Subject to Changes
Coastal Bend College hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this publication at any time and from time to time, without notice, in any manner that the Administration or the Board of Trustees of Coastal Bend College deems to be in the best interest of Coastal Bend College.
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Welcome to CBC
Hello and welcome to Benton Hall/CBC apartments! During your stay with us at Coastal Bend College, we hope not only to provide you with a quality education, but also to be your home away from home. We pride ourselves in cultivating a sense of community. As such, throughout the year there will be multiple opportunities to socialize and connect with your Coastal Bend family. As your point of contact, I am always available to assist you. I look forward to a fun and productive year with all of you! Go Cougars!

Sincerely,
Domingo Martinez III
Student Life & Living Coordinator

Lead Paint Disclosure
Lead paint pigments were used in some paints through the 1960’s. Ingestion or exposure to lead paint can have adverse health affects, especially to young children. The maintenance of lead painted surfaces is covered by various regulations to minimize exposure to people. Though most residence apartment surfaces are lead-free, lead paint could potentially be present. For this reason, students should not puncture or disturb any finishes on surfaces at the residence apartments. Do not let children put their mouth on any surfaces to avoid potential exposure. Please report any deteriorating, flaking, or dusting of materials so that it can be inspected and repaired as necessary.

Benton Hall
Benton Hall is an air-conditioned, coed residence hall which houses 134 students. Each room is designed as a suite. Two suites are designed for students with physical disabilities. Room assignments are done by the Housing Coordinator. Benton Hall bathrooms are shared between two rooms.

Furniture
Each residence hall room is supplied with two twin beds, two desks, two desk chairs and a dresser.

Utilities
Electrical, water, sewage, garbage collection fees, television cable and internet are included in the cost of the residence hall rental plans. CBC does not provide telephone service for each residence hall room.

Appliances
Benton Hall residents are permitted a small refrigerator and a microwave in their rooms for cooking. Food should not be left uncovered. For the safety of all residents, no other cooking appliances are allowed.

Vacations
Benton Hall residents are not allowed to occupy their assigned facility during school holidays. The Housing Coordinator will inform the residents of checkout dates and procedures. Students must vacate Benton Hall rooms on the following holidays:
- Christmas
- Spring Break

Air conditioning, heat, and hot water may not be available during school holidays. Valuable possessions should be taken home during the holidays to reduce the threat of theft. CBC will not be held liable if property is vandalized or stolen from the Benton Hall rooms or apartments.

Housing Mailing Addresses
Mail will be delivered on daily basis to the CBC mailroom. The student will be required to check with the mailroom for mail. If the mail is not picked up after 3 days, it will be returned to sender. Benton Hall residents should have mail addressed as follows:

Resident's Name
Coastal Bend College
Benton Hall
3600 Charco Rd.
Beeville, TX 78102

Application Information
How to Apply for Housing
An application is included on page 6, or you can contact the Housing Coordinator at (361) 354-2772 or toll free 1-886-722-2838 Ext. 2772 for an application or obtain one under “Housing” on the college website at www.coastalbend.edu/housing. Return the completed application along with a check, money order or you may call it in over phone.

Coastal Bend College
Housing Coordinator
3800 Charco Road
Beeville, Texas 78102
Phone: (361) 354-2538
E-mail: domingo@costalbend.edu

An application is enclosed in this handbook on page 6.

Please note that submitting a Application Fee does not guarantee availability of a residence hall room/apartment.
College Apartments

Lead Paint Disclosure
Lead paint pigments were used in some paints through the 1960’s. Ingestion or exposure to lead paint can have adverse health affects, especially to young children. The maintenance of lead painted surfaces is covered by various regulations to minimize exposure to people. Though most residence apartment surfaces are lead-free, lead paint could potentially be preset. For this reason, students should not puncture or disturb any finishes on surfaces at the residence apartments. Do not let children put their mouth on any surfaces to avoid potential exposure. Please report any deteriorating, flaking, or dusting of materials so that it can be inspected and repaired as necessary.

College Apartments
CBC has 20 one-bedroom apartments next to the campus. One unit is designed for students and/or their dependents with physical disabilities. A maximum of one dependent minor child is allowed for married or single parent students. Two single students of the same gender may share an apartment. Married students are required to submit a notarized copy of their marriage license along with the housing application and deposit.

Utilities such as water, sewage, electricity, and garbage collection fees are included in the rental fees. Each resident must contract with area providers for cable and telephone service.

Furniture and Equipment
Each apartment is supplied with an electric stove, refrigerator, bed (twin size), dresser, small couch, kitchen table and two chairs.

Playground
The playground is located between the apartments and the tennis courts. Children must not be left unattended at the playground.

Utilities
Water, sewage, electricity, and garbage collection fees are included in the rental fees. Each resident must contract with area companies for cable and telephone service.

