Wharton County Junior College

Residence Hall Handbook

2014-2015
Wharton County Junior College

RESIDENCE HALL HANDBOOK

Table of Contents

Regulations:
Advertising ...................................2
Alcohol .........................................2
Attendance ..................................2
Background Checks ....................3
Damages .....................................4
Discrimination ..............................4
Discipline .....................................4
Doors ...........................................5
Drugs ...........................................5
Gambling .....................................5
Holidays .......................................6
I. D. Cards ...................................6
Meals ...........................................6
Physical Assault ..........................6
Profanity ......................................6
Quiet Hours ..................................6
Removal from Residence Hall ...7
Residence Hall Supervisors  .......7
Soliciting ....................................7
Tobacco .......................................7
Visitation .....................................7
Weapons .......................................8

Procedures:
Appliances ...................................9
Baby-sitting ..................................9
Ball Playing ..................................9
Bicycles .......................................9
Blinds..........................................9
Bulletin Boards ............................9
Candles .......................................9
Ceilings ........................................9
Cleaning .......................................9
Disturbance .................................10
Dress ..........................................10
Electricity ....................................10
Emergency Information ..........10
Emergency Closing .................10
Fireworks ....................................11
Food ..........................................11
Furnishings ................................11
Grooming ....................................11
Hall Check-in .............................11
Hall Check-out ..........................12
Illness ........................................12
Inspection ...................................12
Keys ...........................................12
Laundry Machines ....................13
Light Bulbs ................................13
Maintenance ................................13
Mattress Protector ....................13
Missing Persons Policy  .........13
and Procedures ......................13
Parking .......................................16
Pets ..........................................16
Porches/Entrances ....................16
Potted Plants ................................16
Room Assignments ....................16
Room Changes ................................16
Security ......................................16
Smoke Detectors ........................17
Swipe Cards .................................17
Television ...................................17
Vacination Requirement ............17
Walls ..........................................17
Water Guns and Balloons ..........18
Weights .......................................18
Windows .....................................18

Additional Information:
Automotive Services ..................18
Cafeteria and Snack Bar ..........18
Cosmetology ..............................19
Criteria for Evaluation .............19
of Background Checks ..........19
Dental Hygiene Services ............20
Mail ..........................................20
RESIDENCE HALL
RULES & REGULATIONS

Wharton County Junior College’s residence halls are provided for the primary purpose of allowing students to live on campus while pursuing their education. Residence hall living gives a student the opportunity to experience group living and to gain an awareness for the rights of others. Students must be at least seventeen years of age prior to the start of the semester to be housed in residence halls.

Wharton County Junior College has the responsibility to create a safe, educational atmosphere. However, it is the responsibility of each of the students to become familiar with the contents of the Student Handbook and the Residence Hall Handbook which state the rules, regulations, and conduct expected of all resident hall students. Adhering to the policies listed below insures that all residents enjoy living in the dormitory, and the experience is a pleasant one.

REGULATIONS

Advertising
All posters advertising campus activities and events must be sponsored by recognized organizations and must be approved by the Office of Student Services. Displays or advertising from commercial establishments are not permitted in the dormitories. In addition, private parties cannot be advertised.

Alcohol
Alcoholic beverages and/or empty containers are not permitted in residence halls or on college property as per College Regulation 592 (Section IV., D.).

Alcoholic beverages and containers will be confiscated. Students are responsible for insuring that their guests also abide by this policy. **Violating this rule is grounds for possible dismissal from the Residence Hall and College.**

Attendance
If a student’s semester hours course load drops below 12 hours, the student will be required to move from the hall as per College Regulation 513 (Section IV., A.). Students with excessive course absences making the attainment of minimum course objectives improbable will be removed from the residence hall. **Board payments and room rent will not be refunded.** Regular attendance is advised and encouraged. Special circumstances will be considered by the Office of Student Services.
Background Checks

