

# RESIDENCE LIFE HANDBOOK

## FOR RESIDENTS OF CAMPUS VIEW VILLAGE

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Campus View Village  
2410 Sigmar Lane, #100  
Mount Vernon, WA 98273  
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Email: [mv.cvv@skagit.edu](mailto:mv.cvv@skagit.edu)

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## Welcome Message

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Welcome Campus View Village Residents,

We are glad that you have chosen to make Campus View Village your home while attending Skagit Valley College. Living in on-campus housing provides you many benefits not found anywhere else. The proximity to campus saves travel time to classes, makes school resources easier to access, and limits the need for transportation. Our low rental rates and all-inclusive utility structure limit the financial impact of independent living, while also reducing the number of bills you are responsible for. We also hope that you find your roommates, other residents, and the general community environment to be enjoyable, educational, and developmental.

Close quarter living and sharing spaces with roommates can be a challenging, but enriching experience. It is very likely that some of your roommates will be very different from you – in age, nationality, culture, background, life experience, and even purpose of being at SVC. You may go through the struggles of developing expectations and making compromises, but people who are open-minded, honest, respectful, and thoughtful – and are willing to put in the work of communicating and growing/learning with one another – generally have very positive experiences and fewer issues down the road.

The Campus View Village staff members are available to assist with your adjustment to this style of living and provide round-the-clock support, to assist in your growth as responsible and socially aware individuals. We encourage you to participate in CVV activities, involve yourself in campus organizations, and the surrounding Skagit community. We commit ourselves to supporting residents during your educational journey at Skagit Valley College. Resources exist all around to help you thrive; we can assist you in finding them and learning how to utilize them.

Thank you for being an important part of our community!

~ The Campus View Village Staff

## Campus View Village Mission

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Campus View Village (CVV) is a safe and inclusive residential community that offers students unique living and learning opportunities focused on developing the whole person.

## Campus View Village Goals

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Campus View Village (CVV) commits to supporting the mission of Skagit Valley College by:

- Welcoming and supporting all students
- Upholding accountability to safe and healthy student behaviors
- Maintaining clean, modern facilities conducive to academic & personal student growth
- Developing meaningful leadership, engagement, and support strategies for students
- Collaborating with campus and community resources relevant to diverse student needs

The Skagit Valley Foundation owns and operates CVV in support of the College mission and Strategic Plan. As a 501(c)3 non-profit organization, the Foundation operates CVV as a self-supported entity with budget considerations in place to support ongoing maintenance and repair.

## Basic Information and Staffing

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### **Campus View Village Office**

The Campus View Village office manages all aspects of on-campus student housing, including: processing applications, assigning rooms, tracking rent, planning events, managing Campus View Village student conduct, answering questions about the community, hiring and supervising student staff, and providing support to students, parents, campus offices, and community members with relation to on-campus student housing.

### **Contact Information**

#### Office Location

2410 Sigmar Lane, #100  
Mount Vernon, WA 98273

Office Phone: (360) 416-7650

RA Duty Phone: (360) 708-0151

Fax: (360) 416-6637

Email: [mv.cvv@skagit.edu](mailto:mv.cvv@skagit.edu)

#### Office Hours

Fall, Winter, Spring (September through June):

Monday through Friday: 8:00am - 7:00pm

Summer (July and August):

Monday - Thursday 8:00am – 7:00pm

## **Staff Information**

### *Campus View Village Staff:*

All Campus View Village staff members are responsible for assisting in the overall development of a safe, healthy, and engaged community. Our goal is to create and maintain an environment conducive to learning and to the personal growth of all residential students.

The *Director for Residence Life (DRL)* works to oversee all aspects of student housing at Campus View Village. Specific areas of focus are supervision of staff, risk management, budget management, maintenance coordination, long-term community improvement planning, crisis management, and supporting campus and community initiatives.

Availability: Due to the nature of this role, the Director has sporadic availability. It is always best to contact the CVV Main Office to schedule an appointment.

The *Assistant Director of Residence Life (ADRL)* is a live-in professional focused on student development by providing community events focused on social, personal, and academic engagement, supervision of RA student staff, primary oversight of alleged violations of Skagit Valley College Code of Student Conduct and/or Campus View Village policy, and emergency response.

Availability: The ADRL will have regularly scheduled office hours, but it is still best to contact the CVV Main Office to schedule an appointment.

The *Administrative Services Manager (ASM)* works to maintain records, manage occupancy, coordinate special projects, and assist students in managing CVV specific rent/fee balances.

Availability: Please contact the CVV Main Office to speak to or schedule an appointment with the Administrative Services Manager. This role is part-time, so availability may be limited.

*Resident Advisors (RAs)* are students who live at Campus View Village and serve as peer mentors, community developers, safety/security monitors, and your contact point for immediate issues within the community.

Availability: As students, RA availability is flexible. One RA is “on-call” each night from 7:00pm-8:00am, Monday-Thursday and on a 24-hour basis during the weekends or known Main Office closures.

*Office Assistants (OAs)* are students who work the Campus View Village Main Office during hours when the CVV professional staff are not in the office. They can provide most of the services of the ASM, but not all. OAs help bridge the gap between business hours and RA duty coverage.

Availability: During regular office hours when CVV professional staff are not in the office.

Campus View Village also contracts out to a number of outside agencies to assist with the upkeep of the facilities. These staff members may be employees of Skagit Valley College or may be private 3<sup>rd</sup> party contractors.

## Resident Services

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### Mail Service

Campus View Village receives mail from Skagit Valley College's mail center most standard business days – mail is not delivered to CVV on weekends or known college closures (holidays, inclement weather, etc.). Campus View Village does not accept outgoing mail. Residents can utilize the blue USPS drop box behind the Northwood Cole Library on campus.

Mail is then distributed to on-site mailboxes – each apartment has a singular mailbox for each resident.

#### *Where is my mailbox?*

There are two locations. Residents of an apartment share a mailbox and key.

*Birch Boxes:* Birch, Maple, and Alder

*Schumaker Boxes:* Cedar, Schumaker, Ben Root, and Jack Henriot.

Packages and letter that are too large to fit in mailboxes are kept in the CVV Main Office. Students will receive a slip in their mailboxes indicating that they have a package for pickup. Students must bring this slip and photo ID to the Main Office to claim a package. Package retrieval is NOT available outside of open office hours. Note: packages often take at least one additional business day to arrive at CVV than what is shown through on-line tracking systems.

Deliveries from non-USPS agencies (UPS, Fed-Ex, Amazon, etc.) are often delivered to the CVV Main Office directly. However, there are times when some agencies may deliver directly to your doorstep. We discourage this and are not responsible for the safety or condition of items delivered directly to doorsteps.

Upon checkout of Campus View Village, residents are expected to change their mailing address via United States Postal Services (on-line or at a post office) and in their MySVC student portal. CVV will not hold or forward mail received for former residents. These items will be returned to sender upon receiving.

#### *What is my address?*

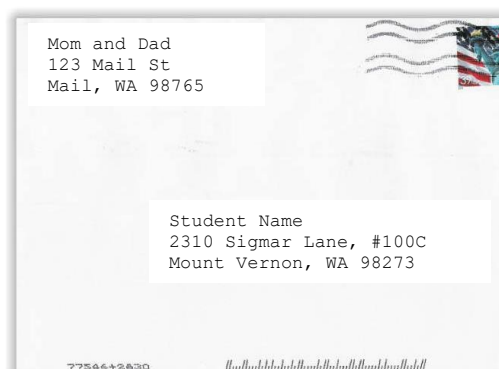
Please do not address personal mail to the generic Campus View Village Main Office or Skagit Valley College addresses. Instead, use the personalized address as shown below:

#### *Name*

**(Bldg. #) Sigmar Lane, # (Apt. # and letter)**  
Mount Vernon, WA 98273

#### Building Numbers:

Birch	2410	Schumaker	2310
Maple	2400	Ben Root	2300
Alder	2330	Jack Henriot	2220
Cedar	2320		



### **Internet Service**

Campus View Village offers wireless internet service in each apartment and in the CVV office. This service is contracted through Xfinity and is included in your rent. The provided modem must stay in the common living room to provide the best service possible. If at any time your WiFi becomes unresponsive or otherwise unusable, please contact CVV staff. These issues will be reported to Xfinity for investigation, but we are on the timeline of Xfinity. The log-in and password information for each unit's WiFi is posted in the common room. This information may change throughout the year to provide increased cyber security for your unit's connection and your devices' protection.

Responsible internet usage is a critical expectation of all residents and guests. This includes abiding by all regulations and laws regarding ethical downloading, possession, or distribution of copyrighted materials, as well as being mindful of who you are sharing log-in and password information with.

### **Laundry Service**

There is a laundry room in each building with a single washer and dryer. Each apartment shares a single laundry room key amongst all residents. This key grants you access to any of our 7 laundry rooms, so you may access other machine's if your stack's machines are in use or out of order. Make sure to return the key to your apartment's agreed upon location so others may utilize it.

The laundry machines utilize the WASH Laundry app to operate – those able to download through the Apple Store or Google Play Store can manage funds and pay for laundry directly through the app. If residents are unable to utilize the app, a card distribution machine can be found in Birch 100 where residents can claim a physical card that they can add funds to via debit or credit card. These cards can tap at the laundry machines to activate.

### **Food Service**

Skagit Valley College does not have a resident meal plan available, therefore residents must budget money and time to purchase and prepare their own food. CVV is not associated with any on-campus food services and is not involved in the cost or hours of operation for those services.

