

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Student Housing	Section F: Students	Page(s): 3
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Student Housing	Policy Number: FG (Legal)	
Subtitle: None	Date Adopted: 08/01/2020	

Purpose

Establish the parameters for students residing in campus housing and basic procedures.

Procedure

Residence Halls –

- Frankie Hall: Houses male residents
- Mullins Hall: Houses female residents
- Residence Halls are open for fall and spring terms only. No summer housing is available.
- Residence Halls are closed for holidays and other campus closures.

Staff –

- A Resident Life Supervisor(s) lives on campus in the Resident Hall Apartment. See Residence Life Supervisor job description and expectations addendum.
- Two male Resident Assistants will be housed in Frankie Hall.
- Two female Resident Assistants will be housed in Mullins Hall.
- Resident Assistants receive room and board as payment for their services in the residence halls.

Resident Qualifications and Expectations –

- A student must be enrolled full time (12 or more semester hours) at WCJC to live in campus housing. An appeal to the Dean of Student Success (DSS) can be made to live in campus housing with fewer than the required 12 semester hours. Appeals will be heard on a case-by-case basis. The DSS will inform the College President of any exceptions granted.
- The College shall determine room deposit and room fees, which are required to be paid in full before moving personal belongings into the residence hall at the beginning of each semester.
- A resident shall be required to purchase the board plan that is offered by the College.
- Residents are expected to follow all Residence Life rules and procedures, as well as College policies. (See Student Handbook and WCJC Policy Manual.)

Application Procedures –

- A student must submit an application, deposit and Criminal Background Check fee prior to the start of the fall and/or spring semesters. This deposit does not apply to the housing room fee.
- A Criminal Background Check (CBC) will be run by the Housing Office. An application for a room is not considered complete until a CBC Release form has been completed and the student is cleared.
- Students will be notified that their room reservation is complete, and a room will be assigned.
- The Housing Office and DSS are responsible for reviewing and updating the housing application, contract and any other documentation on an annual basis.

Room Assignments –

- The Housing Office will hold a set number of rooms for Athletics and Fine Arts for scholarship students. This number will be determined on a semester basis. All other rooms will be reserved and assigned on a priority basis according to the date each student's completed housing application is received by the Housing Office.
- Residents are assigned to double occupancy rooms in the residence hall, with male residents assigned to Frankie Hall and female residents assigned to Mullins Hall. Every attempt is made to accommodate residents' roommate preferences; however, roommate preference is not guaranteed. No single occupancy rooms will be assigned unless required due to ADA Accommodations, as determined by the Office of Counseling and Disability Services.
- Roommates are assigned without regard to race, creed, religion, handicap or national origin.

Move In –

- Move in will take place within 3 days of the start of the regular fall and spring terms. The date will be set by the DSS prior to the publication of the academic calendar.
- The Residence Life Supervisor and the Facilities Management Director are responsible for the final building walk-through to ensure the space is ready for move-in.

Move Out –

- Students will be required to move out of the residence halls within 24 hours of finishing their last exam, unless permission is granted by the Residence Hall Supervisor for a late move out, not to exceed 48 hours past the submission of grades.
- Rooms will be inspected for damage and fees assessed if damage is found.
- Students can request a refund of their deposit when they move out of the building. Any deposit remaining after damages have been assessed shall be returned to the student, upon student request.

Maintenance –

- Facilities Management is responsible for all maintenance and housekeeping of the building throughout the fall and spring terms.
- The halls will be cleaned, and repairs made during the summer months, prior to fall move in.

Safety –

- The Campus Security Office will maintain security on campus 24 hours a day, 7 days a week while residence halls have student resident occupants.
- Fire Safety:
 - A minimum of one fire drill will be conducted each semester in each hall. This drill will be coordinated by the Residence Life Supervisor in collaboration with the Campus Security Office.
 - Residence Hall fire alarms will be tested annually by the Campus Security Office, prior to student move in in August.
 - The Campus Security Office is responsible for writing and distributing the Annual Campus Fire Safety Report, as well as maintaining the Campus Fire Log.

See Residence Life SOP manual for all procedures related to the residence halls.

Date Prepared: 6/26/2023 (LM)

Revised Date: