request form has been approved by the Residence Life and Housing Administration. If approved, the checkout and check-in procedures must be followed and take place in a timely manner as indicated on the approval form. An improper move will result in a non-refundable charge to your account.

Room Condition Report (RCR)

Room condition reports must be completed and signed by each resident on move-in week. This is necessary whenever a resident moves into or out of a room. The resident is responsible for making sure this form is completed and includes damages or imperfections that already exist in the room. Residents will be charged for any damage or imperfections not recorded on the form that exist at the time of move-out. A sample list of charges is in the reference section of this handbook. Room condition reports (RCR's) allow the resident and hall staff to notice and record imperfections present upon move-in and move-out.

Upon move-out, RA's will perform the initial move-out inspection with each resident. Final room inspections for condition and verification of charges related to a move out are completed after residents have moved out due to staffing and time considerations. The Residence Life and Housing Administration and other staff members complete these final inspections. These cannot be completed on checkout day due to the number of rooms. Pictures will be taken as feasible to record the condition and verify the charge to the resident.

Room Entry by College Officials

The College reserves the right of authorized College officials to enter individual rooms, whether the resident thereof is present or not, and whether the resident thereof consents to entry or not, upon reasonable suspicion of crime or policy violation, or of health and safety emergency, inside the unit. Where practicable, such entry will be preceded by the official knocking on the door and verbally requesting consent to enter. Personal property in the individual room which is in plain view and the presence of which violates Residence Hall policies or regulations or represent a criminal violation may be seized by the official, following which the College shall provide written notice to the unit resident of the items seized and the procedure the resident must follow and proof which must be made to recover the items.

Room & HVAC (Heating, Ventilation, Air Conditioning) unit Inspections

Formal room inspections will be conducted once a month. We will be inspecting the facility and each bedroom & bathroom for potential safety & health hazards, unsanitary conditions, leaky plumbing, maintenance problems, and damage. While these inspections are primarily aimed at maintaining the facility and assuring healthy living conditions, all observations of residence hall policy violations will be reported. HVAC units are delicate and very expensive. As a result, they need to be inspected at least once a month. Any tampering or attempt by any unauthorized person will result in charges to the residents of the room as well as disciplinary follow-up.

Dates and times of inspections will be posted at least 24 hours in advance except when emergency circumstances exist. You are encouraged to be present when your room is inspected; however, in your absence staff will enter your room with a master key to complete their inspection.

Roommate and Suitemate Conflicts

Residents are required to complete a Roommate and Suitemate Agreement at the beginning of the semester. This agreement is designed to help residents navigate potential problems that students often encounter living with a roommate and four suitemates. Students will make a agreement that they will abide by for the year. During this process, the suitemates are expected to talk about a variety of things. Any student who fails to complete this required agreement will NOT be permitted to live in the Residence Hall in the subsequent year. If a student and their suitemate are experiencing problems, Residential Life encourages the student to discuss the matter as soon as the problem develops. Many conflicts are simply the result of differing expectations or a misunderstanding.

Since living in a residence hall is a learning experience, it is encouraged that the student talks to their suitemate first to solve the conflict. However, many people find it difficult to sit down with a suitemate and share what is bothering them. If the student finds this to be true, they can talk to their RA for advice on how to handle the situation. If the problem continues after these steps, a suitemate mediation is available. Two neutral RAs will sit down with the suitemates to help come up with a solution to the conflict, typically student staff from another floor. Once a solution is found, you and your suitemate will revise your suitemate agreement which entails this new solution. This is a process which every student must go through.

As stated earlier, room changes cannot occur until the second semester. At that point, a room change may be allowed given that all other options have been exhausted and a room is available

Room/Suite Occupancy Limits

Occupancy limits for rooms and suites have been developed in consultation with the Fire Marshall. No more than five (5) people in a single room, including the resident of the room. No more than fifteen (15) people in a three-bedroom suite, including the residents of the suite. No more than six (6) people in a one-bedroom suite, including the resident of the room.

Rules and Regulations / Community Behavior Expectations

A detailed copy of the Residence Hall Rules & Regulations / Behavioral Expectations is included in the License Agreement. It is the responsibility of each resident to read and know the guidelines. Being unaware of a written policy will never be an acceptable reason to be in violation of a policy. These rules and regulations are established to provide a harmonious environment that will promote student success and comply with state law and the Education Code. Residents are responsible to be aware of and follow the policies and expectations. Residence Hall Staff is directed to objectively enforce the rules and regulations in the interest of all concerned. A copy is provided in the reference section of this handbook.

Living on campus is a wonderful part of the total college learning experience. Those who detract from the positive experience by violating rules and regulations or whose behavior is detrimental to the overall success of the program will be asked to vacate the residence hall. Students who are revoked from the residence hall for any cause are no longer allowed to visit in or near the residence hall for a specific period (usually one full year) outlined in the guidelines. Current residents who choose to host or visit with revoked residents in or near the residence hall risk disciplinary action. Students are asked to visit in classes or in an area or building that is away from the residence hall.

Semester Breaks

The residence hall is closed during semester breaks. Residents must vacate the residence hall according to the terms stated in their License Agreement. Residents may move back according to the move-in timeline established for each semester once they have received clearance to move in. No exceptions will be made during this time for liability reasons. Therefore, residents must prepare in advance for a ride and a place to stay over the breaks. Rooms are not accessible during breaks, so residents should remove any belongings they will need for the duration of the break. Residents must remove all belongings at their final checkout time in the spring semester (or perhaps earlier), as there is no storage in the residence hall.

Sexual Assault

Any student who has been the victim of sexual assault is encouraged to report the assault to a college official whom the student feels comfortable. The Counseling Center has qualified counselors to help students deal with difficult situations including sexual assault. "Date rape" or "acquaintance rape" is defined as sexual intercourse without consent, where the victim and assailant are acquainted or may have dated. Any student involved in the sexual harassment or sexual assault of any person will be subject to disciplinary action and legal prosecution. Sierra College does not tolerate this kind of activity. Know that all parties are treated as innocent until proven otherwise.

Shower Curtains

All residential hall provided shower curtains and hooks in suite bathrooms must remain within the assigned room. Residents wishing to temporarily replace a residence hall provided shower curtain and/or hooks with a personal shower curtain and/or hooks are permitted to do so as long as the residence hall provided shower curtain and/or hooks are returned to the original placement upon checkout. Appropriate charges will be assessed to the resident's fee bill if a residence hall provided shower curtain and/or hooks are not returned to the original placement or are damaged upon checkout.

Storage

There is no capacity in the residence hall to store belongings. Any items left behind will be disposed of or donated to charity. The account of the owner or room occupant will be charged for excess trash removal.

Study Rooms and Spaces

There are study lounges in each hallway in the Residence Hall. These study lounges are for residents and their guests only. Residents wanting to study in this space have priority over students wanting to use the room for other activities. Please be respectful and keep the noise levels to a minimum. Do not move, remove, or add furniture to and from these spaces. A \$50 fine will be charged to residents found with study lounge furniture in their rooms. Students using the study lounges are required to clean up after themselves. Abuse of the area, including the continued failure to maintain a clean area, may result in the individuals of the floor being fined. Residents will be expected to sanitize this space after they are done using it.

Supervision /Safety/ Staff Assistance

General supervision and safety in the residence hall is maintained Monday through Friday, 8:00 am to 4:00 pm by full-time employees of Sierra College. Supervision is maintained by live-in staff weeknights 4:00 pm to 8:00 am & 24 hours

on weekends. The live-in staff is trained in general assistance. They are also peers who care about residents and are willing to listen and do what they can to offer general assistance and referrals. Residents are required to follow any lawful instruction given to them by the Residence Hall Staff. The live-in staff consists of a Head Resident and 8 Resident Assistants. The Resident Assistants (RAs) are resident hall leaders and are students who are attending Sierra College. The Head Resident oversees evening and weekend supervision of the live-in staff and the Community.

Each of the live-in staff members are employed by the college to plan activities, provide guidance, promote an enjoyable living environment, and assist in supervision and maintaining safety and order in the residence hall. The RAs are also responsible for helping to create, organize, and supervise activities for the residents to complement the efforts of RHA (Residence Hall Association).

The live-in staff is responsible for being available as much as possible between their classes and on weekends to assist residents with problems or to refer them to other resources. RAs are students with normal schedules, and therefore cannot be available 24 hours a day. If you find it is consistently difficult to contact your RA (or any other staff member) in person or by note, then inform the Residence Life and Housing Administration. As a community member you share responsibility in doing your part to help keep the community positive, safe, and pleasant.

The Community Safety and Parking Department is responsible for the enforcement of District/campus/residence policies, security, traffic, and parking regulations and provides 24-hour patrol of the campus, parking lots, and buildings. Violation of some of the residence hall rules and regulations may also constitute a violation of federal, state, or local law, or District policy, which may require prosecution and disciplinary action by other authorities.

Telephones/Calling Residents

The Residence Hall Office does not have the capability of connecting an incoming caller to a residence hall room, nor the staff to summon residents to the phone or take messages.

In a true emergency, contact the Community Safety Office dispatcher at (916) 660-7120 to dispatch a patrol officer to locate a student in class or in their residence hall room to deliver an emergency message.

Temperature

Public area thermostats have been set to a comfortable temperature. In-room thermostats are preset to a comfortable temperature. The heating & cooling unit will require monthly inspections as discussed on page 13. Any tampering or attempt by any unauthorized person to any unit will result in charges to the residents as well as disciplinary follow-up.

Terrace

Students may not climb on or over terrace railings. They may not hang, throw, drop or otherwise dispose of anything from elevated locations. Furniture from indoor locations in the Residence Hall is not permitted in outdoor spaces. For safety reasons, standing on or the stacking of furniture is not permitted. Students are not to engage in physical horseplay, roughhousing, or any behavior that poses a risk to self or others.

Tobacco, Smoke, Vapor-Free Policy

Sierra College Board Policy establishes a smoke, vapor, and tobacco-free environment. The use of such products is prohibited on campus. This is particularly of concern in the residence hall due to fire safety and insurance reasons. Individuals violating this policy will be subject to campus disciplinary action.

Trash

Residents are required to properly bag all waste and empty their room waste into designated trash chutes or on the trash room on the ground floor of each building. Trash must be in a plastic trash bag that is closed or tied off. Putting items like large boxes, hazardous materials, or anything that could clog the chute is prohibited. Anything not able to be disposed of in the trash chute will need to be taken to the dumpster. If the chute is clogged, do not add more trash; report the issue to maintenance immediately. During move-out, trash chutes may be locked, requiring residents to take their trash to designated dumpsters. Do not empty your room's trash into the trashcans located inside the building because they are meant for incidental litter and are only emptied once a day; they are not to be used as a collection point for room trash. Do not sweep lint and small trash into any hallway. Residents will face a non-refundable trash removal / littering charge for ignoring these guidelines.

Residents are not permitted to leave anything on the exterior of their room doors or in the hallway. Under no circumstances are trash cans or trash bags to be left in the hallways outside student rooms/suites. Residents who leave trash or compost outside of their rooms or are found to use receptacles inappropriately are subject to a monetary fine and further conduct outcomes.

Valuables

At no time is the college responsible for a resident's money or valuables. Suite and bedroom doors should be kept shut and locked, and keys must not be loaned to anyone. Roommates and suitemates share the responsibility for

maintaining the security of their rooms. Money or valuables should not be left in rooms. Renter's insurance information is available at check-in for individuals who are interested in protecting their valuables.

Vandalism

Vandalism to any Residence Life or college building, machinery, property, or signage (including bulletin boards, fliers, posters, signs) is prohibited. Violations of this policy will result in individual or shared billing and/or disciplinary action.

Vending Machines

Beverage and snack vending machines are in the laundry rooms. These vending machines take cash, and/or debit/credit cards only. They do not take any form of a Student ID for payment. Any issues should be directed to the front desk and/or Residence Life staff.

Walls, Ceilings, Doors

Nails, thumb tacks, push pins, duct tape, screws, or hooks must not be used on walls or ceilings. Damaging tape or stickers may not be used within the residence hall facility. Keep doors, mirrors, and walls free of damaging materials. Do not use putty style adhesive as this can damage walls and ceilings. Residents will be charged for all damage not present when they moved in, no matter how small.

Water and Plumbing

The following actions regarding water and plumbing in the residence hall are prohibited:

- Disposing of food or garbage in drinking fountains is prohibited.
- Disposing of trash or food scraps in bathroom sinks, mop sinks, and toilets is prohibited. This waste will create plumbing and sanitation problems.
- Altering or obstructing shower heads is prohibited. Swapping college-provided shower heads to personal store-bought shower heads is prohibited. Students may be charged a monetary fee for the replacement, or damage caused by the change.
- Altering or obstructing faucets or sinks is prohibited. Changing college-provided faucets/faucet fixtures to personal or store-bought faucets/faucet fixtures is prohibited. Students may be charged a monetary fee for the replacement, or damage caused by the change.
- Flushing anything other than toilet paper is prohibited. This includes flushable wipes and sanitary items.
- Modifying or adding anything to plumbing fixtures is strictly prohibited. This includes the use of portable sinks or similar devices.

Windows, Window Screens, Window Stoppers

- Climbing in or out of windows is prohibited.
- To protect individuals who may be walking outside the residence hall, no object of any kind may be thrown, dropped, pushed out of, placed outside of and/or allowed to fall from any residence hall window.
- Residents may not remove window screens and will be billed for any damage. Labor charges to reinstall window screens will be applied.
- Due to fire safety considerations and the possibility of significant damage to residence hall room or suite windows, residents are prohibited from posting or hanging material on either side of residence hall windows. Only college-provided blinds, curtains or draperies may be used in resident rooms. Drawing, painting, posting, or writing on windows is prohibited.
- Removal of window magnets from windows is prohibited.

Window stopper devices and/or window guards that have been installed in residence hall windows are a required safety precaution; students may not remove or alter them in any way. Students who recognize that these devices are missing or damaged are expected to promptly report this to their RA or CA and complete a work order to expedite the repair/replacement. If found responsible for tampering with or removing any window stoppers/guards, a fine of \$100 may be charged to a student's account.

Wireless Internet

The residence hall has wireless internet available. Connect to the "Student Housing" network and enter your Sierra College credentials. Each resident has their own individual Wi-Fi key (MPSK). This ensures a more secure and reliable connection compared to a shared password. All residents are expected to follow all terms-of-service protocols for the wireless internet. Specifically, residents will not be permitted to download, upload, or otherwise share copyrighted files or materials by using the wireless internet connection. WIFI can only support up to 10 devices per resident.

Important Reference Information

EMERGENCY INFORMATION ABOUT THE RESIDENCE HALL

Fire Prevention

Preventing fires is everyone's responsibility, as hundreds of lives are at stake. Everyone's cooperation is needed.

A few basic rules to remember includes:

1. Be certain the smoke detector in your room is always in good working order. It could save your life. Notify a residence hall staff member if your smoke detector is beeping or not working properly.
2. Never smoke or burn any object (such as incense or candles) in the residence hall.
3. Do not tamper with fire alarm equipment, emergency exits or activate a false alarm. This will result in disciplinary action and a fine.
4. Do not use combustible materials for decorative purposes.
5. Keep all materials that could catch fire away from hot surfaces. Do not cover light bulbs with cloth or block the heating / cooling unit in any way.
6. Be familiar with the location of the exits in the hall.
7. No matter how many false alarms may occur, you must treat each one as if it is signaling a real fire. If you fail to evacuate or take excessive time evacuating the building, you could lose your life. You are responsible for cooperating with staff and evacuating the building in a timely manner. Failure to cooperate with staff or failure to evacuate in a timely manner will result in disciplinary action.
8. Before leaving your room, feel your door.
 - a. If it feels warm, do not open it. A warm door may indicate fire on the other side.
 - b. If the room door does not feel warm, open cautiously to check for smoke in the hallway.
9. If you believe that the hallways are passable, proceed with caution to the nearest exit.
10. After leaving the building, meet at the predetermined meeting point for residence hall students.
11. Return to the building only after being told that it is safe to do so. Do not re-enter the building when you hear the alarm stop, as it may not be safe to enter. You need to wait until you are given verbal clearance to re-enter by a college employee or Emergency Personnel.
12. If your room door does feel warm or if the hallway is smoky, stay in your room with your room door closed. Seal cracks around the door with towels or sheets to keep the smoke from entering the room.
13. If smoke does enter your room, open a window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters.
14. If you cannot open a window, remain close to the floor. The best breathing air will be within 18 inches of the floor.
15. Above all, do not panic. The Rocklin Fire Department is familiar with campus residential communities and will be on the scene in minutes.

If You Discover a Fire

1. Go to the nearest alarm pull-station (if it is safe to leave your room) and pull the fire alarm as you exit the building.
2. Call 911 and report on the location of the fire from outside the building.

