

Campus Suites Handbook

Welcome

We are pleased that you have decided to live on-campus here at Gogebic Community College (GCC). Our residence hall, the Campus Suites, has been designed to serve a living-learning community. It is the goal of the Residence Life (RL) program to have students leading their peers and residents developing and improving their RL experience! You will find that there are lots of opportunities for you to get involved in your new community. We have Resident Assistants (RAs), Community Coordinators, Front Desk Workers, and a Hall Council. Residents who are interested in getting involved in these types of leadership positions should contact the Manager of Campus Suites.

In this Handbook you will find all pertinent information regarding your on-campus experience here at GCC. Be sure to read through the Handbook thoroughly. The majority of the questions you may have are answered right here! If you have further questions be sure to contact an RA or the Manager of Campus Suites.



Who's Who in the Suites?

Manager of Campus Suites:

- A full-time, live-in professional with a degree
- Responsible for the administration of the Campus Suites
- Office T-104A next to Financial Aid
- Supervised by the Dean of Students

Resident Advisors:

- The RAs are the student leaders of the Campus Suites
- Are available to address questions and concerns
- Are authorized to issue citations and fines
- Lead the Hall Council
- Supervised by the Manager of Campus Suites

Community Coordinators:

- Resident Students who have been hired to lead RL programming, i.e. events, activities, etc.
- Supervised by the Manager of Campus Suites

Front Desk Workers:

- Resident Students hired to maintain guest check-in/out
- Authorized to bar guest entry, & to require guests to leave the premises
- Supervised by the Manager of Campus Suites

Custodial Staff:

- Full-time professionals who maintain the Campus Suites
- Do routine inspections
- Respond to Maintenance Requests issued by residents
- Supervised by Dean of Business

The Hall Council:

- A volunteer organization lead by the RAs
- Serve to improve RL programming
- Provides a legitimate voice for the resident community
- Drafts statements of intent, concern, request which are reviewed by the administration
- Any resident is welcome to participate in the Hall Council!

Community Living

Each resident is a part of the RL community! Our community is a dynamic place composed of people with a variety of backgrounds, values, lifestyles, hobbies, interests, and personalities. As members of such a diverse community it is important that we strive to understand how to work together and live together respectfully. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. Each member of our community has valuable insight and the potential to help make our RL program the best that it can be.

In order to assist in maintaining a quality RL program certain expectations are laid out in this Handbook. It is the Housing Departments chief priority to ensure that the Campus Suites & its RL program meet the following expectation:

- 1 – The RL program should foster a living-learning community
- 2 – The Campus Suites should be a safe and healthy place of residence
- 3 – Community respect and accountability must be equitably maintained
- 4 – Resident students should feel a strong sense of ownership of their community
- 5 – RL programming should reflect the interests and desires of the community
- 6 – Reasonable order must be maintained at all times

To help facilitate the above objectives, the Housing Department has implemented the series of protocols outlined in the remainder of this Handbook.

Housing Contract:

Prior to admission to the Campus Suites the Housing Application & \$25.00 Application Fee, as well as the Housing Contract & \$200.00 Housing Deposit must be submitted in full to the Housing Department.

The contract is a 9-month rental agreement which is legally binding. No resident should expect to be released from this agreement!

Payment:

A room at double occupancy is billed at the rate of \$2,002.00 per semester. A single occupancy, if available, is billed at a rate of \$2,502.00 per semester. Prior to being permitted to move in the appropriate amount must be paid in full, or covered by Financial Aid (the Financial Aid Department must sign off that the aid to be received will cover housing costs), or a payment plan must be arranged with the Business Department. In the event that a student's Financial Aid falls through, or a student who has arranged a payment plan misses payment an Eviction Notice will be issued to said student.

Refunds:

The Housing Application Fee is non-refundable. The Housing Deposit will be refunded to students who have completed the terms of their contract and who have not unduly damaged their suite. **Housing Deposit refunds are issued the last week of June.**

Keys:

Each resident will be issued the following keys:

- 1 – Entry Key Card – this key unlocks the front door of the Campus Suites
- 2 – Room Key – this key unlocks the resident’s room door
- 3 – Mail Key – this key unlocks the resident’s mail box

These keys remain the property of GCC and are to be kept with the resident at all times. A key agreement must be signed before the keys will be issued. Once issued it is the resident’s responsibility to keep and maintain the keys issued. Should the resident lose her/his key/s they will be replaced and the student will be billed at the Business Office at the following rates:

- 1 – Entry Key Card - \$15.00
- 2 – Room Key - \$50.00
- 3 – Mail Key - \$25.00

Room Assignments:

Your room assignment has been made after carefully considering the questionnaire you submitted with your application. Room assignments are final for the given semester. At the beginning of the Spring semester residents will be given the opportunity to change rooms one time. This must be conducted in an orderly fashion and the resident must follow the guidelines provided to them in order to change rooms. Failure to do so in an orderly and correct manner will result in the resident being returned to her/his original room assignment! It is the resident’s responsibility to ensure that all guidelines are followed and that the transition is done in an orderly fashion.

Room Damages:

Residents are responsible for any undue damages to their assigned room, kitchen, & bathroom. If a roommate or suitemate has unduly damaged any part of the room, kitchen, or bathroom **each resident of that suite should expect to be billed for the damages unless the individual responsible for the damage admits fault or is otherwise found to be the responsible party!** Damages discovered once the residents check out will be deducted from the Housing Deposit; damages discovered prior to the move-out date will be added to the bill of the responsible party or the entire suite as deemed appropriate by the Manager of Campus Suites. Damages to general public areas, i.e. lobbies, hallways, stairwells, will be immediately billed to the responsible party; should the responsible party be undiscoverable the community will be billed for the damages.

Furniture:

The furniture provided in the Campus Suites (desk, chair, bed, dresser, cable box, remote, sink, mirror, etc.) may not be removed from the room at any time. No storage is provided for unwanted furniture. Removing furniture from the suite will result in the following:

1 - \$25.00 fine

2 – Notice that furniture must be immediately returned to its appropriate room

Failure to comply with the notice will result in Maintenance returning the furniture to its appropriate room and the residents of the room being billed \$50.00.

Upon moving in, each resident is given a Room Condition Form to fill out on which any damages or other issues with the room or furniture may be noted. Residents will not be billed for damages already present upon arrival **if** they are marked on the Room Condition Form.

Credit Requirements:

Each resident is expected to maintain and successfully complete a minimum of 12 credits while residing on campus. Exemptions to this policy may be possible and must be approved by the Dean of Students.

Felony Convictions:

Any resident who is found guilty of committing a felony while in residence will be subject to a review by the Housing Department and may be evicted from the Campus Suites.

Building Entrance/Keys:

The Campus Suites is secured 24 hours a day. No resident or non-resident is to prop any door open at any time! Propping any door open at any time is considered an egregious offense and will result in disciplinary measures which may include fines.

Residents are never to lend their keys to anyone, at any time, for any purpose. Non-residents discovered in possession of a key will be immediately required to depart the premises and will be banned from the Campus Suites for the remainder of the semester and not less than 40 school days, whichever the greater. The resident who lent the key will be subject to disciplinary measures which may include fines.

Candles & Combustible Materials:

Candles, burning incense, and similar burning objects are prohibited! Likewise kerosene, propane, gasoline, paraffin oil, as well as other types of flammable liquids, and items containing these types of flammable liquids are not permitted in the Campus Suites.

Non-Discrimination Policy:

GCC and its Housing Department comply with Federal Law in all aspects concerning Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.

It is the policy of GCC that no persons on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, political affiliation or belief shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination in any program or activity for which the college is responsible or for which it received federal financial assistance from the Department of Education.

It is the policy of GCC not to discriminate on the basis of race, sex, age, color, national origin or ancestry, marital status, disability, political affiliation or belief in its educational programs, activities, admissions, or employment policies as required by Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.

GCC and its Housing Department strictly enforce our Anti-Sexual Harassment Policy as per Title IX, as well as our Anti-Bullying Policy. Any unwelcome, threatening, intimidating, embarrassing, aggressive, or otherwise unwanted behavior, as well as any attempt to annoy, alarm, or harm an individual falls under one or both of the above policies. Note that sexual harassment includes male to male and female to female behavior! “Slut Shaming,” “Body Shaming,” and the like are considered sexual harassment by GCC and its Housing Department.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or any inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability should be directed to:

Dean of Students
Gogebic Community College
E4946 Jackson Road
Ironwood, MI
49938
Tel. (906) 932-4231

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covers applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies, and labor organizations.

Anti-Bullying Policy:

It is the policy of Gogebic Community College that bullying behavior by or against any member of the College community, whether student, employee, faculty or guest, will not be tolerated. Violation of the anti-bullying policy can result in discipline up to and including expulsion for students, and up to and including termination for employees.

While each circumstance is different, bullying is inappropriate, unwelcome behavior (which can be through verbal or other communication or physical contact) that targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may be the result of repeated behavior or, if sufficiently severe, a single incident; can be direct or indirect, and can be effectuated through verbal, physical, electronic, or other means.

Conduct constitutes prohibited bullying when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited to, the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- Sabotaging or undermining an individual or group's work performance or education experience'
- Inappropriate physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, website, online chat rooms in a threatening, intimidating or humiliating manner.

Bullying behavior violates the College's Board of Trustees expectation that employees and students will be treated with respect and courtesy; the College community will respect the rights of others and help create a positive environment where diversity of people and ideas is valued and tolerated; and may also violate Illegal Discrimination, Sexual Harassment, and Hostile Work Environment regulations and statuses.

Any individual that feels that he/she has been the victim of prohibited bullying, or who witnesses any incident of bullying, should promptly report it. The College will investigate any allegation of bullying. Complaints by employees should initially be reported to the employee's immediate supervisor, unless the supervisor is the person about whom the complaint is being made, in which case the complaint should be made to that person's supervisor. The complaint may also be made to any of the Deans and/or President. A student may bring forward a complaint to the Dean of Student Services or the Dean of Instruction.

An individual complaining of bullying may be required to make the complaint in writing, and anonymous charges will not be the basis of any administrative action. In investigating complaints of bullying, attempts will be made to respect the privacy of all individuals involved, but due to the nature of fact-finding and investigation that may be needed, confidentiality cannot be guaranteed.

No individual will be disciplined or retaliated against for making a good faith complaint regarding bullying.

If inappropriate bullying behavior is found to have occurred, prompt remedial action will be taken. Any employee found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline, up to and including termination, and any student found to have engaged in prohibited bullying or retaliatory behavior is subject to immediate discipline, up to and including expulsion.

Laundry:

The Laundry Room is open from 8am to 10pm every day. The room is locked at 10pm-EVEN if you have personal items in the room! It is the residents' responsibility to follow the proper laundry procedures which include but are not limited to the following:

- 1 – Remove clothes from washers and dryers in a timely manner
- 2 – Remove lint from the screen after using dryers
- 3 – Remove personal items from Laundry Room prior to 10pm
- 4 – Ensure that cycle will be finished by 10pm – We shut the machines off at 10!

Yes, you read that right, we will shut off the washers and dryers at 10pm even if your clothes are in them, even if you just started the cycle, even if the cycle is almost done, even if the cycle is half-way done! No if's, and's, or but's about it!

Lounges:

The lounges are located on the first and second floor and are available for residents and their guests. Consideration should be given to the volume of noise being produced in each lounge. No furniture may be added or removed from the lounges at any time. A \$25.00 fee will be assessed to anyone responsible for removing furniture from a lounge.

Maintenance Requests:

If you need to have Maintenance repair anything in your room, i.e. leaky faucet, showerhead, etc., fill out a Maintenance Request form located in the black box in front of the Manager of Campus Suites' apartment. Deposit the Maintenance Request form in the black box. Maintenance will review the requests at 8am the following day.

The issuance of a Maintenance Request form constitutes the resident authorizing Maintenance to enter the room and inspect for damages. In the event that an emergency repair is needed, i.e. lots of water, broken window, etc. contact the Manager of Campus Suites immediately so that an appropriate temporary solution may be found until Maintenance can permanently resolve the issue.

Personal Property:

GCC and its Housing Department are not responsible for personal property both on campus and in the Campus Suites. GCC advises all resident students to acquire renter's insurance.

Decorations:

Residents may decorate their suites; however, décor requiring damage to the plaster either during installation or removal is prohibited. Residents will be assessed fees for any damage caused by decorating their rooms. Residents may also decorate the exterior of their doors, but may not decorate the hallways without express prior permission from the Manager of Campus Suites. The total flammable material used to decorate a room must be kept to a minimum and not exceed 10% of the total volume of the room. No insulting, degrading, racist, sexist, or otherwise obnoxious décor is permitted. If any resident complains, including your roommate, suitemate, or just a passerby the Manager of Campus Suites will review the materials and determine whether they must be removed. Immediate compliance is required.

During Christmas only artificial trees are permitted and all Christmas lights must be unplugged prior to your departure for Winter Break.

So You Just Locked Yourself Out of Your Room!

Congratulations! In the event that you lock yourself out of your room follow these steps:

- 1 - Knock on your door! Maybe your roommate will let you in
- 2 - Knock on your Suitemate's door! Maybe your Suitemate will let you in
- 3 - Find an RA, they will let you in
- 4 - After trying ALL of the above options you may knock on the Manager's door

If you lock yourself out between the hours of **12:15am and 8am**, the time when normal people are sleeping soundly in their beds, you will get 1 free pass; after that you will be assessed a \$20.00 fee for getting locked out between those hours. This only counts for the hours between 12:15am and 8am.

Garbage Disposal:

Properly tied trash bags and only properly tied trash bags are to be deposited in the garbage bin at the north end of the first floor (Door with Red Sign). Garbage which is improperly deposited will be reported by Maintenance to the Manager of Campus Suites who will then watch the tapes to find the culprit. Anyone determined by the Manager to have improperly disposed of garbage will be assessed a \$25.00 fine! It is inappropriate, disrespectful, and utterly unacceptable for any resident to expect Maintenance to dig through her/his garbage!

Trash is removed by Maintenance each morning. Recyclables such as cardboard and paper may be deposited in the blue bin in the Garbage Room. Plastic bottles may be recycled in the blue 'plastic only' bin in the second floor lounge.

Parking:

Each resident must report her/his vehicle to the Manager of Campus Suites and will receive a parking sticker which is to be placed in the rear, driver side window of said vehicle. During winter residents will occasionally be required to move their vehicles to either the Suites parking lot or the LSC parking lot to facilitate snow removal. Notice will be given the day of and failure to comply will result in said vehicle being towed.

Residents may not park vehicles in the Campus Suites driveway. This driveway may be used for short periods, under 15 minutes, when students are hauling items from or to their vehicles, i.e. groceries, laundry, etc.

Window Screens:

Window screens must remain in place at all times. There is no reason, excluding emergency situations, i.e. fire, etc., why they should be removed. Removal of screens permits insects, birds, and bats into the Campus Suites. Removing screens is a clear indication that the occupant of that room is sneaking someone or something into the dorm. A removed screen will result in the following:

- 1 – A \$30.00 fine for each occupant of the room
- 2 – A thorough room search
- 3 – Any individual snuck in will be banned for the remainder of the year
- 4 – The responsible individual will be fined \$75.00 per person snuck in
- 5 – Any banned items, i.e. alcohol, will result in a fine for each person in the room

Smoke Detectors, Fire Alarms, & Fires:

Smoke detectors are the white things you see in the ceilings of your room, bathroom, and kitchen. They detect smoke, i.e. burnt food, cigarettes, and marijuana. When they are triggered they make an annoying beeping sound which can be heard several rooms away. They indicate that smoke has been detected, hence the name. When a smoke detector has been triggered comply with the following steps:

- 1 – Discover the source of the smoke
- 2 – If there is no fire, open you windows-**ALL OF YOUR WINDOWS!!!**
- 3 – Report the situation to an RA, or the Manager of Campus Suites
- 4 – An RA or the Manager will enter your room and verify that there is no fire
- 5 – After the RA or Manager has determined that there is no fire she/he will deactivate the smoke detector and give you some instructions on how to keep it from immediately going off again
- 6 – Follow her/his instructions to the letter-**OTHERWISE YOUR DETECTOR WILL GO OFF AGAIN!**

Never attempt to disable a smoke detector. Disabling a smoke detector is a criminal offense and GCC will have you prosecuted. Such foolish actions place the entire community at serious risk and absolutely will not be tolerated!