Application Information
How to Apply for Housing
An application is included on page 6, or you can contact the Housing Coordinator at (361) 354-2772 or 1-866-722-2838 Ext. 2772 for an application or obtain one under “Housing” on the college website at www.coastalbend.edu/housing. Return the completed application along with a check or money order for the $250 deposit to:

Coastal Bend College
Housing Coordinator
3800 Charco Road
Beeville, Texas 78102
Phone: (361) 354-2772
E-mail: domingo@costalbend.edu

An application is enclosed in this handbook on page 6.

Please note that submitting a deposit does not guarantee availability of a residence hall room/apartment.
Coastal Bend College Housing Application

Please be advised that all housing residents must have taken a bacterial meningitis shot 10 days prior to move into campus housing. Documentation is required from your physician. Admissions will be the drop off point for the meningitis documents.

First Name: ___________________________ Middle Initial: _______ Last Name: ___________________________

Address: ___________________________ City: ___________________ State: ______
Zip Code: ___________ Telephone: (_____) _______ Social Security #: ______-____-______ Male: ______ Female: ______

Date of Birth: _____/_____/_______ If under 18 years old, a parent or guardian must sign the housing contract.

Please indicate the semester for which you are applying for housing:
Fall ___ Year 20__
Spring ___ Year 20__
Summer I ____ Year 20__
Summer II Year 20__

Please indicate the type of housing for which you are applying by placing a check by your choice. If you are interested in both please indicate your preference by placing a “1” by your first choice and a “2” by your second choice.
Apartment: _____ Benton Hall: _____

For Benton Hall Applicants:
Benton Hall residents are required to purchase a meal plan. Please indicate your preference:
15 Meal Plan: _____ 19 Meal Plan: _____

All residence hall residents share a room. All residents will be assigned a roommate unless you know someone who is attending or will attend CBC and you would like to room together. If so, please provide their name:________________________________________________________________________

Please indicate below, if you would like us to provide your contact information to your roommate so that he or she may contact you prior to move-in. Yes: _____ No: _____

Please indicate if you are an athlete by checking the appropriate field below: non athlete______
_____ Baseball   _____ Men’s Basketball   _____ Women’s Basketball   _____ Soccer   _____ Softball   _____ Volleyball

For Apartment Applicants:
A maximum of one dependent child is allowed for married or single student parents. Two single students (with no dependent children) of the same gender may share an apartment. Two units are designed especially for disabled students.
Please indicate the individuals who will reside with you:
None: _____
Spouse: _____
Child: _____

Are you interested in having a roommate if there is one available? Yes: _____ No: _____

Please include a check, money order or call in payment with the business office for the $250 nonrefundable application fee, when mailing the application to:

Coastal Bend College
Housing Department
3800 Charco Road
Beeville, Texas 78102
Please note that submitting an Application Fee does not guarantee availability of a residence hall room/apartment.

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.
Resident Requirements
Housing Fees

Resident Requirements
Enrollment Requirements
All housing residents are required to be enrolled at Coastal Bend College as a full-time student. Full-time status is defined as:
Fall and Spring Semesters................................. 12 or more semester hours
Summer Sessions .................................................. 9 or more semester hours

Residential Housing/Lease Contract
Residents are required to sign a residency contract. Each contract is for one academic semester and may be extended for a complete academic year. No refunds are made which are inconsistent with the contract. The contract is binding and students are responsible for paying the rental fees in full as stipulated in the contract. The contract should be read carefully before signing. Students may reside in CBC housing for a maximum of three years.

Housing Chores
All trash must be taken to the dumpster. There should be no trash left inside or outside of rooms. Failure to remove trash appropriately will affect the 6 point system. Floors must be swept and mopped weekly. Drawers, desks and counter spots must be cleaned (all items removed) and wiped down with appropriate cleaners weekly. Bathrooms will need to be cleaned on a weekly basis. Students may come up with a bathroom cleaning chart if one is not provided. Be sure you are doing your part in helping out. Again, the appropriate cleaners must be used. As you can see the/bathroom can be divided and all individuals should take part in cleaning the area. Everything must be cleaned and you/roommate are responsible for your half of all the restroom/bathroom. Remember you are sharing spaces with other people, be clean, organized, and do your part.

Any damages found will be paid for by the student or students who has caused the damage.

Bacterial Meningitis
House Bill 4189 requires first-time students living in on-campus housing to be vaccinated against bacterial meningitis ten days prior to move-in. There are exceptions for compliance for a student who provides an affidavit from a physician that states that the vaccine would be harmful to the student’s health or for a student who sign an affidavit citing an objection to the vaccine.

http://www.coastalbend.edu/Bacterial_Meningitis/

Housing Supervision
The Housing Coordinator supervises all campus housing and reports directly to the Dean of Student Services. The housing office telephone number is (361) 354-2772.

Resident Assistants (RA) are available for most immediate needs. The contact information for the RA is listed in the dorm lobby. Security will also be here for your safety.

Residents are considered adults and are expected to act accordingly. Residents agree to abide by all housing rules and regulations as outlined in this handbook, the residency contract, and the CBC Policy Manual. Residents must read this handbook carefully. All questions regarding housing issues should be directed to the Housing Coordinator.

The college retains the right to determine or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments, and other aspects of its programs without prior notice.

Housing Staff
Student Life and Living Coordinator
Domingo Martinez III
(361)354-2772
domingo@coastalbend.edu

Residential Advisor (RA)
(361)318-1708
Resident Requirements

Cost of Living on Campus

Benton Hall Fall/Spring Sessions
Amount: $250 Application Fee
$900 per semester + $50 Student Activity Fee

Payment Options
One Payment Plan: Amount Due: $900
Due Date: Before occupying Benton Hall room.

Installment Plan:
First Payment Amount Due: $360
Due Date: Before occupying Benton Hall room

Second Payment Amount Due: $270
Due Date: 30 days after the first payment.

Final Payment Amount Due: $270
Due Date: 60 days after first payment.

Benton Hall Summer Sessions
Students will be charged $100 per week to reside at Benton Hall during the summer if they are taking special short courses. There is a $20 per day charge for additional days including Saturdays and Sundays.

Due Date: Before occupying Benton Hall room.

Mini Session: $225
Six-Week Session: $450
Nine-Week Session: $725
Twelve-Week Session: $900

Benton Hall Meal Plan Fees

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Fall</th>
<th>Spring</th>
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<tr>
<td>15 Meals per Week</td>
<td>$1550</td>
<td>$1600</td>
</tr>
<tr>
<td>19 Meals per Week</td>
<td>$1650</td>
<td>$1700</td>
</tr>
</tbody>
</table>

Residence hall students are required to purchase either the 15 or 19 meal plan for fall and spring semesters. Meal plans are available to all students. There are no meal plans available during summer semesters.

Meals do not carry forward from week to week under either plan. Those who purchase the 15 meal plan can eat 15 of the 19 meals offered each week. The meal plan prices above are from the 2016-2017 academic year and are subject to change.

Meal plan prices are subject to change.

College Apartment Fees
The monthly rental fee of $600 per adult occupant is due on the first of each month. A $25 fee will be assessed if rent is not paid in full by the fifth day of the month. A $20 per day fee will be assessed after the fifth day of the month until payment in full is made. Failure to pay the rent as due or to make arrangements for payment with the Business Office could result in eviction.

Housing Refund/Cancellation Deadlines
Fall Semester ................................................................. August 15
Spring Semester ............................................................. December 15
Summer Session ............................................................. May 14

Apartment/Residence Hall fees

- **6 POINT SYSTEM**
  - A student fails to submit a written cancellation notice to the student life coordinator by the required cancellation deadline, the student is responsible for payment.
  - A student vacates his/her assigned facility before the end of the semester/contract the student will see a charge of $300 for breach of contract.
  - A student is suspended or withdraws as a full-time student at CBC, student could still see a charge of $300 or all semester charges.
  - A student is evicted from campus housing for disciplinary reasons, student will see a $300 charge or could be responsible for all semester bill.
  - There is damage to the residence hall room or apartment, or furnishings, a student will be in charge for the replacement of damaged item or fee will be applied to bill.
  - A student fails to clean his/her assigned facility, charges can be applied to the students account. $100 plus the cost of any item that will need to be replaced.
  - A withdrawing student attending CBC for the first time and who is receiving Title IV financial assistance will receive credit to a refund based on PL102.325.

Coastal Bend College Housing 6 Point System

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<tr>
<th>VIOLATION</th>
<th>RESTITUTION POINTS ASSESSED</th>
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<tr>
<td>Littering 1st time</td>
<td>$25</td>
</tr>
<tr>
<td>Littering 2nd time</td>
<td>$50</td>
</tr>
<tr>
<td>Littering 3rd time</td>
<td>$75</td>
</tr>
<tr>
<td>Room/bathroom area dirty</td>
<td>$25</td>
</tr>
<tr>
<td>Room/bathroom area dirty 2nd</td>
<td>$25</td>
</tr>
<tr>
<td>Room/bathroom area dirty 3rd</td>
<td>$50</td>
</tr>
<tr>
<td>Noise 1st time</td>
<td>$25</td>
</tr>
<tr>
<td>Noise 2nd time</td>
<td>$50</td>
</tr>
<tr>
<td>Noise 3rd time</td>
<td>$100</td>
</tr>
<tr>
<td>Fire/Health Safety</td>
<td>$50</td>
</tr>
<tr>
<td>Fire/Health Safety 2nd</td>
<td>$100</td>
</tr>
<tr>
<td>Pet Violation 1st</td>
<td>$100</td>
</tr>
<tr>
<td>Pet Violation 2nd</td>
<td>$200</td>
</tr>
<tr>
<td>Visitation 1st (10pm)</td>
<td>$50</td>
</tr>
<tr>
<td>Visitation 2nd (10pm)</td>
<td>$75</td>
</tr>
<tr>
<td>Visitation 3rd (10pm)</td>
<td>$100</td>
</tr>
<tr>
<td>Lost Key</td>
<td>$25</td>
</tr>
<tr>
<td>Alcohol/Intoxication</td>
<td>$100</td>
</tr>
<tr>
<td>Alcohol/Intoxication 2nd</td>
<td>$200</td>
</tr>
<tr>
<td>Smoking in room 1st time</td>
<td>$50</td>
</tr>
<tr>
<td>Smoking in room 2nd time</td>
<td>$75</td>
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<tr>
<td>Smoking in room 3rd time</td>
<td>$100</td>
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<tr>
<td>Assault</td>
<td>$150</td>
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<td>Drugs (usage, presence, paraphernalia)</td>
<td>$200</td>
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<tr>
<td>Weapons</td>
<td>$200</td>
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<tr>
<td>Theft</td>
<td>$100</td>
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<tr>
<td>Gambling</td>
<td>$50</td>
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<tr>
<td>Golf cart taken</td>
<td>$75</td>
</tr>
<tr>
<td>Cleaning charge on check out</td>
<td>$100</td>
</tr>
<tr>
<td>Tampering with college property</td>
<td>$50-$300</td>
</tr>
<tr>
<td>Vandalism/Destruction of college property</td>
<td>$50-$300</td>
</tr>
<tr>
<td>Disrespect towards CBC staff/ RAs/Helpers</td>
<td>$25-$100</td>
</tr>
</tbody>
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Rules and Regulations

Student Rights
At Coastal Bend College, students have rights with which they should familiarize themselves. These rights are provided to assure students are treated fairly and responsibilities are necessary for a safe and productive learning environment. Many of these rights and responsibilities are detailed in the Student Handbook within the CBC Course Catalog. Furthermore, these and other rights may be found in CBC’s policy manual which can be accessed at www.coastalbend.edu/Publications/. For assistance in understanding or initiating any of the processes described, please contact the Dean of Student Services at 361-354-2266.

Housing Rules and Regulations
The following policies govern campus-housing areas:

Benton Hall Lobby
Residents and guests may use the lobby for watching television, visitations, and leisure activities as follows:
Monday – Sunday .............................. 12 p.m. - 10 p.m.

Residents and guests are not allowed to use the Benton Hall lobby furniture for sleeping; as footrests; cushions as pillows; and may not move the furniture to another location.

Guest and Visitation Hours
Benton Hall residents of the opposite gender/visitors may visit on the following schedule:
Monday - Sunday .............................. 12 p.m. (noon)-10 p.m.
Parents and Guardians may contact the Housing Coordinator if more time is needed.

Quiet Hours
Housing areas should be places where students can study and sleep. Quiet hours begin nightly at 10 p.m. and are observed until 12 p.m. the next day. During quiet hours, the following policies are enforced:

● Loud noises (stereo, televisions, phones, yelling and screaming, etc.) are prohibited;

● Residents are not allowed to loiter outside housing areas, parking lots or campus buildings; NO RUNNING AND CHASING.

● The use of cell phones by residents outside their room is allowed as long as it is not disturbing for others.

● Tobacco smokers are permitted to smoke outside but away from stairways and room doors. The smoke travels through openings and cause health issues for others. Please be respectful when smoking.

Overnight Guests
No one, Benton Hall resident or not, may be allowed to reside overnight in someone else’s room. Again, no guest are allowed to stay over night.

Dress Code
When in public areas, residents are expected to dress in appropriate attire. Shirts, shorts, pants/slacks, dresses and skirts (Shorts and pants/slacks are not to be worn below the hip/waist); and robes over sleepwear must be worn. Shirts must be worn while on Coastal Bend College. Under Garments need to be covered.

Air Conditioning Vents and Heating Closets
Personal items may not be stored in the air conditioning/heating closets in the college apartments. Air conditioning vents should be kept clean at all times. This means no items in the vents or covers on the vents are allowed. These are a violation of safety regulations.

Alcohol and Alcoholic Beverage Containers
No consumable alcohol is permitted in campus housing areas, rooms or apartments, even if the resident is of legal drinking age. Residents are not permitted to keep alcoholic containers in their rooms or apartments. Possession of alcoholic containers constitutes possession of alcohol. Residents are held liable for their visitors who violate this and other CBC policies and regulations. Students violating this policy may be suspended and expelled from campus residence halls or apartments as outlined under the “Suspension” section in this handbook. CBC is a drug and alcohol-free campus.

Cigarettes/Cigars/Other
No one is allowed to smoke in rooms at any time. If there are signs of smoking in facilities such as dorm rooms or apartments the 6 point system will be effected. Fees will be added to the student’s bill. The Student Life &Living Coordinator and college have the right to evict individuals who are found breaking this rule. If smells are so bad that we need to spend more money on cleaning supplies/paints/ professional cleaner, the room holder will be in charge of the cost.

Cleanliness
Rooms and apartments must be kept clean. Roommates and suitemates are responsible for cleaning the bathroom and purchasing cleaning supplies. Food, grease, paper towels, and feminine hygiene products are NOT to be disposed of down the toilets, sinks or shower drains. See the “Checkout Procedures” section in this handbook.

