

Student Resident Life Handbook

Office of Housing and Residence Life

2023-2024

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Department of Housing and Residence Life

MISSION STATEMENT

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

COMMUNITY LIVING EXPECTATIONS: THE BASICS

Introduction

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

Housing Agreement

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

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

Room Assignments

- The Office of Housing and Residence Life reserves the right to move residents to another hall or housing unit for any of the following: safety reasons, to conserve energy, to conduct repairs, or any other circumstances deemed necessary by College District staff.
- **Room Changes** - No room changes will be made until after the second week of the semester. All room change requests must be submitted to and approved by the Office of Housing and Residence Life. Any resident requesting a new roommate may be required to change rooms. Residents changing rooms must follow standard check-in and check-out procedures. Failure to follow these procedures may result in the students being required to return to the originally assigned room and/or be assessed a fee.
- **Hall/Apartment Transfers** - If space is available, residents may be permitted to transfer to another residence hall or apartment. This request must be made to and approved by the Office of Housing and Residence Life. The same procedure must be followed when checking in and out of the room as stated above.
- **Special Housing Assignments** - Students with disabilities requiring special housing arrangements must complete an application for housing to the Office of Housing and Residence Life and submit justification to the Office of Disability Services.
- **Blinn College Park Apartments (BCPA) Eligibility Requirements** - Apartment-style living offers a more independent living option for students and requires the student to have a high level of maturity. Furthermore, students who live in BCPA housing and violate the Code of Conduct or any other College District policy are at risk of being removed from BCPA housing. Eligibility for living in BCPA housing does not guarantee placement in BCPA housing. Students must apply for BCPA housing and be approved by the Office of Housing and Residence Life. Eligibility for BCPA housing is based on the following criteria:
 - Current Blinn Students
 - Minimum 2.25 GPA
 - Disciplinary record: Two or less points
 - Will be given priority over new students
 - New Blinn Students
 - Minimum 3.0 GPA from high school

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

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

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

Criminal Background Check

Blinn College District conducts criminal background checks on all housing applicants prior to acceptance into campus housing and prior to each semester. Additional background checks on residents may be conducted at any point during the school year. According to Blinn College Board Policy

FG (LOCAL), students with a felony or Class A misdemeanor charge (including pending charges) will not be allowed to live on campus. Students with a Class B misdemeanor charge (including pending charges) may not be allowed to live on campus. Should a student be charged with a criminal offense during the course of a semester which would preclude them from being a housing resident, that resident will not be eligible to remain in housing. The student may re-apply for housing at a later date but will be subject to all housing requirements. Students who have their housing application denied due to findings in their background check may re-apply for housing if there is a change/update in the student's charges or pending charges a maximum of one (1) time per long semester. If the re-application occurs in the same long semester as the original denial, the application fee for the second application will be waived. Re-applications will be subject to all housing eligibility requirements.

Health and Wellness Check

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

Health Insurance Requirement

- All students are REQUIRED to maintain health insurance coverage continuously while enrolled and attending Blinn College. The student must provide proof of coverage that meets the requirement of the College. Any lapse in coverage during the time the student is enrolled at the College will be considered a breach of the housing agreement and will result in the immediate removal of that student from their housing assignment.
- Students who have been removed from Housing due to lack of insurance must provide proof of insurance to the Office of Housing and Residence Life in order to move back into their housing assignment. Proof of insurance includes, but is not limited to, a valid health insurance card.

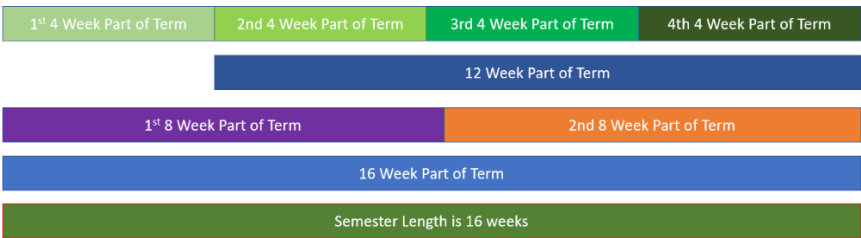
Attendance Policy/Below Hours

- Students who live in campus housing are required to enroll in a

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

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

- The fall and spring semesters are 16 weeks long. There are 8 parts of term inside the 16-week semester: 16-week, 12-week, 1st 8-week, 2nd 8-week, 1st 4-week, 2nd 4-week, 3rd 4-week, 4th 4-week.



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

- credit hours
3. SPAN 1411 Beginning Spanish I in the 12-week part of term. = 3 credit hours
 4. ARTS 1304 Art History II - in the 3rd 4th week part of term = 3 credit hours

- This student is not enrolled in any class in the first 4 weeks of the semester and therefore is not enrolled continuously for the entirety of the sixteen-week semester.

Grade Point Average (Required GPA)

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

Identification Card (Blinn ID)

- Each student must obtain a Blinn College Student Identification Card (Student ID) from Enrollment Services prior to moving into their housing assignment. A Student ID is not transferable and may not be used by or given to others. It can be used to swipe for meals in the Dining Hall and other food service locations, to check out materials in the library, and is needed for entrance into College District sponsored activities. Students must always have their current Student ID with them/on their person and present it willingly upon request by any professional or student staff member, or any Blinn College Police Officer. Students must present their Student ID when entering a residence hall.

Keys, Cards, and Fob Access

- Keys, access cards, and fobs to doors/rooms/apartments are issued during the check-in process. Duplication of keys and loaning keys to others is strictly forbidden. Locks must not be altered or added to student residences or resulting charges will be assessed. Keys are the property of the Blinn College District and must be returned to the Residence Hall Director at the end of the resident's occupancy. Residents must carry their keys or cards at all times. Broken, lost, or stolen keys/cards/fobs must be reported to the Residence Hall Director immediately. Lost key, card, or fob fees are charged to the student's account before replacements will be issued.
- If a student fails to return their gold key and fob, a charge of \$50 will be placed on their account. If the lock on the door needs to be replaced, a charge of \$125 will be placed on their account.

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

Room Condition Sheet

- The evaluation of the room condition and the inventory of the furnishings must be recorded on the Room Condition Sheet (RCS) prior to move in. It must be signed and returned to housing staff during hall move-in. A complete listing of existing room damages, missing furniture and other irregularities is imperative. This form serves as a contract between the College District and the occupying resident on the move in condition of the student's residence hall room or apartment. Any excessive wear or damage to the room observed at check-out that is not indicated on the Room Condition Sheet that was submitted at move in will be the responsibility of the resident and damage/cleaning charges may be assessed accordingly.

Buc E-mail Accounts

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

District partners with Microsoft Windows Live @ Edu to provide e-mail accounts to future, current and former Blinn students. Each student is provisioned an account once their application is complete.

- To verify your email address in MyBlinn
 1. You can log into MyBlinn to determine your Blinn e-mail account.
 2. It should appear as the following:
Firstname.LastnameLast2digitsBlinnID@buc.blinn.edu
- To start using your account
 1. Go to: <http://outlook.com>
 2. Enter your Windows Live ID and e-mail address: (See instructions above to verify email in MyBlinn)
 3. Enter your password.
Your initial password is your date of birth in the format mmddyy
(For Students enrolled before Fall 2011 who never set up email, the password is last six digits of student ID)
- For additional information go to the Blinn Web page and click the “e-mail” link.

Community Living Agreements

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

Signs/Notices/Fliers

- Residents must pay special attention to all signage posted on bulletin boards and on resident doors. This is a frequently used means of communication by the College District to distribute information including but not limited to, information regarding registration, check out, holiday close down, etc. Do not remove or tamper with notices posted by College District staff. All signs or posters must be approved

by the Office of Housing and Residence Life before they are displayed. If signs are tampered with, damaged, or removed, a general charge of \$10 per sign will be issued to the entire hall/apartment building for replacement of the sign. See “Group Billing” under Community Living for further details.