Fire Alarms are not smoke detectors. Fire alarms are fire alarms. When the fire alarm is triggered it is very loud and speakers in the hallways and in each room, bathroom, and kitchen sound an alarm. Lights in the hallways and in each room, bathroom, and kitchen flash. When the fire alarm is sounded each resident is required to exit the building. Each room is checked to assure that all residents have departed. Residents will not be given “a few minutes to get ready,” rather residents will exit immediately. Failure to comply will result in disciplinary action which may include fines. Fire alarms are triggered in one of the following ways:

- 1 – Heat from a fire triggers them
- 2 – Wise people who see a fire pull the fire alarm to alert people
- 3 – Foolish people who want to get prosecuted pull them as a joke and then get prosecuted and fully learn just how unfunny such jokes are. In case you did not pick that up, **YOU WILL BE PROSECUTED FOR PULLING A FIRE ALARM AS A PRANK!**
- 4 – Maintenance makes a scheduled test of the system

While you are in your room take special note of the sprinkler system which has been installed in your room, bathroom, and kitchen. This sprinkler system, when activated, sprays a continuous high-density mist. Everything in your room will be saturated in seconds should your sprinkler go off! Sprinkler systems are designed to put fires out, not to save your belongings from fires! Everything in your room will be thoroughly and completely soaked if the sprinkler goes off. Sprinklers go off in the following ways:

- 1 – Heat from a fire triggers them
- 2 – Foolish people mess with them and set them off on purpose and then get prosecuted
- 3 – Careless people horse around and accidentally break the glass and then get prosecuted

Please note that there is a significant difference between smoke detectors, which detect smoke and make an annoying sound, and fire alarms, which notify people that there is an actual fire and cause speakers throughout the building to sound an alarm while lights flash.

In case of a fire you should make the safest exit of the Campus Suites as possible. Note we have 3 stairwells. Do not use the elevator in case of fire. If all stairwells are on fire exit the building through a window. Do not take time to save your belongings in case of fire. Exit immediately! Fire extinguishers are located at each stairwell on both floors. **You are not expected to fight a fire, nor are you expected to use a fire extinguisher; however, should you determine for yourself that you need to use a fire extinguisher to facilitate a safe escape during a fire you may do so.**

Alcohol, Drugs, & Tobacco:

GCC is a dry campus. It is a criminal offense to have alcohol on campus or in any building including the Campus Suites. Residents who are in possession of alcohol, empty alcohol containers, or any paraphernalia from an alcohol container, i.e. bottle caps, etc. will be subject to progressively increasing fines. Residents who hosts a party in which alcohol is possessed, consumed, or otherwise used will be assessed a personal fine, as well as a fine for each guest in her/his room. Note the Housing Department has issued fines in excess of \$1,500.00 to individuals who hosted parties where alcohol was consumed. \$50.00 per person adds up fast! Any resident who attends a party on campus where alcohol is present is in violation of the alcohol policy and is subject to an alcohol fine. Any resident whose guest attends a party on campus where alcohol is present is in violation of the alcohol policy and her/his host is subject to an alcohol fine.

Drugs are strictly prohibited in the Campus Suites. Any resident in possession of drugs or drug paraphernalia will be subject to immediate eviction! Any resident caught with illegal drugs will be immediately reported to the police and arrested. Any student caught with illegal drugs will be subject to immediate eviction. Any student assisting a student with illegal drugs will be subject to immediate eviction. Any student who smells of marijuana, whether provable to the standards of the court of law or not, will be immediately subject to a \$100.00 fine. Yes, you will be fined \$100.00 for smelling like marijuana!!! Any student athlete suspected of drug use will be

immediately reported to the Dean of Students and to her/his coach and will be subject to a drug test. Any scholarship students suspected of drug use will be reported to the Dean of Students and will be subject to a drug test.

Any student convicted of any drug charge will be barred by the Federal Government from receiving Financial Aid for not less than 10 years.

Tobacco may be smoked, chewed, or vaporized not less than 50 feet from the front door of the Campus Suites. Tobacco may not be smoked, chewed, or vaporized in the Campus Suites. Failure to comply with the tobacco regulations will result in a \$25.00 fine.

Guest Policy:

Any resident may have up to 3 guests each day until midnight. Each resident may have 1 overnight guest once per calendar week, non-consecutive days. All guests must be at least 18 years of age. All guests must be in possession of either a state issued ID or a GCC issued ID with photograph. No exceptions will be made. Guests are to remain with their host at all times. They are not permitted to freely move about in the Campus Suites. Hosts are responsible for their guest's actions, i.e. if your guest drinks alcohol you pay the fine! Guests who do not stay with their host will be required to leave; repeat offences will result in being banned from the Campus Suites. Hosts must remain with their guests; hosts who fail to do so will have their guest sent home. Repeat offences by hosts will result in loss of guest privileges.