Effective Fall 2013 semester, each Wharton County Junior College (WCJC) prospective resident hall student must complete the Release of Background Information form (RBI) as part of the Housing Application process. The Housing Application becomes complete when the complete application (both parts) are returned with the deposit fee, proof of vaccination for bacterial meningitis, a copy of the applicant’s driver’s license or Texas Identification Number and the non-refundable $15.00 fee. An incomplete Release of Background Information form will void the WCJC Housing Application. Upon receipt of the Housing Application with the complete Release of Background Information form and the non-refundable $15.00 fee, the Office of Student Services will process a Criminal Background Check. The results of this check will be evaluated using the WCJC Criteria For The Evaluation Of Background Check Information As Part Of Housing Applications available http://www.wcjc.edu/admin_offices_n/Student_Services/housing/housing.asp on the college website and in the INFORMATION SECTION of this handbook. Applicants that have “no record” will have their housing application processed. If assessment of the background check, using WCJC’s Criteria For The Evaluation Of Background Check Information As Part Of Housing Applications results in the prospective resident hall student having their application for housing declined, the prospective resident hall student will be notified by WCJC. The procedures for refund of the deposit will be explained in this notification. Any prospective resident hall student who has had their housing application declined and wishes to appeal the decision will be required to follow the procedure below:

• Contact the WCJC Campus Security Office and schedule a review time with the Chief of Campus Security, within the next 3 working days, after being notified that their application was declined
• The prospective resident hall student will bring the notification stating that he/she has been had their application declined
• The prospective resident hall student will be required to bring copies of all certified judicial court decrees that relate the criminal charge(s) are not valid and/or have been dismissed.
• The WCJC Chief of Campus Security will make the determination regarding the documents presented by the prospective resident hall student and issue a ruling regarding the appeal
• A notification will be sent to prospective resident hall student and the Office of Student Services

Copies of all documents or records that are submitted, during the appeal, will be placed on file. All record checks and submitted documents shall be considered confidential, and will not be released. If the appeal results in
the prospective resident hall student’s application being accepted (changed from declined); the application will be processed by the Office of Student Services.

**Damages**

Willful destruction of property, damage to buildings or furnishings, or defacing college property are grounds for possible dismissal from the dormitory and college.

Students will be charged for any damages to their room and/or furnishings. Damages to public areas will be charged to all residents if the violator cannot be identified. Charges will be deducted from the Room Deposit for that semester. Each semester must begin with the full $200 deposit. **Damages exceeding $200 will create an accounts receivable hold on a student’s college records.** Damages in a room will be assigned to both occupants of the room unless noted in writing to the Residence Hall Supervisor that only one occupant is at fault for the damages.

The college is not responsible for any damage to a student’s personal effects as a result of theft, vandalism, power failure or student’s irresponsibility.

**Discrimination**

Discrimination and/or hazing of residents or visitors is prohibited. No student shall be subjected to ridicule based on sex, sexual preference, race, religion, national origin, age or disability. “Hate messages” including, but not limited to, racial epithets or derogatory remarks attacking or belittling any of the above, whether delivered orally or in writing, are grounds for possible dismissal from the residence hall and college.

**Discipline**

Grounds for possible dismissal from the Residence Hall and college are:

1. illegal use or possession of controlled substances (alcohol, drugs) anywhere on college property or at a college event or college-sponsored activity;

2. the presence of the opposite sex in a student’s private room and/or private hallways.

3. willful destruction of property, damage to buildings or furnishings, or defacing college property;

4. physical assault or threat of physical assault on anyone on college property or at a college event or college-sponsored activity;

5. “hate messages” including but not limited to racial epithets or
derogatory remarks attacking or belittling someone’s religious beliefs, whether delivered orally or in writing.

6. refusal to comply with legitimate directives from Residence Hall supervisors, security personnel, or any college officials or exhibiting disrespectful behavior to such persons.

In addition, the college’s procedure for disciplinary action states that any student who receives three written write-ups from the residence hall supervisor or staff will be sent to the Office of Student Services for disciplinary action. This will consist of either probation or expulsion from the Residence Hall or the college. Probation may result in the student performing restitution or limiting access to certain designated college facilities.

Any student on disciplinary probation who commits any additional infraction may be expelled from the residence hall or the college.

As stated in Reg. 592 and the Resident Handbook, warnings for rule violations are cumulative for as long as the student is enrolled at the college.

Doors

Doors must not be tampered with in any way and must be kept closed at all times and as such door stops are not to be used. Removal of locks will result in a fine and a disciplinary write-up. Residents may gain entrance to the residence hall by use of a swipe card at any time. Jeopardizing the security of the halls by giving the swipe card to someone outside the hall is a serious offense and will result in disciplinary action. Removal or tampering with any locking device will result in a fine and possible disciplinary action.