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## **Resource Use and Self-Regulation**

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### **Energy Conservation**

Campus View Village pays for all utilities. Conservation is still necessary to keep rental rates low. This results in substantial savings to students in the long run and provides a cleaner, more sustainable community operation. To assist us in helping you, please remember:

- Do not leave windows or doors open when the room heat is on
- Turn off all appliances and lights when not in use; turn off heaters in rooms when not in use
- Wash and dry full loads of laundry, but be careful not to overload
- Limit shower time
- Wear warmer clothes during cold weather
- Keep your heat below 72 degrees
- Open blinds during sunny days to take advantage of the natural light
- Shut your bedroom door when the heat is on to retain individual room heat
- Report thermostat and heater issues to CVV Main Office

## **Student Supplies and Resources**

Limited supplies for Campus View Village are purchased with the assistance of resident rent fees. These items are available for resident checkout through the CVV Main Office, and include cleaning items such as vacuum cleaners, mops, brooms, and plungers. Additionally, CVV has limited tools, such as bed wrenches to assist with adjusting the height of some CVV beds. Other items available are a limited supply of board games, sport equipment, and art supplies.

## **Living at Campus View Village**

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### **Eligibility**

Campus View Village is *exclusively* for students at Skagit Valley College during the academic year. Students must maintain the following credit minimums to maintain eligibility:

- Fall Quarter: 12 credits
- Winter Quarter: 6 credits
- Spring Quarter: 6 credits
- Summer Quarter: No requirement for continuing Spring resident; 6 credits otherwise

Space is limited and housing is not guaranteed for applicants. Room offers go out in order of priority based upon CVV waitlist and room offer policy. In the event that space is not available, qualified applicants will be notified of their status and placed on an on-going waitlist. Room offers will be made as space becomes available, or people decline their offers, based on waitlist order. Criminal and SVC conduct background checks may be conducted and could exclude applicants from eligibility, depending upon the nature and timing of the applicant's behavioral background. Credit and rental history could also be checked.

Housing at CVV is not available for families or domestic couples within the same apartment. Residents must be at least 18 years of age OR turning 18 within their first quarter living at CVV. Students turning 18 during their first quarter must have a parent or guardian sign their lease agreement. In the event that space is not available, qualified applicants will be notified of their status and placed on a waitlist.

### **Lease Agreements**

A lease is a formal document outlining the various contractual obligations to be made on the part of the student and Campus View Village. Leases last for at least one academic quarter and are renewed on a quarterly basis. Leases that are not signed by the publicized deadline cannot be guaranteed for renewal. Leases signed after the deadline may likely result in a small financial penalty. The lease is associated with all rent and fee collections, as well as disciplinary procedures within Campus View Village. When a lease is signed, the student is agreeing to the lease *in its entirety*.

### **Paying Rent**

Campus View Village is an educational non-profit operated by the Skagit Valley College Foundation. All income associated with rent and other housing fees is based entirely on cost for operating and maintaining a safe, comfortable, clean, and academically-driven community and market standards.

The preferred method of payment is through the CVV on-line payment system with a Visa or MasterCard. This is the fastest and easiest way of making sure your payments go through. Residents



may also choose to pay in any form at the SVC Cashier’s Window on-campus in Lewis Hall during their standard hours of operation. Residents may also make payments via Visa, MasterCard, or check at the CVV Main Office. The CVV Main Office does not accept cash for any payment. **Checks are payable to Campus View Village.**

Rent checks may also be mailed directly to (student name on memo line):

Campus View Village  
2410 Sigmar Lane, #100  
Mt. Vernon, WA 98273

Rent must be paid on-time. Resident accounts will be considered delinquent on the close of business on the date due. Extended payment options are available, if needed, by consultation with the Director of Residence Life.

**Rent is always to be paid in full by the deadlines listed below:**

Quarter	Payment Option	Rent Payment	Rent Due	Total Quarterly Cost
Summer 2024	Option 1 = with \$50.00 discount	\$1,134.00	7/6/2024	\$1,134.00
	Option 2	\$592.00	7/6/2024	\$1,184.00
		\$592.00	8/6/2024	
Fall 2024	Option 1 = with \$50.00 discount	\$1,924.00	9/20/2024	\$1,924.00
	Option 2	\$658.00	9/20/2024	\$1,974.00
		\$658.00	10/20/2024	
		\$658.00	11/20/2024	
	Option 3	\$987.00	9/20/2024	\$1,974.00
		\$987.00	11/12/2024	
Winter 2025	Option 1 = with \$50.00 discount	\$1,924.00	1/10/2025	\$1,924.00
	Option 2	\$658.00	1/10/2025	\$1,974.00
		\$658.00	2/10/2025	
		\$658.00	3/10/2025	
	Option 3	\$987.00	1/10/2025	\$1,974.00
		\$987.00	2/18/2025	
Spring 2025	Option 1 = with \$50.00 discount	\$1,924.00	4/11/2025	\$1,924.00
	Option 2	\$658.00	4/11/2025	\$1,974.00
		\$658.00	5/11/2025	
		\$658.00	6/11/2025	
	Option 3	\$987.00	4/11/2025	\$1,974.00
		\$987.00	5/20/2025	
Summer 2025	Option 1 = with \$50.00 discount	\$1,194.00	7/4/2025	\$1,194.00
	Option 2	\$622.00	7/4/2025	\$1,244.00
		\$622.00	8/4/2025	

**Application Fee**

When you apply to Campus View Village, you must pay a \$100.00 application fee. This fee covers basic administrative costs associated with processing your application. This fee is non-refundable and does not guarantee a room reservation.

### **Security Deposit**

After a room offer is made, each resident will be required to pay a security deposit of \$225.00. Deposits are not an account to be used to pay for damage, rent, or other charges incurred during your residency. The security deposit will be used to pay for damages, cleaning charges, late fees, past due rent, or other charges owed *only at the time of the resident's move out from Campus View Village*. The deposit is non-refundable if a resident moves out as a result of a lease violation.

### **Improper Checkout Fees**

Improper checkouts will result in a minimum of a \$50.00 fee charged to exiting residents who fail to follow all provided checkout procedures – this may include not completing all checkout documents, failure to properly checkout by a given deadline, self-terminating a future lease, and missing/not being prepared at the time of a previously scheduled checkout appointment (if not utilizing the express checkout option) This fee can be charged in addition to per-day late stay charges and forfeited deposits, if applicable.

### **Damage and Cleaning Charges**

Residents are responsible for any damages to their apartment during their tenancy at Campus View Village. *Immediate payment will be required for any damage that occurs while residents are living at Campus View Village*. Leases will not be renewed for students with a pending balance deemed excessive on their account and security deposits will not be used to cover mid-tenancy damages. Damages and cleaning charges could be assessed during Health and Safety Inspections, anytime staff must enter to evaluate a living space for a new resident, anytime a serious maintenance concern is identified that is not basic “wear-and-tear,” and upon move-out from Campus View Village. Funds paid to cover damages and cleaning go to cover the cost of repairing the issue or as a fine. If a responsible party of apartment damage is not identified, charges shall be equally split amongst all residents of that apartment.

### **Service and Emotional Support Animals**

Students requiring animal companionship as an accommodation to a disability must notify Campus View Village upon application. Additional documentation and a meeting with the Director of Residence Life will be required. Please note that, due to the close nature of living spaces, rooms that may house assistance animals may not always be available, depending on the needs of residents currently occupying apartments. Please view the Service and Emotional Support Animals policy in the Residence Life Policies section of this handbook for more information.

### **Room Assignments**

Room assignments are made based upon many factors, including – but not limited to – available spaces and Roommate Preference Form responses completed in the application. All apartments are assigned by stated gender identity. Part of the learning opportunity offered at Campus View Village is to live with individuals who are different from each other, so residents should never expect to live exclusively with friends, teammates, folks from the same country, or a general “perfect match.” Specific requests are considered when making room assignments, but never guaranteed.

Campus View Village reserves the right to require a resident to move to another apartment when such action is deemed necessary or appropriate. Some of the reasons include, but are not limited to: consolidating vacant apartments, maintenance needs, medical reasons, or behavioral issues. The Director or the ASM will notify students of any intent to relocate.

## **Room Changes**

Restructuring room assignments causes unrest in the community. A resident may request a room change from the Campus View Village office, but should understand that room changes may not always be approved, depending on the specific situation. Roommate conflicts are not usually viable reasons to move unless other action has been taken to work through the problem first. Should a room change request be granted, the resident must be relocated into their new room assignment within the timeline provided by CVV staff (typically 48-hours of being issued the key to the new room). There may be a \$25 fee per day for an incomplete room change after the allotted deadline.

*Residents will not be allowed to change apartments or bedrooms within the same apartment without prior approval from the Campus View Village office.* There is a \$100 fine issued for unauthorized room changes.

## **Summer Housing**

Campus View Village operates year-round and provides Summer Quarter housing for Skagit Valley College students. Residents living at Campus View Village during the period between conclusion of Spring Quarter and start of Fall Lease may be asked to live in designated apartments and may be required to relocate prior to the beginning of Summer Quarter and prior to the beginning of Fall Quarter. Vacant apartments during the summer will be used for maintenance work and other purposes deemed necessary by Campus View Village staff. Unlike in fall, winter, and spring quarters, summer quarter housing does not require an academic credit minimum for residents continuing along from Spring Quarter. All other CVV residents must take at least 6 credits if they move-in for summer quarter. When space allows, non-SVC students may be granted short term leases to live at CVV during the Summer Quarter.

## **Staff Room Entry**

Campus View Village respects a student's right to privacy. CVV staff members maintain the right to enter any room or apartment for the purpose of inspection, repair, emergencies, significant safety concerns, or other official business. This may extend to other employees such as maintenance and custodial performing their duties. CVV staff will always do their best to provide adequate notice of an intended room entry, but this is not always possible.

## **Furniture and Equipment**

### *Bedroom*

In each bedroom, Campus View Village provides a bed frame, mattress, desk, desk chair, wardrobe, night stand and dresser. Beds are extra-long/extended length twin size. Residents need to provide their own mattress covers, linens, blankets, towels, pillow, study lamp, wastebasket, etc. In order to reduce wear-and-tear on mattresses and help ensure consistently sanitary room conditions, **mattress covers and/or sheets are required on all beds.** Residents may choose to bring their own beds into Campus View Village, but no CVV-owned furniture may be removed from the room. Waterbeds are not allowed on Campus View Village property due to the risk of damage they present.

### *Kitchen*

Apartments contain a microwave, stove/oven, refrigerator, small bookcase, and a kitchen table with four chairs. These items must remain in the kitchen area. Residents are responsible for providing their own pots, pans, dishes, and other kitchen utensils.

### *Living Room*

Living rooms contain an either upholstered sofa and chair or four upholstered chairs, a cable TV box and a wireless internet router. These items must remain in the living room area.

### **Insurance**

Campus View Village will not be responsible for any damage or loss sustained by action of a third party, fire, water, theft, or for loss of any articles from any cause from CVV grounds. It is strongly recommended that residents secure appropriate renters and/or automobile insurance coverage as a protection against possible loss.

### **Lock-outs**

Students are issued a key for their room/apartment and are expected to lock their doors and carry this key with them at all times. If a resident is locked out, staff will assist them when they are able, but it may cause the resident to be placed at an inconvenience until such time. Lockout requests after 1:00 AM any night could be declined until the next morning if the resident is safely inside their apartment but locked out of their bedroom.

Residents who lose their keys (bedroom, laundry, mailbox) may get a temporary spare from the CVV Main Office. If the lost key(s) are not located within 48 hours, the locks will be changed at the expense of the resident who lost the keys. Bedroom keys cost \$100, laundry keys cost \$36, and mailbox keys cost \$36. If nobody takes responsibility for shared keys, that cost will be split equally amongst residents of the apartment.

Staff members will only open a door for the resident of an apartment or bedroom. A person will not be allowed to enter another person's apartment/bedroom under *any* circumstance without the resident present or expressed written consent from the resident authorizing that specific individual to enter their space to retrieve a specifically identified item.

If residents repeatedly lock themselves out of their room/apt., they may be required to meet with the Director, have their locks changed, at their expense, or be charged a convenience fee of up to \$50.00.

### **Maintenance Issues**

Requests for routine maintenance should be directed to the Campus View Village Main Office during posted office hours. CVV staff and SVC maintenance staff will determine the urgency of the request and act accordingly. During the evening and weekends, **emergency** maintenance calls should be directed to the RA on-call by calling (360) 708-0151.

Residents are responsible for proper use of appliances and facilities. Residents will be charged the repair costs associated with the negligent use of appliances or facilities. Please report any maintenance needs quickly so more serious damage does not occur. *Clogged toilets and burnt-out light bulbs are the responsibility of the residents to fix.* Assistance and supplies (when available) can be obtained from the CVV office during regular business hours.

## Living with Roommates

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Whether you are used to living with roommates or living on your own, college housing settings are always a unique experience. If you choose to approach this opportunity with an open mind, communicate regularly, respond to frustrations maturely and calmly, are honest with your expectations, and are willing to compromise, this can be one of the most educational parts of your time at Skagit Valley College!

Campus View Village staff members are available to assist in roommate conflicts and mediation. Our goal is not to solve these issues, but rather to provide residents with the tools to help them solve the issues internally.

### **Roommate Agreements**

RA staff will provide each apartment with a Roommate Agreement Form. This is an informal guide to help roommates understand each other's expectations and to address potential conflicts BEFORE they arise. Using this guide allows roommates to have open, honest, structured, and safe conversations about personal needs and topics that are likely to be important. At the end of the conversation, a summary agreement shall be created by all residents so everyone knows and understands their roles in a positive environment. These should be posted for easy reference and access and will be utilized by CVV staff as a foundation for helping to hold people accountable to basic issues that may arise. Expectations and needs are likely to change throughout the year, so roommates may need to revisit and update this document more often than quarterly.

### **Roommate Conflicts**

Philosophically, CVV utilizes Tuckman's Theory of Group Development – groups (including roommates) FORM their group as each member is added; they then STORM through conflicts that arise as expectations and needs change; NORM over time into a compromised state of accommodation; and PERFORM effectively as a group. For this reason, roommate conflict is seen as natural and should be expected. If handled appropriately, roommate relations often improve.

Here are some tips to help you navigate times of conflict:

- Reflect before you react – allowing emotions to control behavior will likely not result in a positive interaction and will put others in a defensive position
- Ask yourself: “What *exactly* did this person do that has upset me?” and “Does it really bother me?” You might be surprised by the answer you identify.
- Ask yourself: “What am I doing that might be affecting the other person negatively?” If you are honest with yourself, you will likely be able to identify some behavior that you could or should alter as you move through the conflict.
- Ask yourself: “If I allow this conflict to continue, is there a good chance that I or my roommate will never be able to reconcile?” If the answer is yes, it may be time to go speak with an RA.

### **Facilitated Roommate Conversations**

Campus View Village staff are trained to assist roommates through basic conflicts. If you believe that you require a formal facilitated conversation, please speak with a Resident Advisor.

## Check-In and Check-Out Procedures

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### Checking-In

CVV staff will contact incoming Campus View Village residents to pre-provide all check-in paperwork and schedule an anticipated arrival date based on the beginning date of that term's lease. If incoming residents are interested in arriving BEFORE the listed start date, they must make a formal written email request to the Director of Residence Life. These requests are not guaranteed and are only approved if CVV can accommodate the request. Approved requests will be noted in a written email response and come with a pro-rated daily fee for every day prior to the lease start date. Due to availability uncertainties, unscheduled early arrivals are not accepted.

Upon check-in, residents receive one key and a Resident Handbook (along with blank copies of any check-in paperwork not previously completed). The use and purpose of these materials will be explained by the CVV staff member conducting the check-in. Keys should be cared for and maintained only by the student to whom they are issued.

Check-in is also when residents sign their lease. This is a critical moment and should be taken seriously. During Fall Quarter, an orientation event may be held that covers the lease and other important information. When held, this orientation will be heavily advertised and is mandatory for all new residents who have yet to sign a Fall Quarter lease. Once students have completed their lease signing, they should go directly to their room and complete their Room Inventory Form. Students under the age of 18 must have a parent or guardian sign the lease along with the student.

### Checking-Out

Residents must provide written notice to the Campus View Village office at least 30 days prior to vacating. Residents will receive digital communication approximately 45-60 days prior to the current lease's expiration date. This form requests residents to indicate their intentions at the conclusion of their current lease (continuing to the next quarter or leaving). This process allows Campus View Village staff to coordinate move outs, room turn arounds, and room offers to those on the wait list.

*Students who fail to notify the CVV office of their intentions by the listed due date will be assessed a fee, may lose housing for the following quarter, and forfeit their Security Deposit. **Residents are expected to check-out by 7:00pm on the day their lease expires.*** Failure to do so will result in additional rent charges, possible loss of security deposit, and possible improper checkout fees.

Check-out procedures may vary. They may require a pre-scheduled appointment with CVV staff to conduct a joint walkthrough of the unit, but most likely, residents will inform the Director of Residence Life of their intended departure date and will follow the provided self-checkout steps (including the cleaning of the full unit in conjunction with roommates, the completion of provided check-out paperwork, and leaving the bedroom key provided at check-in).

### Improper Check Out

Residents who fail to check-out by the assigned deadline, meet with CVV staff as scheduled, complete all check-out paperwork, or leave without providing notice (abandonment) are subject to a \$50.00 improper check-out fine, in addition to any per-day late-stay fees that could be incurred as a result of failing to check-out.

## Vacate Cleaning List

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Living in an apartment with three other individuals requires some planning, coordination, communication, and accountability. All roommates share responsibility for the daily upkeep of their home. Therefore, Campus View Village takes a firm stance in charging all students in an apartment when a common area requires professional cleaning or uncommon repairs OR when an apartment is so significantly dirty that it is considered unsanitary. Students are encouraged to respectfully hold each other accountable for their actions with regards to apartment cleanliness and maintenance.

The kitchen, bathroom, hallway, and all common areas are to be kept in clean, sanitary condition at all times. Campus View Village staff will request that residents clean these areas if they are not in good condition. Failure to do so will result in residents being assessed the cost of cleaning.

Before leaving and before Health and Safety Inspections, all residents should actively work to clean their apartment. When checking out, your personal items must be fully removed from Campus View Village property. CVV does not offer storage for students and personal items are subject to immediate disposal – at resident expense – if left upon check-out.

### **Kitchen**

#### *Refrigerator*

- Wash inside and outside of the refrigerator and freezer.
- Take out vegetable drawers. Wash, dry and replace
- Move refrigerator away from wall and clean underneath. DO NOT TURN OFF

#### *Stove*

- Remove racks and broiler pan, soak in soap & hot water to clean, and dry well
- Clean inside of oven, top of stove, round drip pans under elements, and drip pan underneath by lifting top of stove

#### *Cabinets and drawers*

- Wash and dry cupboards inside and outside
- Clean sink and countertops well

#### *Miscellaneous*

- Replace all burned out bulbs (Residence Life Office has the supply)
- Wash windows, window sills, and blinds
- Scrub kitchen floor including under moveable appliances
- Wash & dry inside and outside of microwave

### **Living Room**

- Wash windows, windowsills, and blinds
- Wash light fixtures and walls
- Vacuum and clean carpet and furniture
- Wash inside and outside of front door
- Confirm all equipment (including laundry and mail keys, modem, and cable box) are present

**Bathroom**

- Clean shower sides and floor thoroughly
- Clean inside and outside of toilet
- Wash mirror, sink, inside and outside of cabinet, countertop, floors, and walls

**Bedroom**

- Wipe tops of desks and dressers; inside drawers of desk, dresser, and closet.
- Wash windows, windowsills, and blinds
- Vacuum and clean carpets
- Wash light fixtures and walls

*Residence Life staff will also be checking for the following items:*

- All personal belongings are removed from apartment and balcony; no stored items left behind
- The garbage disposal, vent fan, and heaters are in working order
- All light bulbs including the refrigerator and stove bulbs are in working order
- The laundry and mail keys are visible
- Beds and mattresses are stable and free of damage

Checkout inspections and charges are not considered final until the Director of Residence Life (or designee) completes an independent walkthrough of the unit after resident has departed.