Safety Tips

- **Crime Stoppers** - To anonymously report a crime, students may contact the Blinn College District Crime Stoppers by texting 274637, key word “BUCTIPS” with any information. This information **is not** monitored 24 hours a day. In the event of a true emergency, please contact 911 or the Blinn College District Police Department at 979-830-4100. This system is not meant for reporting noise violations. Information of this type should be reported directly to the Residence Hall Director/Resident Assistant or the Blinn College District Police Department, if necessary.
- **Personal Safety Escort** - When on campus and feeling uncomfortable going from one destination to another, students can request a safety escort from a uniformed Blinn College District police officer. For an escort, call 979-830-4100.

TITLE IX: NON-DISCRIMINATION

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

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

Sexual Harassment:

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

Examples of Sexual Harassment

- Sexual jokes, gestures, comments or looks (repeated and unwanted, or to the extent of creating a hostile and/or threatening environment).
- Forced or coerced sex act, including instances in which a person is incapable of giving consent due to reasons including but not limited to use of drugs or alcohol, or due to disability.
- Spying on someone or following someone in sexual way.
- Forced kissing.
- Spreading sexual messages about someone on social media.
- Calling someone homophobic names.
- Making unwelcome sexual advances to a student.
- Public sexual indecency against a student.
- Continuing to express sexual interest in a student after being informed the interest is unwelcome.
- Nonconsensual touching or groping, including but not limited to unwanted hugging or shoulder rubbing.

Blinn College Non-discrimination Statement:

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

Title IX Coordinators:

Blinn College has designated the following persons as coordinators to monitor compliance with these statutes as they related to students and to resolve complaints of discrimination based on race, gender, age, or disability.

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

- any Blinn Employee or Resident Assistant (RA)
- any Blinn Campus Police Officer (979-277-7373 or 979-830-4100)
- any Blinn Counselor or Nurse (or staff) (CONFIDENTIAL) Violations may also be reported to: Title IX Hotline: **979-830-4700** or Title IX Email: **titleix@blinn.edu**

Dr. Adrienne McCain

Title IX Coordinator for Students

Dean, Title IX and Student Conduct

Office: ANBR-219 (Brenham Campus)

Phone: 979-830-4216

Email: adrienne.mccain@blinn.edu

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

EMERGENCY PROCEDURES: A – Z

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

- In the event of an imminent threat to life safety (i.e., an active shooter on campus, bomb threat) Blinn Alerts will be sent. Please follow all instructions provided within the alerts or given by emergency response personnel. When in doubt, find shelter in a safe, secure area away from harm.

Blinn Alert System

- The Blinn Alert System is an emergency mass notification tool used by Blinn College District to inform students and provide safety information in the event of an emergency. This system can alert students via e-mail, phone call, and/or text message. To be warned of any pending danger, students must update their cell phone, text messaging, and/or alternative email contact information by going to their MyBlinn portal and completing the instructions for setup. All residents are expected to activate their Blinn e-mail account and check it regularly as Blinn Alert messages will be sent to this account.
- When the College District initiates an emergency message, by default the student will be contacted by the method(s) selected. The call sequence will cease when the affirmative response message has been received.
- Enrollment in the program is free. Cell phone carriers may charge fees if students do not possess a plan that includes calls/messaging; consult carrier for details. The College District will not use this contact information except in an emergency with the potential to affect health and safety or for tests of the system.

Camera (Surveillance) System

- To help deter theft, damage, and to monitor the traffic flow in and out of the residence halls, surveillance cameras are installed. Tampering with surveillance camera equipment is viewed as a threat to community safety and may result in damage charges, removal from housing, and possible legal action. Recorded activity may be used as evidence in the campus judicial system or in legal proceedings.

Fire and Fire Alarms

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

Primary Escape Route: Emergency exit doors at the end of each hallway. If living in the apartments, immediately exit the front door, go down the stairs nearest your door (if applicable), and move away from the building.

Secondary Escape Route: Inner common use stairwells.

Prior to Evacuating the Residence Hall Room

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

Fire Drill

- Fire drills are conducted every semester to educate residents on how to react in the event of a fire in the on-campus housing. Fire safety and evacuation safety routes and procedures are explained at the first Hall Meeting. Become familiar with the exit routes, posted at focal points in each building. You are required to participate, if present, in periodic fire drills. **Evacuation is mandatory when the fire alarm sounds.** Failure to evacuate during a fire alarm could result in summons, fines, removal from on-campus housing, and/or legal repercussions.

Fire Extinguishers

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

Missing Person

- In the event of a Missing Person, the student's designated emergency contact will be contacted no more than 24 hours after the time the student is determined to be missing. If there is reason to believe that a student is missing, all possible efforts will be made to locate the student to determine the student's state of health and well-being. Efforts to locate the student will be a collaborative effort between Blinn College District Division of Student Services and Blinn College District Police Department, fellow students, family, and friends.

Severe Weather

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

Abandoned Property

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

Bicycles

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

Check-in and Checkout Procedures

- Check-in and check-out procedures are crucial. Students must complete all check-in paperwork before occupying their housing assignment. Prior to leaving campus at the end of every semester, each student must complete all designated check-out procedures. Students will be notified of designated check-out procedures via email and fliers placed on resident doors and in hallways. Students are expected to check out within 24 hours of their last final exam or by the terms designated closing date and time, whichever comes first.
- **Residents must check out with Housing and Residence Life Staff -** Failure to follow the posted check-out procedures, including leaving on time, will result in the resident incurring a \$25.00 improper check-out charge. Residents are expected to checkout and complete a check-out form for Thanksgiving Break, Winter Break, end of semesters, and Spring Break. The Office of Housing and Residence Life will collect and inspect these forms.

- **When a resident departs-** Student must remove ALL possessions. If any items are left, they will be subject to the Abandoned Property procedures.
- **Residents approved to stay late-** If a resident is approved to stay after a designated check out time, this includes Resident Assistants (RA's) as well as residents approved to stay for graduation. These residents are required to check out by 12:00 p.m. the following day.
- **Holidays** - College District housing is officially closed for designated holidays as listed on the Blinn College District Calendar. Room rates do not cover these holiday periods. Campus housing officially closes at 5:30 pm before the holiday period begins. YOU MUST LEAVE ON TIME. Valuable possessions should be removed during these periods. Blinn College District is not liable for property that is vandalized or stolen.
- **Winter Break (Three Criteria)** - In order to leave things in rooms between the Fall and the Spring semesters, residents must meet three criteria. The resident must: (1) be returning to the same room, (2) be registered for the next semester, and (3) their next semester bill must be paid IN FULL or have verification of adequate scholarship or financial aid. If the resident does not meet all 3 criteria, all possessions must be removed from the room. Leaving items will incur a \$75.00 abandoned property fee. Leaving items between any other semesters is not allowed without express written permission from the Office of Housing and Residence Life. Housing may be available for student populations who need to remain on campus due to an extreme circumstance or related to College District sponsored event(s).

Children in the Halls/Apartments

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

Dress Code

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

Facilities

- **Alterations to the Room/Apartment** - Alterations, changes, or remodeling of the premises, interior or exterior, are not permitted. Students are expected to report maintenance issues to the Office of Housing and Residence Life. Students should not use screws, nails, staples, tacks, sticky tack, or tape to hang items on walls. Only Command products may be used to attach items to residence hall walls and must be removed properly without damage to the wall upon resident checkout (also see Decorations section).
- **Bathroom Cleaning** - Students in suites or apartments are responsible for maintaining sanitary conditions of the bathroom facilities by cleaning the sinks, toilets, and showers regularly and taking out the trash daily. Do not use drain cleaners in clogged drains. For clogged drains, notify the Office of Housing and Residence Life, who will notify Maintenance. Custodians clean guest restrooms regularly, but students are expected to help keep the bathroom clean and not damage the facilities or products put there for the residents' convenience. No foreign objects, including but not limited to food, should be put in toilets, sinks, or shower drains. Students will be responsible for damage resulting from misuse of the aforementioned objects.
- **Cleaning Supplies** - Residents must supply their own cleaning products. All residents must supply their own toilet tissue except in hall facilities with community bathrooms where the custodians will place and re-stock toilet tissue. If the supply is depleted, check with the hall director. Apartment residents furnish their cleaning products and toilet tissue. DO NOT use bleach to clean, these spills cannot be corrected.
- **Damage Charges** - General and specific damages including but not limited to destruction of College District property, defacing signs, walls, doors, windows, floors, trim; creating holes in doors, trim, walls; leaving stains, glue, and putty residue will result in charges being added directly to the resident's account. Residents may be held accountable for any abnormal wear, damages, and cleaning of public areas of their hall or apartment. Charges will be first deducted from the \$100 refundable security deposit which is collected at the beginning of each semester. Any remaining charges must be paid before the student is permitted to register for classes for the next semester. Any outstanding charges may result in legal action, including but not limited to the charges being sent to collections.

- **Damages/Vandalism Charged to Group Billing for Common/Public Area Damages** - Residents are collectively accountable for abnormal cleaning or damages occurring as a result of horseplay or vandalism to the hall or apartment. This includes billing for damages to an entire apartment building or residence hall if these damages cannot be attributed to a specific resident or unit. The College District will determine the amount of loss or damage and the applicable fees. Bags of trash left in hallways, laundry rooms, community bathrooms, on porches, walkways or balconies will incur a charge of \$10 per bag per occurrence. This charge could be an individual charge or a group charge to an entire apartment building or residence hall.
- **Decorations** - Residents are expected to use good taste and common sense in decorating their rooms or apartments. No articles may be displayed in the windows. No objectionable material, in accordance with Blinn College District Policies, should be displayed in the room. Due to fire code, do not attach anything to the ceiling. Do not use screws, nails, bolts, and hooks on interior or exterior walls or ceilings. All interior and exterior doors must remain free of nails, white boards, bulletin boards, or any other additions to the original surface. Use only Command products to hang decorations inside the room. Command products must be properly removed without damage to the walls upon checkout. Failure to do so could result in damage/cleaning charges. Push pins, thumb tacks, nails, and staples may not be used to attach decor to walls. Residents will be charged for damage caused by any decorations that mark, deface, damage or mar the interior or exterior of the facility. Seasonal decorations must be fire retardant.
- **Doors: Entry and Exit** - Each resident is issued entry door keys or an access card/fob. For security reasons all room/apartment doors and windows should remain locked at all times. Additionally, all residents should keep their bedrooms doors and apartment/suite entry doors locked at all times. When Housing Staff find an unlocked door, the room will be inspected. After the room inspection is complete, the door will be locked. Leaving these doors unlocked jeopardizes resident security and the security of residents in the hall or occupants of the apartment.
 - **Entry and Exit doors must remain locked 24/7 in the residence halls.**
 - **Escort Policy-** Residents must meet their guests at the entry door of the housing facility and always stay with guests.

- **Propping Exterior Doors**- Propping exterior doors open or closed is strictly prohibited. Propping doors open or closed threatens the safety of the entire apartment/residence hall community.
- **Tailgating Policy** -Do not permit “tailgating” (allowing persons to follow you into the building) when entering halls.
- **Pin Locking** - Tampering with a room door lock (i.e. pin locking) will result in a \$25 charge, plus damage charges. After 4:00 p.m., the charge for tampering with a door lock/pin locking the door will increase to \$50.
- **Driveways, Sidewalks, Passageways, and Stairs** - Driveways, sidewalks, passageways, and stairs, along with other public areas, must not be obstructed at any time.
- **Food Storage** - To live in a healthy, pest-free environment, food must be stored in a sealed container. Do not leave food containers and packages open. Do not dispose of food through sinks (except where garbage disposal is available-BCPA), showers, or toilets.
- **Furniture** - Residents are responsible for the furniture in their room/apartment. For the safety of the student and to prevent damage to furniture, stacking/bunking of beds is not permitted. No furniture is to be taken, borrowed, or exchanged from one room to another. Furniture may not be taken outside. If College District furniture is removed from an assigned room, a student may be referred to the conduct process and the original furniture must be returned within 48 hours. Furniture must not be taken apart. Students are not permitted to bring duplicate furniture (beds, couches, etc.). No furniture provided by Blinn College District Department of Housing and Residence Life may be removed or requested to be removed from the living space.
- **Grooming** - Personal grooming is not permitted in the residence hall day room, lobby, or hallway. Do not dispose of cut hair through the sink, toilet, or by sweeping it into the hallway.
- **Hallways and Porches** - Hallways and porches are open passageways and must not be blocked. Do not use the hallways for talking on the phone as it disturbs others. Lights in stairways, hallways, and common areas must be on at night for safety. In order to report a light that it out, please submit a work order via myBlinn.
- **Locks** - Each resident is issued entry door keys or an access card. For security reasons and to conserve energy, room/apartment doors and windows should remain closed. All residents should keep their bedrooms doors and apartment/suite entry doors locked at all times.

When housing staff find an unlocked door, the room will be inspected. After the room inspection is complete, the door will be locked. Leaving doors unlocked jeopardizes your security and the security of residents in the hall or occupants of the apartment.

- **Lock Outs** - If residents lock themselves out of their room during the day, they should check to see if the Hall Director or Resident Assistant is available to unlock the door. Wheeler residents should go to the Reception Desk and BCPA residents should go to the Commons Office/Clubhouse; if a staff member is unavailable, please contact the corresponding duty phone number to reach a staff member. If a pattern of lockouts (more than three times during a long semester) occurs a student could be subject to judicial points.
 - **Windows Blinds** - Blinds should be closed to conserve energy and for safety. Fire safety requires that windows not be obstructed. Windows are never used to enter or exit a room, except in an emergency. Use only tension rods for curtains.
- **Maintenance Concerns** - Residents are responsible for promptly reporting any maintenance needs or broken items to the Residence Hall Director. Maintenance personnel are on duty between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, yet may not always arrive at hours most convenient to the residents. Residents should cooperate with maintenance personnel so that repairs can be made as quickly as possible.
 - **Maintenance concerns that occur after hours should be directed to the on-call Resident Hall Director, pending on where the issue is occurring.**
 - East Side of Campus (979-830-4650): Beazley, Hallstein, Helman, Katherine Atkinson, Spencer, Prairie Lea, and Wheeler
 - West Side of Campus (979-830-4650): Blinn College Park Apartments, Buccaneer, Lockett, Mill Creek, and Melcher
- **Plumbing** – In the event of a flood, plumbing repair bills are charged to the apartment, room, or hall via group billing.

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

dumpsters provided by the College District. Bags of trash left in hallways, laundry rooms, community bathrooms, or on porches or balconies will result in a charge of \$10 per bag via group billing, potentially to all building/hall residents.

- **Littering** - Littering is prohibited. Residents may also be charged a cleanup fee for their visitor's littering.

Guest/Visitor Restrooms

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

Hall Meetings

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

Illness/Injury

- The Office of Housing and Residence Life staff members are NOT permitted to transport residents to the doctor, health clinic, or hospital. If the resident is unable to transport themselves to the clinic on campus, they should contact the Health Clinic (see Services section: Health Clinic) to see if a virtual appointment is available at 979-830-4005. In the event of an emergency, please call 911. If a resident becomes critically ill or incapacitated, the resident/parent/guardian authorizes the College District's staff to engage the services of the local emergency medical resources to administer to the immediate medical needs of the resident. Upon the advice of the emergency medical personnel, the resident may be required to be transported from the room/apartment to a medical facility, and any expense so incurred is the obligation of the resident or responsible party.
- Residents are strongly encouraged to inform their Residence Hall Director of any special medical conditions, needs, or requirements, so that information is available if an emergency arises. The resident

is also encouraged to speak to the Health Clinic Nurse concerning any special medical needs the resident has.

- The Blinn College District is not responsible for any injuries/death due to the services received from local medical resources or emergency medical personnel, including but not limited to the response time of emergency personnel.

Insurance

- The College District does not carry insurance covering loss, damage, or theft of an individual's personal property. Residents desiring such protection must plan for the necessary coverage at their own expense. Each resident is encouraged to carry personal property insurance, often referred to as "renters' insurance" on valuables they intend on keeping in their room/apartment.
- **Liabilities** - The College District is not responsible for the loss of or damage to (i.e. water leaks, fire, and theft) resident rooms or personal possessions. Students or their families are encouraged to carry appropriate insurance to cover personal losses.
- **Personal Property** - The College District assumes no responsibility for loss or damage of personal property because of theft, fire, vandalism, or maintenance failure. Residents are responsible for keeping personal items picked up in the common area. The College District will not store personal possessions between semesters. Commercial storage may be available in Brenham for students to arrange at their own discretion and expense. The College District is not responsible for personal property left behind when a resident checks out or leaves the premises. Property left more than one week after check-out shall be declared abandoned and can be disposed of without discretion/delay and without liability by the College District. Please refer to the *Abandoned Property* portion of this handbook.

Microwaves

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

Parking

- To park on campus, residents must purchase a resident parking permit. If the permit is purchased before housing check-in, it will be

included in your move in packet. If the permit is purchased after or during housing check-in, you will be contacted by email of when it is available to pick up at Enrollment Services.

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

Pets and Assistance Animals

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

the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether trained or untrained, are not service animals (however, in limited circumstances a miniature horse could qualify). The tasks performed by a service animal must be directly related to the individual's disability. Service animals are permitted in all areas of the residence hall (e.g., laundry room, recreation rooms) and in all campus buildings where the public is allowed. Students with disabilities requiring a Service Animal must fill out the form below prior to moving on to campus for the selected term. (Space for Hyperlink)

- **Support Animals:** Under the Fair Housing Act, a support animal is an animal that provides therapeutic emotional support to a student with a disability. In contrast to service animals, support animals must remain in the student's personal residence and cannot be brought to public common spaces in the residence hall such as a laundry room or lounge. When the animal is transported outside, it must be in an animal carrier or restricted by leash or harness. Students who require the assistance of an Emotional Support Animal (ESA) must fill out the form below prior to moving on to campus for the selected term.

When determining whether an animal is a support animal, Blinn College will consider the following:

- a) Whether the student has a physical or mental disability. If the disability is readily apparent or if the student has previously submitted documentation to the Office of Disability Services, the College may have sufficient information to determine whether the student is a person with a disability under the law. If not, the College will request that the student provide information that reasonably supports that the student has a disability.
 - b) Whether the animal provides support with respect to the student's specific disability. The student is encouraged to submit documentation from a health care professional confirming the therapeutic need for the animal.
 - c) Whether the animal is the type that is commonly kept in a domestic household such as a dog, cat, fish, bird, or hamster, or whether the request involves very unique circumstances in which a non-household animal could be allowed.
- **Health and safety requirements:** Students with the disabilities who use assistance animals have certain responsibilities relating to

sanitation and cleanliness, proper disposal of animal waste, and control and supervision of the animal to prevent disruption, danger to others, and damage to property. The animal must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Blinn's rules pertaining to the control and supervision of assistance animals are available on the web page of the Office of Disability Services.

- **Procedures:** Students who are interested in residing with a service or support animal are encouraged to visit the web page of the Office of Disability Services or to contact that office at 979-830-4157. While staff within Housing and Residence Life can provide general information about assistance animals, specific requests should be directed to the Office of Disability Services. If the request is approved, residence hall staff will be informed that the accommodation is needed because of a disability but details about the disability will not be provided. A request may be denied if: (1) the specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or (2) the specific assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. Determination that any assistance animal poses a direct threat of harm to others or would cause substantial physical damage to the property of others will be based on an individualized assessment that relies on objective evidence about the specific animal.
- **Impact on other students with disabilities:** Some students or employees may have medical conditions that are adversely impacted by the presence of animals (*e.g.*, respiratory disease, asthma, severe allergies) and may be unable to live in or occupy shared spaces with assistance animals. The Office of Disability Services will consider the needs and/or accommodations of all persons involved on a case-by-case basis.

Profanity

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

Prohibited Items

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

Quiet Hours

- Courtesy hours are in effect within all residence halls and apartments 24 hours a day. This includes keeping noise (i.e., conversation, music, TV, screaming, slamming doors, etc.) to a minimum throughout halls, stairwells, and outside areas.
- During quiet hours, noise should not disturb the nearest neighbor (including roommates). Quiet Hours are in effect 24 hours a day during the week of final examinations.

Quiet Hours are as follows:

Sunday – Thursday: 11 pm – 6 am

Friday & Saturday: 12 am (midnight) – 8 am

Residence Hall Directors

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

Resident Assistants (RAs)

- Resident Assistants (RAs) are student staff members who report directly to the Residence Hall Director (RHD). RAs assist in planning programs and creating a community environment that is conducive to academic, personal, and social growth. They aid students in solving problems and act as a resource to students. One RA lives in each of the seven Blinn College Park Apartment buildings. One or two RAs lives in each of the traditional residence halls. An RA lives on each floor wing of Wheeler Hall and Mill Creek Hall. As College officials, RAs are responsible for the enforcement of housing policies. Residents should not hesitate to take their problems or suggestions to their Resident Assistant.
- Staff members must sometimes remind residents and/or their guests about policies and procedures as well as document policy violations. The staff members are doing their job. No resident should abuse them through shouting, being argumentative, or making rude, vulgar, indecent, or obscene comments and/or gestures toward the staff. Students may be subject to judicial points.

Solicitation

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

Television

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

Visitation

- A visitor is defined as anyone who is not assigned to live in that specific room/hall/apartment. If a visitor becomes unruly, abusive,

even verbally, or disruptive, the visitor must leave the premises immediately. Lack of compliance could involve Blinn College District Police and result in legal action. Blinn students and students' immediate family are allowed to visit during scheduled visitation hours. Non-Blinn students are not allowed to visit within the residence halls, except for a student's immediate family.

VISITATION HOURS

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

Sunday – Thursday: 6 am – 11 pm

Friday & Saturday: 8 am – 12 am (Midnight)

- One visitor per resident may visit in the resident room, residence hall/apartment dayroom or community room.
- The hall resident must meet the visitor at the entry door. The visitor, escorted by the resident, must sign in with residence hall staff and leave their ID with residence hall staff. Guests are not allowed to remain in the building unaccompanied by a resident. The visitor must be escorted by the resident to pick up their photo ID and to the exit doors when they leave.
- Guests are not allowed to remain in the room or apartment unaccompanied by the resident.
- Residents allowing another person to live in their assignment or found to be cohabitating with a person not assigned to their room by the Office of Housing and Residence Life are subject to removal from campus housing. Criminal Trespass Warnings may be issued, and legal action may be taken.
- Visitation is not allowed when the College District is closed.
- If one of the subjects involved in a visitation violation does not live in College housing, (1) the subject will be issued a Criminal Trespass Warning by the Blinn College Police Department, (2) will not be permitted to visit any campus housing facilities, and (3) can be arrested or have legal action taken against them for further violations.
- If one of the subjects involved in a visitation violation does live in College housing, (1) the subject will be issued a disciplinary summons.
 - The College District reserves the right to determine when provisions of these policies are violated and to determine the appropriate course of action, including a criminal

trespass warning (CTW). Violators of the CTW are subject to criminal sanctions, fines, and disciplinary action, up to and including expulsion.

Blinn College Park Apartment Specific Policies (BCPA)

- **Appliances** - BCPA residents are allowed to have kitchen appliances.
- **Bar-B-Q Pits** - No personal BBQ pits are allowed on the College District premises.
- **Business** - No concessions or business of any type may be operated on campus.
- **Conduct Expected of BCPA Residents** - Blinn College Park Apartments provide an opportunity for a more independent style of living. Independence requires responsibility for one's actions and those of guests. If a BCPA resident refuses to act responsibly to the warning(s) and corrections requested by College District staff, the resident may be asked to move to a residence hall for closer supervision or may be removed from on-campus housing.
- **Group Billing for Damages/Vandalism** - Residents will be held accountable for any abnormal wear, damages, or cleaning of common areas of their apartment complex and the exterior areas. This will include billing all residents of the unit/building.
- **Move Outs** - Residents who fail to move out by the required day will be charged \$50 per day (for up to 5 College Business Days) until move out is completed and keys turned in. To leave things in the apartment between the fall and spring semester, a resident must meet the three criteria listed under Check-in/Check-out Procedures that can be found within the Policies and Procedures Section.
- **Public Areas** - The public areas of the complex are for use by the complex residents and their guests. Public areas include parking lots, walkways, and the Commons Building.
- **Recreation** - No recreational or sporting games are permitted in the buildings, balconies, or parking lots. Basketball games are permitted on the provided basketball court adjacent to the east side of BCPA building 6.

