

STAMPEDE VILLAGE

Mesalands Community College Apartment Complex

Resident Handbook

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Welcome to Stampede Village!

Welcome to the Stampede Family at Mesalands Community College! The Student Affairs Division and Housing staff are excited that you have chosen to live on campus! Campus living is an integral part of the educational experience at Mesalands Community College, and we hope that your stay at Stampede Village encourages you to grow as a student, and as a person.

Living on-campus is more than a place to sleep and eat; it is an opportunity for you to meet new people, have different experiences, and be more involved with your campus! I encourage you to get to know your Student Affairs Staff, Resident Assistant and fellow residents. These individuals can be a great resource for you regarding not only housing matters, but Mesalands as well.

The primary goals of Stampede Village are to support the academic mission of the college by fostering a residential environment that provides affordable and comfortable living facilities which cultivate community and student development in areas of intellectual, emotional, ethical, social, and cultural growth.

If our department can provide any assistance to you during the course of your residency, please let us know. Have a wonderful year!

Sincerely,

Aaron Kennedy, Ph.D.
Vice President of Student Affairs

Mesalands Community College

Mission Statement

Mesalands Community College is an institution of higher education that promotes student learning through quality education and services while fostering personal growth, leadership, and opportunity to a culturally diverse community.

Goals

The goals of Mesalands Community College are to provide:

1. An environment where learning is appreciated, encouraged, and assessed.
2. Academic and technical programs for qualified individuals to enhance their lifelong educational opportunities with an emphasis in a general core base of knowledge.
3. Accessible, multi-faceted services to qualified participants.
4. Opportunities to develop leadership skills and achieve personal growth by valuing academic and social responsibility.
5. Quality community service programs responding to the diverse needs of the region.

Student Affairs Division

Mission Statement

The mission of the Mesalands Community College Student Affairs Division is to uphold the mission of the College and to support both in-class and out-of-class learning, while fostering personal growth, leadership, engagement, and critical thinking skills, culminating in the students' persistence and future success.

The Goals of

The Student Affairs Division are to:

1. Provide skills to further students' education.
2. Promote strategic and critical thinking skills.
3. Graduate students and aid in their transition to career, further education, or personal goals.
4. Create a fun and safe environment.
5. Entertain and engage students.
6. Provide opportunities for students to grow as students and as people.
7. Offer opportunities for students to engage in cultural and diverse programming.

Equal Opportunity Non-Discrimination/Non-Retaliation Statement

Mesalands Community College is committed to the policy of equal opportunity in employment and education regardless of race, color, ancestry, religion, national origin, sex, age, physical or mental disability, serious medical condition, veteran status, spousal affiliation, sexual orientation, gender identity or any other basis prohibited by federal, state, or local law.

In compliance with Titles II, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the New Mexico Human Rights Act and any other applicable federal, state and local laws,, Mesalands Community College does not discriminate against any applicant, employee or student. This policy covers admission, access, and service in College programs and activities, and application and treatment in College employment. This policy also applies to all aspects of employment, including but not limited to hiring decision, promotions, training, pay, benefits, layoffs, discipline and terminations. In addition, it continues to be the policy of Mesalands Community College to maintain a working environment free of discrimination and harassment. Mesalands Community College also strictly forbids any form of retaliation against an employee who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of the policies set forth in the Personnel Handbook.

This policy is designed to ensure that all employees feel comfortable speaking up when they see or suspect illegal or unethical conduct without fear of retaliation. It is also intended to encourage all employees to cooperate with Mesalands in the internal investigation of any matter by providing honest, truthful and complete information without fear of retaliation.

NOTE: Mesalands Community College makes reasonable accommodations to allow qualified applicants and employees with disabilities equal opportunity for employment. And qualified students that have the ability to benefit, equal educational opportunities

Pregnant and Parenting Students

Title IX regulations prohibit applying any rule (a) concerning parental, family, or marital status that treats persons differently on the basis of sex; or (b) discriminating against or excluding any student from its education program or activity, including any class or extracurricular activity on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

Discipline

Title IX prohibits an institution from subjecting any person to separate or different rules of behavior, sanctions, or other treatment, such as discriminatory discipline, based on sex, gender identity or for failing to conform to stereotypical notions of masculinity or femininity in their behavior or appearance.

Employment

Under Title IX regulations, institutions are generally prohibited from discriminating on the basis of sex in any employment or recruitment, consideration or selection for employment, whether full-time or part-time. This includes employment actions such as recruitment, hiring, promotion, compensation, grants of leave, and benefits. Additionally, Title IX's employment provisions protect against discrimination based on an applicant's or employee's pregnancy or marital or parental status. Finally, institutions may not employ students in a way that discriminates against one sex, or provide services to any other organization that does so.

Retaliation

An institution cannot retaliate against an individual, for the purpose of interfering with any right or privilege secured by Title IX. Retaliation against an individual because the individual filed a complaint alleging a violation of Title IX; participated in a Title IX investigation, hearing, or proceeding; or advocated for others' Title IX rights is also prohibited.

Residence Life

Vice President (V.P.) of Student Affairs

The V.P. of Student Affairs is in charge of both the Student Affairs Division and Residence Life (Stampede Village).

Resident Assistants (RA)

The Resident Assistant is one of the most important resources students/residents have at Stampede Village. The RA is a student hired by the College and assigned to supervise and live at Stampede Village. Your RA is knowledgeable about campus resources, and the services offered to students. The RA works with students to build a cohesive community through regular programs, activities, events, and meetings. The RA will provide you with a variety of things to do that will help you grow personally and academically.

Resident Rights and Responsibilities

Association of College and University Housing Officers-International Statement of Residents' Rights and Responsibilities

Residents have the rights to:

- Reasonable access to their living accommodations based on a published schedule of occupancy
- Live in a clean and secure environment
- Have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior
- The respect and safety of personal property
- Study without interruption or interference
- Be free from unreasonable noise
- Be free of intimidation or harassment
- Express themselves freely within established guidelines
- Expect enforcement of housing agreement/contract
- Have direct access to staff that provide assistance guidance, and support as needed.
- Host guests, within established guidelines
- Receive equitable treatment when behavior is in question
- Enjoy individual freedoms regardless of skin color, ethnicity, gender, national origin, disability, age, religion sexual orientation, or political affiliation
- Have access to individual and group social, educational, and developmental opportunities in their living community

Residents have the responsibility to:

- Adhere to rules and regulations
- Comply with reasonable requests made by staff, university officials, or fellow residents
- Meet payment schedules for room, board, and other required housing fees
- Monitor and accept responsibility for behavior of guests
- Report violations of rules and regulations to appropriate staff
- Respect the rights of others, as stated above
- Respect the diverse backgrounds and interests of those others who are different from them
- Treat others in a civil manner and manage conflict in a mature manner
- Be serious in their academic pursuits
- Participate actively in self-governance
- Express themselves individually, or by association with groups
- Participate in judicial proceedings to determine appropriate standards of behavior

On Campus Living

Housing Eligibility

Students who want to live on campus must fill out a housing application, and pay a \$200 refundable deposit. Students interested in living on-campus must be degree seeking students.

Academic Requirements

To remain a resident within student housing a student must be deemed a full time student (12 credits).

Summer Housing

Students are eligible for summer housing if they are registered for summer classes. A housing application and deposit are required when applying for summer housing. Residents that currently have a deposit on file only need to submit a summer housing application. Exceptions to this requirement may include special permission from the Student Affairs Office.

Withdrawal from Housing

Students who want to withdraw from on-campus housing must make a request through the Student Affairs Office. Reasons a student may withdraw from housing include: medical leave, a leave of absence from the College, and/or withdrawal from the College. To begin the withdrawal process, please visit Student Affairs.

Stampede Village Regulations

Mesalands student residing in Stampede Village are bound to all laws, rules, and regulations contained in this document, the Stampede Village Housing License Agreement, the Student Handbook, and all state and federal regulations.

Safety

Permitted:

- Hot Air Poppers
- Pop-up toasters
- Thermostatically Controlled Coffee Pots
- Electric Hair Rollers
- Curling Irons
- Televisions
- Stereos
- Computers
- Light bulb candle warmer (Scentsy)

NOT permitted:

- Hot Plates
- Toaster Ovens
- Deep Fryers
- Electric Frying Pans
- Sandwich Makers
- Grills (including, but not limited to George Forman Grills)
- Any other appliance with an open heating element
- Gas or charcoal BBQ grills

A UL-approved power strip with a self-contained circuit breaker must be used on all appliances. Octopus plugs are not permitted. Residents may not leave heat producing items (blow dryers, irons, toasters, etc.) unattended. Appliances not approved or determined unsafe will be confiscated by Residence Life staff and will be returned to the student at the end of the academic year.

Consolidation

The University reserves the right to move students from one unit to another for the best utilization of the facilities at the discretion of the Office of Residence Life and Housing. The Office of Residence Life and Housing may consolidate single occupants residing in multiple capacity rooms. If the occupant is reassigned and does not move to a double room as requested, the occupant will be documented for failure to comply.

Occupants residing in a room/apartment modified for various disabilities may be required to change rooms in the event another resident is in need of such accommodations.

We understand that consolidation is not ideal. We try to work with each individual student to facilitate the process. We ask that you communicate your needs and be patient with the process.

Guests

1. Any guest under the age of 18 who is not a Mesalands student must have advance approval by the RA.
2. A student in the Residence Halls may check-in a maximum of 3 guests/visitors. There can be a maximum of 5 guests/visitors in an apartment at a time.
3. Guests must be accompanied by a resident that has signed in guest.
4. Residents are responsible for their guests at all times. Guests are expected to follow all established roommate agreements, Residence Life and Housing policies and procedures, the Code of Student Conduct and state and federal laws.
5. Guests are not allowed during break periods and summer sessions.
6. Residence Life reserves the right to refuse or remove a guest for any reason. Professional staff may terminate guest privileges.

Overnight guests

In addition to all of the expectations listed above, overnight guests are to adhere to the following expectations:

9. Overnight guest forms must be turned in 24 hours in advance Monday through Thursday from 9:00 AM-5:00 PM. Guest forms submitted during the weekend will not be reviewed until the following business day.
 - a. This form needs to be signed by the resident, his/her roommate(s), and their RA, before turning the form into Student Affairs.
10. Guests are allowed to stay for a maximum of three nights in a seven-day period and no more than 10 nights total per semester with any guest.

Reassignments

Residence Life reserves the right to make alternative assignment decisions or reassign students for such reasons as the College determines appropriate. These reasons include, without limitation: for temporary accommodation when permanent space is not available; construction, renovation, and/or maintenance activities, roommate conflicts, health, safety, and/or security concerns pending disciplinary action, and noncompliance with College regulations. Accommodations are assigned at maximum design capacity. Unoccupied rooms and/or spaces are reserved for use by Residence Life. If a vacancy occurs in an assigned room, the remaining resident(s) of the room agree(s) to accept other roommate(s) as assigned by Residence Life. Room reassignment, utility or facility disruptions, or class conflicts shall not result in the reimbursement or reduction of room rates.

Renter's Insurance

It is highly recommended that students living in Stampede Village purchase renter's insurance to protect their property. Most insurance companies offer renter's insurance at a reasonable rate. Please contact your insurance agent for more information.

Room Changes

Room changes may be made only after the second week of each semester between the designated dates. These room changes are only authorized through Student Affairs. All pertinent paperwork for the room change needs to be turned in to the Student Affairs Office. Requests for room changes must be initiated by the resident and not by a parent/guardian or other third party. There will be a \$25.00 charge to the student's account to cover the cleaning costs associated with room changes.

Please be aware that the submission of paperwork does not automatically grant you permission to move rooms. You will receive official notification of the room change decision. Residents moving into a more expensive room type will be billed the prorated difference to their College account. Residents moving into a less expensive room type will be credited the pro-rated difference to their university account.

Residents may not:

- move into completely empty spaces.
- move into a room that is completely occupied.
- request someone else move out so they may move in.

Students who move rooms without authorization from the Office of Student Affairs will be fined \$50.00 to their College account, face disciplinary action, and may be moved back to their original room. Residence Life keeps track of room assignments for two essential reasons:

1. To help identify the location of residents for safety and security purposes
2. To track the availability of space for all students applying for housing.

Room Condition Report (RCR)

Prior to check-in, each room is inspected by Residence Life staff and preexisting conditions are documented on the RCR. When the resident arrives to check-in, the resident receives the RCR and has time to review and make any edits. The completed RCR must be returned to the RA during check-in so that the student can get their ID encoded or receive their keys. Failure to return the RCR may result in additional charges to the student's account.

Roommate Agreement

Sharing a room is an exciting part of the campus living experience. During the first week of school, roommates will complete a roommate agreement contract with their Resident Assistant. The roommate agreement contract ensures that there are rules in place that all parties agree upon.

Roommate Mediation

Mediation is a process where students partake in conflict resolution with the RA. The sharing of living space with another person is part of the learning experience of residential living. All roommates are expected to invest in the relationship communication, compromising and mutual respect are keys to successfully living together.

Students should discuss issues directly with their roommates, or neighbors. If a resolution cannot be reached by all parties, a student may ask for assistance from their RA.

If a student living in Stampede Village feels unsafe, has been threatened, or has experienced physical violence at any point they must contact their RA or Student Affairs

Internet

The Resident shall use the internet in compliance with the Student Conduct Policy, which, among other things, prohibits the unauthorized downloading of copyrighted material in violation of any applicable laws. Any Resident who fails to comply shall be subject to the following: (i) termination of internet access in student housing, (ii) liability for expenses incurred by Mesalands Community College in litigation concerning such non-compliance by the Resident, and/or (iii) probation or expulsion pursuant to the terms of the Student Conduct Policy.

Keys

Each Student is issued one key for their apartment at Stampede Village.

If a student is locked out of their apartment, they must notify the RA in order to be let back into their room.

If a student loses their key, they must notify the RA immediately. Residents who lose their keys may be charged for a key core replacement (refer to the fee chart for more information).

Laundry

Laundry facilities are not available at the time.

Mailboxes

Each apartment is assigned its own mailbox. In order to receive the key, residents must complete the address/mailbox form and take with a picture ID to the Post Office (220 S. 1st St.) The Postal Service charges a nominal deposit for the key. The deposit is refundable upon return of the key to the Postal Service. please note, each apartment shares a mailbox. The box numbers are NOT the same as the student's room number. When a student receives a package they will be notified through their mailbox, and will need to retrieve it at the post office. Residence Life is not responsible for lost or stolen mail and packages.

Maintenance

Request for repairs in your room may be submitted to your RA or the Student Affairs Office. For emergencies contact your RA ASAP.

Trash

Trash may be disposed in the large blue dumpsters found near the rear of the complex. Remember to put your trash in a liner before disposing in the large dumpster. Please do not let trash accumulate in your apartment.

Parking

All motor vehicles parked on campus must possess a valid Mesalands parking permit. Failure to possess and properly display a valid parking permit will result in fines. Parking permits are available in the Student Affairs Office in Building A during regular business hours. Any use of a parking space by a resident or their guest is at his or her own risk. It is highly recommended that residents and their guests maintain auto insurance covering theft, vandalism, or damage of any kind. Residents, or guests may not wash, clean, polish, or repair any motor vehicle in the provided parking area.

Special Needs and Accommodations

Service and Therapy Animals

We recognize and value the importance of service and therapy animals as part of the student experience. Before bringing a service or therapy animal into your space you must contact The Vice President of Student Affairs. Once your accommodation has been approved, your service or therapy animal may become a resident.

Housing accommodations

Residence Life and Housing recognizes that some students may have medical, physical, and/or psychological needs that could be greatly impacted by their housing assignment, needs that may need some consideration in accordance with the Americans with Disabilities Act and Fair Housing Act. Students should contact the Vice President of Student Affairs to determine their need and availability of resources.

Reporting Disabilities

Residents with disabilities are welcome to share information with their RA at the beginning of the semester. This information assists emergency personnel in providing appropriate help in case of evacuations and emergencies. Reporting is strictly voluntary.

Policies and Procedures

Abandoned Property

- A. Personal property left in a room, storage area, or bicycle room/rack, after a resident has moved out, whether by proper check-out, or improper check-out, shall be deemed to have been abandoned and will be removed at the resident's expense.
- B. The College shall not be responsible for any losses of or damages to any abandoned property.

Alcohol & Other Drug Policy

All Stampede Village residents and their guests must comply with all College, local, state and federal laws concerning alcohol and other drugs. Mesalands Community College will not tolerate excessive, inappropriate, or illegal use of alcohol or other drugs. Alcohol or drugs are not allowed in any part of Stampede Village. Alcohol and drug paraphernalia including, but not limited to empty alcohol cans, bottles and shot glasses are not allowed.

The following is the Mesalands alcohol and other drug policy:

Possession, distribution, sale, use, or being under the influence of alcoholic beverages, illegal drugs, or controlled substances on College property or at College functions.

DRUG-FREE WORKPLACE POLICY: It is the policy of Mesalands Community College to provide a safe environment for its employees, students, and members of the public. Accordingly, Mesalands Community College adheres to the Drug-Free Workplace Act of 1988, the Omnibus Transportation Act of 1991, and any state and local law regarding the use, sale, or possession of alcohol and controlled substances on College property.

PROHIBITIONS: Mesalands Community College forbids any employee or student from possessing, using, selling, distributing, or being under the influence of alcohol or drugs, and from possessing, using, selling, or distributing drug paraphernalia while on College property or while involved in student activities.

DEFINITIONS: For purposes of these Alcohol and Substance Abuse Procedures and Regulations:

- "Alcohol" includes all consumable non-prescription substances which contain alcohol; specifically including without limitation spirits, wine, malt beverages, and liquor.
- "Drug" means marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines; any non-prescription substance containing those drugs, or any prescription drugs which are not specifically prescribed by a physician for the particular applicant or employee.
- "Reasonable suspicion" means a belief drawn from specific objective and articulated facts and the reasonable inferences drawn from those facts.

Cleaning

It is the student's responsibility to keep their space clean. This includes removing trash from their space placing in the trash dumpster. Failure to maintain a clean living space will result in charges to the students' account.

Entering a Student Room

- A. Student's personal privacy will be respected. However, Residence Life reserves the right to authorize entry into a room when there is a reasonable cause to believe the following:
 - a. There exists an immediate threat to the health or safety of the occupant(s)
 - b. There exists a need to protect property (College or private)
 - c. It is necessary to further the basic responsibility regarding discipline and maintenance of an educational atmosphere
- B. Maintenance entry guidelines:
 - a. The College reserves the right to enter the apartment without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 9:00 a.m. and 5:00 p.m. have been designated as a reasonable time period.
- C. Guidelines for entry:
 - a. Residence Life staff will knock on the room/apartment door three times, 30 to 40 seconds apart. If there is no answer at the door, or no indication that someone is home, Residence Life and Housing staff will use their keys, open the door about six or seven inches and call out to see if anybody is home.
- D. Unauthorized entry
 - a. Entering into another student's room or vacant space without the invitation, consent or permission of the room resident or College staff at any time is prohibited.
 - b. Use of a vacant space, such as an empty neighboring suite, for storage or gathering is not permitted.

Furniture

All furniture assigned to student rooms must remain in the designated apartment. Students may supplement the furnished furniture

Key Responsibility

The following actions are prohibited:

- A. Failure to maintain possession of room key or student ID card
- B. Making copies of any Stampede Village keys
- C. Loaning of giving a key, student ID card, mailbox key, or gate code to another person
- D. Inappropriately utilizing keys or other means to access spaces to which a student is not expressly permitted entrance

Lofting and Bunking

- A. Due to fire and other safety concerns, beds may not be lofted. Students found to have illegally lofted beds will be asked to remove the loft and may be subject to disciplinary action and fines. Residents may not take any furniture or bed parts from other rooms in order to make a loft

Odors

- A. Having odors that originate from inside a resident room, common space, or lounge space that is detectable is prohibited, which includes but is not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

Passive Involvement

- A. Residents are obligated to remove themselves from any situation that is a violation of Housing Policy and/or the Student Code of Conduct and report the situation to a Residence Life staff member.
- B. Residents present during a violation of a Housing Policy and/or the Student Code of Conduct can be held responsible for that violation.

Pets

- A. Students may not have animals in any residential building on either a temporary or permanent basis, with the exception of fish kept in aquariums/tanks.
- B. Students shall not leave fish unsupervised over extended breaks.
- C. Students should properly clean, store, and empty fish tanks, including during extended breaks.
- D. Fish tanks cannot be over five (5) gallons and only one tank is allowed per room or apartment.
- E. Preventative measures should be taken at all times for odor control. Consideration of others must be taken into account.

Room Decoration

A. students are encouraged to personalize their room, while maintaining a safe and welcoming learning environment. Please follow these guidelines:

Please do not:

- Write or paint on any surface of your room, your furniture, or exteriors.
- Utilize any strong adhesives that are difficult to remove including but not limited to duct tape, packing tape or epoxy.
- Use tacks, nails or staples that will leave holes in the walls.
- Display anything in your window that is visible from outside the building.

Feel free to:

- Utilize light adhesives, such as painter's tape, poster putty, or 3M strips.
- Bring your own rugs
- Hang posters and decorations
- Hang colored LED lights utilizing appropriate adhesives

Decorations must only be posters or other light items that can be hung on the wall by 3M strips, poster putty or painters tape. Please be aware that any damage upon removal of decorations is the resident's responsibility. Only 25% of a wall, door or room should be covered with decorations in order to ensure fire safety. The use of contact paper on any University property is prohibited.

Items are not to be hung on the ceiling, or any other physical structures on or near the ceiling (i.e. ventilation pipes, and sprinkler heads, smoke detector or vents).

Room Responsibility

A. Behaviors which are in violation of the Stampede Village Handbook, Student Code of Conduct, or state or federal laws that occur in a student room or suite are prohibited.

Violence

Residence Life does not tolerate acts of violence to self/and or others inside the Residence Halls.

Acts of violence are defined as:

- A. Physical acts which harm or have the potential to harm self and/or others.
- B. Physical assaults are included in these acts.
- C. Any resident engaging in violent behavior will be subject to disciplinary action.

Windows and Screens

Window screens in Residence Halls are not to be removed or tampered with for any reason. Removal or tampering with a screen can result in damage to the screen, a reduction in security, and insect problems.

- A. Screens are not allowed to be removed from windows at any time.
- B. If a screen is found removed or tampered with the resident will incur a \$100 fee.
- C. Items are not to be thrown outside windows, or placed on window ledges.
- D. Residents are not to use the windows as exits or entrances to the buildings.
- E. Students caught throwing items out of the window, placing items on window ledges, exchanging items through windows, or hanging out the window are subject to disciplinary action and could also be removed from housing.

Wheeled Transportation

- The use of wheeled transportation is not allowed inside any residence hall or apartment. Examples of wheeled transportation include, but are not limited to:
 - Hover Boards
 - Skate boards (including longboards and penny boards)
 - Scooters
 - Bicycles

Weapons, Firearms, Explosive Devices

Possession of firearms or simulated weapons including but not limited to the following are prohibited:

- air pistols
- BB guns
- paint guns
- air soft guns
- ammunition
- explosives
- fireworks
- swords
- large knives
- sling shots
- bows and arrows
- propane/butane containers

Pocket knives with blades 3 inches or shorter are permitted. The misuse of the item will result in the knife being confiscated. Possession of these items may result in disciplinary action.

By signing the Residence Life Housing contract, a student who has a permit to carry a concealed weapon, waives his/her rights to possess a weapon and/or to carry a concealed handgun. Possession of any weapon or a handgun on campus is a violation of this agreement and will result in disciplinary action.

Candles/Incense/Open Flames/Heat Sources

Residents are not permitted to burn candles or incense. Any candles with wicks that have been burned will be asked to be disposed of by the resident and a fine may be imposed. Incense and any item with an open flame or exposed heat source are potential fire hazards and are prohibited.

Check-in/Check-out

Checking-in

To check into Housing a student must bring their photo ID to the apartments. A Residence Life staff member will be there to assist the student with the check-in (during scheduled times). There are several forms to complete during check-in. After completing the paperwork, you will receive your room key and can begin moving in.

Checking-Out

After removing all personal items from your room, the student must return all the room furniture to its original location and completely clean and vacuum the room/apartment. The student needs to see the RA to complete the RCR, all check-out paperwork, and to turn in their key(s) if applicable. If you need to check-out and you can't find the RA, contact the Student Affairs Office. Please don't forget to return your mail key to the Post Office to receive your deposit refund.

Documentation

Residence Life staff are required to document all violations of College policy as well as any violations of State and Federal laws. Upon request, residents documented for policy violations may view a copy of the report pertaining to the incident.

Health and Safety Inspections

Inspections are conducted to ensure the safety and sanitation of the apartments. Inspection dates and times will be posted at least 24 hours prior to the inspection. College staff will check for room and refrigerator cleanliness, potential health or safety concerns, obvious maintenance needs where applicable, intact window screens and windows.

If a room is found to be potentially unsafe or unhealthy, the resident will be required to correct the situation within the required time frame. Rooms will be rechecked a second time. If the room fails the second check, student will be documented through the conduct process and may be subject to fines, or removal from housing. Illegal items found in plain sight will be documented.

Fireworks

The use or possession of fireworks is prohibited. Students who violate this policy may be fined or subject to disciplinary action.

Flammable Liquid

Gasoline, kerosene, ether, oil, butane and any other flammable liquids are prohibited.

Gambling

State law prohibits organized gambling is prohibited. Organized gambling is defined as: "Any behavior or wagering, for self or others, whether for money or not, no matter how slight or insignificant, where the outcome is certain or depends on chance."

Sports

Sports and other potentially dangerous activities are NOT permitted within the apartments. Hall sports include, but are not limited to:

- basketball
- football
- hockey
- lacrosse
- golfing
- "tag"
- wrestling
- skateboarding/ hover boarding
- roller skating/rollerblading
- soccer
- slip and slide
- water fights
- nerf gun
- Frisbee
- tennis
- running
- throwing any object or ball

We encourage you to enjoy sports and other such physical activities in appropriate designated outdoor areas, or through organized intramural activities.

Sex-Based Harassment

In order to best perform academically and to have equal access to all aspects of a recipient's educational programs and activities, students must not be subjected to unlawful harassment, either in the classroom or while participating in other education programs or activities. Title IX prohibits sex-based harassment by peers, employees, or third parties that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the recipient's education programs and activities (*i.e.*, creates a hostile environment).

Title IX prohibits several types of sex-based harassment. Sexual harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (*e.g.*, due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex based harassment are forms of sex discrimination prohibited by Title IX.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment. Title IX protects all students from sex-based harassment, regardless of the sex of the alleged perpetrator or complainant, including when they are members of the same sex. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Procedures to Follow if Sexual Violence or Misconduct Happens to You

If you are in danger, dial 911 (on-campus 9-911), and you will be connected with the Tukumcari Police Department. If you are off-campus also dial 911, and you may also want to call a trusted family member or friend. Seek medical attention, if you have serious injuries. In Tukumcari seek emergency medical attention at the Dan C. Trigg Memorial Hospital (575-461-7000). In the Tukumcari area you may also wish to contact SANE (Sexual Assault Nurse Examiners) at 575-226-7263 for information about receiving a sexual assault examination. You may also contact the ARISE Victim Advocate Office at 575-461-2075.

It is important for individuals who have experienced sexual violence or misconduct, in particular sexual assault, to understand the steps to take to preserve evidence for use later to support a criminal case. All those who have experienced a crime have the right to report a crime to police at any time, regardless of when it occurred. However, the sooner you file a report of a sexual assault, the better the chances that helpful evidence can be collected to support a criminal case, that you will be able to convey a clear account of what happened, and that the police will be able to identify and speak with witnesses.

How to Report an Incident

The College recognizes that sexual assault, sexual misconduct, domestic violence, sexual harassment, stalking, dating violence, and/or relationship abuse is a very traumatic crime and as such it will endeavor to work with students who are victims of such crimes to reduce fears and concerns regarding their personal safety. Depending on the nature of the incident, one or more of the following options may apply:

1. A student may proceed with an on-campus complaint through the College student conduct system, or a complaint can be filed with the Title IX coordinator.
2. Though the decision to contact the police is a personal one, the College is committed to supporting victims who decide to report the crime to the police. Deciding whether to report the crime to the police may be very difficult, but if you do decide to pursue criminal charges, you can proceed with off-campus criminal charges by filing a complaint with the Tukumcari Police Department.
3. You may request a court-issued restraining order through the Tukumcari Police Department.
4. You do not have to pursue any official action.

Remember: Whatever option you decide, it is important that you at least report and document the incident.

Procedures for resolving Title IX complaints

Mesalands Community College will not tolerate discrimination, sexual harassment, sexual assault, sexual misconduct, domestic violence, stalking, dating violence, and/or relationship abuse in any form. Where there is probable cause to believe that the College's regulations prohibiting such acts have been violated, the College will encourage the alleged victim to pursue disciplinary action through the student conduct process, or the Title IX Coordinator. Disciplinary sanctions for sexual assault violations may include suspension, dismissal or expulsion from the College. A student charged with sexual assault can be prosecuted under New Mexico criminal statutes and disciplined under the College's student conduct process. In those instances, in which criminal justice authorities choose not to prosecute a student for involvement in an alleged sexual assault, the victim retains the option to pursue disciplinary action with the Title IX Coordinator or the student conduct system.