## Apartment Appliances

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It is the responsibility of all residents to maintain the apartment appliances. The following information may be helpful in using and maintaining apartment appliances.

### Cleaning the Oven and Stove

To clean the round drip pans under the electrical coils on the stove top, pull the electrical coils out of the sockets-GENTLY. The round drip pans come out and may be cleaned. It is extremely important that the drip pans are allowed to dry completely before they are put back. In order to clean large drip pan, lift top of stove (while coils and round drip pans are removed); clean large drip pan underneath. Make sure to dry it thoroughly. **Do not allow water to get near the electrical sockets.** For the inside of the oven, many units have self-cleaning options. Latch the door and select the self-cleaning button. **The oven will automatically unlatch when it is cool enough to open. DO NOT force the latch or it will break.**

### Operating the Garbage Disposal

There is a switch next to the kitchen sink that turns on the garbage disposal. Always run cold water in the sink while using the disposal. **Do not place hot liquids or excessively hard items in the garbage disposal, as it can cause it to break.** The disposals clog easily. Residents may be assessed a *minimum* of \$20.00 to have disposals fixed by a maintenance worker.

### Toilet

The toilets at Campus View Village are conservation style and use a limited amount of water and power to flush. Residents may be assessed a *minimum* of \$20.00 for a maintenance worker to unclog toilets. Please do not flush excessive amounts of toilet paper, any feminine products, or food down the toilet. Keep a plunger handy and ask for help from CVV staff when needed. The appropriate type of plunger for a toilet has a bulb at the bottom that can fit into the toilet drain, rather than a flat bottom. Instructions on unclogging toilets are available at the Main Office.

### Shower

Residents should create a schedule to clean the bathroom. It is recommended that the full bathroom (including the shower) be cleaned *at least* once per week. The shower accumulates dirt easily due to the type of surface on the bottom. Abrasive items should not be used as it will scratch the surface.

### Light Bulbs

Campus View Village provides light bulbs of the correct wattage in the Campus View Village office. Student should try to replace burned-out lights themselves unless the light is too high to reach or if a bulb breaks in the fixture. NO 100 WATT BULBS. Colored or specialty bulbs may be used in personal bedrooms – as long as they are an appropriate wattage – but not in common spaces.

*Correct Bulb Wattage:*

- Bedroom and bathroom ceiling: 65 Watt *or less* Standard Bulbs
- Vanity lights: 40 Watt Standard Bulbs
- Recessed lights: 65 Watt *or Less* INDOOR Floodlights
- Dining room light: 40-Watt Globe Style (preferred) or Standard Bulb
- Oven and refrigerator: 40 Watt Specifically Oven Bulbs & Refrigerator Bulbs

## Maintenance Cost Schedule

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A list of **estimated** replacement, repair, and cleaning charges is provided below. If any items are missing or damaged to the point that they must be replaced when a resident moves out, they will be charged for the current cost of the item plus labor and service charges, which may or may not be represented on the cost schedule below. If Campus View Village incurs a higher cost or a lower cost for replacing an item, residents will be charged accordingly unless a standard fee is appropriate. While this list offers estimates, the cost of cleaning is typically valued at approximately \$25/hr, while maintenance work/repairs are valued at \$35/hr plus materials. Please note this is not an all-inclusive list; residents can be charged for the replacement of items that are not on the list. Additionally, non-routine charges are accrued as they occur.

### Replacement/Significant Repair Charges

Doors	\$400	Grease Screen	\$15	Blinds	\$50
Window Glass/pane	\$250	Cabinet Doors	\$60	Towel Bar	\$15
Patio Glass	\$200	Cabinet Handle	\$15	Drip pans	\$20
Window Screens	\$75	Rehang Cabinet Door	\$20	Light Fixture	\$50
Patio Screens	\$75	Smoke Detector	\$50	Bulb Removal	\$7
Wardrobe Mirror	\$20	Door hinges	\$10	Room Key	\$100
Bathroom Mirror	\$60	Disposal	\$100	Laundry Key	\$36
Microwave	\$150	Refrigerator Bar	\$15	Laundry lock	\$150
Microwave Plate	\$55	Ice Tray	\$5	Counter Tops	\$350
Table	\$500	Splashboard	\$75	Oven Glass/Trim	\$140
Kitchen Chair	\$225	Upholstered Chair	\$750	Person Item Removal	\$30+
Mattress	\$100	Bookcase	\$350	Safety Fines	\$50+
Upholstered Sofa	\$1600	Bed frame/rails	\$150	Mailbox Key	\$36

### Cleaning/Basic Repair Charges (many charges are hourly)

<u>Kitchen Cleaning</u>	<u>Bathroom Cleaning</u>	<u>Miscellaneous</u>			
Oven	\$ 50	Counter Top	\$ 10	Carpet Clean (Apt.)	\$ 250
Stove Top	\$ 15	Mirror	\$ 10	Carpet Clean (Room)	\$ 75
Microwave	\$ 15	Sinks	\$ 10	Carpet (Spot Clean)	\$ 50
Refrigerator	\$ 50	Shower	\$ 50	Gum Removal	\$ 60
Behind Frig.	\$ 25	Toilets	\$ 25	Clean Windows/sills	\$ 20
Defrost Frig.	\$ 50	Unclog Drain	\$ 25	Clean Chairs	\$ 50
Floor	\$ 30	Floor	\$ 30	Clean Couch	\$ 75
Drawers/Cab.	\$ 30	Wall/Vent	\$ 25	Clean Light Fixture	\$ 10
Sink/Disp.	\$ 10	Cab/Drawers	\$ 25	Paint Bedroom	\$ 100
Walls/Ceiling	\$ 50			Clean Table/Chairs	\$ 20
				Painting: Touch-up	\$ 35
				Paint 1 wall	\$ 150
<u>Bedroom Cleaning</u>					
Walls/Ceiling	\$ 50	Inside furniture	\$ 10		
Top of desk	\$ 15	Top furniture	\$ 15		
Stickers removal	\$ 25	Vacuum	\$ 25		
Window Sills	\$ 10				

## Safety & Emergency Procedures

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### Staying Safe

Campus View Village is a safe community and we want to keep it that way. To help CVV staff maintain a safe and welcoming environment for all students, please report any unsafe behaviors to **Campus Security at 360-416-7777**. If you are ever concerned about your immediate safety, call **9-1-1**. It is always also a good idea to report these issues to CVV staff after contacting Campus Security or 9-1-1. Staff can be accessed at the CVV Main Office during standard hours or on the RA afterhours duty-phone (360) 708-0151.

Here are some tips to help you be prepared to report issues or be kept aware of campus issues:

- Enter Campus Security's phone number into your personal phone: (360) 416-7777
- Enter CVV Main Office phone number into your personal phone: (360) 416-7650
- Enter CVV RA afterhours duty-phone number into your personal phone: (360) 708-0151
- The Blue Light Phone near Cedar House connects you directly to Campus Security
- Register for SVC Emergency Notifications: [www.skagit.edu/getrave](http://www.skagit.edu/getrave)
- Register for Skagit Community Notifications: [www.skagit911.us](http://www.skagit911.us)
- Report concerning behaviors online: [www.skagit.edu/report](http://www.skagit.edu/report)
  - Do not utilize this option in an emergency – contact 9-1-1

### Emergencies

An emergency is defined as any incident that has a high potential for causing harm to a person or property. Emergencies are never to be taken lightly. In any emergency, it is important that you try to remain calm. Below are some tips that you can use to help keep yourself safe in various types of emergencies. CVV and Campus Security staff are trained in assisting students in emergency situations, but you should always call 9-1-1 in immediate emergency situations. You are responsible for following all SVC/CVV staff instructions.

### CVV Evacuation Location

In instances where Campus View Village is evacuated, all residents must go to the **SVC Fire Tower** located on the SVC side of the green fence line, near Birch House. If this location is deemed to be unsafe, SVC/CVV staff will direct residents to an alternative location.

### Trespassers and Intruders

If you notice a suspicious person on Campus View Village grounds actively engaging in criminal or dangerous behavior (breaking into a car or apartment, carrying a weapon, etc.), call 9-1-1.

- Try to get a good description of the person BUT STAY AWAY
- After contacting 9-1-1, contact Campus View Village staff to report this issue. You may be asked by police or Campus Security to provide a witness statement.

### Physical Threats

If you observe a situation that could pose an immediate threat to personal well-being, such as a fight, assault, mugging, or a weapon, call 9-1-1 and stay away from the situation.

- After contacting 9-1-1, contact Campus View Village staff to report the issue. You may be asked by police or Campus Security to provide a witness statement
- Request medical assistance for any injured persons, if needed

## **Fire Incidents**

- Call 9-1-1 any time a fire is present
  - DO NOT DO ANYTHING TO PUT YOURSELF IN DANGER
- If the fire is very small, you may attempt to put it out with the fire extinguisher in your apartment. If this does not work or if it seems uncontrollable, evacuate immediately. Leave your belongings and call for others in your building to evacuate as you are leaving
  - Inform CVV staff, so they can provide evacuation assistance
- As you exit the unit make as much noise as possible to get the attention of other students
- DO NOT GO BACK INTO A BURNING APARTMENT OR ROOM
- Stay at your evacuation location until the fire department indicates that it is safe to go inside or until Campus View Village staff give you further instructions
- Report fire incidents to CVV staff – even small ones contained without emergency response
- If you are caught in a fire:
  - Crawl or stay low so that you do not inhale too much smoke
  - Touch your hand to a door before leaving a room to see if it is too hot and if there is a fire on the other side. If so, do not go through that door.