STUDENT CODE OF CONDUCT

Please note that the Student Code of Conduct is enforced in addition to all Blinn College District Board Policies and Administrative Regulations.

Introduction

- Each student who enrolls in the Blinn College District accepts the policies of the College District and agrees to abide by them. Failure to follow the rules and regulations of the College District will lead to appropriate disciplinary action. Each student is expected to conduct themselves in accordance with acceptable standards of good behavior. Behavior of residents and their guests should not be loud, obnoxious, offensive, or unlawful. This behavior should also not disturb the rights, comforts, or conveniences of other persons. The College District staff will determine what constitutes disorder or interference with the rights and comforts of other residents, including roommates and suitemates. **All offenses will be considered on a case-by-case basis. Disciplinary action will be taken if/when deemed necessary.**

Blinn College Disciplinary Point System

- The disciplinary point system is designed to promote consideration and safety for all community members. Violations occurring within on-campus housing are assessed by the disciplinary point system at the discretion of the Student Conduct Coordinator.

Failure to Meet with Student Conduct Coordinator

- When a student is issued a disciplinary summons, the student must meet with the Student Conduct Coordinator at the time scheduled. Students can call 979-830-4643 to arrange an appointment with the Student Conduct Coordinator. Failure to schedule a meeting, show up for a scheduled meeting, or correspond with the Student Conduct Coordinator may result in additional disciplinary summons.

Incident Reports

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

Summons to Student Conduct Office

- If a resident is given a summons, the resident must make an appointment to see the Student Conduct Coordinator within 24 hours. The summons slip has the telephone number to call the office for an appointment. Failure to make and/or keep the appointment may result in additional and more severe disciplinary action.

Restitution

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

- *****IF A RESIDENT ACCUMULATES ANY COMBINATION EQUALING SIX (6) POINTS IN AN ACADEMIC SCHOOL YEAR (THIS INCLUDES FALL, SPRING, MINIMESTER, SUMMER SESSIONS AND BREAK PERIODS), THE STUDENT WILL BE REMOVED FROM HOUSING INDEFINETLY AND SUBJECT TO BEING ISSUED A CRIMINAL TRESPASS WARNING.**

Points do not expire and remain part of the student's educational record even if the student withdraws and subsequently reenroll at the College District. In addition to the infractions listed on the following pages, any illegal activities committed by the student on, or off campus may be grounds for removal from on-campus housing. Points listed are maximum number of points issued for that violation.

CONDUCT VIOLATION CHART

	<u>Level 1: Up to 2</u> Points	<u>Level 2: Up to 4</u> Points	<u>Level 3: Up to 6</u> Points	<u>Level 4:</u> Expulsion, Including Removal from Housing
Alcohol Violations	<ul style="list-style-type: none"> • Possession of alcohol or alcohol containers on College District property 	<ul style="list-style-type: none"> • Providing alcohol to a minor on College District property • Consumption of alcohol on College District property • Intoxication on College District property 	<ul style="list-style-type: none"> • Charge or conviction for a Class C Misdemeanor for driving under the influence or minor in possession. 	<ul style="list-style-type: none"> • Charge or conviction of a felony, or Class A or B misdemeanor • Violations exceeding six points
Drug Violations	<ul style="list-style-type: none"> • Possession of drug paraphernalia on College District property • Drug odor on College District property 	<ul style="list-style-type: none"> • Possession of a controlled substance on College District property • Being under the influence of a controlled substance on College District property 	<ul style="list-style-type: none"> • Criminal charge (felony, Class A Misdemeanor or Class B Misdemeanor, or above) 	<ul style="list-style-type: none"> • Criminal charge (felony, Class A Misdemeanor or Class B Misdemeanor, or above) • Using a controlled substance on College District property.
Disorderly Conduct or Assault	<ul style="list-style-type: none"> • Failure to show ID • Uncooperative behavior manner towards College District faculty or staff • Shouting at a staff member or student • Argumentativeness toward a faculty member, staff member, or student • Rude, vulgar, indecent, or obscene comments directed at a faculty member, staff member, or student 	<ul style="list-style-type: none"> • Abusive language or verbal assault, including bullying, hazing, unwanted sexual comments, misconduct, or stalking directed at a faculty member, staff member, or student 		<ul style="list-style-type: none"> • Physical assault resulting in injury to a faculty member, staff member, or student • Resisting arrest • Charge or conviction for a felony, or Class A or B misdemeanor

	Level 1: Up to 2 Points	Level 2: Up to 4 Points	Level 3: Up to 6 Points	Level 4: Expulsion, Including Removal from Housing
Health and/or Safety Violations	<ul style="list-style-type: none"> • Failure to participate in a College District fire/safety drill • Failure to obey staff during a fire/safety drill or evacuation • Possession of a prohibited appliance in residence housing • Unsanitary living in residence housing • Throwing objects • Possessing prohibited objects or weapons on College District property • Open window • Use of hover boards on College District property • Unlocked dorm or apartment door (campus residents) • Unregistered overnight visitor (campus residents) • Unapproved or unauthorized pet on College District property • Violation of visiting hours 	<ul style="list-style-type: none"> • Tampering with or damaging College District fire safety equipment, including fire extinguishers, smoke detectors, and sprinklers 	<ul style="list-style-type: none"> • Using prohibited objects on College District property • Removing College District fire safety equipment without authorization 	<ul style="list-style-type: none"> • Possession of a prohibited weapon on College District property
Community Violations	<ul style="list-style-type: none"> • Improper use of College District room key • Unauthorized change of Residence Life room • Littering on College District property • Lockouts • Loud noise on College District property • Loitering on College District property • Campus dress code violation • Prohibited grooming in residence halls or College District apartments • Skipping mandatory hall meeting (Residence Life) • Misuse of College District laundry facilities 	<ul style="list-style-type: none"> • Tampering with or abuse of College District Property. • Gambling • Failure to complete restitution • Failure to meet with the Student Conduct Coordinator 		

	<u>Level 1:</u> ● Up to 2 Points	<u>Level 2:</u> ● Up to 4 Points	<u>Level 3:</u> Up to 6 Points	<u>Level 4:</u> Expulsion, Including Removal from Housing
Smoking and/or Tobacco Violations	● Possession of tobacco or tobacco products, including-cigarettes and chewing tobacco, on College District property	● Use of tobacco products on College District property		
Theft		● Theft of property valued below \$100		● Theft of property valued at or above \$100 (Felony, Class B misdemeanor, Class A misdemeanor)
Vandalism		● Damage to property resulting in pecuniary loss below \$100		● Damage to property resulting in pecuniary loss more than or equal to \$100

Please note that the Blinn College District can assign points and/or other sanctions at the discretion of the Dean of Title XI and Student Conduct.

STUDENT CODE OF CONDUCT: A-Z

To read the Blinn College District Student Code of Conduct in its entirety, please click [here](#).

Alcohol

- Blinn College District prohibits the possession of alcoholic products or alcohol paraphernalia, including promotional materials, on the Blinn College District premises. Residents found drinking, in possession of, or in the presence of alcoholic beverages, alcoholic containers, or paraphernalia will be issued summons to meet with the Student Conduct Coordinator. These students will face disciplinary action from the College District, as well as any penalties issued in accordance with local and Texas State Laws. The individuals in violation will be subject to college discipline and/or civil charges, even if the resident is of legal age to consume alcohol. Students found on campus who appear to be intoxicated will be either arrested or sent to the hospital for treatment in addition to being subject to disciplinary action in accordance with the Blinn College District Student Code of Conduct. Students will not be allowed to return to their housing assignment to “sleep it off”. Determination of intoxication is left to the discretion of the Blinn College District Police Department. Residents are responsible for their guests if they violate this policy and may be subject to disciplinary action. The Department of Residence Life retains the right to have the

Blinn College District Police Department or the Brenham Police Department enter any residence hall without prior notice if/when deemed necessary.