EMERGENCY INFORMATION ABOUT EARTHQUAKES

DURING THE TREMORS

If you are inside: Stay indoors & take cover under a table, desk, or within a doorframe

Stay away from windows

If you are outside: Do not enter buildings

Stay clear of buildings, trees, and power lines

AFTER TREMORS SUBSIDE

Remain calm and exit building quickly to a clear area

Go to Resident Parking Lot

Do not ignite matches, lighters, or turn on electrical switches or items

Do not re-enter building until college staff or designee gives directive

GENERAL EMERGENCY PROCEDURES

EVACUATION OF THE RESIDENCE HALL

In the event that residence hall students are ordered to evacuate, all students will exit the building by the nearest available exit (preferably the emergency exits at each end of residence hall). Each individual wing has its own meet up area, indicated on the evacuation map within suit rooms. Students will need to evacuate the residence hall as quickly as possible and head to a designated meet up area. Students will remain in that location until an accurate headcount can be made. College Staff and/or Emergency Personnel will give further instructions.

(Examples of reasons to evacuate include, but are not limited to: fire, noxious fumes inside the hall, flooding, unsafe conditions within the hall, etc.)

LOCKDOWN OF THE RESIDENCE HALL

In the event that residence hall students are ordered to go into lockdown, all students will be asked to return to their rooms and do the following:

- 1) Lock their room door.
- 2) Close their room windows.
- 3) Close their window blinds.
- 4) Turn off all lights, computers, televisions, stereos, etc.
- 5) Remain in their room until given further instructions from College Staff and/or Emergency Personnel.

It is important that students remain calm and that they do not answer their room door for anyone other than College Staff and/or Emergency Personnel.

Students should note that, in the event of a lockdown, no one will be allowed to enter or leave the residence hall. Students that do leave the residence hall do so at their own risk and may not be able to return to the building as access may be suspended during a lockdown.

(Examples of reasons to lockdown the residence hall includes, but are not limited to: sniper/shooting, other violent crimes, riot/disturbance, etc.)

SHELTER-IN-PLACE

In the event that residence hall students are ordered to shelter-in-place, all students will be asked to return to their rooms and do the following:

- 1) Lock their room door.
- 2) Turn off their air conditioning/heating units.
- 3) Close their room windows.
- 4) Close their window blinds.
- 5) Turn off all lights, computers, televisions, stereos, etc.
- 6) Remain in their room until given further instructions from College Staff and/or Emergency Personnel.

Students should not answer their room doors for anyone other than College Staff and/or Emergency Personnel. In the event of a shelter-in-place incident, College Staff may cut off power to the building. If power is cut to the building, residents will still need to remain inside their rooms until they receive further instructions.

Students should note that, in the event of a shelter-in-place incident, no one will be allowed to enter or leave the residence hall. Students that do leave the residence hall do so at their own risk and may not be able to return to the building as access may be suspended during a shelter-in-place.

(Examples of reasons to shelter-in-place in the residence hall include, but are not limited to: toxic cloud(s), chemical spills, dense smoke near campus, etc.)

DURING ALL EMERGENCIES

Students are expected to always follow the directions of College Staff and Emergency Personnel, especially during emergency situations. During any emergency situation, residents are advised to put on layers of clothing and shoes and to have their room keys and picture identification with them at all times.

Students are also asked to refrain from making phone calls during any emergency, since the phone lines will need to remain open for Emergency Personnel at that time.

SIERRA JOINT COMMUNITY COLLEGE DISTRICT
2026-2027 Academic Year License Agreement for Residence Hall Housing
August 13, 2026 – May 21, 2027

TERMS AND CONDITIONS OF OCCUPANCY

This License Agreement is entered into by and between the Student and Sierra Joint Community College District (“District”) for the Fall 2026 and Spring 2027 semesters (collectively, the “Parties”). Any Student who is under eighteen (18) years of age must have their parent or a legal guardian sign this License Agreement.

This License Agreement shall be effective when the Student has paid a Security Deposit (as defined in Section 6 of this License Agreement) or when signed by both Parties, whichever is later (“Effective Date”).

Introduction:

The terms and conditions in this License Agreement directly reflect the goals and values that underlie all of the District’s residential life policies: safety; respect for self, others and our shared environment; individual responsibility; and fostering a diverse and inclusive community committed to civility, open mindedness and finding common ground. The on-campus living experience entails the freedom and the responsibility associated with community living. The District expects residents to recognize that they play an important part in maintaining a healthy community environment that provides a safe and harmonious living atmosphere and promotes student success.

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Definitions:

- "The College" shall mean Sierra Community College
- "The Student" shall mean the individual who is attending Sierra College and signs the License Agreement
- "Controlled substance" shall mean a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of the federal Controlled Substances Act (21 U.S.C. § 801 *et seq.*) or any schedule in California Health and Safety Code sections 11054-11058..
- "District" shall mean the Sierra Joint Community College District.
- "License Agreement" shall mean the License Agreement for Residence Hall housing between the Student and the Sierra Joint Community College District.
- "Resident" shall mean a person who has entered into, and maintains a current valid License Agreement for Residence Hall housing and has been assigned a Residence Hall room in the Sierra College Residence Hall.
- "Staff member" shall mean any individual employed by the Residence Life Department including but not limited to Supervisor, Manager, Head Resident Assistant, Resident Assistant, Community Assistant, and Desk Attendant.

1. Grant of License:

The District hereby grants a limited, revocable, and non-transferable license to the Student to occupy a Suite in the Residence Hall, as assigned by the District. All bedrooms are double occupancy.

After the Effective Date, the District will assign the Student to a Suite and to a particular room and bed space ("Assigned Space"). Only the Student may occupy the Assigned Space. The Student acknowledges

and agrees that their use of the Assigned Space is permissive, and the Student acquires no leasehold or other property interest in the Assigned Space or the Residence Hall. The Student may not transfer their interest in this License Agreement or transfer their right to use or occupy the Residence Hall, Assigned Space, or any part thereof.

The Student shall be subject to the District's Residence Life Behavior Guidelines, which are attached to this License Agreement as Exhibit A and incorporated herein by reference.

2. Term:

The term of this License Agreement shall begin at 10:00 a.m. on Thursday, August 13, 2026 and ending 24 hours after The Student's last in person final or at 4:00 p.m. on May 21, 2027 ("Term"), *except for the period of Winter Break (December 12, 2026 through January 21, 2027)*, unless terminated earlier as set forth in this License Agreement. This License Agreement shall not automatically renew or extend beyond the Term.

The Term shall include Fall Break and Spring Break, and the Student may occupy their Assigned Space during Fall and Spring Break at no additional charge. Winter Break housing is available at an additional charge. Students interested in Winter Break housing will be required to complete a Winter Addendum to this License.

3. Community, Floor Meetings, and Orientation:

The Student must attend a community and floor meeting on August 13, 2026 and as scheduled throughout the semester. The Student must attend Resident Orientation.

4. Occupancy Time Limit

The Student may not reside in the Residence Hall for more than three years cumulative, unless they receive permission to reside in the Residence Hall for additional periods in writing from the Manager, Residence Life, Housing and Conduct or their designee. The Term of this License Agreement shall count towards this overall limit.

5. Suite and Room Assignment:

The District is responsible for assigning the Student to the Assigned Space and for determining the Student's roommate(s). The District will consider the Student's request regarding room assignment and roommates; however, the District does not guarantee requests, and, ultimately, room and roommate assignments are in the District's sole discretion.

If, after the District has assigned the Student to an Assigned Space, the Student wishes to relocate to another room, the Student may submit a request in writing to housing@sierracollege.edu. The District shall review and evaluate relocation requests, and upon approval such requests are subject to the District's room change policy and procedures.

The District reserves the right to relocate the Student to another Assigned Space in the Residence Hall at any time during the Term and for any reason (e.g., maintenance, consolidation of single occupant rooms, etc.) upon at least 24-hours' notice.

6. License Fee:

The Student shall pay to the District the cost of room and board for occupancy in the Residence Hall during the Term of this License Agreement ("License Fee"). The rates vary based on eligibility and meal plan selection.

The Student shall pay the License Fee specified in the Residence Hall Semester Rate table included on page 1. The amount of the licensing fee (room) is determined by the student's income eligibility. The cost of the Meal Plan (board) will be determined by the plan selected at the time of application.

By August 5, 2026, Student must either: (1) pay the License Fee in full to the Residence Hall Office; or (2) sign up for a payment plan for the License Fee through the Student's mySierra account.

Regardless of whether the Student pays the License Fee to the Residence Hall Office or a payment plan or whether the Student occupies the Assigned Space for the duration of the full Term or at all, the Student accepts financial responsibility for the full Term of the License Agreement. The License Fee is a fixed price for the entire Term and payment plans are offered through the District for convenience; there is no proration or adjustment for any partial month of occupancy or based on an academic calendar; provided, however, that if the District does not determine an Assigned Space for the Student until after August 13, 2026, the Student will be charged on a pro-rata basis for the remainder of the semester.

In the event that the Student does not timely pay the License Fee, the License Agreement may be revoked and the student will be issued a 3-day notice to move out.

7. Security Deposit:

In addition to the License Fee, the Student shall pay to the District a security deposit of \$250.00 ("Security Deposit"), which is due upon the Student's execution of this License Agreement and within 5 days of the student accepting the District's bed space offer.

At the end of the Term, the District shall refund the Security Deposit to the Student if the following conditions are met:

1. The Student does not have any outstanding fees owed related to their Residence Hall occupancy;
2. The Student's Assigned Space and Suite have been maintained in accordance with the provisions of this License Agreement, as determined by the District during a post move-out inspection; and
3. The Student has returned all of the District's property in their possession.

Refunds of the Security Deposit take approximately six to eight weeks to be processed and are issued to the Student through their mySierra account.

8. Personal Property:

The District strongly recommends that the Student maintain insurance covering the Student's personal property or belongings. The District assumes no liability for loss of or damage to any of the Student's personal property or belongings, whether by fire, theft, or any other cause, and whether the loss or damage occurs during periods when the Student is or is not in occupancy. The District may dispose of any personal property or belongings remaining in the Assigned Space or Suite at the end of the Term or after

the earlier cancellation, termination, or revocation of this License Agreement at the Student's risk and expense. The District will not be liable or responsible for storage or disposition of the Student's personal property or belongings.

9. Security Measures:

The Student understands and agrees that the District may require criminal background checks of any student that resides in the Residence Hall. The Student also understands that video cameras are used in the public areas of the Residence Hall, including in building entrances, stairwells, hallways, lobby, community kitchens, laundry rooms, the fitness center, study spaces, the outdoor terrace, other outdoor spaces, elevators, etc.

10. Right of Entry:

The District shall have the right to enter the Student's Assigned Space or Suite, whether or not the Student is present. The District shall provide 24-hour notice to the Student prior to entering to perform routine maintenance, inspection, or showings, or for other ordinary purposes. The District may enter the Assigned Space or Suite without prior notice for emergency maintenance or repair purposes, or if there is reasonable cause to believe that circumstances exist that could cause danger to health, safety, or property. The District may confiscate any of the Student's personal property in the Assigned Space or Suite which is in plain view and the presence of which violates the District's or Residence Hall's policies or regulations. The District shall provide written notice to the Student if any items are confiscated including a description of the procedure the Student must follow to recover the item(s).

11. Checkout/Vacation of Assigned Space:

The Student shall promptly vacate the premises 24 hours their last in person final or by the move out deadline, the revocation of this License Agreement by the District, or the termination of this License Agreement by the Student, *whichever comes first*. Before vacating the Residence Hall, the Student must complete checkout according to checkout procedures through their Resident Assistant and return all keys to the Residence Hall Office during normal business hours. An improper checkout will result in a non-refundable **\$150.00** charge to the Student, as well as other cleaning, damages, trash removal, and personal property removal charges when appropriate. The Student shall vacate the premises leaving it in a completely clean, safe, and sanitary condition, reasonable wear and tear excepted. In the event that the Student fails to maintain the premises in good order and repair, the Student shall owe the District the reasonable cost incurred in returning the Assigned Space, Suite, or common areas to a condition of good order and repair. The District may apply Student's Security Deposit, or a portion thereof, to pay for such costs. If the cost to restore the premises exceeds the Security Deposit, the District will assess the Student the additional amount.

The District considers any personal belongings that a resident leaves behind after moving out of the Residence Hall to be abandoned. The District may dispose of any abandoned personal property or belongings at the resident's risk and expense.

12. Use of Assigned Space:

The Student agrees that the Assigned Space is licensed for residential use only. The Student shall neither

use the Assigned Space as a business address nor conduct business activities on the premises. Conducting business activities includes (but is not limited to) using the Student's Residence Hall address as a mailing address for business-related activities or hosting business-related functions and/or websites. The Student additionally agrees not to permit the Assigned Space to be used for illegal purposes or to engage in illegal acts within the Suite or on District property.

13. Furniture and Utilities:

Suites in the Residence Hall are furnished with a couch, lounge chair, side tables (3), coffee table, media stand, dining table, chairs (4), and hanging bike storage (3). The Suite also includes a refrigerator, microwave, and sink in the kitchenette. Each shared bedroom is furnished with a bed, desk, chair, underbed drawers, wardrobe with drawers, and nightstand. The Residence Hall has no other storage areas. Therefore, all furnishings that the District provides must remain in the Student's Suite. The Student understands that they are responsible for using the furniture provided in the Suite and in common areas for the uses for which they are intended and in a safe and responsible manner.

The Student must provide their own twin extra-long sheets and a mattress pad. Given space constraints, the Student is advised to limit additional personal belongings. The Residence Hall is also adjacent to classrooms and offices, so the Student may only bring noise making devices (e.g., a personal stereo) that are appropriate for community living on a college campus. If the Student's television, stereo, or other personal belongings produce excessive noise, the District will confiscate the items in question until the disciplinary process can be completed. Items with open heating elements (e.g., a hot plate) are not permitted in the Residence Hall. See list of approved/prohibited items in the Behavior Guidelines.

The License Fee includes the following utilities: electricity, water, sewer, trash, and Wi-Fi.

14. Mail and Packages:

The Sierra College Residence Hall Office logs oversized mail and all packages for residential students. Once logged, oversized mail and packages will be considered "overdue" after 14 days and will be considered "abandoned packages" after 30 days. After 30 days, staff will Return to Sender (RTS) oversized mail and/or packages (USPS only). If the mail or package cannot be returned to sender (i.e. Amazon, FedEx, UPS), then staff will dispose of abandoned items pursuant to California Civil Code. Abandoned mail and packages are considered abandoned. This policy applies to Mail and Packages logged in for residential or former residential students.

15. Internet Access and Acceptable Use Policy:

The District provides wireless internet (Wi-Fi) access in Residence Hall as a courtesy to support residents' academic and personal needs. The Student is responsible for understanding and adhering to all District technology use policies, including Board Policy 3720 and Administrative Procedure 3720 – Computer and Network Use.

Violation of BP or AP 3720 may result in the suspension or revocation of network privileges, disciplinary action under the Student Code of Conduct, and/or revocation of this License Agreement.

16. Behavior Guidelines:

The Behavior Guidelines that are incorporated into this License Agreement apply at all times during the

Student's occupancy of the Residence Hall. The Student agrees to comply with the Behavior Guidelines, as well as with the College Student Handbook, any other rules and regulations as may be adopted by the Residence Hall Office, the District's Board Policies and Administrative Regulations, and state and federal laws.

If the Student does not comply with any applicable laws, policies, rules, or regulations, it may result in discipline, including, but not limited to: monetary fines, verbal warnings, written warnings, educational sanctions, Residence Hall probation, or revocation of this License Agreement. The Behavior Guidelines detail the disciplinary process.

17. Alcohol and Drug Free Environment:

The District is an alcohol-free and drug-free environment. No Student shall manufacture, distribute, dispense, possess or use alcohol or any controlled substance, including marijuana, in the Residence Hall or elsewhere on District property, except as allowed by Administrative Procedure 3560 – Alcoholic Beverages. Violation of this provision may result disciplinary sanctions, up to and including revocation of this License Agreement. Revocation of the License Agreement for violation of policies or the Behavior Guidelines does not release the Student from their financial obligation as outlined in this License Agreement. Be advised that the District is extremely serious about maintaining an alcohol- and drug-free environment and will enforce violations of this provision consistently.

18. Smoke, Nicotine, Vapor, and Tobacco Policy:

The District is committed to providing a safe and healthy environment for its students, employees, and visitors. In light of evidence that the use of tobacco and exposure to secondhand smoke pose significant health hazards, the District has established a smoke, vapor and tobacco-free environment. The use of such products is prohibited upon all District owned or controlled properties, including in the Residence Hall. The Student may not smoke cigarettes, pipes, cigars, or other tobacco products or substances on or in District property. The Student also may not use smokeless tobacco products (e.g. chewing tobacco) or non-regulated nicotine or other vapor producing products (e.g. electronic cigarettes) on or in District property.