## **Earthquakes**

- Seek shelter under a desk/table or other stable structure
- Avoid windows, glass, or items that could tip/fall
- Do not attempt to leave your apartment unless instructed to do so
- Be aware of and avoid downed power lines or other hazards
- Avoid using your phone unless you or somebody you know is injured – this keeps lines clear for emergency response teams

## **Physical Health Incidents**

- Call 9-1-1 in an immediate medical emergency and do as they instruct
- Contact CVV staff to report the incident – do not leave the injured person unattended, so you may need to wait until medical response arrives before reporting.
- If trained, provide first aid or CPR. CVV staff has access to basic first aid kits and an AED
- CVV staff is not permitted to take residents to medical facilities

## **Mental and Emotional Health Incidents**

- Utilize CVV staff or Counseling Services for support or help gaining community resources
  - This is helpful if you are the one with the incident or a support person/friend
- Call 9-1-1 in an immediate mental health emergency which could potentially result in harm
- Call Campus View Village staff to report the issue after emergency personnel have been contacted. You may be asked by police or Campus Security to provide a witness statement

## **Power Failure Incidents**

- Turn off electrical equipment to prevent an over-surge of electricity when power returns
- CVV staff has access to limited flashlights and lanterns if needed
- In long-term outages, CVV staff will relay instruction provided by Skagit Valley College

## Resident Bill of Rights

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As a contributing member of Campus View Village, you have unique needs which should be accommodated by other residents in the community. To assist you in identifying what issues we consider being paramount to our community's success, please review your rights, as stated below.

### **You have the right to:**

- *Study in your apartment free from unusual distractions.* This is guided by Campus View Village's noise policy and our expectations regarding noise levels at all hours of the day. As an active community, some noise should be expected. Occasional construction and maintenance noise could occur, as well, especially during the summer months.
- *Maintain equal use of all common areas and facilities.* The Campus View Village office lounge, laundry facilities, and Campus View Village grounds are available for resident use on a first-come, first-served basis at all times except when expressly needed for a Resident Advisor program or otherwise determined critical by the Director.
- *Entertain guests of any identity in the apartment.* Campus View Village values and celebrates diversity of all kinds and welcomes the opportunity to provide you with an experience that may be new or unfamiliar to you. This can occur so long as it is done in a way that does not offend or harm others within the community. **Discrimination (both unlawful and unjust) is strictly prohibited in Campus View Village.**
- *Live in a sanitary, clean, and physically safe apartment.* Health and Safety Inspections occur multiple times throughout each year to help ensure that you and your roommates are taking advantage of this right and in order to maintain a safe and clean environment for everyone else.
- *Live in an apartment free from illegal substances and illegal activities.* Our policies and procedures are quite clear with regards to our expectations in this area. Illegal activity of any kind will be treated as such.

**You alone have the right to dictate and manage the use of your personal possessions.**

## Resident Rights and Responsibilities

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Campus View Village policies and procedures are designed to help maintain a safe, clean, healthy environment for all residents. Ultimately, it is the responsibility of the residents to help achieve this goal. All residents and their visitors are expected to demonstrate consideration and respect for other residents', property and community standards.

In order to support the value of providing students with a safe and healthy environment, Campus View Village diligently screens applications for potential residents. To protect our students and our community, applications may involve a criminal background check and could result in a declined application.

### **Student Rights**

It is important that residents know their rights. In enforcing the Campus View Village policies and Skagit Valley College Code of Student Conduct, CVV and SVC staff follow basic principles of due process. In any case of alleged misconduct, the student has the following rights:

- To be notified in writing (or email) of the alleged incident and adequate notice of a pre-scheduled meeting
- To discuss the incident and their alleged involvement at the meeting and to review the policies which were allegedly violated
- To present pertinent information on their behalf at said meeting
- To review all materials presented against them
- To be notified in writing (or email) of any sanctions (consequences) resulting from the policy violations
- To be informed of the appropriate appeals process
- To request an appeal to the appropriate staff member

Resident leases may be terminated immediately if they are found engaging in illegal activity. Generally, this would be accompanied by police and/or Campus Security involvement.

### **Student Responsibilities**

Campus View Village is considered to be part of the Skagit Valley College campus with only limited exceptions. Residents living at Campus View Village are required to adhere to all residence life policies (see pages 24- 38 of this handbook for reference). Additionally, CVV residents must abide by the Skagit Valley Code of Student Conduct while on campus and at Campus View Village. To view the SVC Code of Student Conduct, please visit:

<https://www.mysvc.skagit.edu/news.asp?pagenumber=2501>

Skagit Valley College carries the presumption that each student will be a responsible member of the academic community; thus when the student enrolls at Skagit Valley College, she/he likewise assumes the obligation to observe the standards of conduct that are appropriate to the pursuit of academic goals. Stated in general terms, the student has the obligation to:

- Maintain high standards of academic and professional honesty and integrity
- Respect the rights, privileges and property of other members of the academic community and visitors to campus, refraining from actions that would interfere with the college's functions or endanger the health, safety or welfare of other persons
- Comply with all rules and regulations of the college

## Residence Life Conduct Process

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In order to provide a safe, healthy, inclusive, and academically-driven environment for residents at Campus View Village, Campus View Village enforces a series of policies that, in addition to the Skagit Valley College Code of Student Conduct, provide a basic behavioral guideline for residents and guests. This process is meant to be educational and developmental.

Because of a shared set of expectations (SVC Code of Student Conduct and CVV Handbook), there may be instances where a single incident may be a violation of both standards. In this case, students may go through a single hearing process that will jointly address their status as a student of SVC and a resident of CVV.

### **Violation of SVC Code of Student Conduct and/or CVV Policy (hereon referenced as “policy”)**

If a student or guest violates a policy, either intentionally or unintentionally, they are immediately subject to disciplinary action. If a student or staff member observes or reports a policy violation, the students involved will be required to meet with the Director of Residence Life, Assistant Director of Residence Life, or other campus conduct officer, depending on the type of alleged violation(s), the severity of the alleged violation(s), and impact of the violation(s).

### **Incident Reports and Documentation**

Staff members and students are asked to document any event that occurs at Campus View Village if it affects the health and welfare of any person or property. This includes possible violations of Campus View Village and/or Skagit Valley College policies. *Any person can write an incident report.* Incident reports are an objective tool used to document events and incidents and carry no weight in and of themselves. To file a report, visit [www.skagit.edu/report](http://www.skagit.edu/report).

Incident reports are considered to be the formal documentation process for Resident Advisors when documenting policy violations. If the report is forwarded to Skagit Valley College conduct officers, the incident report could become a part of the student’s academic record.

### **Conduct Hearings**

Students who are documented as having been involved in or a witness to a violation of one or more Residence Life Policies will meet with a conduct officer with authority in Housing matters. In the instance where a policy violation also violates the Skagit Valley College Code of Student Conduct, students may meet with an SVC Student Conduct Administrator. In some instances, both a representative from Housing and SVC Student Conduct shall jointly oversee a hearing. The adjudicating staff member(s) will notify the student of the issue in writing (most commonly through Skagit Valley College student email) and will pre-schedule the hearing using the student’s class schedule.

In these meetings, the student will be asked a series of questions. These meetings provide the resident with the opportunity to share any insight they have on the issue that the documenting parties did not witness (called *due process*). The meeting is also a safe venue for the resident to share information about themselves and their experience at Campus View Village.

## **Responsibility and Sanctions**

Once the conduct officer has compiled and reviewed all of the available evidence, a decision about each individual's personal responsibility in the situation will be made. If a student is found to be "responsible" for a policy violation, they are subject to receiving sanctions (or consequences) for their actions. These sanctions vary depending on the impact that the behavior had on the community, the perceived learning that has already happened as a result of the issue, the remaining learning that is perceived to be necessary, and the steps that need to be taken to make amends with the community. Failing to complete any and all sanctions by the deadline will be considered non-compliance and will result in additional (and potentially more severe) consequences.

Campus View Village seeks to create an atmosphere where individual community members take full responsibility for their actions. There are often natural consequences that occur when policies are violated. It is the role of the assigned conduct officer to assure that each student is presented with the opportunity to learn from the incident in question. The range of sanctions includes, but is not limited to:

- Verbal or written warning
- Monetary fine (restitution), the amount of which varies based upon community impact
- Community service, the length and nature of which varies based upon community impact
- Loss of privileges, such as hosting guests or parking
- Reflection paper or programmatic assignment
- Relocation to another room or apartment
- Completion of an alcohol or marijuana education course online
- Referral to a member of SVC Wellness Education
- Referral to a substance abuse agency or counselor
- Housing Probation (also known as a "final warning"), which could limit or restrict lease renewals, payment plans, and other privileges
- Non-Renewal of Lease, which would terminate tenancy at the end of the lease period
- Eviction, which would terminate tenancy within 72 hours or another given time period
- Restriction or Trespass, meaning the individual is not permitted to return to Campus View Village property and will be considered "Persona Non-Grata"

## **Completing Sanctions and Closing Cases**

Once the sanction is completed by the student, the Director *may* request one final meeting before closing the case. The purpose of this follow-up meeting is to help the student reflect on their actions and the sanction provided and to identify steps that they can take to avoid the issue in the future.

## **Appealing Decisions**

Students who feel that they were assigned unfair or inappropriate sanctions or who generally disagree with the decision of the assigned conduct officer have the right to appeal the decision. This process will be outlined in the decision letter (or email) received by the student.



## Residence Life Policies

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While a resident of Campus View Village Apartments, you are held accountable to both the outlined Handbook policies as well as the Skagit Valley College Code of Student Conduct. Therefore, there are times when violations may overlap between the two documents. In these situations, students alleged to have violated policies may be called into meetings where sanctioning may impact both CVV housing and SVC student status.

Additionally, this document attempts to clarify violations likely to result in these types of meetings, however, not all instances are referenced, and both CVV and SVC reserve the right to hold students accountable to both documents when applicable or appropriate. This includes continuous/frequent or singularly excessive violations of housing policies potentially leading to conduct meetings where sanctioning may impact both CVV housing and SVC student status.

### Alcohol

The SVC Code of Student Conduct identifies an alcohol-based violation as: The use, possession, delivery, sale or being observably under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

#### *Under 21 Year of Age*

Any residents and/or guests under the age of 21 may not use, possess, deliver, sell, or be under the influence of alcohol while at Campus View Village. Those found in violation may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-10A)**

Additionally, residents and/or guests under the age of 21 may not be in the presence of open containers or alcohol while at Campus View Village, nor can empty alcohol containers, logos, or alcohol related paraphernalia (e.x. beer bong) be displayed in common spaces, bedrooms, or other publicly viewable spaces, such as apartment windows, balconies, patios, etc.

#### *21 Years of Age or Older*

Residents and guests who are of legal drinking age may possess, consume, or be under the influence of alcohol (to a reasonable degree) with the following restrictions:

- Alcohol may not be *stored or consumed* in apartment common areas (kitchen, living room, bathroom, or hallway) at any time if *any* of the roommates living in that apartment are under the age of 21.
- Open containers are not allowed in the presence of residents and guests who are under the age of 21, even in individual bedrooms.
- Empty containers and alcoholic logos may not be displayed in apartment common areas or in publicly viewable spaces, such as apartment windows, balconies, patios, etc.
- “Common sources” of alcohol, including kegs and beer bong, are not allowed on Campus View Village property at any time.
- Alcohol may never be consumed outside of an apartment, regardless of age.

Anyone over the age of 21 found to be providing alcohol to minors may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-10A)**

## Contraband Items

For safety, legal, and various other reasons, the following items are not permitted on Campus View Village property. Additional items found to be unsafe or in violation of the “spirit” of any Campus View Village or Skagit Valley College policy may be deemed contraband, as well. While drugs, alcohol, prescription drugs, and related paraphernalia *may* be considered contraband, these items maintain their own specific policies. Weapons also maintains their own specific policies, but are outlined here, as well, in accordance to WAC. As such, these items may or may not be considered under contraband policies.

*Anyone found with contraband items as outlined by SVC Code of Student Conduct may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status*  
**(WAC 132D-150-050-8; WAC 132D-150-050-19)**

- Firearms of any kind
- Daggers
- Swords
- Knives
- Other cutting/stabbing instrument
- Club
- Explosive devices
- Any other weapon apparently capable of producing bodily harm
- Illegal aide or device used in committing crime

*Contraband items as outlined by CVV*

- Candles – decorative with wicks removed may be authorized
- Incense and sparklers
- Hookahs and water pipes
- Items – especially those utilizing lithium ion batteries – under recall by the manufacturer, UL and/or other government agencies (e.g. hover boards, Samsung Galaxy Note 7)
- Any lamp or lighting device requiring 100 watt bulbs or higher
- 100 watt bulbs or higher
- Space heaters
- Gas or propane operated equipment (including storage on balconies or patios)
- Barbeque grills of any kind (including storage on balconies or patios)
- Other open flame or exposed heat source items

## Decorations, Signs, Pictures, and Posters

Decoration of Campus View Village apartments is encouraged as to help residents make their apartments feel like home. However, items that are public view (viewable outside of a private bedroom space, including exterior of door or out windows) and may be considered publicly obscene, discriminatory, hostile, or violate the rights of others are not allowed. Anyone violating this policy may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-11; WAC 132D-150-050-12; WAC 132D-150-050-13A).**

Campus View Village also restricts the following:

- Public view (viewable outside of apartments, including exterior doors, walls, windows, balconies, and patios) decoration if deemed offensive, potentially dangerous (e.g. potentially limiting egress), or in violation of any other CVV or SVC policies.
- Unauthorized painting of apartment rooms, common spaces, or other CVV property.
- Flammable materials being hung on ceilings, light fixtures, or excessively draped on walls.
  - Some paper/poster items are acceptable
- Using nails, bolts, screws, or other hardware directly into apartment walls, floors, ceilings, or other CVV property.
  - Excessive pinhole damage or paint damage caused by sticky substances may also result in repair charges, but would likely not be considered a violation of policy.

## Discrimination

The SVC Code of Student Conduct identifies Discriminatory Conduct as: conduct which harms or adversely affects any member of the college community because of her/his race; color; national origin; sensory, mental, or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

Campus View Village provides a living/learning environment for residents with a diverse array of identities, backgrounds, and experiences. As such, CVV staff members consider diversity to play a crucial role in our work in developing a community of engaged learners. Adverse treatment of students, guests, faculty, staff, community members, and/or visitors at Campus View Village on the basis of group or categorical membership has no place at Campus View Village. Responsibility for achieving a non-discriminatory environment lies within each of the residents and staff at Campus View Village. For more information, visit [www.skagit.edu/titleix](http://www.skagit.edu/titleix).

Discrimination is defined in the context of (1) exclusionary forms of conduct, (2) creation of an intolerant environment, and (3) malicious harassment.

- *An exclusionary form of conduct* is any disparate treatment of, or adverse impact on, individual(s) by a person(s) or a structure(s) that exclude and deny access to participation in services, programs, and activities of Campus View Village.
- *Creation of an intolerant environment* is the result of the willful or intentional conduct of an individual or group of individuals who engage in threats, expressions (either verbal or non-verbal), physical abuse or harassment that threatens or endangers the health, safety or welfare of any person. *This includes bullying.*
- *Malicious harassment* is conduct or behavior that is maliciously and intentionally committed because of a person's specific identity. This conduct may include injury to a person, damage or destruction of a person's property, or threats to a specific person or group of persons which places that person, or members of a specific group of people, in a reasonable fear of harm to themselves or their property.

Anyone found violating discrimination policies may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-12)**

To help ensure that Campus View Village remains a safe space for all of our residents and guests, please report all incidents of discrimination immediately to a CVV or SVC staff member or report online at [www.skagit.edu/report](http://www.skagit.edu/report).

## Disorderly, Lewd, and Indecent Conduct

Residents are asked to respect the rights and property of all people residing in and visiting Campus View Village. Conduct that disrupts the normal function of the community, impedes the work of residents and staff, or threatens the health and welfare of any person or Campus View Village property will not be tolerated. This includes, but is not limited to, physical or verbal abuse, threats, fights, and vandalism. This is especially true if the actions are taken based on protected identities.

Anyone found violating this policy may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-11; WAC 132D-150-050-12; WAC 132D-150-050-13; WAC 132D-150-050-4)**

## Drugs and Drug Paraphernalia

The SVC Code of Student Conduct identifies drug-based violations as: The use, possession, delivery, sale or being observably under the influence of marijuana, or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities. The use, possession, delivery, sale or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.

### *Illegal Drugs*

In accordance with federal law, no resident or guest shall possess, consume, manufacture, distribute, or be under the influence of any illegal drug while on Campus View Village property. This includes the use and possession of marijuana and chemical compounds containing THC. If a resident requires the use of marijuana for medicinal purposes, they must store and use the substance off-campus and should not return to campus under the influence of the drug. **Despite Washington State law indicating legal use, the Skagit Valley College and SVC Foundation do not permit marijuana on Campus View Village grounds.**

Anyone found violating drug policies may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-10B; WAC 132D-150-050-10C)**

### *Prescription Drugs*

Prescription drugs (other than medicinal marijuana) should be kept on-campus in the resident's bedroom. These medications should indicate the name of the owner on the container and be used only by that individual. Misuse of prescription drugs is a serious problem and will be treated as illegal drug use.

Anyone found violating drug policies via misuse of prescription drugs may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-10B)**

### *Drug Smell*

Carrying the smell of marijuana or other drugs brings suspicion to your person. It is highly recommended that you take precautions not to smell like drugs while on-campus. Smelling like drugs could result in a disciplinary meeting with the Director.

### *Drug Paraphernalia*

Items and equipment used to produce, conceal, and/or consume illicit drugs are not permitted in Campus View Village. This includes items that are designed or produced for these purposes or items repurposed for these purposes. Such items include, but are not limited to bongs, certain pipes, roach clips, freebase kits, etc. These items may be confiscated, disposed of, or destroyed if found on CVV property.

## Evictions, Trespass, Persona(s) Non-Grata, and Non-Renewals

Residents may be evicted with 72 hours' notice (or less in certain cases) for engaging in certain activities including, but not limited to:

- Illegal activities of any kind, including drug use, theft, etc.
- Any activity that harms or threatens the safety of any person
- Activities that threaten or cause destruction or harm to the premises
- Significant and/or frequent violations of the Campus View Village policies and/or Skagit Valley College Code of Student Conduct

In instances where a resident is evicted from Campus View Village, a check-out time and date must be scheduled with the specifically identified official outlined in the letter. The check-out process will be conducted in conjunction with Skagit Valley College Campus Security and a trespass notice will be served by the Mount Vernon Police Department. This trespass shall remain indefinite, unless otherwise outlined by the Director of Residence Life.

A resident's lease may be Non-Renewed for any reason deemed appropriate by the Director of Residence Life or Executive Director of the Skagit Valley College Foundation. Common reasons for Non-Renewals include, but are not limited to:

- Significant and/or recurring debt to Campus View Village, such as unpaid fees, recurring late payments and late fees, or unpaid rent
- Significant and/or frequent violations of the Campus View Village policies and/or Skagit Valley College Code of Student Conduct
- Severe behaviors that create unrest or undue stress for roommates or other residents at Campus View Village, such as creating an unsanitary living environment or unwillingness to compromise on disruptive actions/behaviors regardless of policy violation

Infractions of any policies stated in the Campus View Village Lease or Handbook, any action that results in immediate termination of tenancy, or certain instances of Non-Renewal may result in a student being considered "Persona Non-Grata." *Persona Non-Grata* means that the terminated individual will not be permitted to return, for any reason, to Campus View Village property without prior written approval from the Director of Residence Life. Violations of Persona Non-Grata status could result in local authorities being contacted. Any student who has been trespassed and violates their status as Persona Non-Grata may be pressed by authorities for violation of trespass. Any

student not trespassed but in violation of their status as Person Non-Grata may be served with a formal trespass notice from Mount Vernon Police Department.