Visitors may ring the doorbell during visiting hours. (See Visitors)

Drugs

Narcotics, illegal drugs, and drug paraphernalia are not permitted in the residence halls or on the Wharton County Junior College campus. Violation of this policy is grounds for possible dismissal from the residence halls and college. Students residing in the residence hall are responsible for any illegal drugs or paraphernalia brought into the residence hall by their guests. Residence halls, student rooms and automobiles on campus are subject to inspection/search by WCJC administrators, campus security officers, residence hall staff and law enforcement officers/drug dogs. Random searches will be conducted throughout the academic year without prior notice or approval.

Gambling

Gambling of any kind is prohibited in the residence halls and on college
property.

Holidays

Residence halls are closed during the Thanksgiving, Winter, Easter and Spring Break holidays. (See WCJC catalog, handbook and website for dates). Students must make arrangements to relocate for these breaks.

I. D. Cards

Identification cards should be carried by the residence hall student at all times. An I. D. card is required to enter the cafeteria, check out library books, to enter the Pioneer Student Center for "after hours" activities and programs and for identification if requested by a Wharton County Junior College administrator, security officer, faculty member, staff member or residence hall supervisor.

Use of another's student I.D. card can result in a disciplinary write-up or a disciplinary action.

Meals

All resident students are required to purchase the board plan. (See Cafeteria and Snack Bar)

Physical Assault

Physical assault and/or threat of physical assault to anyone on college property, at a college event, or a college sponsored activity are grounds for possible dismissal from the residence hall and college.

Profanity

Wharton County Junior College prohibits the use of profanity and obscenity on college owned property or at college sponsored events. Recording material, posters, clothing, etc. containing any profanity or obscenity will be confiscated and held until the end of the semester or destroyed.

Quiet Hours

Students need a quiet environment to study and to sleep. To make this possible, a minimum of 11 hours, 9:00 PM - 8:00 AM, will be designated as Quiet Hours. During this time, doors should be shut. Stereos, TV’s and voices should not be heard in the hallways. Violations may result in the loss of the privilege of using stereos, TV’s, etc. Studying and talking on the telephone should be done in the rooms and not in the hallway. Residents should at all times be aware of others’ sensitivity to noise and should be especially considerate during Quiet Hours. Quiet hours extend to the area around the halls. Second and third violations of quiet hours will result in a disciplinary write-up and possible disciplinary action.
Removal from Residence Hall

Students living in residence halls must enroll for a minimum of 12 semester hours. A resident student who drops below 12 semester hours will be required to move from the hall. Special circumstances will be considered by the Office of Student Services.

When a student is dismissed from the residence hall or vacates the residence hall for any reason during the semester, the board payment and room rent will not be refunded.

Residence Hall Supervisors

Each residence hall has a Residence Hall Supervisor and a Resident Assistant. They are here to assist the student and to enforce the rules and policies. The Resident Assistant (RA) is to be considered the Residence Hall Supervisor’s designee in charge of the residence hall when the RA is on duty.

Soliciting

No soliciting or selling is allowed in the residence halls unless prior approval has been granted by the Office of Student Services.

Tobacco

The use of tobacco of any kind is not allowed on the Wharton County Junior College Campus. Tobacco use will only be permitted on a college parking lot.

Visitation

A visitor or guest is defined as anyone not assigned to the room. The resident is responsible for the actions and conduct of the guest. Visitors to rooms must be 18 years of age or older.

Male guests are not permitted to enter private rooms and/or private hallways in a women’s residence hall. Female guests are not permitted to enter private rooms and/or private hallways in the male residence hall. Violation of this rule is grounds for possible dismissal from the residence hall and/or college. Visitors may not go to the rooms unescorted. The host resident must meet them in the lobby. Visitors must be accompanied by the host resident at all times. When a resident admits a visitor, he or she asks the visitor to wait in the lobby and then notifies the resident that he/she has a visitor. Rooms, halls, and lounge areas must be cleared of all visitors at hall closing times.

Residence hall visiting hours:

10:00 A.M. - 11:00 P.M. Sunday through Thursday
10:00 A.M. - Midnight Friday and Saturday
Weapons

Guns, airsoft guns, paintball guns, illegal knives, lighter bombs and other weapons are not permitted in the Residence Halls, on the college campus, or in the parking lots. Possession of any of these can result in disciplinary actions and dismissal from the residence hall.
PROCEDURES

Appliances

Electrical appliances permitted in the residence halls are: personal computers, desk lamps, typewriters, radios, stereos, televisions, DVD players, clocks, shavers, blankets, hot air popcorn poppers, curlers, curling irons, small refrigerators up to 3.2 cu. ft., coffee pots, and microwaves up to 700 watts. Because they may present a health or safety hazard, the following appliances are not allowed: crock pots, electric skillets, grills, griddles, hot oil popcorn poppers, hot plates, oven broilers, portable heaters, sandwich makers, power tools, cookers/steamers, toasters, toaster ovens, and sun lamps. If an item is not listed, check with your hall supervisor.

Baby-sitting

Baby-sitting is not allowed in the residence halls.

Ball Playing

Throwing or bouncing any balls or other items inside the residence hall is prohibited.

Bicycles

Bicycles, skates, skateboards, shoes with cleats and other sports equipment may not be used in the residence halls. Bicycles may not be stored in the hallways, storage rooms, stairwells, or student rooms. Skateboards are not permitted on campus.

Blinds

Blinds must be lowered at all times, and should be closed at dusk as a security precaution.

Bulletin Boards

Check the notices on bulletin boards around campus frequently for information about upcoming events on campus. Do not tamper with approved notices posted on the bulletin boards by college personnel.

Candles

Candles and/or incense may not be burned in the residence halls.

Ceilings

Do not attach decorations to the ceilings, or tamper with ceiling tiles. Damaged to ceiling tiles will result in a damage fine being assessed students in the room.

Cleaning

Do not move furniture or clean rooms during Quiet Hours if there is
noise involved. Do not sweep trash into the hall. It must be collected and placed in trash cans. Students are expected to keep their rooms reasonably clean as well as the bathroom areas. Rooms will be inspected for cleanliness and safety. Residence of rooms that fail inspection will be given 48 hours to resolve the issue identified. After 48 hours, a fine will be assessed each residence of the room. After first fine is leveled residence will have an additional 24 hours to resolve the issue. Failure to resolve the issue after the 24 hour time frame, will result in disciplinary action and possible dismissal from the residence hall. Students, who have rooms that have been judged to be of a high level of cleanliness, may be eligible to receive gift cards.

Disturbance

The use of any mechanism or substance which may cause a disturbance to the normal atmosphere of the residence hall or damage the facilities (smoke bombs, stink bombs, etc.) is not allowed. This includes substances used for purposes not intended by the manufacturer (shampoo, toothpaste, shaving cream, etc.). Maintenance charges may be charged to the residents.

Tampering with or use of fire extinguishers under circumstances not deemed as an emergency will result in a $250.00 charge to the individual at cause or if an individual is not identified, a dorm-wide charge being assessed.

Dress

Students are required to be dressed decently in the lobby or halls of the residence hall, the cafeteria, or on the campus. Clothing displaying offensive or obscene words or designs should not be worn in public.

Electricity

Please conserve electricity by turning off lights, televisions, radios, fans, and other appliances when not in use.

Emergency Information

Emergency Phone Numbers will be posted. Fire alarms and fire extinguishers must not be set off or used except in emergencies. If a fire extinguisher is discharged for other purposes, damages will be charged to the student and disciplinary action will be taken. Students are expected at move-in to provide the college with emergency contact information. Move-in will not be complete without emergency contact information being submitted to the college.

Emergency Closing

Students are encouraged to make prior arrangements for transportation to leave the campus in the event the campus is closed. No student may remain on campus if the campus is closed for an emergency situation.
Students are encouraged to notify their parents/guardians of the time they will be vacating the campus and their destination location. Students that do not have their own transportation must notify their transportation providers to remove them from the campus in a timely fashion. In the event it is impossible for a student to arrange alternative transportation, the student must make arrangements with another student to leave the campus. In such a situation, the student is responsible for contacting their parent/guardian to inform them of the details of the arrangement, and their destination location. It is of the utmost importance that students stay in contact with parents/guardians to keep them informed of their location and conditions.

**Fireworks**

Fireworks are not permitted on college property or in the City of Wharton.

**Food**

Do not dispose of food through the sink, water fountain or commode. Plumbing repair bills will be charged to the room or to all residents in the hall if food is found in the lines.

**Furnishings**

Each room has essential furnishings (beds, desks, chairs, etc.). The furnishings must remain in the room at all times. Beds may not be stacked as this may cause damage. Students who wish to “loft their beds” must purchase a separate “loft unit” from an approved commercial retailer. Students are responsible for all aspects of installation of the approved loft unit, making arrangements with their residence hall supervisor to have the existing bed frames stored and then restoring their room to its original state at move out. Failure to return the room to its original state at move out will result in a fine being assessed the room residents. Students may bring other additional furniture as space permits. Furniture may not be moved from common areas to private areas or to other common areas without permission from the residence hall supervisor.

**Grooming**

Personal grooming is not permitted in the common areas of the residence hall (hair cuts, weaving, braiding, etc.)

**Hall Check-in**

Residents must report to the residence hall Supervisor before moving into any room. During check-in students must complete a Room Inventory Form on which they list all damages, missing furniture, or any other irregularities in the room. The resident is responsible for recording any damage that has occurred prior to the move-in date. Students are responsible for all room damages at move out.
Hall Check-out

Check-out time is 4:00 p.m. on the day of withdrawal or on the day of the student's last final. Students participating in graduation should consult with the residence hall supervisor. Students must check-out with the residence hall supervisor. The following procedure must be followed:

1. make an appointment for check-out;
2. leave room clean;
3. do not leave trash in the hallways or bathrooms;
4. return key, swipe card, and parking tag;
5. accompany the Residence Hall Supervisor during the room inspection; take all personal items from the room. The items left in the room will be disposed of within 24 hours of checkout.

Failure to follow the procedure will result in a $25 check-out fee. Cleaning fees will be assessed on a case by case basis. Residence halls are closed during the summer. Cleaning fees will be assessed on a case by case basis. Cleaning fees can be as large as $100.00 per students in a room. Damage and cleaning fees in excess of the student’s deposit will result in a hold being placed on student’s transcripts and records. Damage and cleaning fees include costs for the removal of items left in the room. All fees will be assessed to both room occupants (and in the case of the bathroom; all the students sharing a bathroom) unless otherwise noted in writing to the Residence Hall Supervisor that one occupant is at fault for damages and/or left items in the room.

Illness

Students should report illnesses to the Residence Hall Supervisor.

Inspection

College personnel are authorized to inspect residence hall rooms. There may be inspections of rooms for cleanliness and random checks for policy compliance. Rooms should be clean and orderly, wastebaskets emptied, and dirty clothes placed in a basket or hamper. Bathrooms must be kept clean. Evaluations will be left after room inspections, students have 48 hours to resolve the issues discovered during inspections. After 48 hours a second inspection will take place. Failure to pass the second inspection will result in a fine being assessed and possible disciplinary action.

Keys

Keys to rooms are issued during the check-in process and are the responsibility of the student. Lost keys should be reported to the residence hall supervisor and security. Replacement keys cost $25.00. Keys must be returned during check-out or replacement key cost will be charged to the student’s account.
Laundry Machines

Laundry machines are available in each residence hall for the resident’s clothing only. Students must comply with the hours the laundry rooms are open and must remove clothes from the washer and dryer as soon as they are finished so that the machines can be utilized by other residents. Clothes left in the laundry room may be stolen or misplaced. Do not remove another resident’s clothes from a washer or dryer unless you are willing to complete the cleaning process. Do not wash or dry clothes with metal buttons or buckles, tennis shoes, or items that will cause noise during quiet hours.

Light Bulbs

Light bulbs must not be removed from rooms or common areas. Installation of dimmer switches in rooms is prohibited. Students who are found to have installed a dimmer switch will be fined ($200) and given a disciplinary write-up. If you have a burned out bulb, report it to the Residence Hall Supervisor.

Maintenance

Any maintenance problems should be reported immediately to the Residence Hall Supervisor, preferably in writing. Only the Residence Hall Supervisor may report problems to the Maintenance Department.

Mattress Protector

Mattress protectors are not furnished. Students are required to supply mattress protectors and they must be kept on the beds. Students are also required to provide bed sheets. Failure to provide a mattress protector will result in a fine.

Missing Persons Policy and Procedures

Wharton County Junior College Regulation #514 provides the detailed, step by step procedures for Notification Regarding Missing Residential Students.

The steps are as follows:

At the beginning of each academic year, WCJC will inform students residing in on-campus housing that WCJC will, within 24 hours of a determination that an on-campus student is missing, notify either a parent or the contact person(s) previously designated by the student. If any person believes that a WCJC student is missing, the person should make a report to the Office of Campus Security and Public Safety.

The Vice President of Student Services will initiate emergency contact
procedures in accordance with the student’s designations if Campus Security has been notified of, and makes a determination that, a student who is the subject of a missing person report has been missing for more than 24 hours and has not that it has determined a student residing on WCJC’s campus to be missing.

Each student living in on-campus housing will be given the option of identifying a person or persons to be contacted by WCJC not later than 24 hours after the time that the student is determined to be missing. Students can register this contact information confidentially through the WCJC Office of Campus Security and Public Safety. Access to this information will be limited to authorized campus personnel, such as Office of Campus Security and Public Safety, the Office of the Vice President of Student Services, the Vice President of Administrative Services, and the President.

Regardless of whether the student has named a confidential contact person under this procedure, WCJC will notify any appropriate local law enforcement agencies not later than 24 hours after the student is determined to be missing.

WCJC will follow the notification procedure below for a missing student who resides in on-campus housing. Once WCJC receives a missing student report via Office of Campus Security and Public Safety, the office of the Vice President of Student Services, Vice President of Administrative Services, or another source, the following WCJC offices will be notified:

1. Office of Campus Security and Public Safety
2. President
3. Vice President of Student Services
4. Vice President of Administrative Services
5. Vice President of Technology and Institutional Research
6. Vice President of Instruction
7. Office of Marketing and Communications

If, upon investigation of the official report, the Office of Campus Security and Public Safety determines that the student has been missing for more than 24 hours, the Vice President of Student Services will contact the following:

1. The person confidentially identified by such student,
2. The custodial parent or legal guardian if the student is under 18 years of age and not emancipated, and

The Director of Security and Public Safety will contact the following:
3. Any appropriate local law enforcement agencies

Upon notification from any entity that any WCJC student may be missing, WCJC will use any of the following resources to assist in locating the student. These resources may be used in any order and combination:

1. The Office of Campus Security and Public Safety,
2. The Office of the Vice President of Student Services,
3. The Vice President of Administrative Services, and
4. The President.

Any of these entities may be asked to assist in physically locating the student by accessing the student’s assigned room and talking with known associates.

Any or all of the following actions may be taken in attempts to locate any WCJC Missing Student:

1. The Office of Campus Security and Public Safety may search on campus public locations to find the student (library, academic buildings, etc.).

The Office of Campus Security and Public Safety may issue a community notice, including photographs of the student, to assist in locating the missing student in accordance with the Office of Marketing and Communication.

The Offices of Campus Security and Public Safety and the Vice President of Student Services may try to contact known friends, family, or faculty members for last sightings or additional contact information.

Academic departments may be contacted to seek information on last sighting or other contact information.

Security access card logs may be checked to determine last use of the missing student’s card and detect future uses of the card.

The Office of Campus Security and Public Safety may access vehicle registration information for vehicle location and distribution to appropriate authorities.

WCJC may use its information technology resources to examine logs for last login and use of WCJC systems.

If there is any indication of foul play, all appropriate law enforcement agencies will be immediately notified for assistance.

Records regarding missing residential student notifications will be
maintained in the Office of the Vice President of Student Services.

Parking

Residence hall residents must obtain parking permits from the residence hall supervisor and must park between the green lines adjacent to Frankie Hall & Mullins Hall. Brooking Hall residents may only park in student parking on campus. Consult with the hall supervisor for more information. Do not park in spaces marked as reserved or for visitors.

Pets

Students are not allowed to have pets of any kind in their rooms or on campus.

Porches/Entrances

All visitors should use residence hall front porch entrance. All other porches/entrances are off limits to anyone except residents.

Potted Plants

Potted plants are permitted in the student room only if the student has taken precautions to prevent damage to windows, walls, and floors.

Room Assignments

Every attempt is made to accommodate student preferences for housing assignments, however priority is given to returning students from the previous semester. Residence hall students are not to spend the night in any room other than their assigned room.

Room Changes

Students who wish to change rooms or roommates should contact the residence hall supervisor. The residents requesting a new roommate will usually be required to change rooms. Residents changing rooms must follow established check-out procedures.

Security

Rooms and bathrooms should be locked when no one is in your room. Responsibility for the security of personal items rests with each resident; therefore, doors must be kept closed and locked and door stops are prohibited. If suspicious behavior occurs, report it to the residence hall supervisor. The college is not responsible for storing valuables or for replacing stolen items. Personal property insurance is recommended as are personal “safes” and “strong boxes.”
Smoke Detectors

Smoke detectors must not be tampered with and batteries must not be removed. A fee will be assessed to repair or reactivate fire detectors.

Swipe Cards

Swipe cards to Residence Halls are issued during the check-in process and are the responsibility of the student. Lost swipe cards should be reported to the residence hall supervisor and security. **Replacement swipe cards cost $15.00.** Swipe cards must be returned during check-out or a replacement swipe care cost will be charged to the student’s account.

Television

A television is usually available for resident use in the main lobby of each residence hall and may be watched at any time; however, volume must be kept at a minimum. Channels are selected by first come or by a majority of the viewers. Residents may have televisions in their rooms.

Vaccination Requirement

Bacterial Meningitis Vaccination Requirement

In compliance with HB 4189, a first time student attending an institution of higher education, including a transfer student, who has been approved to reside in an on-campus student housing facility, must provide written documentation of having received the bacterial meningitis vaccination. Evidence of the student having received the vaccination from an appropriate health practitioner must be received by the Director of Student Housing. The student must have received the vaccination at least 10 days prior to the student taking up residence in on-campus housing. A student, or a parent or guardian of a student, is not required to submit evidence of receiving the vaccination against bacterial meningitis under the following circumstances, the student, or a parent or guardian of a student submits one of the following to the institution: 1) an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician’s opinion, the vaccination required would be injurious to the health and well-being of the student; or 2) an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used (https://webds.dshs.state.tx.us/immco/affidavit.shtml).

Walls

Pictures and posters displayed in a student’s room must be in good taste. Masking tape, Plasti-Tak, or similar products that will not harm the walls should be used to hang posters, etc. Nails may not be used. Do not use border paper to decorate the walls. Residents will be charged for damages caused by these products.
Water Guns and Balloons

Water guns and balloons are not permitted in the residence halls.

Weights

Weights are not permitted in the rooms due to the noise and potential damage.

Windows

DO NOT OPEN WINDOWS! Windows must be closed and blinds down. Open windows interfere with air-conditioning systems. Entering or leaving through windows except in an emergency situation is strictly prohibited. Do not converse with friends through the windows. Throwing rocks or other items at any residence hall window for any reason is strictly prohibited. Fines assessed and/or disciplinary action will be taken against students who attempt to open windows or alter the window security system.

ADDITIONAL INFORMATION

Automotive Services

The college’s Automotive Technology students provide automotive services to students at a minimal cost, and the student work is supervised. For information about these services, contact the Automotive Technology Department on the Wharton Main Campus at 532-6550.

Cafeteria and Snack Bar

The college provides a campus cafeteria and a snack bar at the Wharton Main Campus. The cafeteria is located in the Hutchins Memorial Building, and the snack bar is located in the Pioneer Student Center. Every effort is made to ensure quality service in the cafeteria; however, suggestions and comments are always welcome. Please direct them to the Residence Hall Supervisor, the Cafeteria Manager or to a member of the WCJC Food Service Committee.

Serving times are:

Cafeteria

Monday - Friday
Breakfast . . . . . . . . . . . . . . 7:15 A.M. - 8:30 A.M.
Lunch . . . . . . . . . . . . . . . 11:00 A.M. - 1:15 P.M.
Dinner . . . . . . . . . . . . . . . 5:00 P.M. - 6:30 P.M.

Saturday
Lunch . . . . . . . . . . . . . . . 12:00 P.M. - 1:00 P.M.
Dinner . . . . . . . . . . . . . . . 5:00 P.M. - 6:00 P.M.

Sunday
Lunch . . . . . . . . . . . . . . . 11:30 P.M. - 1:00 P.M.

On occasion hours may be changed and will be posted
All food must be consumed in the cafeteria.

Additional servings of food are usually available; however, please do not waste food.

Dress for Cafeteria: Students entering the cafeteria should dress in a manner which conforms to acceptable standards of good taste and cleanliness. For reasons of health and safety, shoes and shirts must be worn in the cafeteria at all times.

**Cosmetology**

Students may receive cosmetology services at a minimal cost at the college’s Cosmetology Department located in the La Dieu Building. Students should call the Cosmetology Department at 532-6422 for a listing of services and appointments.

**Criteria for Evaluation of Background Checks**

**Section I**

*Class B or C Misdemeanor Convictions* that will result in a Housing Application being DECLINED:

- All Assault, Narcotic Offenses and Thefts (Class B or C Traffic Misdemeanor will not be considered as an offense that will be used to decline an application) All Offenses over 2 years will not be a factor considered; if the case has been adjudicated.
- Offenses pending adjudication will be used to DECLINE a Housing Application.

**Section II**

*Class A Misdemeanor Convictions* that will result in a Housing Application being DECLINED:

All convictions of any State of Texas laws (Exclusive of any traffic violation)

(Convictions of 3 years or older, will not be considered as a current criminal conviction, if the applicant does not have any other Class B Misdemeanor or higher convictions since the date of the last Class A Misdemeanor)

**Section III**

*Felony Convictions* that will result in a Housing Application being DECLINED:

- All Felony crime convictions (Convictions of 3 years or older, will not be considered as a current criminal conviction, if the applicant does not have any other Class A or B Misdemeanor since the date of the last Felony conviction)
• All Aggravated Felony convictions that resulted in a death, aggravated assault, aggravated robbery, aggravated sexual assault or the delivery of a felony amount of narcotics

Section IV

Warrants, Parole and Probation that will result in a Housing Application being DECLINED:

• The discovery of outstanding warrants for any violations
• Any applicant who is on parole or probation

Dental Hygiene Services

WCJC students may contact the Dental Hygiene Department on the Wharton Campus to schedule an appointment for preventive dental care services. These services are performed at no cost to the student by dental hygiene students under the supervision of licensed dental hygienist and dentists. The Dental Hygiene Department is located at the M.G. and Lillie A. Johnson Health Occupations Center. To make an appointment, call 532-6429.

Mail

Residence Hall Supervisors will collect mail and package deliveries daily and distribute to residence hall residents. All mail is placed under students’ doors, except for packages which will be placed inside rooms. Residence Hall residents are not to attempt personal pickup of mail or package deliveries from the mail room or maintenance. All received mail must be in the student’s name. Any mail received that is not in the name of a current residence hall student will be returned to sender. Please use the following address for your mail:

Frankie Hall and Mullins Hall
Wharton County Junior College
_________Hall Room_______
911 Boling Hwy.
Wharton, Texas 77488

Brooking Hall
Wharton County Junior College
Brooking Hall  Room________
215 University
Wharton, Texas 77488
Interesting Facts About WCJC*

• Founded in 1946
• Four campus locations
  • Wharton • Sugar Land • Richmond • Bay City
• Extension centers
  • El Campo • Palacios
• More than 7,386 credit students
• 163 full-time and 139 part-time faculty
• Average class size of 21 students
• Average age of WCJC student is 22.1
• Male/female ratio
  • Male 43% • Female 57%
• Ethnic makeup
  • 42% Anglo • 11% African-American
  • 35% Hispanic • 11% Asian • 1% Other
• Financial aid distribution awards of $16.4 million annually
• Programs
  • Adult Basic Education
  • Associate of Applied Science degree
  • Associate of Arts degree
  • Associate of Arts in Teaching degree
  • Certificates and Certifications
  • Continuing Education
  • Distance Learning
  • Dual Credit and Concurrent Enrollment
  • Youth Activities
  • Senior Citizen Programs
  • Workforce Development
• Campus housing

*Official Fall 2013 figures.

1-800-561-9252
Visit our website address:
wcjc.edu

WCJC is an Equal Opportunity Educational Institution.