The Title IX coordinator is responsible for coordinating the grievance process and making certain that individual complaints are handled properly. This coordination responsibility includes informing all parties regarding the process, notifying all parties regarding grievance decisions and of the right to and procedures for appeal, if any; monitoring compliance with all of the requirements and timelines specified in the grievance procedures; and maintaining grievance and compliance records and files.

At times, persons may be hesitant to report the occurrence of sexual misconduct or violence to College officials because they are concerned that they themselves, or witnesses to, or persons with knowledge of the conduct, might be charged with violations of the College's alcohol and/or drug policies. While the College does not condone these behaviors, it places a higher priority on the need to address instances of sexual misconduct and violence. In such cases, the College will not pursue disciplinary action towards violations of the alcohol and/or drug policies against a person who, in good faith, reports misconduct or violence, is a witness to, or has knowledge of the incident. Furthermore, in cases of alleged sexual assault, domestic violence, dating violence, stalking, sexual harassment, and sexual misconduct, the investigation will be completed by the Title IX coordinator.

Noise

Courtesy hours are in effect 24 hours a day. During courtesy hours, residents and their guests are expected to avoid making noise that disturbs others and to avoid excessive noise in areas in and around the Stampede Village. Residents should be considerate of others and respect student's request for quiet. If noise in the apartment's parking lot reaches a disruptive level, the police will be notified.

Quiet hours are in effect from:

10:00 pm to 9:00 am Sunday-Thursday

12:00 am to 9:00 am Friday-Saturday

During quiet hours, residents and their guests are expected to avoid making noise that can be heard outside the resident's room and to avoid excessive noise in the outdoor areas. **24-hour quiet hours will be in effect during exam periods.**

Operating a Business

Residents are not permitted to carry on any organized business or other commercial activity from their room or within any on-campus residential area. Doing so will result in disciplinary action.

Smoking & Use of Tobacco

The use of tobacco products, are prohibited in the apartments.

This includes but is not limited to:

- smokeless tobacco
- tobacco chew
- e-cigarettes and cigarettes
- vape pens
- Hookahs

Use of tobacco products is prohibited within twenty-five (25) feet of any such building. Persons who wish to use tobacco products outside, shall do so in a manner that minimizes an accumulation of smoke and tobacco waste. Individuals who use tobacco products are responsible for the proper disposal of waste.

Solicitation

Solicitation is prohibited. Solicitation includes contact for the purpose of distributing advertising or other materials, seeking funds, services, support or memberships, or attempting to sell goods or services. Any solicitation should be reported to the RA or Student Affairs Office immediately.

Subletting

No student may sublet their room to another individual. Rooms are to be occupied by persons holding current, signed housing contracts.

Vandalism

If a resident damage, alters, replaces, or removes Stampede Village property, they will be charged for the damage and face strict disciplinary action.

Videotaping & Camera Use

Consistent with state law and College policy, persons living in or visiting the Stampede Village have rights, as well as responsibilities regarding the privacy of others. No person may videotape, audio record, or take photographs of any person in a private location without that person's explicit knowledge and consent. Private locations include, but are not limited to: student rooms, bathrooms, and common areas.

**The Student Affairs Office and Residence Life reserves the right to videotape, audio record, or take photographs of any person in any public location for the purposes of safety and security.

Cohabitation

Cohabitation is prohibited; only contracted residents assigned to the room may live in that room. Cohabitation exists when a person who is not assigned to a particular Residence Hall space uses that space as if he or she were living there.

Weights/Exercise Equipment

Free weights, or other weight lifting equipment under fifty pounds may be used in resident rooms. Other equipment can create safety, space, and facility concerns, and is prohibited. All fulltime students have memberships to the Mesalands Fitness Facility, which is open 24 hours a day, 365 days a year.

Safety and Security

Bomb Threats

In the event of a bomb threat, all residents will be evacuated to protect the health and safety of everyone in the Residence Hall. When a bomb threat is received, residents should assume that there is an emergency and follow these steps:

1. Remain calm.
2. Close your room door and lock it.
3. Evacuate the building using the nearest safety exit stairway.
4. After leaving, everyone should proceed to the designated assembly point away from the building (Pow Wow Restaurant). Do not leave the assigned area unless an official tells you to.
5. Return ONLY after an official (Fire Department, Sheriff's Department, Residence Life staff member) tells you to.

Emergency Notification System

In the event of an emergency, or an unexpected closing of the College, Mesalands Community College will communicate pertinent information through many possible channels including: The Mesalands web page, student emails, the radio station, and text messages.

Students can sign up to receive text message alerts pertaining to campus emergencies or closures through RAVE Mobile WWW.mesalands.edu/alerts.

Fire and Safety Equipment

Each apartment at Stampede Village is equipped with:

Smoke detectors

Fire extinguishers

Emergency evacuation placards

Escape ladders for apartments with second floor bedrooms

Tampering with fire and safety equipment at Stampede Village, or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing or damaging exit signs, and interfering with smoke detectors.