In any instance of eviction, trespass, non-renewal, and/or Persona Non-Grata, return to or residency at Campus View Village will not be allowed until granted by the Director in written form.

## Fire Safety

*As a means of fire prevention, please adhere to the following standards:*

- Items listed as CVV Contraband which contribute to fire safety concerns are not permitted at Campus View Village:
  - Candles – decorative with wicks removed may be authorized
  - Incense and sparklers
  - Hookahs and water pipes
  - Items – especially those utilizing lithium ion batteries – under recall by the manufacturer, UL and/or other government agencies (e.g. hover boards, Samsung Galaxy Note 7)
  - Any lamp or lighting device requiring 100 watt bulbs or higher
  - 100 watt bulbs or higher
  - Space heaters
  - Gas or propane operated equipment (including storage on balconies or patios)
  - Barbeque grills of any kind (including storage on balconies or patios)
  - Other open flame or exposed heat source items
- Keep furniture arranged at least 3-feet (36 inches) away from the heating vents in your apartment. Highly flammable items such as paper and fabric should never be stored near heater vents. *Violations of heater clearance will result in a safety fine of at least \$10.*
- Smoking inside the apartments or within 25 feet of CVV apartments/balconies/patios is not permitted (see Smoking policy).
  - Dispose of cigarette butts in provided ash cans and smoker poles at the two designated smoking gazebos.
- Do not overload electrical circuits (i.e. plugging too many things into one outlet; running too many electrical items at one time, etc.). *Violations will also result in \$50 safety fine.*
- Do not park motorcycles, mopeds, or other gas-operated vehicles inside apartments or on the porches of the buildings. All gas-operated vehicles should be parked in the parking lot with a valid Campus View Village parking permit and should never be driven off-road on CVV grounds.
- Gas or propane operated machines (including grills) are NOT ALLOWED in apartments, on porches, or on Campus View Village property except when operated by Skagit Valley College staff during designated functions.

Residents should note the location of the apartment fire extinguisher in case it is needed. Each apartment has one fire extinguisher that is located next to the entrance door. Be certain you read the directions and know how to use it before you need to in an emergency.

Residents are responsible for ensuring that all fire equipment is operating properly. Any fire equipment that is not working properly should be reported to the CVV office immediately. Fire extinguishers should not be discharged unless there is a fire.

### *Smoke Detectors*

There are two smoke detectors located in the hallway of the apartment. Residents are responsible for maintaining them. This includes replacement of 9-volt batteries when needed. This is signaled by intermittent beeps or an extinguished indicator light. We recommend keeping a couple of spare batteries in your apartment so any beeping can be quickly taken care of. If residents replace the batteries and the smoke detector still does not function, the resident must notify the CVV office immediately.

Due to the serious safety risk associated with tampering with smoke detectors, this may be viewed as a campus property or safety violation. Anyone found tampering with fire safety equipment may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-18; WAC 132D-150-050-6)**

## Firearms, Weapons, Ammunition, and Explosives

SVC Code of Student Conduct identifies a weapons violation as: Possession, holding, wearing, transporting, storage, or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

- a. Commissioned law enforcement personnel or legally authorized military personnel while in performance of their duties;
- b. A student with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view; or
- c. The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical, religious, or other purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.
- d. This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

As such, the possession, use, manufacture, or distribution of firearms, weapons, ammunition, and explosives is prohibited on Campus View Village property, regardless of intended purpose or security of storage. This includes, but is not limited to:

- Guns and rifles
- Firearm ammunition
- Archery equipment (bows, crossbows, arrows, etc.)
- Swords, hunting knives or any non-kitchen knife with a blade in excess of 4''
- BB guns, pellet guns, paintball guns
- Fireworks, sparklers, dynamite, firecrackers, and other explosive devices

Anyone found violating weapons policies may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-8)**

## Garbage and Recycling

Each resident is responsible for orderly packaging and disposing of garbage and trash *into* the dumpsters provided at Campus View Village. Dumpsters are located in front of the following buildings: Maple, Cedar, and Ben Root. *All* garbage and trash must be placed in plastic sacks, securely tied and placed inside a dumpster. Campus View Village strongly recommends recycling paper, plastic, tin, and glass in the recycling bins located behind the following buildings: Maple, Cedar, and Ben Root. Trash and Recycling is not to be left on the ground, next to dumpsters or bins, nor is it to be left on patios or balconies for any length of time.

## Guests

Residents need to inform their guests of the Campus View Village policies and all visitors are expected to adhere to them. ***Residents are responsible for the actions of their visitors and will be held accountable for any and all actions taken on the part of the guest.*** This includes guests who refuse to identify themselves, regardless of their status at SVC or CVV. Guests can be asked to leave Campus View Village by CVV or SVC staff at any time for any reason. Overnight guests are considered guests inside of an apartment in which they are not a resident after 12:00am/midnight.

Guests are permitted in the apartment under the following conditions:

- It is first discussed with all roommates and all roommates have consented.
- The guest is staying no more than (2) evenings in a given week.
- The guest is only present in the apartment when the host is also present.
- The total number of people inside the apartment is no more than (10) ten people.
- The guest abides by Roommate Agreement decisions that are in addition to other CVV and SVC policies.
- The guest is not violating the spirit of our policies allowing guests by using Campus View Village as a temporary or permanent residence by going unit-to-unit for short periods of time (Couch Surfing clause) or other similar actions.

*Residents found violating the guest policy by having overnight guests more than two nights per week may be charged \$50.00 a day for every extra day your guest is there during the week and will be in jeopardy of having their lease terminated due to the policy violation.*

## Harassment

SVC Code of Student Conduct identifies Harassment as: Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person's race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See "sexual misconduct" for the definition of sexual harassment. Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic.



Campus View Village and Skagit Valley College prohibits sexual harassment and harassment conducted on any basis protected by federal, state, or local law. Unlawful harassment in any form including verbal, physical, threats, demands, or retaliation is prohibited. All incidents of harassment should be reported to a Residence Life staff member or Campus Security immediately. Harassment issues are taken extremely seriously and may result in disciplinary and/or legal ramifications. For more information, visit [www.skagit.edu/titleix](http://www.skagit.edu/titleix).

### *Sexual Harassment*

SVC Code of Student Conduct defines sexual harassment as: The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

Sexual Harassment is an illegal activity and will not be tolerated at Campus View Village. Harassment directed at individuals or groups on the basis of gender, marital status, or sexual orientation is in violation of Campus View Village policies. Sexual Harassment is defined as any behavior or action, either physical or verbal, which is sexual in nature. It is uninvited, unwanted, and/or non-reciprocal and has the purpose or effect of negatively interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive work, educational, or living environment.

Sexual Harassment may include, but is not limited to the following:

- Unwelcome and/or repeated sexual advances.
- Offensive, disparaging remarks about one's gender, marital status, sexual orientation, or appearance.
- Jokes or anecdotes about gender-specific traits.
- Remarks about one's physical appearance which imply sexual interest.
- Subtle pressure for sexual activity including sexual propositions.
- Unnecessary brushes or touches, including pinching, patting, rubbing, or grabbing.
- Display of offensive sexual graffiti, gestures, cartoons, or materials.
- Sexual innuendoes or obscene gestures.
- Written communications with sexual overtones.
- Sexually offensive remarks disguised as humor, and unwanted gifts, staring, leering, or unwanted attention.

Anyone found violating harassment policies may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-14; WAC 132D-150-050-13A; WAC 132D-150-050-4)**

## Health and Safety Inspections

Health and Safety Inspections will be conducted at least once each quarter – including summer. In most cases, you will first be notified in writing about an upcoming inspection. Campus View Village reserves the right to inspect an apartment at any time for health and safety violations or to ensure a clean and safe environment for new residents moving into an apartment.

Your apartment must be ready for inspection on the date you are given. Following the inspection, residents will be notified of whether or not their apartment “passed” (or was deemed a safe and healthy environment). If you do not pass the cleanliness part of the inspection in the apartment, each resident in your apartment could be charged a fine based on severity of issues discovered. You will not be allotted more time to clean the apartment and it must be ready upon inspection. Violations of safety issues will be charged as stated in your handbook under fire safety – specifically in regards to contraband items or flammable items too near the in-unit heaters. It is expected that your apartment remain in safe and clean condition at all times with no exceptions. Disciplinary action could be taken against policy violations witnessed in apartments during any staff entry.

## Identification

Residents and guests must possess a valid picture ID at all times. Residents and guests must provide their names and show appropriate identification to Campus View Village staff members, Skagit Valley College Campus Security, or any college official upon request with no exceptions. Guests who are present on Campus View Village property without proper ID will be escorted off of the premises immediately for safety reasons if their identity cannot be clearly verified by staff. An inability or refusal to provide identification may be considered a failure to comply with directive. SVC identifies this policy as: Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

Anyone found violating this policy may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-7)**

## Key Use and Possession

All keys issued by Campus View Village are the sole property of Campus View Village. This includes, apartment keys, laundry keys, mailbox keys, and any other keys distributed by CVV staff. The following violations are considered misuse of keys:

- Duplicating any Campus View Village keys.
- Loaning Campus View Village keys to anyone, including guests and other residents.
- Unauthorized possession and/or use of master keys. *Master keys are only to be used by authorized staff.*

Lost keys will be replaced at the expense of the responsible party. If no responsible party is identified, all residents of the unit will be charged equally for laundry or mailbox keys.