Code of Student Conduct
Residents are responsible for the conduct of family, friends and guests. Residents agree to abide by all rules and regulations as outlined in this handbook, the CBC Course Catalog and in the CBC Policy Manual. Housing residents are prohibited from:

● Gambling and hazing;

● Fighting and screaming;

● Using profanity; and

● Selling, distributing, and consuming alcoholic beverages and illegal narcotics on college property.

Decorations
Residents are permitted to decorate rooms or apartments with plants, posters and pictures. Lewd pictures and posters are prohibited. Residents will be held liable for any damages to the walls caused by large nails, tape, and thumb tacks or any other item.

Doors, Windows, Walls, and Ceilings
Doors and windows must remain locked at all times for security reasons. Residents and guests are not permitted to mark, write or draw on the doors, windows, walls, or ceilings. Tampering with ceiling panels is prohibited and constitutes a serious breach of security regulations.

Insects/Pest Control
Rooms and apartments must be kept clean to reduce insect infestation. The Housing Coordinator should be informed of any insect problems. Benton Hall and the apartments are sprayed quarterly by a professional pest control company. Bugs love trash, so keep your area clean.

Room Inspections
For health and safety reasons Coastal Bend College will inspect each room, at least once a month, to help maintain a healthy and safe living environment. When the College receives a complaint about an area or room relative to health and safety, the College can and will inspect and rectify the hazardous condition at the resident’s expense. The Coastal Bend College staff and/or the Dean of Students Services can inspect, correct, and if necessary, confiscate any item found within an area or room that poses a risk to the occupants of the area, room, or building.

Random room checks will supplement inspections scheduled at the discretion of the Housing Coordinator. Residents are required to: Clean the mirrors, sinks, shower/bathtub and toilet; dust the furniture; sweep and mop the floors; wash the dishes daily; keep dirty clothes in laundry containers; and take trash to the receptacle daily. The receptacle
Rules and Regulations

is located in the Benton Hall parking lot. Citations will be issued if deemed necessary. Expulsion from room assignment may be considered after the third citation is issued to a resident. Confiscated items will not be returned. Please understand you are on a college campus, be smart in your choices.
Rules and Regulations

Student Insurance
Students not covered by their parent’s medical insurance may purchase a student health plan. Applications for insurance coverage can be obtained from the housing/student life office. Residents are encouraged to purchase their own insurance coverage. CBC does not provide insurance coverage.

Personal Property Liability
CBC, its governing board, administration and employees, do not assume any legal liability for personal injury or loss or damage to personal property of residents, their family, friends or guests which occur on CBC property. The college does not recommend or endorse any individual insurance company. However, the link below for National Student Services, Inc., is an example of a nationwide student property insurance company: https://www.nssi.com/

We strongly urge all students and their families to contact their insurance agents, check homeowner’s policies, and to consider purchasing renter’s insurance.

Lost Keys
Residents are responsible for Benton Hall room or apartment keys issued during check-in. Keys must be kept on the person at all times. Locks will be changed in the event of key loss and the student will be charged for this service. The Housing Coordinator must be notified when a key has been lost. Residents are not permitted to duplicate Benton Hall room or apartment keys.

Broken keys will be replaced at no charge to the resident. Lost keys will be replaced at a charge of $75, which will be required before receiving another key and re-entering the room or apartment.

Light Bulb Replacement
Apartment residents must replace their own light bulbs. Benton Hall residents should notify the Housing Coordinator when a light bulb needs replacing.

Maintenance
Maintenance requests should be submitted to the Housing Coordinator as soon as possible.

Advertising (Soliciting and Posting)
The Housing Coordinator must approve advertising/soliciting in campus housing areas. The solicitor must abide by housing rules and regulations concerning visitations.

Miscellaneous Policies
Items listed below apply to both Benton Hall and apartment residents unless otherwise specified:
- Incense, candles, and fireworks are prohibited.
- Water guns and balloons are prohibited.
- Throwing objects and playing in the Benton Hall courtyard is prohibited.
- Large flags, fishnets, parachutes or other combustible items are prohibited.
- Dartboards are prohibited.
- Recreational vehicles, boats and trailers are prohibited on CBC property, including parking lots.
- The use of electrical heaters, electrical grills and skillets, hot plates, toasters, barbeque grills, toaster ovens, popcorn makers, tea and coffee makers by Benton Hall residents are prohibited.
- Benton Hall residents may use a microwave.
- Apartment residents may use a toaster, microwave, tea and coffee makers.

Parking
Residents are required to obtain a housing vehicle parking sticker. Citations will be issued to and fines will be assessed for residents without vehicle parking stickers and for parking in unauthorized zones and lots. Apartment residents are assigned one parking space per apartment. If an apartment resident has more than one vehicle, the resident may park in the visitor parking area. Motorcycles must be parked in the Benton Hall or apartment parking lots.

Pets
Benton Hall and apartment residents are not allowed to have pets of any kind. Violation may result in expulsion and residents may incur expenses for damages or cleaning fees.

A fine of $200 will be applied if you are caught with a pet. The fine must be paid in full in order to remain living at Benton Hall/CBC Apartments.

Recreational and Social Activities
To protect the rights of other residents and for the promotion of an environment conducive to learning, “parties” are not allowed at Benton Hall or the apartments without the consent of the Housing Coordinator. Recreational and social activities are scheduled throughout the semester by the Housing Coordinator.

Renovations
Students are not allowed to renovate, construct any structure, paint or carpet their rooms or apartments.

Furniture
Moving furniture or other large items is not allowed without checking with the Housing Coordinator.

Drugs
Over the counter medications and prescriptions issued by a medical physician are permitted. Possession, use, or sale of an illegal drug (as defined by the CBC Policy Manual and according to all State and Federal Laws) is prohibited. Students who violate this policy and those who test positive for drug use are subject to immediate suspension and expulsion from campus housing. Law enforcement officials will be summoned to handle such violations. CBC is a drug free campus. There is no probation for this offense.

Entry, Search, and Seizure
Staff members may enter a student’s room or apartment after knocking. Rooms and apartments will be entered in the absence of the occupant only in an emergency, for inspections, inventories, maintenance, postal deliveries or for a reasonable cause. Cause is defined as a reason to believe that a rule has been violated, and that the violation is sufficient enough to jeopardize the wellbeing of the Benton Hall or apartment living group.

Weapons
Weapons or facsimiles of weapons are prohibited on CBC property. Residents cannot store weapons or facsimiles in their rooms, apartments, vehicles or CBC property in general.

Suspension
Suspended students are liable for all rental fees in accordance with the signed lease agreements; are not allowed to visit in any Benton Hall or apartment areas; and are subject to trespassing charges. CBC retains the right to prosecute violators once law enforcement officials have been notified. When a student breaks rules that are not stated in this handbook, it will be up to the Student Life & Living Coordinator and the Dean of Student Services to come up with a solution, up to and including suspension.

Skates, Roller Blades and Skateboards
Students are not allowed to use skating equipment around Benton Hall, the apartments, the Benton Hall basketball court or around campus buildings. Skating equipment may be used during posted hours on the walking track.
Emergency Procedures

Fire Reporting Procedures
The following procedures should be followed if you discover a FIRE:

- If indoors and possible, please close the door to the room involved.
- Call 911.
- Report the fire to the Coastal Bend College Housing Supervisor, Physical Plant staff, Dean of Student Services and/or President's Office. Call from a safe location, away from the fire. Never assume that someone else has called.
- Extinguish the fire using the appropriate fire extinguisher only if you have been properly trained and the fire is small. To operate a fire extinguisher, remember the word PASS:
  - Pull the pin. Hold the extinguisher with the nozzle pointing away from you, and release the locking mechanism.
  - Aim low at the base of the fire.
  - Squeeze the lever slowly and evenly.
  - Sweep the nozzle from side-to-side.

Fire Safety Information for Housing Residents
Coastal Bend College is committed to providing housing residents with a safe environment. Fire drills at Coastal Bend College will be conducted to familiarize housing residents with the safety and evacuation processes. As such the College has developed the following procedures.

Fire Alarm Procedures
All faculty, staff, students and guests are required to evacuate the building during a fire alarm. When evacuating the building, use the most direct means of exit possible. Before you open a door, feel the door with the back of your hand. If the door is hot, or you can see fire or smoke, stay in the room. Call 911. Pack wet towels under the door to prevent smoke entry. Let people know you are trapped. Wave a towel or pillowcase out the window. Stay low on the ground near the window. If you must break a window do so cautiously to avoid injury. If the door is not hot, open it slowly. If there is no smoke or fire, you may exit. If the smoke is light, crawl low to safety. As you exit, close the door to your room. This will contain the fire and make it easier to extinguish. Find a safe route.

If you observe other people in the area who are not aware of the alarm, advise them and ask that they evacuate. You should not attempt to force them to leave.

Proceed to the designated meeting area to answer roll call. The first option is the flag pole in front of the administration building. If this area is unsafe proceed to the area by the entrance of the college opposite of the campus sign and across from the street from the campus apartments. Do not obstruct emergency vehicle routes. If someone was unable to get out of the building or if they cannot be found, report this to the Coastal Bend College personnel and emergency responders as soon as possible.

Do not attempt to go back to the building until Coastal Bend College personnel or the Beeville Fire Department have given clearance.
Emergency Procedures

Once outside, proceed to the designated area, away from the building and doors. Make sure that everyone is accounted for. Benton Hall or apartment residents are responsible for the condition of the alarms in their rooms.

Emergency Procedure Infractions

Failure to Evacuate
Except for emergency response agencies, all occupants in the building will evacuate during a fire alarm. Individuals or groups of occupants failing to evacuate will be subject to expulsion from college housing and/or criminal prosecution. The Fire Department and Coastal Bend College personnel will perform building sweeps. Residents found during a fire or fire alarm will be reported to the Dean of Student Services for disciplinary action. Students must evacuate even if they feel or are told the fire alarm is not real.

Fire Hydrants and Fire Lanes

No vehicle except for emergency response vehicles are allowed to park in designated fire lanes or in front of a fire hydrant. Coastal Bend College shall not be responsible for any damage to a motor vehicle that obstructs the response of the Fire Department or other emergency response agency.

Other Infractions

Students may face expulsion from college housing, and/or criminal prosecution for the following:

- Any person who intentionally blocks or otherwise hampers the duties of the Fire Department or other safety personnel during a fire or medical emergency;
- Any person who without proper justification, turns in a false fire alarm by activating a fire alarm pull station or calling in a report of fire;
- Any person who modifies or tampers with the fire detection and/or suppression system (including fire extinguishers) in any building or room who knowingly sets fire to components of a building (i.e. doors, bulletin boards, and furniture) and/or the building;
- Anyone who possesses and/or activates a smoke bomb or other fireworks;
- Anyone who initiates a bomb threat; and
- Any person who through his action endangers another individual.

Security

The college routinely monitors usage patterns for its e-mail/Internet communications. The reasons for monitoring are many, including cost analysis/allocation and the management of the college’s gateway to the Internet. All messages created, sent, or retrieved over the college’s e-mail/Internet are the property of the college and should be considered public information. The college reserves the right to access and monitor all messages and files on the college’s e-mail/Internet system. Persons should not assume electronic communications are private and should transmit highly confidential data in other ways.

Security Cameras

There are security cameras at Benton Hall. The cameras are not monitored 24/7 but are recording 24/7. The recordings are recorded to a secure location and are reviewable. Damaging the cameras will not affect the video footage that has already been recorded.

Violations

Any person who abuses the privilege of college facilitated access to e-mail or the Internet will be subject to corrective action up to and including probation or suspension. If necessary, the college also reserves the right to advise appropriate legal officials of any illegal violations.

Safety Information

Security Officers

Security officers may be on duty during the evening hours. They are present for students’ safety and to enforce CBC policies and regulations. Problems should be reported to the officers if the Housing Coordinator is unavailable. Residents are obligated to abide by the security officer’s requests. Security officers are ONLY to observe and report violation of rules or problems that may occur. Residents are not required to share confidential or personal information with the security staff. Residents are free to come and go as they please as long as all housing rules are followed.

Fire Hazards

Most residence hall fires start in a student room. Causes could include:
- Motorcycles, automobiles, mopeds, gasoline, propane, flammable liquids, outdoor and indoor grills, and other similar items are hazards. These items are not allowed in buildings and shall be removed at the owner’s expense.
- Careless disposal of smoking material, cooking equipment, candles, improper wiring and poorly installed lights (including holiday lighting) are hazardous and not allowed.

Fire Extinguishers

Each apartment and room at Benton Hall has a fire extinguisher. It is to be used for emergencies only. If the extinguisher is discharged in a non-emergency, the resident will be charged for refills. CBC maintenance personnel inspect extinguishers monthly as designated by evacuation procedures outlined in this handbook.

Fire Safety

In the event of a fire, residents will exit the upstairs Benton Hall rooms and go to the nearest stairwell leading down to the first floor and move to open areas away from the building. Residents on the first floor will go directly from the room to open areas.
Internet Use Policy

Safety Tips
Doors must not be left open even for a short period of time and must be locked at all times.
- Valuables should be locked in the closet.
- Serial numbers for all valuables should be recorded for identification purposes.
- Residents should use the buddy system when walking after dark.
- Residents should keep roommates and suitemates informed of their whereabouts and of approximate time of return at all times.
- Strangers should not be allowed in living quarters.

Important Phone Numbers
Emergency ................................................................. 911
Housing Coordinator...................................................(361) 354-2772
Physical Plant Service Desk ...........................................(361) 354-2347
Dean of Student Services ...........................................(361) 354-2712
President’s Office ....................................................... (361) 354-2200

Internet Use Policy
Acceptable Use of the Internet and College Email
The college encourages the use of the Internet and email because they make communication more efficient and effective. However, Internet service and E-mail are college property, and their purpose is to facilitate college business. Every person has a responsibility to maintain and enhance the college’s public image and to use college email and access to the Internet in a productive manner. To ensure that all persons act responsibly, the following guidelines have been established for using email and the Internet. Any improper use of the Internet or email is not acceptable and will not be permitted.

Unacceptable Use of the Internet and College Email
The college email and Internet access may not be used for transmitting, retrieving, or storing of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the college’s email or Internet system. Electronic media may also not be used for any other purpose which is illegal or against college policy or contrary to the college’s best interest. Solicitation of non-college business or any use of the college email or Internet for personal gain is prohibited.

Communications
Each person is responsible for the content of all text, audio or images that they send over the college’s email/Internet system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on the college’s email/Internet system should contain the person’s name. Any messages or information sent by a person to an individual outside of the college via an electronic network (e.g., bulletin board, online service, or Internet) are statements that reflect on the college. While some users include personal “disclaimers” in electronic messages, there is still a connection to the college, and the statements may be tied to the college. All communications sent by persons via the college’s email/Internet system must comply with this and other college policies and may not disclose any confidential or proprietary college information.

Software
To prevent computer viruses from being transmitted through the college’s email/Internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the college. Persons should contact the CBC Computer Center if they have any questions.