- The residents in violation of the alcohol policy must complete an alcohol awareness course. This course – and its completion – is monitored by the Student Conduct Coordinator. If the resident fails to complete this course within the time limit, the resident is subject to losing on campus housing privileges and will receive additional judicial sanctions. If the Blinn College District Police are called and the student is a minor, a Minor in Possession may be issued.

Assault

- *Physical (Bodily Contact, Fighting, Sexual, Harassment) and Non-Physical (Verbal, Bullying, Sexual, Harassment, Stalking)*
- Assault and/or sexual assault are considered to be a MAJOR violation of the Blinn College Policy. Residents who participate in these violations are subject to emergency removal provision from the College District. Report assaults or suspicious behavior immediately to the Blinn College Title IX Coordinator at 979-830-4700 or the Blinn College Police Department at 979-830-4100 or 911. *PLEASE SEE Title IX – Sexual Misconduct section. www.blinn.edu/title-ix*
- **Verbal Abuse/Assault** - Respect for all College District students, personnel, Residence Life Staff, and campus constituents and guests is mandatory. Staff members must sometimes remind residents and/or their guests about policies and procedures along with document policy violations. The staff members are doing their job. No resident should abuse them through shouting, being argumentative, or making rude, vulgar, indecent, or obscene comments and/or gestures toward the staff. Rude acts of commission or omission toward the staff will not be tolerated. Abusive language or verbal assault directed toward any College District employee will result in disciplinary action and additional restitution may be required.
- **Harassment/Threats** - Any act or threat, including profane or abusive language, used for the purpose of harassing or subjecting a student or employee of the College District to pain, discomfort, or indignity, whether on or off College District property will result in disciplinary action. This includes racial, ethnic or sexual harassment. Criminal charges and additional legal action may apply.

Disruptive or Violent Conduct

- Disruptive behavior is inappropriate behavior that interferes with functioning and flow of the College District such as yelling, using profanity, waving arms or fists, verbally abusing others and refusing reasonable requests for identification. Threatening behavior includes physical actions short of actual contact/injury (e.g., moving closer aggressively), general oral or written threats to people or property (You better watch your back” or “I’ll get you”) as well as implicit threats (“You’ll be sorry” or “This isn’t over”). Violent behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent (e.g., throwing things, pounding on a desk or door, or destroying property), or specific threats to inflict physical harm (e.g., a threat to shoot a named individual) toward yourself or others. A violation of College District policy could result up to a maximum of 6 points and immediate removal from the Housing and Residence Life Program.
- **Horseplay/Shadow Boxing/Slap Boxing** - Water fights, water guns, water balloons, water balloon launchers, toy guns, darts and any other horseplay including, but not limited to, wrestling and running in the halls is prohibited due to injury and damage that could result. Residents will be subject to disciplinary action and held responsible for any damages associated with this behavior. Any students who engage in any form of shadow boxing/slap boxing will be subject to disciplinary action up to and including removal from housing.
- **Throwing Objects (Water Balloons, Eggs, etc.)** - Water balloons are prohibited within all residence halls. The throwing of these items, or similar items such as eggs, at a person, building, vehicle, or anything else on College District property is prohibited.

Drugs

- Blinn College District supports a zero-tolerance policy for the possession, use, sale, or distribution of narcotics, dangerous drugs and related paraphernalia on campus. Any student who possesses, participates, is in the presence, under the influence of, uses, sells, manufactures or distributes illegal drugs and/or mood enhancing substances will be subject to disciplinary action and/or criminal proceedings. Drug odor and drug paraphernalia, including but not limited to bongs, promotional materials, hookah pipes, clips, residue seeds, a smoke-filled residence hall room, or any other items used in the preparation or consumption of the illegal drugs and/or mood enhancing substances, are not permitted on the Blinn College District

premises. Random room inspections by authorized staff accompanied by independent contractors with canine units may be conducted periodically to enforce the Blinn College District zero tolerance policy. This includes vehicles. Illegal or unauthorized items may be confiscated, and judicial or criminal action may be taken against the resident(s) involved. Criminal charges may apply. Room inspections are subject to, but not limited to, an individual room, whole apartment, or entire facility.

- The resident found in violation of the drug policy must complete a drug awareness course. This course, monitored by the Student Conduct Coordinator, must be completed within 15 College District business days of the date the penalty is issued. If the resident fails to complete this course within the time limit, the resident is subject to losing on campus housing privileges and will receive additional judicial sanctions.

Fire Code Violations

- No open flames of any type are permitted in any room. The use of acetate, cellophane, tissue paper, or combustible materials near the light fixture is considered a violation. Space heaters, electric blankets, other heating devices, halogen lamps, lava lamps and personal microwaves are prohibited. These items will be confiscated. Each residence hall is equipped with several fire alarm pull-stations located throughout the building. If you see a fire, activate a pull station on your way out of the building. A false fire alarm is a violation of state law! Violators could face up to \$100.00 in fines and damages.
- **Appliances** - Cooking is not permitted in the residence hall rooms. Electrical appliances permitted in the residence halls are computer, television, coffee/tea maker (with an automatic shutoff feature), and refrigerator up to 4.0 cubic feet. Surge protectors are required when plugging in multiple items. Do not use extension cords and multi-plug adapters without a switch. Keep cords away from walkways. Banned appliances include, but are not limited to hot plates, heaters, microwaves, any appliances with a heating element, and grills.
- **Candles and Incense** - Candles, incense, potpourri pots, "Scentsy" type heaters, scented plug-ins, or anything that melts wax, creates smoke, embers or ashes are a fire hazard and are prohibited. These items will be confiscated. Scented aerosol sprays are allowed; however, please be courteous to those around you when spraying them as the smell may bother others. A repeat offense will be considered a major

violation and could result in disciplinary action up to and including removal from housing.

- **Failure to Evacuate during a Fire Drill/Alarm** - When a fire alarm is in effect for a building (sirens/flashing lights), students are expected to evacuate in a timely manner. Students are also expected to follow instructions of staff and emergency personnel on site. Failure to exit during a fire drill or fire alarm will result in a disciplinary summons.
- **Fire Extinguishers/Smoke Alarms** - Fire extinguishers are installed in each residence hall and apartment. Replacement of a missing fire extinguisher is \$75. The cost of refilling the extinguisher is \$50 plus damage and cleanup charges, if applicable. Smoke alarms are in each room. These safety devices must not be disarmed, removed, or maliciously discharged. The safety devices are checked regularly. Disabling or misuse of fire safety equipment is a serious violation. To rewire or replace a smoke alarm is \$50 plus cost of equipment. There is no cost to replace batteries unless it becomes excessive. Tampering with smoke alarms including “bagging” or disabling the alarm will result in a \$25 charge per occurrence and possible removal from housing. Charges may be distributed amongst the group of students involved in the damage if one party is not able to be named solely responsible. Please note that Blinn College District is not responsible for any damages or injuries that results from a safety devices malfunction.
- **Fireworks** - Possession of fireworks or any explosive device is prohibited by city ordinance. Possession will result in disciplinary action for the violator(s) and damage charges, if applicable.
- **Sprinkler Heads** - Tampering with a sprinkler head is a violation of Texas State Law and will result in charges and possible removal from housing. Objects must not touch the sprinkler heads because they are very fragile. Do not hang anything on the sprinkler heads. If you accidentally touch a sprinkler head, please report it so that it can be checked before damages occur to your possessions and College District property.

Gambling

- Gambling is prohibited on College District premises.

Hazing

The Blinn College District has a specific Board Policy related to Hazing, [FLBC\(Legal\)](#).

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

1. Is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by item 5, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
5. Involves coercing, as defined by Penal Code 1.07, the student to consume a drug or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Penal Code 49.01.

Education Code 37.151(6); 51.936(a)

Loitering

- Loitering is not allowed on the Blinn-Brenham campus Sunday-Thursday from 11:00 p.m. to 6:00 a.m. Friday and Saturday loitering is not permitted on the Blinn-Brenham campus after midnight (12:00 a.m.) until 6:00 a.m.
- Loitering on College District property is defined as lingering idly or aimlessly in any areas of the campus without official authority between the designated hours. This includes the hanging around in clusters and creating/causing unusually loud disturbing noises.
- This policy is not intended to be a curfew. Students going from the library, cafeteria or other locations to their residence halls, apartments, vehicles, etc. are not considered loitering if they are in route to their destination.