Violation of this provision may result in discipline and in citation and fines per California Government Code section 7597.1. For further details, see Board Policy 3570 and Administrative Policy 3570 available at <https://www.sierracollege.edu/administration/board-of-trustees/#policiesandprocedures>.

19. Health Insurance:

The Student must provide the District proof of current health insurance coverage prior to occupying the Assigned Space. The Student further agrees to maintain health insurance during the Term of this License Agreement.

20. Academic Requirements:

The Student must be enrolled in a minimum of **12** units at all times during the Term of this License Agreement unless the student has an approved academic accommodation. The District may revoke this License Agreement or place the Student on Residence Hall Academic Probation for the remainder of the current semester if the Student fails to maintain enrollment in at least 12 units, or the number of units in the approved accommodation, without permission from the Residence Life and Housing Administration. If the District revokes this License Agreement due to the Student's failure to maintain

enrollment in at least 12 units, the Student will not be allowed to return to the Residence Hall the following semester.

The Student must also maintain a semester and a cumulative GPA of 2.0 or higher at all times during the Term of this License Agreement. If the Student does not maintain the required semester and cumulative GPA, the District may revoke this License Agreement or place the Student on an Academic Behavior Contract for the remainder of the current semester, during which time the Student must bring their semester and cumulative GPA up to a minimum of 2.0 or higher. If the Student fails to raise their semester and cumulative GPA to a minimum of 2.0 or higher, the District may choose to revoke this License Agreement immediately.

21. Maintenance of Premises:

The Student agrees to maintain the Assigned Space, Suite, and common areas, including all furnishings and fixtures, in a clean, safe, and sanitary condition. The Student also agrees to exercise all due care when using the Assigned Space, Suite, or any common areas of the Residence Hall. If the District notifies the Student that their Assigned Space or Suite does not meet its minimum standards of cleanliness, the Student agrees to perform the necessary tasks to meet those standards within 24 hours. If the Student fails to meet the minimum standards of cleanliness, they may face disciplinary actions, including, but not limited to, revocation of this License Agreement.

The Student may not perform any repairs, upgrades, painting, wallpapering, electric changes or other alterations of any part of the Residence Hall without the District's prior written consent.

22. Revocation of the License Agreement by the District:

The District may revoke this License Agreement for any of the following reasons:

1. Disciplinary action by the District against the Student pursuant to Education Code sections 76030-76038;
2. The Student's breach of any of the terms and conditions of this License Agreement. A breach of the terms and conditions of this License Agreement include, without limitation, violation of the Behavior Guidelines, the District's BPs or APs, or failure to pay required fees;
3. Any conduct by the Student that, in the District's reasonable judgment of may be detrimental to the educational process or the health, safety, or welfare of others.
4. The Student's engagement in illegal activity on the premises;
5. The Student abandons the Assigned Space;
6. The Student's failure to maintain enrollment in at least 12 units, without permission of the Residence Life and Housing Administration;
7. The Student's failure to maintain a semester or cumulative GPA of at least 2.0; or
8. Administrative necessity, including destruction or unavailability.

A Residential Life staff member will attempt to serve notice of revocation personally upon the Student and by mail. Upon revocation of the License Agreement for any of the reasons described above, the District will provide three days' notice for the Licensee to vacate, except in cases of an emergency or during Finals Week, when lesser notice may be provided. The Student must vacate in accordance with the terms of Section 10.

After the District revokes this License Agreement, the Student will have no further use of or access to Assigned Space or Suite or to any other area of the Residence Hall. If the Student was issued a resident parking permit, the Student is no longer permitted to park in the R lot and must exchange their resident parking permit for a student parking permit at the Community Safety Office. After revocation, the Student will remain fully responsible for the License Fee and any other fees owed under this License Agreement, except if the revocation is a result of administrative necessity, in which case the Student shall be entitled to a pro rata refund of any fees applicable to periods after the Student was required to vacate.

If the License Agreement is revoked due to the student's academic performance or failure to pay, the revocation is not appealable. If the License Agreement is revoked for behavioral or conduct reasons the student can appeal the revocation to the Dean of Student Services or designee. The appeal will not extend the timeframe of the revocation. The student will have two (2) working days to appeal the revocation. Any decision regarding appeals from the Dean of Student Services or designee will be considered final and cannot be appealed further.

23. Cancellation or Termination of this License Agreement by the Student:

If the Student wishes to cancel their reservation for an Assigned Space for any reason or to terminate this License Agreement, the Student must submit a written cancellation/termination request to the Residence Hall Office. The Student's financial obligation following cancellation/termination depends on when they submit the cancellation/termination request, as follows:

- A. Notice given 60 days or more *before* the beginning of the Term of this License Agreement:** If the Student cancels their reservation 60 days or more prior to the beginning of the Term of this License Agreement, they will not incur any financial obligation.
- B. Notice given from 59 days to 30 days *before* the beginning of the Term of this License Agreement:** If the Student cancels their reservation from 59 days to 30 days before the beginning of the Term of this License Agreement, the Student will incur a Cancellation Fee of **\$250.00** (described in Section 21 below) but will not be obligated to pay the License Fee or any other fees due under this License Agreement.
- C. Notice given less than 30 days *before* the beginning of the Term of this License Agreement period or any time after the beginning of the Term of this License Agreement:** The Student may not cancel their reservation for an Assigned Space less than 30 days before the beginning of the Term of this License Agreement or terminate this License Agreement after the beginning of the Term, *unless a replacement of the same gender is available and able to take the Student's place*. If a replacement is available, the Student will be responsible for a Cancellation Fee of **\$250.00** (described in Section 21 below) but will not be obligated to pay the License Fee or any other fees due under this License Agreement. If a replacement is not available, the Student will remain obligated to pay the License Fee and any other fees due under this License Agreement.

24. Cancellation Fee:

If the Student cancels their reservation for an Assigned Space for any reason less than 60 days before the beginning of the Term of this License Agreement, if the Student terminates this License Agreement, or if the District revokes this License Agreement for any reason, the Student shall owe a "Cancellation Fee" of **\$250.00**.

25. Meal Plan Services:

The Student understands that a requirement of occupancy in the Residence Hall is the purchase of a meal plan. The Student's participation in the meal plan may not be transferred or assigned to anyone else. The District will not reduce the License Fee based on the Student's nonuse of the meal plan or because of dietary or related restrictions, including, but not limited to, food allergies, vegan, or vegetarian requirements.

Meal Plan Options			
Plan	Cost per Semester	Swipes per Semester	Advantage Cash per Semester
Basic	\$1,300	80	\$460
Standard	\$1,600	80	\$760
Plus	\$2,000	112	\$824
Premium	\$2,500	160	\$820

Each meal plan includes weekly meal swipes and an "Advantage Ca\$h" balance. The Meal swipes can only be used on campus in the Wolverine Cafe and Den, but the Advantage Ca\$h can be used at a variety of participating off campus locations. A list of participating locations is available at <https://www.sierraadvantagecash.com/locations.php>.

The total value of the Student's meal plan will be split in two and loaded onto the Student's meal card by Residence Life and Housing Administration in two installments. The first half of the meal plan value will be loaded on the students' account at the beginning of the Term of this License Agreement, and the second half will be loaded during week 9 of the semester.

Each student will be automatically enrolled in the Basic Meal Plan. If the Student would like to enroll in a different meal plan they can do so found in the Student Housing Portal. The deadline to for meal plan selection is Move In Day. After this date meal plans cannot be changed.

The Student's meal plan will become invalid upon termination of License Agreement. At the end of the Term, any unused meal swipes and funds will be removed from the Student's meal card. There are no refunds for unused monies that are not used by the end of the semester.

The Student's meal plan may be placed on hold by Residence Life and Housing Administration in the event the Student has failed to submit past due payments and/or paperwork to the Residence Hall Office. The meal plan may also be placed on hold for failing to meet with Residence Hall Office staff upon request, and/or for failing to complete any sanctions related to any behavior and/or conduct issues.

26. Identification Card:

The District shall issue an identification card to the Student that identifies them as a Sierra College student. The Student agrees to present the identification card upon request to any employee of the District or food service personnel. The identification card will also serve as a meal card and a library card. For an additional fee payable to the District, the Student can obtain a sticker which validates the card as a "Student Body Card" which makes the Student eligible for discounts in the community.

27. Keys and Doors:

The District shall issue the Student a key card to their assigned Suite, and a key to their assigned room. After the Effective Date of this License Agreement and upon the Student's presentation of a valid state or federal form of picture identification (driver's license, state ID, passport, etc.), the District will assign a mailbox code to the resident. In the case of a resident needing a keyed mailbox, then the District will assign a mailbox key to the Student.

If the Student loses any of the keys or key card before the cancellation, termination, expiration, or revocation of this License Agreement, the Student agrees to inform the Residence Hall Office immediately so their lock can be changed and/or their key card can be deactivated for safety reasons. The District will replace lost or stolen keys or key cards at a cost of \$75.00 for a room key, \$15.00 for a mail key, and \$25.00 for a key card. The District will charge the same fees for any keys not returned upon the cancellation, termination, expiration, or revocation of this License Agreement. The Student may not loan keys or key cards at any time to any person for any reason.

Fire rated doors are an integral part of the building's fire safety. The Student agrees to not obstruct the closing of any fire rated door in the Residence Hall. All perimeter doors are to remain locked and unobstructed as a security measure to control access and protect residents from unauthorized entry.

28. Guests:

Living quarters and the impact of community living preclude residents from having any live-in partners, family members, dependents, pets and/or live-in friends. Only the Student may occupy the Assigned Space.

The Student may have guests in accordance with the terms of this provision and the Behavior Guidelines. The Student must escort all guests in and around the Residence Hall. The Student is fully responsible for the conduct of their guests, including, without limitation, harm to individuals, damage to any part of the Residence Hall or its furnishings or fixtures, or damage to the property of third parties (including other students) by such guests.

Adult Guests: The Student may have an adult overnight guest with the written approval of their roommate and suitemates according to the Guest Policy, which is detailed in the Behavior Guidelines. All guests 18 years of age or older must provide a valid state or federal photo identification card to check in. Acceptable forms of identification include a Driver's License, State ID card, US Military ID Card, Band ID Card, Passport, US Citizen's ID Card, and Green Card-Alien Registration

Minor Guests: The Student may not have overnight guests under the age of 18. The Student may have minor guests during the daytime, provided the guest is the Student's sibling or otherwise has a legally recognized relationship with the Student. The minor guest must show a photo ID upon arrival to the Residence Hall.

If a Student wishes to host a minor guest during the day, they must submit a letter from the guest's parent/guardian and a photo of the guest at least two business days in advance of the visit to the Residence Life and Housing Administration. The letter must authorize the minor's visit and authorize District officials to communicate with the parent/guardian regarding the minor in question; it must also include contact information for the parent/guardian. If the Student fails to satisfy this provision, or if Residence Life and Housing Administration is unable to confirm the authorization for the visit, the Student may not host the minor guest.

29. Parking:

Parking fees are **not** included as part of the License Fee. If the Student brings any type of motor vehicle on campus, the Student agrees to purchase a parking permit from the Community Safety Office by the start of classes and to park only in the area reserved for resident students. The Student may only bring one motor vehicle on campus, and it must be in good working condition.

30. Fitness Center:

The fitness center in the Residence Hall is only available to current residents. Guests are not permitted to use the fitness center. Prior to using the Fitness Center, the Student must complete and submit the Waiver, Release, and Indemnity Agreement for Use of Sierra College Residence Hall Fitness Center_("Waiver"), which will be provided at the beginning of the Term of this License Agreement. If the Student does not complete a Waiver, they will not be provided with access to the fitness center.

If the Student violates the terms of the Waiver, they may face sanctions, including but not limited to, loss of fitness center access or revocation of their Residence Hall license agreement.

31. Services Provided:

Services provided by the Residence Hall Office and its staff are limited to security, safety, and staff support. The District does not provide assistance of daily living activities.

The Student understands and agrees that the District and its Residence Hall Office have no duty to provide supervision to students residing in the Residence Hall and will provide no general supervision. The Student is required and expected to behave as an adult, to follow all applicable laws, policies, rules and regulations, and to conduct themselves in a safe manner. Detailed Residence Hall policies can be found in the Behavior Guidelines.

32. Reasonable Accommodations and Modifications:

In order to request and receive housing accommodations, the Student is encouraged to complete the Housing Accommodations/Modifications Request Form, located on the Student Housing website at <https://www.sierracollege.edu/campus-life/student-housing/>. The Student is encouraged to promptly notify the Residence Hall Office of any condition and/or limitation that may impact their residence life experience. Housing accommodation and modifications are provided based on need and as space permits.

33. Assistance Animal:

The Student may not keep an assistance animal in the Residence Hall without prior approval. If they Student wishes to request an assistance animal as an accommodation, they are encouraged to complete the Housing Accommodations/Modifications Request Form and provide confirmation of the disability-related need for the accommodation. If the Student submits a request for an assistance animal after moving in, it is highly recommended that the student have a conversation with their roommate(s) about bringing an animal to live in their shared campus housing.

In the event that the Student is approved to have an assistance animal residing on campus with them, the Student will be required to comply with the District's Assistance Animal Owner/Handler Responsibilities, including, but not limited to, submitting documentation of vaccinations against rabies and any other diseases common to the type of animal and complying with local licensure/registration requirements.

34. Discrimination and Harassment

The District is committed to providing an environment that respects the dignity of individuals and groups. The District shall be free of unlawful discrimination and harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or

military status, or because they are perceived to have one or more of the foregoing characteristics.

The Student is responsible for adhering to the District's policies and procedures, as well as all federal, state, and local laws, to ensure safe learning and living environments for our residents and campus community. If the Student violates District policies prohibiting discrimination and harassment, they may be subject to discipline through the student conduct process and/or under BP 5500 Standards of Student Conduct.

35. Clery Disclosure:

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the District has made crime reporting statistics available online at:

<https://www.sierracollege.edu/visit-sierra-college/community-safety/>. The Student may also pick up a copy of the report at the Community Safety Office.

36. Megan's Law Disclosure:

Pursuant to Section 290.46 of the Penal Code, information about specific registered sex offenders is made available to public via Internet Website maintained by the Department of Justice at

<https://www.meganslaw.ca.gov/Disclaimer>.

37. Students under the age of eighteen (18):

All students who are under the age of 18 at signing must turn the age of 18 within the first semester of living in student housing. Students who will not be 18 or older within their first semester will not be eligible for housing. If the Students is under the age of eighteen (18), they and their parent/guardian must complete a "Consent for Treatment" form and provide emergency contact information. If the Student is under the age of eighteen (18), they are still subject to the same behavior and academic guidelines as every other student.

38. Indemnification:

The Student shall indemnify, defend, and hold harmless the District, its officers, directors, employees, and agents (collectively, the "Indemnified Parties") from and against any and all claims, demands, causes of action, losses, liabilities, damages, costs, and expenses, including reasonable attorneys' fees and court costs, arising out of or relating to: (i) the Student's use or occupancy of the Licensed Space; (ii) the Student's breach of this License Agreement; (iii) the Student's actions or omissions; or (iv) any injury to person or property occurring in, on, or about the Assigned Space or the Residence Hall as a result of the Student's acts or omissions, except to the extent caused by the gross negligence or willful misconduct of the Indemnified Parties.

39. Governing Law:

This License Agreement is governed by, and the rights, duties, and obligations of the Parties shall be determined and enforced in accordance with, the laws of the State of California.

40. Entire Agreement:

This License Agreement represents the entire and integrated contract between the Student and the District, and supersedes all prior understandings, negotiations, representations, or agreements, whether oral or written, with respect to the subject matter of this License Agreement.

41. Severability:

If any term, condition or provision of this License Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

42. Modification, Amendment, Waiver:

No modification or amendment of any provision of this License Agreement shall be effective unless approved in writing and signed by both Parties. The failure of a Party to enforce any of the provisions of this Agreement shall in no way be construed as a waiver of such provisions and shall not affect the right of either Party thereafter to enforce each and every provision hereof in accordance with its terms.

SIERRA JOINT COMMUNITY COLLEGE DISTRICT
License Agreement for Residence Hall Housing – Exhibit A
Residence Life Behavior Guidelines

Introduction:

The Sierra Joint Community College District (“District”) has established these Residence Life Behavior Guidelines to provide a safe and harmonious living environment that will promote student success. These Behavior Guidelines are consistent with the rights and responsibilities of students as stated in the Student Rights and Responsibilities Handbook.

As a resident, you will be held accountable for any violation(s) of any of these Behavior Guidelines. A violation of any of these Behavior Guidelines constitutes a violation of the residence hall License Agreement. Violation of some of the Behavior Guidelines may also constitute a violation of federal, state, or local law, or the District’s Board Policies or Administrative Procedures, for which separate prosecution and/or disciplinary action may occur. The Residential Life Department authority will not interfere or protect any person from lawful arrest, investigation, or prosecution for any crime.

The District is open to resident feedback. Residents may suggest reasonable changes to these Behavior Guidelines by submitting the feedback in writing to housing@sierracollege.edu.

Definitions:

“College” shall mean Sierra Community College.

“Controlled substance” shall mean a drug or other substance, or immediate precursor, included in schedule I, II, III, IV, or V of the federal Controlled Substances Act (21 U.S.C. § 801 *et seq.*) or any schedule in California Health and Safety Code sections 11054-11058.

“District” shall mean the Sierra Joint Community College District.

“License Agreement” shall mean the License Agreement for Residence Hall housing between the student and the District.

“Resident” shall mean a person who has entered into, and maintains a current valid License Agreement for Residence Hall housing and has been assigned a Suite in the Residence Hall.

“Staff Member” shall mean any individual employed by the Residence Life Department, including, but not limited to, Student Services Technician, Maintenance Technician, Custodial Technician, Grounds Technician, Community Safety Officer, Head Resident Assistant, Resident Assistant, Community Assistant, and Desk Attendant.

“Residence Life and Housing Administration” shall refer to the team of managers responsible for overseeing the operations of the Residence Hall, including, but not limited to, the Supervisor of Residence Life, Supervisor of Housing Operations, Residence Life and Housing Manager, and Dean of Student Services, Student Life.

Jurisdiction:

Unless otherwise stated, all of the policies contained herein shall be in effect in and about the Residence Hall facilities and anywhere else on the Sierra College campus and on any other properties of the District.

Penalties:

The College President or their designee administers penalties for violation of the District's Board Policies or Administrative Procedures.

Penalty for violation of these Behavior Guidelines is administered by the Residence Life and Housing Administration and is separate from any other action that may be taken by other authorities, including the College President or their designee, law enforcement, or others. The maximum penalty that may be assessed by the Residence Life and Housing Administration is the revocation of a student's License Agreement with no refund of fees paid, and no release from the obligation to pay remaining fees due under the terms of the License Agreement. The Residence Life and Housing Administration may, at their option, offer reduced or alternative discipline, including fines, verbal and/or written warning(s), probation, community service, participation in an educational program, or other appropriate alternatives. No students shall be required to participate in any alternative discipline program and may, at any time, elect to terminate the License Agreement and vacate Residence Hall housing with no refund of fees paid, and no release from obligation to pay remaining fees due under the terms of the License Agreement. Termination of the License Agreement shall in no way limit a person from further prosecution or disciplinary action by the College or any other authority.

Due Process:

If any Staff Member believes that a resident has violated these Behavior Guidelines, the following procedures will be used:

1. The Staff Member will prepare an incident report, and forward it to the Residence Life and Housing Administration.
2. The Residence Life and Housing Administration or designee will then send notification of the policy violations to the resident via e-mail.
3. Upon receipt of the notice, the resident must schedule an appointment for a conduct hearing with the Residence Life and Housing Administration or designee within two (2) working days. If the resident does not contact the Residence Life and Housing Administration or designee to schedule a conduct hearing within two (2) working days, the hearing will be held without the presence of the resident. In addition, if any resident fails to schedule a conduct hearing or fails to attend a scheduled conduct hearing, they will be charged with "Failure to Comply" and will face additional disciplinary action, up to and possibly including revocation of their License Agreement.
4. Within three (3) working days after the conduct hearing, the Residence Life and Housing Administration or designee will issue a letter via e-mail stating their finding of facts and decision, and imposing sanctions if warranted.
 - a. Sanctions may include, but are not limited to: verbal and/or written warnings, community service, participation in an educational program, fines, Residence Hall probation, and/or revocation of their License Agreement.
5. If the student has their license agreement revoked for behavioral or conduct reasons the student can appeal the revocation to the Dean of Student Services or designee. The appeal will not extend the timeframe of the revocation. The student will have two (2) working days to appeal the revocation. Any decision regarding appeals from the Dean of Student Services or designee will be considered final and cannot be appealed further.

Determination of Guilt:

The Residence Life and Housing Administration or their designee shall find a resident guilty of the violation of these Behavior Guidelines based on a preponderance of the evidence.

RESIDENTIAL LIFE BEHAVIOR GUIDELINES AND POLICIES

100 – Alcohol and Controlled Substances

- 110 No person of any age shall manufacture, distribute, dispense, possess or use alcohol or any controlled substance, including marijuana, in the Residence Hall or elsewhere on District property, except as allowed by Administrative Procedure 3560 – Alcoholic Beverages.
- 120 No person of any age shall possess any alcoholic beverage container, whether empty or not. The District will assume that containers found inside a room belong to each room occupant.
- 130 Upon learning that a room contains alcohol or controlled substance(s), or that alcohol or controlled substance(s) are being used in or about the Residence Hall, any visitor or resident should immediately notify a Staff Member.
- 140 No person shall enter or remain in or about the Residence Hall under the influence of alcohol, illegal drugs, or any other controlled substance or intoxicant. Staff Members and Community Safety are responsible for investigating any situation in which they see or hear about a resident and/or their guests displaying suspicious behavior.
- 150 No person shall inhale, ingest, or breathe fumes of any poison or intoxicant.
- 160 No person shall possess, sell, give, store, or deliver to any person any drug paraphernalia or instrument used for smoking, planting, processing, storing, or introducing into the human body a controlled substance. This includes pipes, bongs, smoking clips, etc.

200 – Care of Facilities and Property

- 205 No person shall misuse, abuse, vandalize or destroy any property that does not belong to them. The District will investigate any damage to its property and hold the parties responsible accountable. If the District is unable to determine who is responsible, the repair and/or replacement cost will be shared evenly among community members. Each resident is responsible for keeping the community clean and in good condition. Residents who have information regarding damages shall share pertinent information with a Staff Member.
- 210 Residents must keep all personal belongings within their assigned room and suite areas. The storage of personal items in any common areas is strictly prohibited at all times, regardless of duration. Any personal items left in common areas will be considered abandoned and may be removed by Community Safety. Removed items will be logged and stored in the Lost and Found.
- 215 No person shall detach window screens, windowpanes, or fixtures from any part of their room or from other parts of the Residence Hall. Additionally, no person shall throw any item out of or receive any item through a window.

Due to fire safety considerations and the possibility of significant damage to residence hall room or suite windows, residents are prohibited from posting or hanging material on either side of Residence Hall windows. Only student housing provided blinds, curtains or draperies may be used in resident rooms. Drawing, painting, or writing on windows is prohibited except during Sierra College celebrations such as Homecoming. Residents should consult Residence Life and Housing Administration with questions on permissible activity.

- 220 No person shall tamper with fire equipment, smoke detectors, sprinklers, sprinkler pipes, fire extinguishers, exit signs, electromagnetic door hold-open devices and alarm pull stations or make use of an emergency exit when no serious emergency exists. Doing so will result in disciplinary action and a fine.
- 225 No person shall tamper with, exceed the maximum occupancy of or otherwise misuse elevators, elevator doors or elevator phones.
- 230 No person shall remove any Residence Hall furniture from their room or suite or from any other area in the Residence Hall, including common areas. All furniture must remain in its assigned area as determined by Residence Life and Housing Administration. Furniture must not block walkways, exits, or emergency equipment, or otherwise interfere with accessibility.
- 235 No person shall attach items to any surface within their Residence Hall room with any material that will cause damage to those surfaces. This includes thumbtacks, pushpins, and nails. Blue painters' tape is recommended. Residents may use 3M command adhesive brand products at their own risk. Please follow instructions when using these products.
No person shall cover (other than with the manufacturer's shade for lamps) or add attachments of any type to Residence Hall light fixtures, including paint, tissue paper, crepe paper, tinfoil, or any other material.
- 240 No person shall attach items to the outside of their room doors or in any public area of the Residence Hall without prior approval from the Residence Life and Housing Administration.
- 245 No resident shall enter or use the Residence Hall fitness center without submitting a Waiver, Release, and Indemnity Agreement for Use of Sierra College Residence Hall Fitness Center. Residents using the fitness center must wear appropriate athletic attire, including safe and suitable footwear (e.g., closed-toe athletic shoes). Clothing should be consistent with fitness activity and support safety, hygiene, and respect for others in the shared space. Improper attire, improper use of equipment, or unsafe conduct may result in denial of access to the fitness center. No guests are permitted to enter the fitness center.
- 250 For the safety of all people on campus, the following activities are strictly prohibited on the outdoor terrace: climbing on railings, furniture, or any part of the terrace structure; throwing objects from, onto, or across the terrace area; engaging in physical horseplay, roughhousing, or any behavior that poses a risk to self or others; balancing, hanging, or draping any items (including decorations, clothing, or furniture) on or over the railings; and passing or receiving items from the terrace to individuals or areas below, or vice versa. Climbing, hanging from, or the balancing, hanging, draping of any item from any beam, pipe or ledge within the residence hall is prohibited.
- 255 No person shall damage or tamper with the thermostat controls anywhere within the Residence Hall.
- 260 No person shall litter or leave their personal trash in any common area of the Residence Hall. All room trash must be disposed of using the trash chutes available on every floor or in an outdoor trash receptacles. Using public area trash receptacles located in hallways, lounges, study areas, offices, bathrooms, laundry rooms, kitchens, outdoor spaces or the fitness center to dispose of room trash is prohibited. Violation of this guideline may result in a \$25 fine.

- 265 Items placed in trash chutes must be properly bagged. No person may place large or oddly shaped items, such as boxes, bedding, hangers, strands of lights, etc. in trash chutes, as they can cause blockages. Disposal of large or oddly shaped items is the responsibility of the resident. These items must be taken directly to the dumpster. It is prohibited for a person to enter a trash chute.
- 270 Due to the threat of fire, combustible decorative materials, such as dry vegetation, natural holiday trees, excessive trash and similar materials are not permitted in the Residence Hall.
- 275 Chalking is prohibited on the Residence Hall building and surrounding roads, walkways and concrete areas.
- 280 Only human waste and toilet paper may be flushed down the toilet. Do not flush any wipe, including those marketed as "flushable" or "biodegradable". These items can cause serious clogs, damage sewer lines, and lead to costly equipment failures.

300 – General Behavior

- 305 No person shall violate any federal, state and/or local law, or any of the District's Board Policy or Administrative Procedures while in the Residence Hall or on any District property.
- 310 All rooms are double occupancy unless the Residence Hall Office indicates otherwise. Residents who have not been assigned a roommate shall keep their personal belongings on one side of the room and should expect a roommate to move in at any time. Furniture on the empty side of the room is to remain in its normal arrangement and vacant from other belongings.
- 315 Occupancy limits for rooms and suites have been developed in consultation with the Fire Marshall. There may not be more than five (5) people in a bedroom at any time, including the residents of the room. There may not be more than fifteen (15) people in a three-bedroom suite at any time, including the residents of the suite.

320 Courtesy and Quiet Hours

Residents share the responsibility for maintaining an environment where students are free to sleep and study as needed. Residents are responsible for reminding one another to monitor their volume levels so that others are not disturbed at any time. The expectation is that the volume level of the Residence Hall is such that a resident should be able to study at any time during the day or night.

The lobby is a working space and has been designated as a quiet study area. The expectation is for this area to be quiet enough to study at all times.

COURTESY HOURS:

Courtesy Hours are in effect 24 hours a day, 7 days a week. Residents are expected to keep the volume of their conversations, music, televisions, stereos, computers, and any other noisemaking devices at a reasonable level. Due to the proximity of the Residence Hall to classrooms, and due to the nature of community living, residents are expected to be mindful of the need to keep their music and other noises at a level that is not disruptive to others. If a student is confronted by another resident about disruptive noise, a Staff Member, or any other District employee, they are expected to reduce their volume. If the resident's television, stereo, or other personal belongings are found to infringe upon the rights of others, the items in question will be confiscated and stored by Community Safety until the resident has completed the due process and any/all

sanctions have been completed.

QUIET HOURS:

Quiet Hours are in effect from 11:00 p.m. to 8:00 a.m. Sunday through Thursday and from midnight to 8:00 a.m. on Friday night and Saturday night. During Quiet Hours, it should be quiet inside and outside the building. No volume levels should be heard coming in and/or coming from any room or public area.

NOTE: During the Finals Week of each semester, Quiet Hours are in effect at all times. During this time, residents and non-resident visitors need to always respect the Quiet Hour guidelines.

Any violation of the extended Quiet Hours during the last two weeks of the semester or during the last week of each summer term will result in a fine and disciplinary action including, but not limited to, possible revocation of their License Agreement. Multiple violations will result in multiple fines and disciplinary action.

325 No person shall engage in sports activities inside the Residence Hall. This includes, but is not limited to running, skateboarding, riding bicycles, playing football, soccer, bouncing balls, etc.

330 Residents agree to take proper care of all kitchen, recreation and cleaning equipment they have checked out. Equipment that is checked out to a resident should be returned in the same condition as it was received. Additionally, equipment should not be misused or left unattended. Residents who misuse, damage, and/or fail to return the equipment in a timely manner will be subject to fines and to loss of check-out privileges. Community kitchens are shared spaces for the entire building. Residents shall limit their use of the kitchen to 2 hours (total cooking and cleaning time), in order to allow the space to be accessible to all residents.

335 No person shall engage in a fight or challenge another person to a fight.

340 No person shall borrow, take, or use anyone else's property without the verbal and/or written permission of the rightful owner.

345 No person shall enter the room of another person unless a current resident of that room invites them in person to enter. Anyone present within a room who is not assigned to that room and is asked to leave by a resident of that room, or a staff member, shall exit the room without delay.

350 No resident shall change their room assignment without written approval from the Residence Life and Housing Administration.

355 Gambling of any kind is not permitted in the Residence Hall.

360 Harassment, intimidation, or retaliation towards a roommate, another resident, or any District employee with the threat of physical or emotional harm will not be tolerated. This includes, but is not limited to, harassment on the basis of age, race, gender, ethnicity, religion, sexual orientation, class or ability.

365 No solicitation of any kind is permitted in or near the Residence Hall. All community fundraisers must be approved in advance by the Residence Life and Housing Administration.

- 370 Due to the campus closing at 11:00 p.m. nightly, residents are expected to remain in the Residence Hall area after 11:00 p.m. Residents found on campus after 11:00 p.m. will be contacted by Community Safety and asked to return to the Residence Hall. Residents are permitted to gather in the immediate vicinity around the Residence Hall after 11:00 p.m., only if they are respectful of the Quiet Hours policy and of the facilities.
- 375 Every resident will show a photo ID upon request from any District employee. Student ID Cards will not be loaned to any other person for any reason. Student ID Cards will also be used as collateral for checking out equipment and needed for the student to pick up any packages they have delivered to the building.
- 380 No person shall make repeated frivolous complaints regarding Staff Members or other residents. Repeated unsubstantiated complaints will be considered a violation of Residence Hall policy and may result in disciplinary action.
- 385 No person shall sleep in the common areas, including the common area within the suites, of the Residence Hall overnight. No resident shall take up residence in the living room area of the suite. Sleeping will be limited to bedrooms.
- 390 Disruptive behavior is prohibited in and around the Residence Hall or during any Residence Hall activities. The Residence Hall is adjacent to classrooms and offices, the Student will keep their sound level at a reasonable level to not disturb others.
- 395 Residents may not tape, audio record, take pictures of, capture images of, or otherwise view any person in a private location without the knowledge and express consent of the subject or all parties. Private locations include, but are not limited to, suite rooms and common areas, bathrooms, lounges and other areas where residents have a reasonable expectation of privacy. Residents may not distribute or share photos or recordings of sexual activity or nudity without the knowledge and express consent of the subject or all parties.

400 – Health and Safety Regulations

- 405 No person shall engage in any activity or behavior (verbal or nonverbal) that presents an immediate health risk or is likely to result in injury to themselves or any other person.
- 410 No person shall enter or exit the building via a room window or be on any roof area, unless there is a significant emergency that warrants such an action.
- 420 No person may smoke cigarettes, pipes, cigars, or other tobacco products or substances on or in the Residence Hall or other District property. No person may use smokeless tobacco products (e.g. chewing tobacco) or non-regulated nicotine or other vapor producing products (e.g. electronic cigarettes) on or in the Residence Hall or other District property. No person may possess devices used for smoking, such as pipes or hookahs.
- 425 No person shall burn any object, material, or substance in or near the Residence Hall at any time. This includes, but is not limited to, matches, candles, incense, sage, lanterns, potpourri burners, fireworks, etc. No person shall possess any highly flammable materials, including, but not limited to, gasoline, spray paint, lighter fluid, paint thinner, propane, combustible decorative materials (e.g., natural holiday tree), within the Residence Hall.

- 430 Every person shall evacuate the Residence Hall immediately whenever the fire alarm is sounding or whenever an emergency condition exists that would require the evacuation of the Residence Hall. Residents are expected to always follow the direction of Staff Members during emergency situations.
- 435 Any student living in the Residence Hall who contracts a communicable disease must immediately report their condition to the Residence Hall Office by email or phone. Any resident who refuses to seek medical attention after being instructed to do so by college Health Center personnel, or Residence Life and Housing Administration may be subject to revocation of their License Agreement.
- 440 No person shall possess any firearm, fireworks, explosive, BB, paintball, airsoft gun(s), ammunition or any object designed for use as a weapon on any District campus or District center.
(<https://www.sierracollege.edu/wp-content/uploads/2026/06/Administrative-Procedure-3530.pdf>)
- 445 Every resident shall maintain clean and sanitary conditions within their suite, including their room and bathroom areas.
- 450 Every resident shall maintain safe conditions within their room and in all common areas of the Residence Hall. Residents are responsible for using all furniture provided in a safe and responsible manner, so they do not injure themselves or others.

Every resident is responsible for keeping their suite, room, furniture, and fixtures in clean and sanitary condition. Each resident is responsible for returning the suite, room, furniture, and fixtures to the Residence Life Department in the same condition in which they were received, reasonable wear and tear excepted. The move in condition will be recorded on the student's Room Condition Report ("RCR"). The student will be asked to review the RCR, make comments on it, and then sign it virtually. In the event that the student fails to maintain the premises in good order and repair, the student shall owe the District the reasonable cost incurred in returning them to a condition of good order and repair.

455 Electrical safety requirements

- a) All electrical items must be UL certified and marked accordingly by the manufacturer.
- b) Only 3-prong grounded surge protected multi-plug adapters or power strips are allowed in the Residence Hall. No extension cords are allowed.
- c) Keep paper, clothing, and any combustible materials away from all outlets, cords, and power strips.
- d) No additional lighting is allowed in the bathroom at any time.
- e) Electrical items in the bathroom are to be unplugged when not in use.
- f) Hair dryers are only to be plugged in and used in the bathroom area.
- g) Only beverage warming devices pre-approved through the Residence Hall Office are allowed in any resident room (see policy 520 below).
- h) Lamps in rooms must always have the manufacture's shade over the bulb, and bulbs for lamps cannot exceed the lamp's maximum rating. No halogen lamps or bulbs are allowed. Lava lamps are not allowed.
- i) Do not operate more than 1,000 watts per outlet.
- j) Nothing shall be mounted or posted within 12 inches of the smoke detector in any direction.
- k) The resident is responsible for reporting cracked outlet covers, switch covers and/or

non-functioning room lights to a Staff Member immediately. Anyone found in violation of any of the above electrical safety requirements may face fines and/or immediate revocation of the License Agreement.

460 All lithium-ion-powered bikes, e-scooters, e-skateboards, hoverboards and other electric transportation devices are banned from the Residence Hall. They may not be carried, used, stored, charged or otherwise possessed inside the Residence Hall. Storage, charging and possession of lithium-ion batteries are also prohibited. These devices and batteries present a serious hazard and may explode, causing injuries and starting fires. These fires cannot be extinguished like traditional fires and create toxic gasses that can be deadly in enclosed spaces. Fire extinguishers do not work on lithium-ion batteries. Exceptions to this policy are available for electric mobility aids for individuals with disabilities and for authorized research activities.

A covered, enclosed bicycle cage is available in the East Courtyard of the Residence Hall. This bicycle cage is restricted access to resident use only with power available for the charging of all lithium-ion-powered bikes, e-scooters, e-skateboards, hoverboards and other electric transportation devices.

It is recommended that all bicycles and electric transportation devices are registered at the Community Safety Offices. Please contact the Security Department for more information. This policy applies to all University faculty, staff, students, visitors and guests. Anyone violating this policy will be required to remove the device/battery in question immediately and will be considered to be in violation of Residence Hall policy and subject to applicable disciplinary procedures (including removal from housing). If any such device/battery is discovered, it may be removed and discarded without notice or reimbursement.

465 Residents are prohibited from bringing a microwave into the Residence Hall. A microwave is supplied in each suite's kitchenette and public microwaves are located on each floor in the Community Kitchens.

470 No person shall leave their suite unlocked when not occupied. No person shall loan, give, borrow, or duplicate any Residential Life key, or any other key/key card issued by the District, without written consent from the District. No person shall prop open or obstruct from closing any fire regulated door, including exterior doors.

475 Vehicle maintenance and/or vehicle washing is not permitted on campus. All hazardous waste (oil, antifreeze, batteries, etc.) must be disposed of in a proper manner off campus.

480 A resident shall only call 911 if there is a crime that has been committed, or if there is a life threatening or emergency situation. In all other circumstances, residents should contact a Staff Member concerning the issue.

500 – Items Prohibited in the Residence Hall

510 A list of prohibited items include, but not limited to:

- 3D Printers
- Alcohol (regardless of age)
- Any item that is non-recognized to a UL standard by a nationally recognized testing laboratory
- Built-in wall or ceiling attachments
- Burning Sage
- Candel, Candle warmers

- Dart boards
- Electric bicycles, electric scooters, hoverboards, or other electric transportation devices
- Electric heaters and space heaters
- Electric blankets
- Extension cords and Power Strips without surge protection
- Firearms and Ammunition
- Flammable materials such as candles, incense, explosives, fireworks, gasoline, propane, butane, combustible decorative materials (live holiday decorations), etc.
- Halogen lamps
- Heating/immersion coils
- Hookah smoking devices
- Hot plates
- Incenses
- Irons without an automatic shut off feature
- Lava Lamps
- Oil burners
- Outlet adapters and power strips without surge protection
- Paraphernalia, including, but not limited to, bongs, pipes, rolling papers, etc.
- Personal microwaves
- Pets or animals of any kind, except fish. One five-gallon tank containing fish is allowed per room.
- Space heaters
- Toasters and Toaster ovens
- TV or radio antennae or any other objects that are placed outside the room window.
- Water beds
- Weapons

520 The only appliances permitted within the bedroom area are fully enclosed coffee makers (ex. Keurig), electric kettles, blenders and mini-refrigerators. The Residence Life Office has appliances in designated areas for use by all residents. The following cooking appliances are permitted for use within the suite kitchenette areas and community kitchens; electric kettles, fully enclosed coffee makers (Keurig), blenders, fully enclosed air fryers with automatic shut off functionality, rice cookers, electric grills/skillet, crock pots with automatic shut off functionality, air poppers. For safety reasons, kitchen knives must be properly stored by using a knife sheath. If a resident wishes to have any of the above items, then they can request a waiver from the Residence Life and Housing Administration.

530 No person shall bring into or possess in the Residence Hall any living animal at any time, except for pre-approved assistance animals or tropical and/or freshwater fish in a single 5 gallon or smaller tank per room. Tanks must always be kept clean and sanitary. No other animals are allowed in the Residence Hall at any time.

540 No person shall bring into or possess in the Residence Hall any personal furniture, (*e.g.*, a bed, nightstand, or dresser) unless specifically approved in advance by the Residence Hall Office. Each resident's belongings should not occupy more than one half of the room at any time, and the student must maintain a clean and unobstructed path from the window to the room's entry door.

550 No person shall bring into or possess in the Residence Hall a refrigerator or refrigerator combo with a capacity larger than 4.5 cubic feet in total.

560 No person shall ride any wheeled vehicles within the Residence Hall. This includes but is not limited to scooters, bicycles and hoverboards. This does not affect residents who require the use of a wheelchair. Any bike, scooter, etc. that residents store in their suite must be clean and free of mud, dirt and debris.

570 No person shall bring into or possess in the Residence Hall any stolen property. The District will deem street signs or any other public signs to be stolen property, unless the resident can provide proof of purchase.

600 – Sexual Misconduct

610 No person shall post or display any sexually explicit material within their room, anywhere in the Residence Hall facility, or anywhere on District property. If there is a question regarding the appropriateness of the material, the Residence Life and Housing Administration or their designee will have the final say on whether it is appropriate for display.

620 No person shall engage in sexual harassment, including, but not limited to, making unwelcome sexually suggestive remarks, unwelcome sexual advances or solicitations, or sexually oriented ridicule.

630 No person shall engage in lewd or obscene conduct, indecent exposure, or obscene exhibitions. Clothing must be worn at all times in public areas and should be appropriate for a classroom setting.

640 No person shall engage in any sexual act with any person against their will.

650 No person shall engage in any sexual act with any person under the age of 18.

700 – Staff Interaction

710 Every resident and guest shall follow the lawful direction of any Staff Member and other District employees.

720 No person shall knowingly lie to, deceive, or mislead any Staff Member or other District employee.

730 Every Staff Member and District employee designated to enforce these Behavior Guidelines shall be authorized to confiscate any property that endangers or potentially endangers the health and safety of anyone. Confiscations will result in a written report detailing the date, time, property description, owner if known, witnesses, and the reason for confiscation. The Residence Life and Housing Administration or their designee may release confiscated property to the rightful owner, if allowed by law. Confiscated material may be turned over to the Campus Security Office. Students who have their personal belongings confiscated may be subject to disciplinary action.

740 Every Staff Member and District employee designated to enforce these Behavior Guidelines shall be authorized to enter a Residence Hall room whenever reasonable cause exists to indicate an immediate health and safety hazard may be occurring. When practical, the employee shall first knock upon the room door seek consent to enter the room before invoking authority to enter under this section. If there is no response to multiple audible knocks upon the room door, and cause exists to enter the room under this section, the employee will enter the room. When urgent circumstances exist (fire alarms, screams for help, etc.) the employee may enter the room without delay or announcement in the interest of safety. Those in the room are expected to cooperate with

employee instructions.

745 If any Staff Member has reasonable suspicion that there is any type of illegal activity occurring in a room, or if the occupants are engaging in an activity that is prohibited by the License Agreement, the occupants will be given a “knock notice”. The resident is then required to open their door and allow staff personnel to enter the room and inspect what is out in the open. If the resident denies room access, disciplinary action will occur.

750 Every resident and/or non-resident (guest) shall present a valid picture identification to any Staff Member or other District employee upon request.

760 Every resident shall attend mandatory floor and community meetings conducted by the Residence Life staff including Resident Orientation. Meetings will occur on move-in day and throughout the semester. Meeting will be announced at least 48 hours in advance. Residents must either attend or be excused from the meeting in advance by the Residence Life and Housing Administration or their designee. Failure to attend these meetings will result in fines and disciplinary action.

800 – Visitors and Guests

The Residence Hall is a private community. All perimeter doors are to remain completely closed and always locked. Every resident is expected to help maintain safe and secure conditions in the Residence Hall at all times. All guests, except approved Overnight Guests, must leave the Residence Hall by the start of Quiet Hours (see 320 for Quiet Hours).

DEFINITIONS:

A *visitor* is an individual who lives in the Residence Hall but not in the room they are visiting.

Guests include Daytime Guests and Overnight Guests.

A *Daytime Guest* is an individual who does not live in the Residence Hall and who is not registered to stay overnight. All Daytime Guests must sign in at the Staff Office or Residence Hall Office upon arrival and they must leave the Residence Hall and the campus at the beginning of Quiet Hours.

An *Overnight Guest* is an individual who does not live in the residence hall and who has been approved in advance by the Residence Hall Office. All overnight guests must sign in at the Front Desk or with a Residence Life Staff member upon arrival.

A *Resident Host* is a current resident, with a current License Agreement in the Residence Hall who is hosting guests. All Resident Hosts are responsible for the conduct and behavior of their guests and for making sure their guests are aware of and following these Behavior Guidelines, as well as the District’s Board Policies and Administrative Procedures.

Resident Host & Guest Guidelines:

- All roommates/suitemates must consent to have Guests in the room/suite.
- Roommate or suitemate agreements always supersede a resident’s right to host Guests; issues or concerns should be worked out between roommates/suitemates. Unresolved concerns related to Guests should be taken to a Resident Assistant for assistance.
- It is a privilege, not a right, to be a Guest and to have Guests in the Residence Hall.
- Guests (student and non-student) are expected to act appropriately in accordance with these Behavior Guidelines and the District’s Board Policies and Administrative Procedures.

- Resident Hosts are responsible for the actions of their Guests. Resident Hosts are expected to inform their guests of all Behavior Guidelines and the District's Board Policies and Administrative Procedures.
- Guests are only permitted to enter a residential building, through designated entrances, with the escort of their Resident Host. Entrance by any other means is not permitted.
- All Guests must be accompanied by their Resident Host at all times. Guests should not be left alone or unattended in a Resident Host's room or suite.
- Guests may not sleep in building lounges or common areas.
- Unescorted or unregistered Guests found in Residence Hall facilities will be escorted out of the building by Community Safety.
- Guests who are found in violation of this policy or who are creating a disturbance in the Residence Hall community will be asked to leave the hall/area.
- A Resident Host may not loan their room key to another resident or Guest for any reason.
- Resident Hosts who do not register and check-in Guests will undergo the student conduct process and may lose the right to host Guests for the remainder of the semester/year.
- Guests are required to show a photo ID at the front desk. Driver's licenses, passports, and other forms of valid government issued IDs are suitable.
- Residence hall visitors need to purchase a student daily parking permit and park in student parking lots. Student daily parking permits are not valid in Residence Hall parking areas.

810 Each Resident Host may sign in only two Daytime Guests at any one time. No Guests are allowed in the building during Quiet Hours, unless they are an approved Overnight Guest.

820 At no time shall any resident permit anyone who is not their personal Guest to enter the Residence Hall. Permitting unregistered Guests into the Residence Hall is a violation of these Behavior Guidelines.

830 Minor Guests: Residents may not have Overnight Guests under the age of 18. Resident guests may have Daytime Guests who are under the age of 18, provided the Guest is the resident's sibling or otherwise has a legally recognized relationship with the resident.

A resident wishing to host a minor Guest must submit a letter from the parent/guardian of the minor Guest along with a photo of the Guest at least two business days in advance of the visitation to their Residence Hall Supervisor or designee. The letter must authorize the minor's visit and must include contact information for the parent/guardian and authorize District employees to communicate with the parent/guardian on the matter of the minor in question. If a resident does not satisfy this provision, or if a Staff Member is unable to confirm the authorization for the visit, it will prohibit a resident from having a Guest who is under 18 years of age. Once the Residence Hall Supervisor or designee approves a request for a minor Guest, the Resident Host must complete the check in process with their Guest at the Residence Hall Office or Staff Office upon arrival. This Guest must have a photo ID to check in.

840 Overnight Guests must be registered at least 24 hours in advance with the Residence Hall Office during regular business hours. Residents may have an Overnight Guest no more than four (4) total nights per month. Each individual Guest is limited to staying overnight in the Residence Hall for no more than (10) ten nights per semester. No resident may host more than one (1) Overnight Guest at a time. The roommate and suitemates of the Resident Host must not be inconvenienced by the Guest and must approve of the Guest by signing the Overnight Guest form.

850 No Overnight Guests are permitted during the first 5 nights and the last 5 nights of each semester, unless approved by the Residence Life and Housing Administration.

860 Additional Guest policy guidelines may apply during certain times of the year when heightened safety and security are necessary to protect the Residence Hall facilities and the residents, which may include during time when there are construction, maintenance, health-related concerns, or emergency situations. The District reserves the right to suspend or cancel this policy or put special or temporary guidelines in place that impact the ability of residents to Host guests.

900 – Academic Classes

910 Each Residence Hall resident shall maintain enrollment in at least twelve (12) units of coursework at all times during the academic semester or at least three (3) units for each summer term. No resident shall drop below the minimum unit load without first consulting with the Residence Life and Housing Administration or their designee. Students who drop below the 12 unit minimum may not be eligible for student housing in the future.

A reduced unit accommodation request is available for students who are not able to enroll in the 12 unit minimum at the guidance of their academic counselor or completion of their education plan.

920 Each Residence Hall resident shall maintain a semester and a cumulative grade point average (GPA) of 2.0 or higher.

930 Residents must be enrolled in and actively attend classes that are listed on their Student Educational Plan (SEP) and that are required to complete their degree, certificate or transfer goals. Occupancy in the Residence Hall will be limited to 3 years in total (consecutive or not). Students may be able to request additional periods of occupancy, but these are subject to District approval and specific circumstances.

1000 – Revocation of License Agreement

1010 Residents who violate these Behavior Guidelines may face the revocation of their License Agreement. If the License Agreement is revoked because of the student's academic performance or for failure to pay, the revocation is not appealable. If the License Agreement is revoked for behavioral or conduct reasons, the student can appeal the revocation to the Dean of Student Services. The appeal will not extend the timeframe of the revocation. The student will have two (2) working days to appeal the revocation. Any decision regarding appeals from the Dean of Student Services will be considered final and cannot be appealed further.

1020 A resident who has their License Agreement revoked will still be held financially responsible for the full amount as stated in the License Agreement. These individuals are not eligible for a refund of any Residence Hall fees paid.

1030 Any resident who has their License Agreement revoked and has a resident parking permit is restricted from continuing to park in the R lot. The resident must exchange their resident parking permit for a general student parking permit at the Community Safety Office.

1040 Any resident who has their License Agreement revoked may not enter the residence Hall or be in any area within 25 feet of the Residence Hall for any reason. The individual may use the sidewalks surrounding the Residence Hall but may not stop within 25 feet of any entrance. Furthermore, this resident is not permitted within the marked perimeter of the R parking lot.

- 1050 Any resident who has their License Agreement revoked may not apply for housing in the Residence Hall in the future.
- 1060 Any individual who has been notified by a Staff Member or by any District employee that they have been banned from the Residence Hall may not enter the Residence Hall or be in any area within 25 feet of the Residence Hall for any reason. The individual may use the sidewalks surrounding the Residence Hall but may not stop within 25 feet of any entrance. The individual is also not permitted within the marked perimeter of the R lot.
- 1070 Any current resident who allows individuals that have had their License Agreement revoked or banned individuals entry into the Residence Hall or visits with said individuals in any areas within 25 feet of the Residence Hall is subject to disciplinary action, up to and including revocation of their License Agreement.

SIERRA COMMUNITY COLLEGE DISTRICT

License Agreement for Residence Hall Housing

Signature Sheet: Housing License Agreement, Behavior Guidelines and Policies

CURRENT LICENSE AGREEMENT PERIOD: 2026-2027 SEMESTER

By signing below the student acknowledges that they understand and agree with the following terms:

- a) The student agrees that they have read and will follow the License Agreement and the Behavior Guidelines & Policies for the term of their occupancy period as stated in their License Agreement as noted above.
- b) The student will be held accountable should they choose to violate the License Agreement or any of the Behavior Guidelines & Policies. A violation of any Behavior Guidelines & Policies is also a violation of the License Agreement and could result in revocation of this License Agreement.
- c) The student understands that any violations of the License Agreement and Behavior Guidelines & Policies are handled seriously and will result in disciplinary action that may include *any one or combination* of the following: warning, probation, fines, educational sanctions, and/or revocation of their License Agreement.
- d) The College reserves the right of authorized College officials to enter individual rooms, whether or not the resident thereof is present, and whether or not the resident thereof consents to entry, upon reasonable suspicion of crime or policy violation, or of health and safety emergency, inside the unit. Where practicable, such entry will be preceded by the official knocking on the door and verbally requesting consent to enter. Personal property in the individual room which is in plain view and the presence of which violates residence hall policies or regulations or represent a criminal violation may be seized by the official, following which the College shall provide written notice to the unit resident of the items seized and the procedure the resident must follow and proof which must be made to recover the items.
- e) The student promises to be registered in the required number of units (minimum of 12 units per semester for the entire semester); Attend each of their classes each day/week as scheduled, maintain the required minimum GPA and take school seriously while they live on campus. The student also agrees to allow residence hall staff to check units, attendance, registration and G.P.A. as needed.
- f) Room Rate (semester): Income Eligible is \$2,200 or Non-Income Eligible is \$3,980
- g) Meal Plan Rate (semester): ☐ Basic Plan \$1,300, ☐ Standard Plan \$1,600, ☐ Plus Plan \$2,000, ☐ Premium Plan \$2,500.
- h) A \$250 security deposit is required upon acceptance of a bed space assignment.
- i) All refunds are issued to the student by the refund preference they have selected with Sierra College.

By signing below, the student acknowledges that they have read and accept all the terms as stated in each of the items that have been issued, including but not limited to; the License Agreement, Behavior Guidelines & Policies; and all other enclosed items for the full License period (full academic year/term). If I (the student) am under 18 years of age when this sheet was submitted, I understand that I must also have my parent or legal guardian review all accompanying documents and sign this signature page so they are aware of and in full support of the License Agreement & Behavior Expectations which apply while I am living on campus.

STUDENT INFORMATION (required)

STUDENT print name here	Sierra College Student ID Number
STUDENT signature	DATE
STUDENT email address – please print clearly	Phone Number: (include area code)

PARENT / LEGAL GUARDIAN INFORMATION (required for students under 18)

PARENT / LEGAL GUARDIAN print name here (if student under the age of 18 when this sheet was submitted)	
PARENT / LEGAL GUARDIAN signature	DATE
PARENT / Legal Guardian Full Address (please print)	City
State	Zip
Parent/Guardian's email address – please print clearly	Phone Number: (include area code)

Office use only:	Date received:	Time:	Notes:
Residence Housing Administration:			Date:

Gender Inclusive Housing Living Agreement

Sierra College Gender Inclusive Housing, is designed to provide a living environment welcoming to all gender identities; one not limited by the traditional understanding of gender as only male and female. Gender-inclusive housing allows for individuals to live together regardless of sex assigned at birth. This housing type was developed to better provide a supportive environment where all residents can feel safe in their housing assignment with respect to their gender identity and gender expression. Offering gender-inclusive housing is supportive of creating a more inclusive campus climate and community.

As a student selecting to live in Gender Inclusive Housing (GIH), I agree to follow the terms and conditions that are listed below. Please initial next to each numbered item, and sign and date the form.

1. I will abide by all Sierra College Student Housing policies and Standards of Student Conduct. Sierra College has established standards of conduct to which all students are held accountable, including conduct standards relating to abusive, threatening, intimidating, or harassing actions (including but not limited to, those based on race, religion, gender identity, or gender expression) and sexual misconduct. Resources are available to all students in the event that a person believes that aspects of their living situation constitute a violation of these standards of conduct.
2. I understand that I am opting-in to live in GIH, but am able to opt-out at any time. Room reassignment will be based on space availability.
3. I will be subject to immediate residential room relocation and/or other College and/or Student Housing sanctions if found responsible for being in violation or non-compliance of the standards of this Community Living Agreement or the rules and regulations of the Sierra College Student Housing license agreement.
4. I agree to live and behave in accordance to an inclusive living environment within my living space and beyond.
5. I agree to participate in conversations and open communication with my living partners about identity, pronouns, and preferred names. I further agree to abide by the outcomes and decisions regarding individual identity, pronouns, and preferred names.
6. I am aware that I am responsible for ensuring that my guests adhere to the stated policies, this Community Living Agreement, and I am responsible for their behavior at all times as this agreement extends to my guests.
7. I will encourage and hold accountable my fellow community members to observe all the standards of our Gender Inclusive Housing community.
8. I understand that if am over the age of 18 that it is my choice to share my gender inclusive housing decision with my parents or family and I should have a plan before move-in if parent will accompany. Students under 18 should discuss housing plans with their families as they will be required to have parental consent. If support is needed, I agree to reach out and utilize appropriate support resources that may include: Residence Life staff; and/or the Sierra College Counseling Department.
9. I will consult the SIERRA COLLEGE Residential Life Office staff if I have any questions or concerns as it relates to upholding this agreement.

I agree to all the terms above and am committed to creating, engaging, and maintaining a Gender Inclusive environment within my residential community. I understand that violations of this agreement will be documented, and that Residence Life staff will seek to bring resolution with sanctions that will serve to maintain the integrity of Gender Inclusive Housing.

Waiver, Release, and Indemnity Agreement for Use of Sierra College Residence Hall Fitness Center

In consideration for the Sierra Joint Community College District (“District”) permitting the individual named below (“Resident”) to use the Residence Hall Fitness Center located at 4895 Rocklin Rd, Rocklin, CA, 95677 (“Facility”), the undersigned parent(s) or legal guardian(s) (the “Parent(s)”) on behalf of Resident and themselves, and on Resident’s own behalf if Resident is 18 years old or older, and each on behalf of their heirs, executors, administrators, and assigns, hereby agree to the following terms and conditions of this Waiver, Release, and Indemnity Agreement for Use Of Sierra College Residence Hall Fitness Center.

Acknowledgement and Assumption of Risk:

Parent(s)/Resident understand and acknowledge that there are certain risks inherent in Resident’s use of the Facility, or participation in activities conducted there. Parent(s)/Resident understand that these risks include, but are not limited to: (1) minor injuries, such as scratches, bruises, and sprains; (2) major injuries, such as injuries to eyes, organs, joints, ligaments, muscles, fractures, and concussions; (3) illness or infection; (4) property damage, theft, or loss; (5) catastrophic injuries; (6) or even death. Parent(s)/Resident understand that these injuries or outcomes may arise from Resident’s or others’ actions, inaction, or negligence, or from the condition of the Facility or its equipment. Nonetheless, Parent(s)/Resident acknowledge and expressly assume all risks and dangers associated with Resident’s use of the Facility, or participation in any activity conducted there, whether described above, known or unknown, and inherent or otherwise. Parent(s)/Resident take full responsibility for any injury or loss, including death, which Resident may suffer, arising in whole or in part from Resident’s use of the Facility or participation in any activity conducted there.

Voluntary Release of all Claims:

To the fullest extent permitted by law, Parent(s)/Resident and each on behalf of their successors, heirs, executors, and assigns, completely absolve release, discharge, waive and relinquish all claims against the District and its current and former officers, trustees, directors, employees, volunteers, and agents (each a “Released Party”) from any and all claims, demands, damages, or liabilities including but not limited to, those for the ordinary negligence (both active and passive) of a Released Party, personal injury or illness, emotional distress, consequential damages, economic damages, attorneys’ fees and costs, property damage or wrongful death (“Claims”) which arise from or relate to Resident’s use of the Facility or participation in activities conducted there. This release does not operate to release a Released Party from a Claim caused by the willful misconduct or gross negligence of such Released Party.

Responsibility & Authorized Use:

Parent(s)/Resident recognize and agree that Resident’s use of the Facility is for Resident’s personal use and enjoyment. Parent(s)/Resident further agree that Resident will not allow any other person access to the Facility without the express written consent of the Residence Hall Office.

Parent(s)/Resident recognize and agree that Resident is responsible for minimizing risk through responsible behavior. Parent(s)/Resident agree that Resident will to adhere to the District’s rules related to using the Facility and any directions and instructions from District staff and will refrain from using equipment in a manner inconsistent with its design and intended purpose. Parent(s)/Resident understand and agree that Resident’s use of the Facility will be subject to the rules and authorized uses described in Attachment A. Any activity contrary to the rules and authorized uses described in Attachment A is unauthorized and prohibited when using the Facility. Parent(s)/Resident acknowledge that, even if Resident follows all directions, instructions, and rules and exercises the utmost personal care, a certain irreducible inherent risk in the use of the Facility and participation in activities there shall remain, and Parent(s)/Resident hereby accept that risk. Parent(s)/Resident understand that the District does not provide supervision, instruction, or assistance for the use of the Facility.

Parent(s)/Resident further understand and acknowledge that the District may revoke Resident’s right to use the Facility at any time for Resident’s failure to comply with Facility rules and authorized uses or with directions and instructions from District staff or for any other reason, as solely determined by the District.

Indemnification/Hold Harmless:

To the fullest extent provided by law, Parent(s)/Resident agree to defend and indemnify the District and any Released Party with respect to any Claims caused by Parent(s) or the Resident that relate to Resident's use of the Facility or participation in activities conducted there, including, but not limited to, Parent or Resident's own negligence or misconduct.

Physical Fitness to Use the Facility:

Parent(s)/Resident represent and warrant that Resident is in good health and does not have a medical condition, disability, or impairment that would prevent Resident's safe use of the Facility or participation in activities conducted there. Parent(s)/Resident understand and agree that the District shall have no obligation to perform any fitness assessment or similar testing to determine Resident's physical condition, and it is Resident's responsibility to consult with a health care provider if Resident has any health concerns or medical conditions that may affect Resident's use of the Facility or participation in activities conducted there.

Authorization for Medical Treatment:

In the event of any accident, illness, or injury during Resident's use of the Facility, Parent(s)/Resident consent to any of the staff, employees, and representatives of the District administering or consenting to the administration of such emergency medical care to Resident as such person(s) deems appropriate. Parent(s)/Resident agree to assume full responsibility for the costs of any such medical care. Parent(s)/Resident fully understand that Parent(s)/Resident is/are giving this authorization in advance of any specific diagnosis, treatment, or hospital care being required.

Entire Agreement:

This Agreement constitutes a single, integrated contract expressing the entire Agreement of the parties with regard to the subject matter addressed in this Agreement. There are no other agreements, written or oral, express or implied, between the parties concerning the subject matter of this Agreement.

PARENT(S)/RESIDENT HAVE EACH READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS AND CONDITIONS, AND UNDERSTAND THAT PARENT(S)/RESIDENT ARE GIVING UP SUBSTANTIAL RIGHTS, INCLUDING THEIR RIGHT TO SUE. PARENT(S)/RESIDENT ACKNOWLEDGE THAT PARENT(S)/RESIDENT ARE SIGNING THIS AGREEMENT FREELY AND VOLUNTARILY AND INTEND THEIR SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL CLAIMS AND LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Resident Name (printed): _____

Resident Signature: _____

Date: _____

If Under 18:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____ **Phone:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____ **Phone:** _____

CHECKOUT STEPS

These are steps for residents to follow for a proper checkout to avoid inconvenience and being charged non-refundable fees:

1. Make an appointment in advance, approximately 3 days in advance of your move-out date, with your current RA. If you are moving out before the end of the semester you must notify the Residence Hall Office in writing a minimum of 10 days before you plan on moving out. You will not receive a refund and will be held responsible for the entire amount of your license agreement if a replacement of the same gender is not available to move into the residence hall when you leave. When this appointment time with your RA arrives, you should be completely packed up and ready to vacate.
2. After making an appointment, get ready for that appointment time. Pack up all your belongings. Clean your room & bathroom so it is completely clean, and no trace of your occupancy remains. All of this should be done prior to when your RA comes to check you out:
 - a. Clean your half of the room thoroughly. If you are alone in a room, clean the entire room. Pay attention to the following areas:
 - i. Floor, including under all furniture, bed, walls, chair, desk
 - ii. Furniture tops, sides & bottoms and inside all drawers
 - iii. Mirrors cleaned with no streaks
 - iv. Mattress dusted on both sides
 - v. Windows cleaned well on the inside
 - vi. No trash or items you do not wish to keep should be left anywhere in the room, suite, or hall. Dispose of trash by placing it in a trash bin located in the Resident Parking Lot. Personal belongings that you no longer want should go home with you
 - b. Clean the bathrooms. Pay attention to the following areas:
 - i. Entire floor including under and behind the toilet
 - ii. Mirrors
 - iii. Sinks
 - iv. Countertops
 - v. Bathroom cubby- inside and outside.
 - vi. Drawers, inside and outside (you are financially accountable for the one closest to your room)
 - vii. Toilets, toilet areas, floors, walls & showers
 - viii. Walls & Ceilings
3. When your appointment time arrives, you should be completely ready to vacate.
 1. Be on time for your appointment.
 2. Have all your belongings out of the room/suite.
 3. Inspect the room, suite, and bathrooms with your RA and review all definite and potential charges.
 4. Sign your Room Condition Report (RCR) along with your RA and leave the form with your RA.
 5. Complete the Forwarding Address form in the Student Housing Portal. Additionally, change your address in your MySierra account to your new or permanent address.
 6. Turn in all Sierra College Residence keys (room, FOB, mailbox) to your RA. Keys not returned at checkout will result in non-refundable charges to your account.
 7. Remove any remaining belongings from the room so the RA can close the door behind you. You will be charged for the removal of any personal items left behind in the room, even if you consider it a "gift" to custodial staff or incoming residents.

Your RA will see that all your items are turned into the Residence Hall Office: Room Condition Report (RCR), Forwarding Address form, Residence keys. Failure to check out by closing date and time may result in a improper checkout charge and potentially an additional fee of \$50 for every 30 minutes after the residence hall closes.

Note that this inspection is your right under California law. If you choose to not have a move-out inspection, you waive your rights to dispute any charges for damages or cleaning. By having a preliminary move-out inspection prior to your departure, you allow yourself time to remedy any problems for which you may be charged. A student signed RCR does not guarantee charges are final. The Residence Life and Housing Administration with the Facilities Maintenance Technician and/or Custodians perform the final room inspection after the residence hall is closed.

ROOM CHANGE / MOVE-OUT CHARGES

SAMPLE LIST OF CHARGES

This is provided to keep you informed of charges you could face for damage or missing items. The charges listed are estimates. These charges cover damage to, or missing College property provided in rooms or public areas that occurred during your residency. All charges are per person and per item. Charges are subject to change without notice based on current market value and will cover repairs, materials, and labor. The maximum charge per item will be full replacement cost and related labor. The sample charge range chart below is offered as a guide covering estimated costs for minor repairs and estimated replacement cost. The college reserves the right to replace an item rather than performing repairs.