Copyright Issues
Copyrighted materials belonging to entities other than this college may not be transmitted by persons on the college’s email/Internet system. All persons obtaining access to other companies’ or individuals’ materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials, except with permission, or as a single copy for reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

Security
The college routinely monitors usage patterns for its email/Internet communications. The reasons for monitoring are many, including cost analysis/allocation and the management of the college’s gateway to the Internet. All messages created, sent, or retrieved over the college’s email/Internet are the property of the college and should be considered public information. The college reserves the right to access and monitor all messages and files on the college’s email/Internet system. Persons should not assume electronic communications are private and should transmit highly confidential data in other ways.
Check-In/Out Procedures

Violations
Any person who abuses the privilege of college facilitated access to email or the Internet will be subject to corrective action up to and including expulsion. If necessary, the college also reserves the right to advise appropriate legal officials of any illegal violations. Any student violating this policy shall be subject to discipline, including suspension.

Check-in Procedures
1. Proper check-in procedures include signing the residency contract and receiving a key to the assigned facility after providing proof of bacterial meningitis shot or exemption and submitting the nonrefundable application fee.
2. Completion of any portion of the check-in procedures constitutes occupancy and obligates students to all policies outlined in the residency contract. This contract is binding and the student is responsible for paying the rental fees in full as stipulated in the contract. The rent will not be prorated or refunded if a student vacates or is evicted from Benton Hall or the college apartments during the semester.
3. A withdrawing student attending CBC for the first time, who is receiving Title IV financial assistance, will receive a refund credit based on PL 102.325.
4. Students will be notified of check-in dates prior to the beginning of the semester.
5. Students who fail to occupy rooms or apartments by 5 p.m. on the first class day of each semester will forfeit their reservations.
6. CBC housing residents need to complete the online training program, Alcohol.edu. This course is mandatory and you may access the course through the following link: http://college.alcoholedu.com Students should use login ID C223320A.
7. CBC housing residents need to complete the online training program Preventing Sexual Harassment. This course is mandatory and you may access the course through the following link: http://training.newmedialearning.com/psh/coastalbendc/index.htm. The user-friendly course requires approximately 60 to 90 minutes to complete. Upon completion of the reading section a 15-question mastery test is required. A score of 80 or higher must be achieved in order to pass the test. A score lower than 80 requires a retake. Upon successful completion, the test taker will be prompted to print a certificate. A copy of the certificate of completion must be submitted to the Housing Coordinator. The certificate will be placed in each student's residence file.

Check-out Procedures
Check-out dates will be posted at the end of each semester. Residents must follow these procedures:
1. Personal belongings left in the rooms or apartments will become CBC property, and as such, CBC reserves the right to dispose of this property.
2. Rooms/apartments should be cleaned and sanitized. This includes sweeping, mopping, dusting the furniture, cleaning all appliances, kitchen (apartments only) and the bathroom.
3. All trash should be placed in the trash bins.
4. Decals, posters, writings or markings should be removed from walls, windows, and mirrors and these should be thoroughly cleaned.
5. Power to the refrigerator breaker should not be shut off. (All food must be removed and refrigerator cleaned or student will be charged for cleaning.)
6. Keys must be returned to the Housing Coordinator the day the student checks out to prevent a charge for changing the lock. Benton Hall residents must turn in their keys at the end of each semester and the keys will be reissued when the student checks-in for the next semester.
7. Students who fail to check-out with the Housing Coordinator forfeit their deposit.
8. Fees must be paid in full before checking out of the apartments or Benton Hall.
9. Apartment residents must provide the Housing Coordinator a minimum of 30 days notice in order to be eligible for refunds of deposit or rental fees. Apartment residents are liable for rental fees through the term of their contract.
10. Residents suspended from campus housing will not receive a refund of the deposit or rental fees. Suspended residents will be charged for any damages to the room/apartment and its furnishings and for any necessary cleaning.

Please note, an e-mail will be sent to the Dean of Student Service with the test taker's name, date of completion, and score.
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<thead>
<tr>
<th>Violation</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
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<tbody>
<tr>
<td>Littering</td>
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<td>$75</td>
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<tr>
<td>Room/bathroom/area</td>
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<td>Noise</td>
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<tr>
<td>Fire/Health Safety</td>
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<td>$100</td>
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<td>Pet</td>
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<td>$200</td>
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<tr>
<td>Visitation</td>
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<td>$100</td>
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<td>Lost Key</td>
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<td>Smoking in Room</td>
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<td>$75</td>
<td>$100</td>
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<tr>
<td>Assault</td>
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<td>Weapons</td>
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<tr>
<td>Theft</td>
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<tr>
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<td>Golf cart taken</td>
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<td>Cleaning charge on check out</td>
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<td>Tampering with college property</td>
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<td>Vandalism/Destruction of college property</td>
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<tr>
<td>Disrespect towards CBC staff/RA'S/Helpers</td>
<td>$25 - $100</td>
<td></td>
<td>1 to 3</td>
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