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

Noise

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

Removal from Housing

- Residents must not allow former residents who have been dismissed from housing to stay in their room or to store their possessions in the resident's room. The resident who is allowing this to take place may also be removed from housing. Individuals who have been removed from housing lose visitation rights to any College District housing facility.

Smoking and Smokeless Tobacco

- The College District desires to provide a safe and healthy environment for its students, faculty, staff and guests. Because of the proven health risks for persons encountering tobacco smoke or other smoke, smoking through any device shall not be allowed in College District-owned or controlled vehicles, buildings, grounds, or other facilities. The smell of smoke will be considered probable cause to enter and inspect a room. Disciplinary action will be taken.
- The use of smokeless tobacco products shall be prohibited on College District grounds and in College District buildings, facilities and vehicles. *Blinn College Board Policy GFA (LOCAL)* Disciplinary action will be taken.

Tampering with College Property

- Tampering with any College District property, including but not limited to, doors, locks, signs, furnishings, bike rack, College District vehicles, and residence hall equipment, may be subject to a disciplinary summons and/or criminal charges and restitution.

Tampering with Personal Property

- Tampering with any student's property, including but not limited to, food, clothing, jewelry, personal belongings, vehicle, and bikes, may be subject to a disciplinary summons and/or criminal charges and restitution.

Theft

- Theft or illegal possession of any property belonging to the College District, any member of the College District community, or any campus visitor is subject to disciplinary action. Victims of theft should file a theft report with the Blinn College District Police Department immediately and inform their Residence Hall Director of the theft. Contact the College District Police Department at 979-830-4100 as soon as you know an item has been stolen.

Uncooperative Manner

- Uncooperative Manner - is behavior where a student chooses not to obey or comply with commands of those in authority including all College District personnel. A violation of this policy could result in up to a maximum of 2 disciplinary points and restitution as determined.

Weapons

- Under NO circumstances will weapons be permitted in the rooms and/or stored in vehicles* that are located on College District property. A resident commits an offense if s/he brings a prohibited, illegal, or any weapon into a residence hall or apartment. The presence of any weapon may be hazardous to the health or safety of residents on College District property. This includes but is not limited to Nerf guns or nerf-like guns, Air-Soft guns, pellet, BB guns, stun guns, sling shots, arrows, bows, axes, machetes, nun chucks, throwing stars, rifles, handguns, brass knuckles, firecrackers, or knives. These items will be confiscated by the College District Police. Possession of weapons or explosives may lead to disciplinary action, including suspension. Criminal charges may apply. ***If you are a Licensed To Carry Handgun (LTC) holder, you are allowed to conceal said firearm in a locked vehicle or approved safe within resident's room or apartment.**
- **Airsoft Guns (Darts, Paint Balls and BB)** - The use or possession of darts, paint ball, BB, and other airsoft guns are prohibited on College District premises.

- **ATTENTION LTC HOLDERS:** - Blinn College District policy prohibits students under the age of 21 to possess a weapon in on-campus student housing. Only qualified students at least 21 and over are permitted to carry a legally approved weapon on campus and in a residential facility. Any resident who is licensed to carry a concealed handgun and chooses to bring the handgun into their residence hall room/apartment must store his/her handgun and ammunition in a combination or electronic locking steel safe when the handgun is not on or about their person. Qualified LTC holders may not carry concealed handguns within the premises of any college sporting event or UIL sponsored event.
- **For more information visit <http://www.blinn.edu/campus-carry/> or <http://www.blinn.edu/campus-carry/Campus-Carry-Informational-Forums.pdf>**
 - Any resident of campus housing, who is a handgun license holder and wants to store a handgun in his/her room, must provide and properly install their own steel safe in accordance with the manufacturer's recommendations.
 1. The safe shall be designed and manufactured for the storage of a handgun.
 2. No safe may be permanently affixed to the housing facility.
 3. The College will not provide a primary storage device.
 4. Residents are responsible for the actions of their guests, including family and friends.
- **Minimum Requirements:**
 - Electronic lock, min. of 2 (two) 3/4-inch locking bolts.
 - Walls composed of at least 10 Gauge steel or thicker.
- **Examples:**
 - Barska AX11618 Digital Keypad Safe
 - Barska AX11902 Fireproof Digital Keypad Safe
 - Ivation™ Biometric Fingerprint Home Safe
 - Mesa Safe Company Model MH101
 - Mesa Safe Mesa MHRC916E-BLK
 - Mesa Safe Company Model MHRC916E
 - Polet Large Hotel Safe
 - Sentry®Safe X105 Security Safe
 - Stack-On Personal Safe with Electronic Lock
 - Stack-On Extra Wide Strong Box Safe with Electronic Lock
 - Viking Security Safe VS-25BL Biometric Safe Fingerprint Safe

- Blinn College considers any violation of state law regulating firearms to be a violation of College District rules. Accordingly, such a violation is subject to disciplinary action through the College District's student judicial process, which may include removal from campus housing. Additionally, the handgun license holder must always comply with Texas statutory law.

STUDENT SERVICES

Activities and Recreational Sports

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

Addresses/Correspondence with Students

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

Blinn College Police Department

- Blinn College District Police Department is a professional law enforcement organization—not a “security” organization. Blinn Police Officers are Certified Texas Peace Officers with equal authority of any police officer in the state. They investigate all criminal incidents on campus, carry firearms, and make arrests independently or in cooperation with other law enforcement agencies. Their primary responsibility is the protection of the property and safety of the Blinn College community as well as the enforcement of Blinn College policies. Residents are expected to comply with city, county, state and federal laws, ordinances, policies and regulations of Blinn College and the Department of Housing and Residence Life. Residents are encouraged to contact Blinn Police Department to report any criminal activity or suspicious persons. The Blinn College Police Department Office is located on the first floor of the Student Center. In case of health/safety-related emergency, officers may be reached on campus by dialing 979-830-4100. Blinn Police are available 24/7.
- **Crime Stoppers** - To anonymously report a crime, students may contact Blinn College Crime Stoppers by texting 274637, key word “BUCTIPS” with any information. This information is not monitored 24 hours a day. In the event of a true emergency please contact 911 or Blinn College Police Department at 979-830-4100. This software is not

meant for reporting noise violations. That information should be reported directly to the Residence Hall Director/Resident Assistant or if necessary, the Blinn College Police Department.

- **Lost and Found** - Items lost or found should be reported and taken to the Blinn Police Department in the Student Center.
- **Personal Safety Escort** - When on campus and feel uncomfortable going from one destination to another, you can request a safety escort from a uniformed Blinn College District police officer. For an escort, call 979-830-4100.

Copy Machines

- Copy machines are in the College District Library.

Counseling/Advising and Career Services

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

Day Rooms

- **Television/Cable/Videos** - A TV is usually available in the day room of residence halls and Commons Building. The TV may be watched from 9 a.m. until the hall or office closes. Videos/movies will not be shown in the day room without staff approval.