ITEM	COST
Desk chair (room)	25.00 - 200.00
Sofa chair	25.00 - 400.00
Sofa (2-seats)	25.00 - 600.00
Sofa (3-seats)	25.00 - 1,000.00
Public area tables	25.00 - 300.00
Desk	25.00 - 500.00
Chest of drawers	25.00 - 500.00
Bed frame	25.00 - 400.00
Mattress	25.00 - 250.00
Wardrobe / closet (custom made)	25.00 - 500.00
Medicine cabinet / mirror	25.00 - 100.00
Window screen (custom made)	25.00 - 75.00
Phone jack, cover, wiring	5.00 - 200.00
Faucet water screen	10.00 - 25.00
Room window covering (custom made)	30.00 - 400.00
Excess trash / abandoned item/s	5.00 - 100.00
Removal of carpet left in room or other	30.00
Broken window	60.00 - 600.00
Broken light fixture cover	30.00 - 150.00
Broken / missing light fixtures	150.00 - 200.00
Missing/broken smoke detector	300.00
Wall damage (marks, holes.)	50.00 - 300.00
Holes in any wall, door, ceiling, floor	10.00 - 50.00 per hole
Floor damage (marks, tile damage)	50.00 - 250.00
Room door damages (face and/or inside)	25.00 - 350.00
Room door lock or doorknob damages	10.00 - 100.00
Room key	75.00
Mailbox key	15.00
Electronic entry access card	25.00
Smoke detector: unhooked, damaged, etc.	25.00 - 500.00
Tampering with any fire equipment	500.00 up
Public area damage	Actual cost will be divided among all residents
Cleaning left for staff	25.00 - 500.00 Actual charge depends on labor & parts required
Improper Checkout	\$50
Fee for checking out after closing	\$50 for every 30 minutes past closing

It is not the intent of the Residence Hall Office to profit from cleaning charges. We would much rather the residents clean after themselves as it saves the student money and saves the Residence Hall Office time. Yet, in situations where residents neglect to follow through with their cleaning responsibility, the Residence Hall Office must make necessary arrangements for the cleaning to be completed. The entire cost for such work will be forwarded to the student's account.

For other damages not listed, appropriate and fair dollar amounts will be assessed. These charges are based upon labor and materials costs for the current year and are subject to change.

ROOM CONDITION REPORT (RCR)

STUDENT NAME: _____		Semester / Year: _____	ROOM NUMBER: _____ L R
CHECK-IN		CHECK-OUT	
() New Resident	Issued: _____	() Move Out - End of License Agreement	Returned: _____
() Returning	Room Key #: _____	() Move Out - Returning	Room Key #: _____
() Room Change	Mail Key: _____	() Room Change:	Room Key #: _____
		New Room # _____	Mail Key: _____
Date: _____	FOB #: _____	Date: _____	FOB #: _____
Time: _____		Time: _____	
Staff Member Handling Check In: _____		Staff Member Handling Check Out: _____	

Good = Like new **Fair** = Very worn but working fine, no repairs needed **Poor** = Repairs needed, submit work-request for repairs to take place

ROOM CONDITION AT MOVE-IN				ROOM CONDITION AT MOVE-OUT			
ROOM	ITEMS	CONDITION	DESCRIPTION	DAMAGE CHARGES (circle)	CONDITION	DESCRIPTION	\$ AMT
Entry Area (Left or Right as you face the entry mirror)				V CLEANING			
1	DOOR	G F P		1	Replace (\$150/up) Repaint (\$60)	G F P	
2	DOOR KNOB/PEEP HOLE	G F P		2	Replace: Knob (\$30/up) Peep Hole (\$20)	G F P	
3	DOOR STOP	G F P		3	Replace (\$5)	G F P	
4	EVACUATION PLAN	G F P		4	Replace (\$20)	G F P	
5	DRESSER (L / R)	G F P		5	Replace (\$20)	G F P	
6	CLOSET/CLOSET DOORS	G F P		6	Replace (\$500) Repair (\$30/up)	G F P	
7	COAT HOOKS	G F P		7	Replace (\$10) Repair (\$5)	G F P	
8	ENTRY CEILING	G F P		8	Tiles (\$25) Frame bars (\$10)	G F P	
9	ENTRY FLOOR	G F P		9	Repair (\$50/up)	G F P	
10	ENTRY WALLS	G F P		10	Paint (\$60 each) Small Holes (\$30)	G F P	
11	MIRROR	G F P		11	Replace (\$150)	G F P	
12	ELECTRICAL OUTLETS	G F P		12	Cover (\$10) Outlet (\$20)	G F P	
13	LIGHT SWITCH	G F P		13	Cover (\$10) Switch (\$20)	G F P	
14	LIGHT FIXTURE	G F P		14	Replace (\$150) Lens Only (\$40) Frame (\$65)	G F P	
15	TRASH CAN (1 PER RM)	G F P		15	Replace (\$10)	G F P	
Bedroom Area (Left or Right as you face the window)							
16	BED FRAME	G F P		16	Replace Frame (\$400)	G F P	
17	MATTRESS/PAD	G F P		17	Replace Mattress (\$160) Replace Pad (\$50)	G F P	
18	DESK	G F P		18	Replace (\$500)	G F P	
19	DESK CHAIR	G F P		19	Replace (\$150) Repair (\$30/up)	G F P	
20	DATA/PHONE OUTLET	G F P		20	Replace / Repair (\$40/up) Cover (\$10)	G F P	
21	ELECTRICAL OUTLETS	G F P		21	Outlet (\$20) Cover (\$20)	G F P	
22	LIGHT FIXTURE/COVER	G F P		22	Replace (\$150/up) Cover Only (\$40) Frame (\$65)	G F P	
23	LIGHT SWITCH	G F P		23	Cover (\$10) Switch (\$20)	G F P	
24	ROOM CEILING	G F P		24	Paint (\$60) Small Holes (\$30)	G F P	
25	ROOM FLOOR	G F P		25	Repair (\$50/up)	G F P	
26	ROOM WALLS (L / R)	G F P		26	Paint (\$60 each) Small Holes (\$30)	G F P	
27	SMOKE DETECTOR	G F P		27	Replace Detector (\$100/up)	G F P	
28	WINDOW HVAC UNIT	G F P		28	Replace (\$750/up) Knob (\$20 ea)	G F P	
29	WINDOW BLINDS	G F P		29	Replace (\$150) Repair (\$20/up) Slat (\$20 ea)	G F P	
30	WINDOW / LOCK	G F P		30	Replace (\$80/up) Lock (\$20 ea)	G F P	
31	WINDOW SILL	G F P		31	Replace (\$20)	G F P	
32	WINDOW SCREENS	G F P		32	Replace (\$40/up) Re-Attach to Window (\$30)	G F P	

ROOM CONDITION REPORT (RCR)

Bathroom Area

33 BATHROOM DOOR / KNOB	G F P		33 Replace (\$150/up) Repaint (\$60) Knob (\$30/up)	G F P		
34 BATHROOM LIGHT / COVER	G F P		34 Replace (\$150/up) Cover Only (\$40) Frame (\$65)	G F P		
35 BATHROOM LIGHT SWITCH	G F P		35 Cover (\$10) Switch (\$20)	G F P		
36 ELECTRICAL OUTLETS	G F P		36 Cover (\$10) Outlet (\$20)	G F P		
37 MEDICINE CABINET	G F P		37 Replace (\$150) Repair (\$25) Shelves (\$10 each)	G F P		
38 COUNTER	G F P		38 Replace (\$250/up) Repair (\$50/up)	G F P		
39 SINK	G F P		39 Replace (\$250)	G F P		
40 SINK STOPPER	G F P		40 Replace (\$10)	G F P		
41 FAUCET HANDLE	G F P		41 Replace (\$150) Repair (\$50/up)	G F P		
42 UNDER SINK CABINET/DOOR	G F P		42 Replace Door (\$50) Repairs (\$50/up) Handle (\$10)	G F P		
43 BATHROOM DRAWERS	G F P		43 Replace (\$75) Repair (\$25/up) Handle (\$10)	G F P		
44 BATHROOM CEILING	G F P		44 Tiles (\$25) Frame bars (\$10)	G F P		
45 BATHROOM FLOOR	G F P		45 Repair (\$50/up)	G F P		
46 BATHROOM WALLS	G F P		46 Paint (\$60 each) Small Holes (\$30)	G F P		
47 TOWEL RACK	G F P		47 Replace (\$50/up) Bar Dented / Broken (\$25)	G F P		
48 SHOWER	G F P		48 Repair (\$25/up)	G F P		
49 TOILET ROOM DOOR / KNOB	G F P		49 Replace (\$150/up) Repaint (\$60) Knob (\$30/up)	G F P		
50 TOILET ROOM LIGHT/COVER	G F P		50 Replace (\$150/up) Cover Only (\$40) Frame (\$65)	G F P		
51 TOILET ROOM LIGHT SWITCH	G F P		51 Cover (\$10) Switch (\$20)	G F P		
52 TOILET ROOM CEILING	G F P		52 Paint (\$60)	G F P		
53 TOILET ROOM FLOOR	G F P		53 Repair (\$50/up)	G F P		
54 TOILET ROOM WALLS	G F P		54 Paint (\$60 each) Small Holes (\$30)	G F P		
55 TOILET	G F P		55 Replace (\$250/up) Repair (\$50/up)	G F P		
56 TOILET PAPER DISPENSER	G F P		56 Replace (\$20/up)	G F P		
Miscellaneous Items						
57 REFRIGERATOR (RENTAL)	G F P		57 Replace (\$180) Cleaning (\$50) No Return (\$25)	G F P		
58 LOFT KIT (RENTAL)	G F P		58 Replace (\$300) No Return (\$25)	G F P		

RESIDENT: Please Read And Sign Below

I understand the RA will inspect the condition of my room before or during check-in. I understand it is my responsibility to add any additional items that may not have been noted on this RCR. I understand I will be subject to damages and/or cleaning fees that may be assessed by the housing staff during checkout and/or after checkout. I also understand it is my responsibility to attend closing meetings to obtain information and procedures for hall closing and check out of my room. I understand that the keys being issued to me must be returned to the Office of Residential Life and Housing upon termination of the License Agreement. I understand that I am financially responsible for lost or stolen keys. I understand that keys may not be loaned to anyone at anytime. I am aware that it is my responsibility to read the Resident Handbook that has been issued to me, and if I have any questions, I can ask a staff member for clarification or assistance.

CLEANING CHARGES (PER SIDE)

CIRCLE APPROPRIATE CHARGE BELOW FOR CLEANING ITEMS ? V'D ABOVE

Light Cleaning \$20 (1-2 items)
Medium Cleaning \$30 (3-4 items)
Heavy Cleaning \$40 (over 4 items)
TRASH REMOVAL \$20 / SIDE
FURNITURE OUT OF PLACE \$25

LOST ROOM KEY \$30
LOST MAIL KEY \$10
LOST FOB \$10
SMOKE RESIDUE / SMELL \$250/RM
IMPROPER CHECK OUT \$50

OTHER CHARGES/COMMENTS:

TOTAL CHARGES \$_____

Resident Signature (Check-in)

Date

Resident Signature (Check-out)

Date

RA/Housing Staff Signature

Date

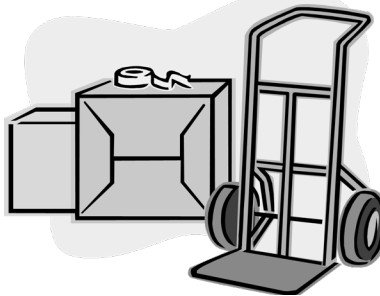
CHECKOUT REMINDERS

Furniture in your room must be arranged according to the diagram on the following page. If you choose not to arrange the furniture as requested, your account will be charged an appropriate labor charge. We do not have the staff to clean and arrange after residents, so any inconvenience left for us to handle will be charged back to the appropriate resident. If you have a roommate who is staying and your furniture is arranged differently than the diagram, you will need to ensure your roommate knows they will be assuming full responsibility to arrange the furniture properly upon their checkout. Each piece of furniture must be cleaned on all sides with a damp towel.

The next page shows how bedroom furniture must be arranged in the room upon your room change or move out. The furniture is not bolted to the floor to allow residents freedom to arrange and rearrange their room to their liking provided they are gentle with the furniture and take all necessary precautions. Residents who would like assistance with arranging furniture need to submit a work order request to the Residence Hall Office in advance. Be sure to focus on the following furniture conditions:

1. Clean your room to the condition it was when you moved in.
2. Window screens on properly with no holes in any screen.
3. The smoke detector and horn hung properly and operable. All appropriate labeling should still be in place.
4. Windows and window blinds need to be in perfect condition.
 - a. Individual slats are not bent, broken, and each hung properly.
 - b. Track, chain, pulling mechanism each in working condition.
5. The desk, desk drawer, and chair are clean and in operable condition.
6. The bed frame and mattress cleaned. The bed frame should be placed in the middle setting.
7. Dresser drawers and closet are empty and cleaned with a wet wipe.
8. Bathrooms, vanity cabinet, all mirrors and counters completely clean and sanitary.
9. Toilets, sinks, and showers are clean and sanitary.
10. Floors need to be swept and mopped just before your check out appointment.

Upon your move out, no evidence of your presence should remain. You will be charged for the removal of any personal items left behind in the room, even if you consider it a "gift" to custodial staff or incoming residents.



“You can know the name of a bird in all the languages of the world, but when you're finished, you'll know absolutely nothing whatever about the bird... So let's look at the bird and see what it's doing -- that's what counts. I learned very early the difference between knowing the name of something and knowing something.”

Richard Feynman (1918 – 1988)

Residence Hall Room Layout

H
A
L
L
W
A
Y



OFF TO COLLEGE?



Before you start college,
make sure you are up-to-date on all
your shots.

College Immunization Checklist:

- ☐ **MMR** (measles, mumps, rubella) – 2 doses
- ☐ **Tdap** (tetanus, diphtheria, pertussis)
- ☐ **Varicella** (chickenpox) – 2 doses
- ☐ **Hepatitis B** – 3 doses
- ☐ **HPV** (human papillomavirus) – 3 doses
- ☐ **Meningococcal**
Check with your health care provider

Some of these are recommended and
others are required for enrollment.
Check with your school.

I have reviewed this information and...

- ☐ I received meningococcal
vaccines on

Men A/CWY (MCV4) Vaccine:

Date: / /

Date: / /

Men B Vaccine:

Date: / /

Date: / /

Date: / /

- ☐ I intend to receive
meningococcal vaccine(s).

- ☐ I do not intend to receive
meningococcal vaccine(s).

Printed Name

Birthdate / /

Signature

Date / /

Return signed form to:

What you should know about meningococcal disease:

- Meningococcal (me-nin-je-kok-ul) disease is a serious illness caused by bacteria that can infect the blood or areas around the brain and spinal cord. Infection can lead to brain damage, disability, and rapid death.
- Meningitis is the most common form of meningococcal disease. Common symptoms of meningitis include stiff neck, headache, and high fever.
- Meningococcal vaccines can help prevent meningococcal disease.
- Check with your health care provider about which meningococcal vaccines you need.

**College freshman in dorms are at higher risk of
catching meningococcal disease.**



State of California • Health and Human Services Agency

Department of Public Health • Immunization Branch • 850 Marina Bay Parkway • Richmond, CA 94804

IMM 4.08 (1/15)

How Many People Get the Disease? Who Is Likely To Get It?

Meningococcal disease is rare but serious. About 1,000 people in the U.S. get meningococcal disease each year. After infancy, older adolescents and young adults have the highest rate of meningococcal disease. College freshmen living in dorms are particularly at risk.

How Serious Is It?

About one in ten people who get meningococcal disease will die from it even if treated. Up to one in five survivors will lose a limb, become deaf, suffer brain damage, or have other complications.

How Are Meningococcal Bacteria Spread?

The bacteria are spread from person to person through air droplets. Close contact such as kissing, coughing, smoking, and living in crowded conditions (like dorms) can increase your risk of getting the disease.

Overall, 5–10% of the U.S. population has the meningococcal bacteria in their throat, but only a few of them get sick. No one knows why some people get sick and others don't.

How Can I Protect Myself?

You can protect yourself by:

- not sharing items that have touched someone else's mouth, such as cups, bottles, cigarettes, lip balm, and eating utensils;
- not smoking; and
- getting vaccinated against meningococcal disease.

Check with your health care provider about which meningococcal vaccines you need.

What Meningococcal Vaccines Should I Get?