Unauthorized use, duplication, or possession of keys belonging to another resident or staff member may be considered unauthorized access. SVC Code of Student Conduct identifies this policy as: Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property. Anyone found violating this policy may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-17)**

## Lockouts

Residents who are locked out of their apartment unit or bedroom shall contact Campus View Village front desk staff or RA on-duty. Campus View Village staff members are only able to provide access to residents of that unit or individual bedroom. Those requesting access must be able to provide identity. Frequent lockouts may result in fines or conduct meetings. It is the resident's responsibility to always have apartment keys on them any time they leave, as CVV staff will lock all doors upon departure if accessing a unit for any reason.

## Misuse of Electronic Resources

SCV Code of Student Conduct identifies this as: Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:

- a. Unauthorized use of such resources or opening of a file, message, or other item;
- b. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
- c. Unauthorized use or distribution of someone else's password or other identification;
- d. Use of such time or resources to interfere with someone else's work;
- e. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
- f. Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
- g. Use of such time or resources in violation of applicable copyright or other law;
- h. Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
- i. Failure to comply with the college's electronic use policy.

Anyone found violating this policy may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-16)**

If allegation of violation is initiated by a 3<sup>rd</sup> party company or intellectual property owner, temporary sanctioning measures may be put into place, including the temporary halt of internet service provided to apartments of alleged violations.

## Non-Compliance

SVC Code of Student Conduct identifies non-compliance/Failure to comply with directive as: Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.

Residence Life staff, Skagit Valley College Security Guards, and college officials are authorized to make reasonable requests of any and all residents and their guests. Each resident and guest is obligated to comply with these requests. Failure to comply *swiftly and honestly* with the reasonable request of any College official will result in disciplinary action and/or the involvement of local police.

Anyone found violating this policy may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-7)**

## Parking

In order to park at Campus View Village beyond the front, public parking lot, your vehicle must be registered with the Campus View Village office and have a valid Campus View Village parking permit sticker on the windshield or rear window. In order to park anywhere else on-campus, your vehicle must be registered with Skagit Valley College Security. Campus View Village parking stickers are not transferrable to other individuals. Incorrect and/or illegal parking at Campus View Village could result in ticketing or towing. Guests must park in the public parking lot at the entrance of Sigmar Lane. The speed limit on Sigmar Lane is 5 miles per hour.

CVV staff reserve the right to void, recall, or reclaim Campus View Village parking permits for the following reasons:

- When a resident moves out of Campus View Village.
- When a permit is used by an unregistered vehicle or by an unauthorized individual.
- When a resident continually violates Campus View Village parking regulations.

Any ticketing done is through Skagit Valley College Campus Security. All fees and fines associated shall be paid at the Cashier's Window in Lewis Hall, as these monies are not associated with Campus View Village.

## Pets

Due to concerns related to pests, sanitation, allergies, and general consideration for others, pets are not permitted on Campus View Village property by residents, visitors, or guests. Only fish kept in small fish bowls (less than 10 gallons) are permitted on Campus View Village property. *Residents will be fined \$100.00 if found to have a pet in their apartment or bedroom and be assessed charges for commercial fumigation of the apartment(s), repairs for damages, and/or cleaning if they are found violating this policy.* This includes pets that guests bring into the apartment while visiting you.

*Service and Emotional Support Animals* are not pets. See information regarding these animals in the *Service Animals and Emotional Support Animals* section.

## Postings and Solicitation

Selling and solicitation of any services outside of the Campus View Village apartment units is prohibited. Additionally, special interest groups of any/all sorts are not allowed to go door-to-door for any reason, without expressed written permission from the Director of Residence Life. Non-CVV staff are not allowed to publicly post anywhere within Campus View Village. These policies are designed to support the residents' of CVV's right to privacy.

## Quiet Hours and Courtesy Hours

Due to the fact that all residents are students and are living here for academic reasons, residents should be considerate of those around them at all hours. A certain amount of noise is reasonably expected, but excessive noise should not occur at any time. A resident may, at any time, request that you lower the noise level and you are expected to comply.

*Quiet Hours* are structured times each day that allow for a greater level of silence in the community. These hours are enforced when noise can be heard outside of a bedroom, limited common area, or

an apartment. Quiet hours also include distracting noise from outdoors such as music or loud voices that can be heard inside apartments. Due to the fact that noise can be heard easily between apartments, we ask that you are mindful of your noise level. Closing open doors and windows often alleviates noise problems.

*Established Quiet Hours are the following:*

Sunday through Thursday	10:00pm - 9:00am
Friday and Saturday	12:00am - 9:00am
Finals Week	24-Hours

*Courtesy Hours* are all times that are not considered to be official “quiet hours.” Students are still expected to be reasonable with their noise levels and respectful of any and all requests for quiet during these times. There is no such thing as “loud hours” at Campus View Village. Subwoofers and bass speakers should never be used or stored at Campus View Village due to the risk of noise violations that they present.

## Roofs and Balconies

Due to the extreme safety concerns it presents and increased possibility of damage, residents and visitors are not allowed on rooftops. Anyone found accessing rooftops may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-17; WAC 132D-150-050-18)**

Additionally, residents must use designated stairways to travel up and down stairs. Students may not jump, repel, or otherwise climb on, or hang off of balconies.

## Service Animal and Emotional Support Animals

Service Animals and Emotional Support Animals are not pets, but rather supports for persons with disabilities of various natures. These animals are pre-approved and are assigned to live in bedrooms with their owners. These animals may not leave an assigned bedroom of a student without the assigned owner’s presence or the approval of ALL residents of the unit. All acts undertaken by the animal, including messes, noise, and general inconveniences to others are the responsibility of the animal’s owner. These animals cannot enter the apartments or bedrooms of others without approval from the Director of Residence Life.

## Smoking, Vaping, and Tobacco Products

SVC Code of Student Conduct identifies tobacco violations as: The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. The use of tobacco, electronic cigarettes, and related products on the college campus is restricted to designated smoking areas. "Related products" includes, but is not limited to, cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

Therefore, use of legal vape and tobacco (including smokeless tobacco) products may only be done in the designated smoking gazebos or inside personal vehicles parked legally in the Campus View Village parking lot. Smoking, use of smokeless tobacco, and use of e-cigarette and vape products

may not occur anywhere else on CVV property, including inside any building, on CVV grounds, or within 25 feet of any entryways.

Residents and guests who smoke are expected to correctly utilize the cigarette butt receptacles placed in the designated smoking areas. No trash may be thrown into any cigarette butt receptacles.

Any violation of this policy may result in a \$50.00 Health and Safety fine and the resident will be subject to disciplinary sanctions. If a student is found to be smoking inside any apartments, the student may be charged an additional \$50.00 fumigation fee for the first violation and a \$150.00 fumigation fee upon the second violation, in addition to disciplinary action.

Anyone found in violation of this policy may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. This is especially true for repeat offenders of this policy. **(WAC 132D-150-050-10D)**

### Sports and Roughhousing

To prevent possible injury or damage to property, playing any sports inside apartments, near buildings, in building breezeways, or along Sigmar Lane is not allowed. Additionally, any conduct which poses significant and extraneous risk to individuals and property within and around Campus View Village is prohibited. This includes items such as snowballs, rocks, etc. being thrown at/around buildings and non-consenting people.

### Student Status

Students at CVV are required to take at least 12 academic credits during the fall and at least 6 academic credits during the winter and spring at Skagit Valley College. Failure to maintain this credit load without written approval by the Director could result in removal from housing. Summer does not have a credit minimum for residents who have lived in CVV the prior Spring Quarter. All other incoming summer CVV residents must take at least 6 academic credits.

### Vacant Rooms and Apartments

Should any room(s) in an apartment be vacant, the residents of the apartment may not access or use the vacant room(s) for any purpose. Overnight guests are not to use vacant rooms. Residents of each apartment will be responsible for any repairs or cleaning to vacant rooms in the same apartment. *A \$50.00 fine will be issued for use of a vacant room in addition to any damage repairs and cleaning needed in the room.* CVV staff members do their best to notify residents of the arrival of a new roommate, but it is not required and not always possible.

Vacant apartments are managed by the Campus View Village office and are consolidated to allow for routine maintenance and upkeep during the summer.

### Vandalism

Vandalism is considered the misuse, mistreatment, or damage done to Campus View Village and/or student property and is strictly prohibited. Vandalistic behavior is not deemed appropriate in any situation and will result in possible fines, disciplinary actions, and/or termination of an individual's lease. Residents are strongly urged to report individuals who vandalize property to a Residence Life

staff member immediately. Ultimately, you, as a resident of Campus View Village, pay for upkeep of the community. Unaccounted vandalism increases that cost.

Anyone found in violation of this policy may be called into conduct meetings where sanctioning may impact both CVV housing and SVC student status. **(WAC 132D-150-050-6)**

## Windows

For safety reasons please adhere to the following policies:

- *Window screens are to remain on windows at all times and may never be removed by a student. There may be a charge up to \$100 for any screen that has been removed regardless of its condition.*
  - Do not throw, drop, or send anything out of the windows.
  - Do not sit or hang out of the windows or use them to enter any apartment.
  - Keep all windows closed and locked and blinds shut when gone.
  - It is suggested to not have objects in a windowsill, as it prevents a timely egress from your apartment in case of a fire.
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## Important Phone Numbers

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All numbers have a "360" prefix

<b>Residence Life Office</b>	<b>416-7650</b>
<b>Resident Advisor Duty</b>	<b>708-0151</b>
<b>Campus Security</b>	<b>416-7777</b>
Admissions	416-7697
Athletics	416-7765
Bookstore	416-7728
Career Services	416-7630
Cashier	416-7805
Counseling/Advising	416-7654
Disability Access Services	416-7818
Financial Aid	416-7666
SVC Foundation	416-7870
Information Desk	416-7600
International Programs	416-7734
Library	416-7837
Student Equity and Inclusion	416-7943
Student Life	416-7611
Testing Center	416-7820



JACK  
HENRIOT  
2220



BEN  
ROOT  
2300



IRENE  
SCHUMAKER  
2310



CEDAR  
2320



ALDER  
2330



MAPLE  
2400



BIRCH  
2410