Students responsible will be assessed for all damages that occur as a result of tampering with fire and/or safety equipment. In addition, all violators are subject to discipline action and possible criminal prosecution.

Pre-Fire Readiness

1. Know the location of fire extinguishers, exits, and smoke alarms in your apartment. If you have a second floor bedroom, please know the location of your emergency ladder and how to operate.
2. Identify at least two possible evacuation routes from your apartment.

If You Discover a Fire

If you see flames or smoke, call 911 immediately, and proceed with the following instructions:

1. Remain calm.
2. Close your room and apartment door.
3. Evacuate using the nearest exit.
4. After leaving, everyone should proceed to the Pow Wow parking lot. Do not leave the assigned area unless an official tells you.
5. Return to Stampede Village ONLY after an official (Fire Department, Sheriff's Department, or Residence Life staff member) tells you.

For your own protection, obey all fire regulations. Failure to evacuate College Housing in an emergency, or when instructed, represents grounds for disciplinary action. Residence Life staff, the Police Department, and the Fire Department reserve the right to enter student rooms to locate the source of any potential fire or smoke hazard and to ensure that everyone has evacuated the building.

Fire Drills

Fire Drills will occur throughout the academic year (with a minimum of one each semester) to ensure the safety of all students. When a fire drill is announced, students should assume that there is an emergency and follow the same steps as in an actual fire.

Fire Safety Report and Log

Mesalands publishes an annual Fire Safety Report. The Report is available online at WWW.mesalands.edu, Campus Safety, Mesalands Crime Statistics. In addition, a Fire Log is maintained in the Student Affairs Office

Missing Persons

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing for at least 24 hours, he or she should immediately notify the Student Affairs Office.

The RA or Student Affairs Office will conduct a "health and safety" entry into the room of the reported missing student.

Upon initial check-in, students will be given the option to identify a contact person (in addition to registering an emergency contact) whom the Student Affairs Office will notify if the student is determined missing by the Office of Residence Life and the Police Department. The additional contact information is confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed outside of a missing persons' investigation.

If the missing student is under the age of 18 and not emancipated, the Student Affairs Office will notify the parent or legal guardian and the designated missing person contact (if one was selected), no later than 24 hours after the student is determined to be missing.

Power Outage

Should Stampede Village experience a power outage, students should remain calm and remain in their room. Students are encouraged to have flashlights available if a power outage occurs. If a student is in an unlighted area, he/she should proceed cautiously to an area with lighting, and remain in that area until he/she hears from staff. Stampede Village is not responsible for any items that are spoiled during a power outage.

Theft, Loss, or Damage of Personal Property

The College assumes no liability for the loss, damage to, or theft of property belonging to students. The College shall not be liable for claims of any injury or injuries to any person or persons. The College is not liable for damage of property, which in any way arises out of the use and occupancy of Stampede Village. This includes, but is not limited to:

- failure of electrical power
- plumbing, sewer
- presence of snow
- steam
- the occurrence of water leakage
- explosion
- fire
- smoke
- natural occurrences
- law or government action
- any rule of regulation of any government agency

The student is responsible for obtaining personal property insurance.

Nuisance Tripping

By regulation, Stampede Village is equipped with Arc Fault Circuit Interrupter (AFCI) circuit breakers, which are specialty safety devices which prevent electrical fires. The main problem that residents experience with AFCI's is nuisance tripping, the term used when an AFCI device trips for no apparent reason. The two main causes for nuisance tripping at AFCI circuit breakers are 1) improperly wired circuits, and 2) incompatibility with electronic devices.

The Village has been inspected by electricians again today, and the electrician has deemed that the wiring has been installed correctly and meets code. This leaves the issue of incompatibility with electronic devices.

Electronic Devices – AFCI devices prevent fires by detecting electrical arcs, and attempting to differentiate normal electrical arcs from those that could cause a fire. Unfortunately, this isn't a perfect science, and many electronic devices fool AFCI devices into thinking there is a dangerous arc even when there isn't, leading to nuisance tripping. Some of the most common offenders are treadmills, televisions, and fluorescent lights. Some electronic devices simply give AFCI devices problems. Newer generations of AFCI devices are less prone to problems, but are certainly not immune.

What to do – If you have an electronic device that constantly trips an AFCI device, try using it on a different AFCI circuit (outlet). If this same device trips a different AFCI circuit breaker, it's the result of incompatibility between the electronic device and the AFCI breaker, or possibly a major problem with the device. If using this same device on a different AFCI breaker does not produce the same nuisance tripping, please notify the RA. If you don't know what's tripping your AFCI device, try unplugging everything, then using one thing at a time until the problem can be duplicated.

Tips: Make sure your electronic device is off before you plug it in, and that it is off before you unplug it. Plugging or unplugging a device with the power on will cause a false arc in the AFCI and the breaker will trip. Also, pull the power cord out of the outlet from the base of the plug, not from the cord.

Questions regarding this issue can be addressed to the RA, or to Student Affairs.