- MCV4 vaccine protects against four deadly types of meningitis. If you have not received a dose since your 16th birthday, make sure to get it now.
- MenB vaccine protects against the most common cause of bacterial meningitis among teens and young adults. In recent years, Men B outbreaks have occurred at UC Santa Barbara, the University of Oregon, and Princeton University. Ask your doctor if you should get it.



“It could happen to anyone. Get immunized.”

—Jonathan Deguzman (*meningococcal disease survivor*)

For more information:

California Department of Public Health,
Immunization Branch: shotsforschool.org/college

Centers for Disease Control and Prevention: www.cdc.gov/vaccines

American College Health Association: www.acha.org

Ask your healthcare provider or student health service!

This publication was supported by Grant Number H23/CCH922507 from the Centers for Disease Control and Prevention (CDC).



State of California • Health and Human Services Agency

Department of Public Health • Immunization Branch • 850 Marina Bay Parkway • Richmond, CA 94804

11M1-688 (1/1/15)

Missing Person Policy

Policy Statement

Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contact by Sierra College in the event that the student is determined missing in accordance with the procedures outlined below. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Reason for Policy

In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

Departments or Persons to Whom a Report should be made

The organization of persons to which individuals should report a student missing includes Residence Life and Housing Administration, Resident Assistants (RA), Head Resident Assistant, Residence Hall Office, Office of Student Services, Community Safety Office, and Rocklin Police Department.

Informing Students

During the initial floor meeting of the fall semester, RAs will cover confidential contact information with students. During the first week of the spring semester, the RA will meet with all new students to provide missing person policy information. Students must return the missing persons contact form to the Residence Hall Office where it will be kept in their residence hall file. Students can change the form at any time, and the old form will be shredded. The form will be kept in the student's residence hall file until the end of the academic year.

Determining if a Student is Missing

If a student is reported missing to a residence hall staff member, the staff member should be sure to obtain the reporting person's name, relationship to the student, and contact information where the reporting person can be reliably reached. If the Residence Hall Office determines at any point that there is a credible threat to the well-being of the student reported as missing, the Community Safety Office and/or Rocklin Police Department will be contacted immediately. The Residence Hall Office will then proceed to contact known student friends/relationships, beginning with roommates/suitemates, and the missing student's resident assistant. The Residence Hall Office will also use direct and indirect methods of leaving messages for the student to make contact with immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person. If the student is located or is determined to not be missing, the student should be advised to contact the reporting person.

If pursuing known contacts has not yielded confirmation that the student is not missing, the Residence Life and Housing Administration will contact the Office of Student Services, reporting all obtained information, and follow verbal notification with the Incident Report (IR). The Residence Life and Housing Administration may then authorize one or more of the following measures to determine recent activity by the student reported as missing:

- Building access report
- Meal plan utilization
- Class attendance
- In-plain-sight examination of room to see signs of recent use or planned departure

If the results of these activities measures suggest that the student is indeed missing and unaccounted for, Residence Life and Housing Administration, Dean of Student Services, or designee will immediately notify the Chief of Community Safety and request law enforcement investigation. The Chief of Community Safety is responsible for notification of the missing

student's identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age and not an emancipated individual (by court order, no longer under the control or responsibility of parents), the Chief of Community Safety shall immediately contact the custodial parent or guardian.

Procedure for Notification of Missing Student

If Community Safety officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance,
- If the student is under 18 years old, notify a parent or guardian, and
- Notify law enforcement.

Entities Affected by this Policy

Office of: Student Services, Community Safety, and Residence Hall.

Line of Authority

Contact Person in that Office: Dean of Student Services, Chief of Community Safety, and Residence Life and Housing Administration.

CAMPUS RESOURCES

PHONE NUMBERS

DEPARTMENT	Phone Number
General Information	916.624.3333
Admissions/Records	916.660.7340
Assessment Center	916.660.7430
Athletics	916.660.8100
Bookstore	916.660.8200
Cashiers Office	916.660.7617
Career & Transfer Connections	916.660.7481
Counseling Center	916.660.7400
Disabled Students Programs & Services	916.660.7460
EOPS	916.660.7366
Financial Aid Office	916.660.7310
Guardian Scholars	916.660.7543
Health Center	916.660.7490
Library	916.660.7230
Next Up	916.660.7543
Pride Center	916.660.7520
Puente	916.660.7400
Residence Hall Office	916.660.7389
Community Safety & Parking	916.660.7120
Student Engagement Center	916.660.7550
Student Government (ASSC)	916.660.7380
Student Tech Support	916.660.7225
Success Center	916.660.7520
TRiO	916.660.7377
Tutor Center	916.660.7220
TDD (Tel Device for the Deaf)	916.624.5856
Toll Free	(800) 242.4004
Umoja	916.660.7415
Undocumented Student Center	916.741.0711
Veterans Success Center	916.660.7470
Writing Center	916.660.7230

COMMUNITY REFERRALS

PHONE NUMBERS

EMERGENCY

911

Community Safety and Parking

- Rocklin 1.916.660.7120

Alcoholics Anonymous

- Auburn 1.530.888.3607
- Rocklin 1.916.624.6807
- Grass Valley 1.530.272.6287

Crisis Line (24 hours)

- Placer County 1.888.886.5401
- Nevada County 1.530.265.5811
- Handicapped 1.800.426.4263
- TDD/ITY 1.800.730.8913

Narcotics Anonymous 1.818.773.9999 / 1.888.423.3428

Poison Control (24 hours) 1.800.222.1222

LGBT Lifeline 1.866.488.7386

LGBT National Hotline 1.888.843.4564

Suicide Prevention

- Placer County 1.916.773.3111
- 1.530.885.2300
- National 1.800.273.TALK (8255)

Hospitals

- Sutter Roseville 1.916.781.1000
- Kaiser Hospital 1.916.784.4000

Placer County Health Department

- AIDS Info/STD Clinic 1.530.358.3555
- Substance Abuse 1.530.889.7240
- Family Planning 1.530.889.7215
- Mental Health 1.530.889.7240
- Family and Children Service 1.916.872.6549

Sierra College Parking – Resident Lot

Sierra College Residence Hall residents can park in the “R” Lot – Resident Parking Lot.

Sierra College Vehicle Code is available at:

<https://www.sierracollege.edu/parking>

Specific sections of the vehicle code pertaining to Residents are listed below; see website for full code.

9.417 After Hours Parking

No vehicle, other than District owned or operated vehicles, shall remain parked upon District controlled property between the hours of 11:00 p.m. and 6:00 a.m. except by SPECIAL permit or written agreement issued by Sierra College Parking and Community Safety Services. This section shall not apply to any vehicle owned by a resident who is licensed to reside in a District residence hall, or their authorized guest, provided the vehicle displays a current valid RESIDENT parking permit and is otherwise lawfully parked in the RESIDENT parking lot.

9.600 Authority to Issue Parking Permits

Sierra College Parking and Community Safety Services shall administer the issuance and sale of all parking permits intended for use upon District controlled properties. No person, department, division, or agency shall issue, sell, give, possess, or transfer any District parking permit except as specifically authorized by Sierra College Parking and Community Safety Services. Sierra College Parking and Community Safety Services may impose special endorsements or restrictions on permits as needed to manage the allocation of available parking and to maintain safety and security. The Manager of Parking and Community Safety Services may revoke the parking privileges of any person who chronically violates the provisions of the Sierra College Vehicle Code.

9.601 Parking Permits

Sierra College Parking and Community Safety Services shall specify, issue, and collect fees for parking permits. Every permit issued shall be subject to the provisions of the Sierra College Vehicle Code, and to the written restrictions and conditions provided to the recipient of the permit upon issuance. Sierra College Parking and Community Safety Services may refuse to issue a permit, or revoke and invalidate a parking permit issued by the District, if the Manager of Parking and Community Safety Services determines its use to be contrary to the Sierra College Vehicle Code, public law, or the public interest. Sierra College Parking and Community Safety Services may issue to qualified persons and collect fees for the permits described in (a) through (f) below:

- a. A GENERAL or STUDENT parking permit may be issued to any student except a resident student, or may be issued to any member of the community with a lawful purpose for being on District grounds. Subject to any restrictions and conditions, a GENERAL or STUDENT parking permit is valid in any of the general unrestricted parking areas upon District properties that are not otherwise posted for special use. A fee shall be charged for each permit per the Board approved parking fee schedule.
- b. A RESIDENT parking permit may be issued to any person who is licensed to reside in the Residence Hall, or who otherwise has a valid written agreement to occupy or use the Residence Hall facilities. Subject to any restrictions and conditions, a RESIDENT parking permit is valid in the Resident Parking lot "R" at all times including overnight parking. Except for parking in Staff Lots, a RESIDENT parking permit is also valid in any of the general unrestricted parking areas upon District properties from 7:00 a.m. to 11:00 p.m. The RESIDENT parking permit is not valid in Staff parking at any time. A fee shall be charged for each permit per the Board approved parking fee schedule.
- c. A STAFF parking permit may be issued to any of the following persons:
 1. A person who is employed by the District.
 2. A person who is contracted to perform work for the District.
 3. A person who is honorably retired from employment for the District.
 4. Other persons who are deemed eligible by the Manager of Parking and Community Safety Services or the President/Superintendent.

Subject to any restrictions and conditions, a STAFF parking permit is valid in any staff parking area or any general unrestricted parking areas upon District properties. A fee shall be charged for each permit per the Board approved parking fee schedule. Each eligible employee shall be entitled to only one parking permit. The Manager of Parking and Community Safety Services may authorize the issuance of multiple permits if the recipient agrees to the conditions of a multiple permit use agreement restricting the use of such permits to prevent use of more than one permit at one time and to restrict use to only the authorized person.

- d. An INJURED STUDENT parking permit may be issued by the District Health Center to any person who provides proof of a temporary medical condition that inhibits their ability to walk distances from 100 to 500 yards. Subject to any restrictions and

conditions, an INJURED STUDENT parking permit is valid in any staff parking area or any general unrestricted parking areas upon District properties. An INJURED STUDENT permit is not valid in any stall marked for use by disabled persons.

- e. A SERVICE parking permit may be issued to any person who performs a service which requires the use of a motor vehicle upon District grounds. Subject to any restrictions and conditions, a SERVICE parking permit is valid in any staff parking area, any service vehicle area, or any general unrestricted parking areas upon District properties. A SERVICE permit is not valid in any stall marked for use by disabled persons.
- f. SPECIAL parking permits may be authorized by the Manager of Parking and Community Safety Services and may be issued by Sierra College Parking and Community Safety Services to accommodate special parking conditions as may be required. Parking fees have been set by the District governing Board of Trustees in accordance with the Education Code as follows:
 - Rocklin Campus:
 - \$72 per semester
 - \$35 summer semester
 - \$3 daily parking
 - Roseville Center:
 - Free
 - Nevada County Campus:
 - \$72 per semester
 - \$35 summer semester
 - \$3 daily parking
 - Tahoe Truckee Campus:
 - \$52 per semester

9.602 Parking Permit Required

Except as otherwise provided in this code, every vehicle parked upon a District owned, controlled or operated property posted at the entrance with a sign indicating that parking is by permit only, shall properly display a current valid parking permit.

- a. Every vehicle lawfully displaying a valid disabled person license plate or placard issued by the Department of Motor Vehicles shall be exempt from the requirement to display a parking permit.

9.609 Proper Display Required

A parking permit must be properly displayed to be valid.

Parking permit stickers with adhesive backings must be affixed to the vehicle by peeling off the paper backing and applying the parking permit sticker to the outside of the front windshield in the lower driver side corner within a five-inch square. Static cling permits must be adhered to the lower left driver's side windshield on inside and be clearly visible.

Hanging parking permits or dashboard permits must be placed in one of the following locations:

- 1. Hanging from the rearview mirror with the face of the permit facing forward, clearly visible through the front windshield.
- 2. Laying face up on the driver side dashboard, clearly visible through the front windshield.

9.611 Illegal Use of Permit

- a. No vehicle shall display a parking permit that has been loaned, sold, given, or otherwise transferred to any person other than the original registered owner of the parking permit.
- b. No vehicle shall display a parking permit that has been altered in any manner.
- c. No vehicle shall display a counterfeit parking permit, copy of a parking permit, or other item intended to appear as a valid parking permit.
- d. No vehicle shall display a parking permit unless the registered owner of the parking permit is the driver or a passenger in the vehicle when it is being parked and when it departs.

A parking permit displayed in violation of any part (a) through (d) of this section shall be deemed invalid.

9.612 Stolen/Lost Permit Displayed

No vehicle shall remain parked, stopped, or standing upon District property which displays a permit that has been stolen from the rightful owner or lost by the rightful owner. A parking permit displayed in violation of this section shall be deemed invalid.

9.713 Parked With Amplified Sound Over 50 Feet

No vehicle shall remain parked, stopped, or standing upon District property while operating any sound amplification system which can be heard outside the vehicle from 50 or more feet away from the vehicle, unless that system is being operated to request assistance or warn of a hazardous situation.

Welcome

ROCKLIN CAMPUS

- | | |
|--|---|
| L... Wasted Center | S... Classrooms |
| LR... Student Services | T... Dietrich Theatre |
| A... Admissions and Records | U... Administration, Human Resources, Business Office |
| At 1,2,3,4 Classrooms | ME... Mechanical Rooms |
| B... Career Hall - Business and Technology | N... Mechanical Rooms, Maker Space |
| D... Walker Hall - Music | Parking Garage |
| E... Advanced Manufacturing | P11... Child Development Center |
| F... Classrooms | P12... UPEC office |
| G... Gym/Athletic Facilities | Q... Classrooms |
| G-ME Pool Offices | R1,2,4 Greenhouses |
| J... Campus Center | RN... Nursing Village |
| K... Bookstore | S... Sierra Hall, Student Housing |
| | SH... Sierra Hall, Student Housing |
| | X11,2 Safety/Parking |



There may be construction-related detours on campus-
Construction Impact Zone all instruction buildings will remain open and accessible

- Disabled Parking
- 30-minute Visitor Parking
- Campus Directions

Calendar of Important Dates for 2026-2027 Residence Hall

June 13, 2026: Deadline to cancel acceptance from residence hall and not incur a cancellation fee.

July 13, 2026: Deadline to cancel acceptance from residence hall and incur cancellation fee but not held financial responsible for residence hall fees.

August 5, 2026: Residence hall payment due date for fall 2026 semester.
Either pay in full or sign up for an NBS payment plan.

August 13, 2026: Fall 2026 residence hall move in day.

August 14, 2026: Fall 2026 residence hall mandatory orientation day.

August 17, 2026: Fall 2026 instruction begins.

August 30, 2026: Add/Drop/Refund Deadline

August 31, 2026: Census Date

October 12 – 18, 2026: Fall Break
Residence hall open.

November 26-29, 2026: Thanksgiving Holiday. Residence hall open.

December 11, 2026: Fall 2026 move out date.
Residence hall close at 4:00 pm. Resident must be checked out by 4:00 pm. If the resident is returning to the same room for the spring semester, then they may leave their stuff in their room at their own risk.

December 12, 2026 – January 20, 2027: Winter Break. The residence hall is open to residents to stay at an additional cost. Residents can submit a Winter Break Stay Request and Addendum form if they are interested in living in residence hall during the winter break.

January 5, 2027: Residence hall payment due date for spring 2027 semester.
Either pay in full or sign up for an NBS payment plan.

January 21, 2027: Spring 2027 move in day.

January 22, 2027: Spring 2027 residence hall mandatory orientation and expectation day

January 25, 2027: Spring 2027 instruction begins.

February 7, 2027: Add/Drop/Refund Deadline

August 31, 2026: Census Date

March 21 – March 27, 2027: Spring Break
Residence hall open.

May 21, 2027: Spring 2027 Move Out date.
Residence hall closes at 4:00 pm. Residents must be checked out by 4:00 pm.

The information provided in this handbook is subject to change and is updated yearly and more often as needed. Residents will be notified in writing of changes and are encouraged to note the changes in this handbook for future reference during the current semester. Updates that occur during any semester will not supersede the terms of the current License Agreement and will include advance notification to residents. Residents are always welcome to suggest changes and additions to this handbook.

Sierra Hall
4991 Rocklin Road
Rocklin, California 95677
916.660.7389
housing@sierracollege.edu

RA Duty Phone: 916.871.2662

* * *

Laura McNaughton
Dean of Student Life

Samantha Danico
Manager of Residence Life, Housing, and Conduct

Cortney Magorian
Supervisor Housing Operations, Residence Life & Housing

Ryan Goodpastor
Student Services Technician, Residence Life & Housing

Jason Hudson
Facilities Maintenance Technician, Residence Life and Housing

Sydney Maiden
Supervisor of Residence Life and Conduct, Residence Life & Housing

Aden Milano
Head Resident Assistant

8 Resident Assistants
6 Community Assistants