Dining Services

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

Monday – Friday

- 7:00 a.m. – 8:30 a.m.: Breakfast Buffet
- 8:30 a.m. – 10:00 a.m.: Continental Breakfast
- 11:00 a.m. – 2:00 p.m.: Lunch Buffet
- 4:00 p.m. – 6:30 p.m.: Dinner Buffet

Saturday-Sunday

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

3:30– 6:00 p.m.: Dinner Buffet

- Three meals per day (Monday-Friday) are served in the Dining Hall. Pre-paid credit is redeemable in either dining facility.
- **Meal Plans** - Residents residing in on-campus housing are required to purchase a meal plan. Any students requiring modifications for special dietary needs, need to contact the Dining Hall staff directly to see what accommodations can be made. Students wishing to cancel their meal plan must provide proof of special dietary needs by their doctor and must provide verification from the Director of Dining Services that reasonable accommodations cannot be made in order for the student to utilize the meal plan.
- Residence Hall students may choose either the Blue or Silver meal plan. Students residing in the apartments will be assigned the Apartment meal plan. All plans may be used in the Dining Hall or Cove. THERE IS NO REFUND OF MEAL MONEY THAT IS NOT USED BY THE END OF THE SEMESTER. MEAL MONEY CANNOT BE CARRIED OVER INTO THE NEXT SEMESTER. ANY REMAINING BALANCE IS FORFEITED.
- **Additional Information**
 - **Blinn IDs** - The student ID card is required for all meals. A student must present their ID card to the cashier and swipe it through the card reader for each meal. Students are not allowed to purchase any meal for another individual with their meal plan.
 - **Meal Rates** - Students and their guests may purchase meals in the dining hall on a cash basis. *Prices are subject to change.*
 - **Summer Sessions** - Students who stay on campus during the May Mini-Semester, Summer I, and Summer II sessions will be required to purchase a meal plan. These prices are to be determined by the Office of Housing and Residence Life. For the summer sessions three meals are served daily Monday – Friday. When a summer camp is scheduled, meals are served on weekends. Student ID cards can be swiped for each meal the student desires to eat.**Dress Requirements** - Students entering the dining hall should dress in accordance with the student dress code policy.

- **Food/Containers** - All food served must be eaten in the dining hall and cannot be taken out. Glasses or dishes must not be taken from the dining hall. Personal glasses or cups are not allowed in the dining hall for sanitation reasons.
- **Holidays** - Dining service hours will be modified on holidays, between semesters, and on other occasions when classes are not in session. When this occurs, changes will be posted at the cashier's station.
- **Menus** - Menus are posted weekly <https://www.blinn.edu/food-services/index.html> and are available at the cashier's station.
- **Dietary Restrictions** – Students with special dietary needs must make arrangements in advance with Housing and Residence Life prior to the first day of class.

Dining Hall Holiday Closings

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

Fax Machine

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

Health Clinic

- The Blinn College District Brenham Campus has a Campus Health Clinic located at the corner of Green St. and College Ave. The Blinn College District Health Clinic is staffed by the Brenham Clinic. Services provided include evaluation and treatment by a Nurse Practitioner/Physician Assistant. Most services are free of cost. Certain testing will be at cost of student.
- **Hours will be Monday-Thursday 8 a.m.-4 p.m., Friday 8 a.m-2 p.m.**
- Students can provide insurance for those services requiring fees.
- In the event of an emergency, students should call 911 and/or the Campus Police at 979-277-7373.
- Students are encouraged to report any illness or hospitalization to the Hall Director and/or Office of Housing and Residence Life as soon as possible. If a resident has an accident on campus, a staff member will file an accident report with the Director of College District Safety and Emergency Management/Police Chief.

Housing Costs

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

Facility Name	Cost Per Semester
Beazley Hall	\$2,000
Buccaneer Hall	\$2,000
Hallstein Hall	\$2,000
Helman Hall	\$2,000
K. Atkinson Hall	\$2,000
Lockett Hall	\$2,000
Melcher Hall	\$2,000
Prairie Lea Hall Two Bed One Bath Suite	\$3,250
Prairie Lea Hall Two Bed One Bath Suite	\$3,450
Spencer Hall	\$2,000
Wheeler Hall Double/Corner Suite	\$3,000
Wheeler Hall Private Room/Shared Bath	\$3,530
Wheeler Hall Private Room, Private Bath (limited number)	\$3,650
Mill Creek Hall, Four Bedroom Two Bath Suite	\$3,750
Mill Creek Hall, Two Bedroom One Bath Suite	\$3,800
Blinn College Park Apartments 2 Bedroom Unit	\$3,650
Blinn College park Apartments 4 Bedroom Unit	\$3,650

- Please note costs are per semester, and only reflect Housing costs, not meal plan costs. Meal plan costs will be an additional charge for summer students. Please note that not all residence halls will be available for occupancy during the summer.
- **There is a \$100 refundable security deposit due each semester.** Pending any damage to the room, the deposit will be refunded at the end of the academic year or semester. Refunds will transfer from the fall to the spring term unless the student submits a request to the Office of Housing and Residence Life. The deposit may be used to cover any other costs remaining on students' bills, including but not limited to, parking tickets, library fines, etc. Deposits will be refunded two weeks after the end of the semester, pending damages.

Use of Technology Resources - The College District's information technology resources are made available to students to further the educational mission of the College District. The appropriate use of information technology is primarily related to the academic assignments and coursework of students. To ensure availability and reasonable levels of service, the users must exercise responsib

behavior. The misuse of information technology by a few can result in degraded performance for all users and interfere with legitimate academic endeavors. For more information, please refer to [Board Policy CS – Information Systems](#).

- **Prohibited Activities** - While the policies in place attempt to enumerate activities that constitute misuse, the rapid changes in technology make it impossible to list every possible misuse. Therefore, the general areas of misuse are identified with examples of each given. This list is not all-inclusive.
 - **Interfering with normal operations and other users:**
 - The execution of any program or instructions with the intent of:
 - Disrupting the normal operations of the network, software, or computers at the College;
 - Obscuring the true identity of the user;
 - Harassing of any individual or group;
 - Use of College resources for non-College District related activities that create an undue increase in the network load, e.g., file sharing, network games, spamming, chain mail;
 - Scanning systems to find running services and vulnerabilities.
 - **Commercial Use** - Using any College District technology equipment, including but not limited to computers, network equipment, or transmission lines, for any commercial use or gain not expressly approved by the College District; using any College District resource to support or benefit a private business.
 - **Unauthorized access and use** - Using College District resources to gain unauthorized access and use to either the College District's resources, or other entities' and individuals' technology resources; Use of network packet 'sniffers' or packet analyzers; Providing access to student's Ethernet port to other persons; Installation of routers, switches, hubs, or wireless access points; Making unauthorized copies of copyrighted material. The general assumption should be that all software, music, graphic images and similar items are copyright protected. Both copying and downloading without authorization from the copyright holder is a violation of

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

- Violation of city, state and federal laws - Violation of any applicable state or federal law or city ordinance governing criminal activity, property, copyright, harassment or electronic commerce.
- Damage or impairment of College District resources - Using or damaging any technology resource that results in the impairment or otherwise adversely affects the access of others. This includes the introduction of any virus, worm, Trojan horse, or other software or instructions that attack or diminish access to resources, and disruption of transmission cables or transmission equipment.
- Servers/Internet services - Students are not permitted to run web, proxy or e-mail servers from their connected computers.

Actions for Violations of Acceptable Use Policy

- Failure to follow this acceptable use policy can result in suspension or termination of access to the College District's information technology resources, or other disciplinary actions by the College District. The College District reserves the right to investigate any unauthorized or improper use of College District information technology resources. Violations of the College District's information technology use policies by users will be reported to the Director of the Department of Housing and Residence Life. The appeal of any suspension, termination of access or other disciplinary actions shall be governed by the due process procedures outlined in the *Blinn College Board Policy Manual* and the College's *Student Handbook*. Violations of local, state, and federal laws will be reported to appropriate authorities for investigation and prosecution.

Laundry Facilities

- Laundry facilities are available free for the residents' use only. Residents doing laundry for other people will be receive a judicial summons. Washers and dryers are available in each residence hall and each apartment building. The College District is not responsible for laundry that is lost, damaged, or stolen. Students found to abuse the facilities or laundry machines may be subject to judicial summons.

Any non-resident found using on campus laundry facilities may be subject to a Criminal Trespass Warning.

Mail Service and Post Office Boxes

- Mailboxes, located in the Blinn College District Student Center, are available to residential students. The mailroom is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. Students may request a mailbox in the Student Leadership and Activities office. There is no charge for the use of the mailbox. The key to the mailbox will be issued by the Mail Clerk. Replacement fee for a lost post office box key is \$25. At the end of each semester the student must return the key to the Mail Clerk. A \$25 charge per key will be placed on the student's account for keys not returned. **Any student who expects to receive packages or mail is encouraged to get a mailbox to ensure delivery.**

Please use the appropriate address for your Blinn mail:

Name

Blinn College

902 College Avenue

Residence Hall Name, Box 9-XXX

Brenham, Texas 77833

Two important items in the address:

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