Anyone found to sneak a guest in will be fined \$75.00 per snuck-in guest and will lose guest privileges. **Anyone found to have snuck in an underage person will be subject to eviction, expulsion, and, in the event that sex or alcohol were provided to the juvenile, arrest and prosecution.** The Manager will notify the parent or guardian of any underage guest of the date and time of their juvenile's stay in the Campus Suites.

All guests must be registered. Between the hours of 6pm and midnight a Front Desk worker will register all guests. Guest brought in before 6pm must be registered by the host and reported to the Front Desk worker at 6pm. Failure to comply will result in loss of guest privileges. The Manager of Campus Suites watches the Front Door Tape each day to verify compliance with this policy!

No guest may at any time grant anyone who is not a resident of the Campus Suites entry into the Campus Suites! No resident may at any time grant entry into the Campus Suites to any non-resident of the Campus Suites who is not said resident's personal guest! **Just because someone claims to have been invited doesn't mean you have a right to let them in! Rapists, thieves, drug dealers, and other undesirables often use such claims to gain entry into dormitories.** The building is locked for your protection! Granting entry to strangers is foolish and will result in a \$75.00 fine. Even if you know the person, you may not let them into the Campus Suites unless you are signing them in! Failure to comply with this policy will result in a \$75.00 Unauthorized Guest fine. **Your priority is your community, NOT visitors to your community.** Repeated failures to comply with the Guest Policy will result in eviction.

If you invite a guest over it is your responsibility to meet them at the front door and let them in! Do not expect others to do it for you!

Guests may be banned from the Campus Suites for varying lengths of time, up to and including permanently, as a result of violations of the Housing Dept.'s policies by the guest. Residents may lose the privilege of hosting guests for varying lengths of time, up to and including permanently, as a result of violations of the Housing Dept.'s policies.

Mail:

Mail is delivered Monday through Friday, not on the weekend. Mail, which fits in your mailbox, will be deposited by the RAs on a daily basis. Packages will be marked on the whiteboard above the Front Desk. You may pick up your packages in the Mail Room on the second floor of the Academic Building. Packages will be set inside your room by the RAs on Fridays only. If you would prefer that RAs not provide this service for you, inform the Manager of Campus Suites.

Your mail will continue to be shipped to whatever address the Post Office has, so you should change your address as soon as possible to the following:

John Doe
E4946 Jackson Rd
Room # XXXX
Ironwood, MI
49938

Failure to do so will result in your GCC mail being sent to your home address and your packages and letters being returned to sender.

Illness and Accidents:

In the event of an emergency call 911. Should you decide you want to go to the hospital, the nearest hospital is:

Aspirus Grandview Hospital
N-10565 Grand View Lane
Ironwood, MI
906-932-2525

This hospital is located just off HWY 2, past Walmart. In the event that you decide to schedule a doctor appointment Aspirus Grandview also has a clinic located at the same place. The number for the clinic is 906-932-1500.

If you experience a medical emergency the Housing Department will contact whomever you have placed as your emergency contact. Unless your condition is determined by the Housing Department to be an emergency the Housing Department will not contact your emergency

contact unless you request it. **The Housing Department does not notify anyone except the emergency contact; therefore, if your parents are not your emergency contact, GCC will not contact your parents.**

Weapons & Explosives:

No weapons or explosives are to be kept, handled, used, possessed, or stored either on campus or in the Campus Suites. This includes but is not limited to the following:

- 1 – Firearms
- 2 – Ammunition
- 3 – Fireworks
- 4 – Incendiary devices
- 5 – Noxious materials
- 6 – Air guns
- 7 – Paint ball guns
- 8 – Bows
- 9 – Arrows
- 10 – Bayonets
- 11 – Pocket knives with blades in excess of 3 inches
- 12 – Fixed blade knives with blades in excess of 3 inches
- 13 – Anything that explodes
- 14 – Anything that is a weapon

See Part IX, B, 2C of the Student Handbook for more information. **Essentially, if it explodes, is designed to kill, hurt, maim, or otherwise be used offensively against man or animal you may not have it on campus.**

Noise Policy:

This is not only a living community, it is also a learning community. That means people need to be able to study and sleep. Therefore, noise is to be kept a reasonable level for all residents. Your version of quiet may be someone else's version of too loud, and necessary accommodations must be made. Too loud between the hours of 8am and 10pm is defined as follows: any noise which can be heard 2 doors down from its point of origin. Too loud between the hours of 10pm and 8am is defined as follows: any noise which can be heard immediately outside its point of origin or in the room above or below its point of origin.

Yelling, blasting music, or unauthorized activities in the halls, i.e. wrestling, playing ball, etc. always constitute TOO LOUD! This isn't a museum or a library, BUT you must take other people into consideration at all times. There are 100 people living in a big house, and that means 100 people have to learn to live together peacefully! **If an RA, a Front Desk worker, or the Manager tells you that you are being too loud, then you are being too loud.**

Pets:

No pets! Fish in a 10 gallon aquarium may be kept. That does not mean gerbils, hamsters, rats, mice, snakes, turtles, puppies, kittens, or anything other than fish.

Room Inspection and Entry:

GCC is committed to respecting your privacy; however, the right to enter rooms and perform required maintenance, to determine the condition of college property, and to regulate suspected violations of college rules and regulations is reserved. This Handbook constitutes prior written notice that each and every suite will be inspected each and every time the campus is closed; this includes but is not limited to: Winter Break, Spring Break, Easter Break, Fall Break. GCC will inspect rooms without notice in all instances deemed emergencies by virtue of belief that the occupant or the facility is in imminent danger or college policy is being violated.

When Maintenance, the Manager of Campus Suites, or a Dean of the college determines it is necessary to enter a room the following applies:

- 1 – She/he will knock, but need not receive verbal permission before entering the room if, in the mind of the staff member, the danger is of sufficient magnitude
- 2 – If the occupant refuses entry to the staff member, the staff member may enter anyway
- 3 – The staff member may search the room for college property, drugs, alcohol, etc. and will comply with college policy

As previously stated, submitting a Maintenance Request constitutes granting Maintenance permission to enter the room. Anyone issuing a Maintenance Request should anticipate Maintenance entering her/his room between the hours of 8am and 10am, as per Maintenance’s discretion. Staff will not enter a room to retrieve items allegedly belonging to an individual. Any such transactions must take place when the occupant is present.

Hall-Wide Meetings:

Hall-Wide Meetings are mandatory meetings. There will be at least one Hall-Wide Meeting per semester; however, should the community require further meetings, further meetings will be held. Failure to attend a Hall-Wide Meeting will result in a \$25.00 fine.

Citations & Fines

Noise Violation:

1st offense: \$25.00

Every offense thereafter: \$50.00

Smoking in the Campus Suites or within 50 feet of the front door:

Each offense: \$25.00

Alcohol Violation (empty container, bottle caps, full or partially full containers)

1st offense: \$50.00, 2nd offense: \$75.00, 3rd offense: \$150.00, 4th offense: \$200.00 + Eviction

Smelling Life Marijuana:

1st offense: \$100.00, 2nd offense: \$200.00, 3rd offense: \$300.00, 4th offense: \$400.00 + Eviction

Screen Removal:

Each offense: \$30.00

Window Exit/Entry:

Each offense: \$50.00

Property Damage:

Each offense: \$25.00 + cost of repairs

Improper Garbage Disposal:

Each offense: \$25.00

Unauthorized Guest:

Each offense: \$75.00 + loss of privileges

Skipping Mandatory Meetings:

Each offense: \$25.00

Moving Furniture out of Suite/Lobby:

Each offense: \$25.00

If Maintenance must return furniture to rightful place add \$50.00

Getting Locked Out of Room between 12:15am and 8am:

Each offense after 1st offense: \$20.00

General Activities and Clubs

Society of Woodsmen – Outdoor Activities – Jordan White - Housing & Student Life

Intramural Sports – On-Campus sport activities – Dorrie Fornero - LSC

A.D.A.P.T. – Alcohol, Drugs, Awareness & Prevention Team – Michaela Perlberg - TRiO

PHI THETA KAPPA – Honors Society – Maria Sokol – Science Department

The Student Senate – Student Body Leadership – Jordan White – Housing & Student Life

The Chieftain – Student Newspaper – Ryon List – English Department

Anime Club – Rebecca Du Charm – Housing Department

The Hubert Newman Club – Debbie Janczak – Admissions Department

NASA – Native American Student Association – Nicole Ellet-Peterson – English Department

Theatre North – Theatre and Stagecraft – Jordan White – Housing & Student Life

Counselling – Personal assistance – Michaela Perlberg – TRiO

Tutoring – Academic Assistance – Dayle Jackson - TRiO