



Table of Contents

Vision and Mission Statements.....	6
Galveston College Core Values.....	6
Statement of Non Discrimination / Equal Opportunity.....	6
Welcome from the Vice President of Administration and Student Services	7
Welcome from the Associate Vice President for Student Services	7
Student Life Mission And Goals	8
Student Services	8
Important Telephone Numbers.....	8
Emergency Numbers	8
Campus Information.....	9
Important Resources	9
Services for Students.....	10
Meet our Housing Staff... ..	11
Community Living Expectations: The Basics	
Introduction.....	12
Housing Contract.....	12
Roommate Agreement	12
Age.....	12
Background Check.....	12
Medical Coverage and Personal Property Insurance.....	13
Room Assignments.....	13
Room Change	13
Special Housing Assignments.....	14
Room Consolidation.....	14
Room Reservations for Returning Students.....	14
Academic Progress Requirements for Student Housing.....	14
Cancellation and Refunds.....	15
Evictions	15
Removal from Student Housing.....	15
Grade Point Average (Required GPA).....	16
Identification Card (Galveston ID).....	16
Keys.....	16
Room Condition Sheet.....	16
Television	17
Telephones	17
Galveston College E-mail Accounts.....	17
Safety on Campus.....	17
College ID Badges.....	17
Escort Program.....	17
Lost & Found.....	18
Motorist Assistance.....	18
Shuttle Service	18
Campus Motor Vehicle Rules and Regulations	18
Student Parking.....	18
Parking Permits.....	18
Where to Park	18
Signs/Notices/Fliers	19
Title IX – Sexual Misconduct... ..	19

Emergency Procedures

Emergency Numbers.....	20
Galveston College Alert System.....	20
Active Shooter	20
Bomb Threat.....	21
Camera (Surveillance) System.....	22
Communicable Diseases.....	22
Emergency Equipment.....	22
Emergency Evacuations/Fire Drills	22
Fire & Fire Alarms	22
Fire Extinguishers.....	23
Fire Prevention	23
Explosion	23
Hurricanes	23
Campus Lockdown Procedures	25
Missing Person.....	26
Power Outages / Black-Outs.....	28
Downed Power Lines.....	29
Severe Weather... ..	29
Tornado Watch / Warning / Shelter Areas.....	29

COMMUNITY

LIVING

A-Z

Activities & Recreational Sports.....	30
Alterations to the Room/Apartment.....	30
Bathroom Cleaning.....	30
Bicycles.....	30
Campus Carry Regulations.....	30
Change of Address.....	30
Check-in & Check-out Procedures.....	30
Children in Campus Housing	32
Cleaning Supplies.....	32
Damages.....	32
Dining Services.....	32
Dress Code	33
Electrical Power Strips.....	33
Extension Cords	33
Food Storage	33
Furniture	33
Grooming	33
Group Billing / Assignment of Communal Damage Charges.....	34
Hallways & Porches	34
Hallway & Stairwell Sports.....	34
Housing / Room Accommodations for Students with Disabilities.....	34
Inspection of Rooms	34
Liability... ..	34
Laundry.....	35
Locks	35
Maintenance Requests	35
Mail.....	36
Microwaves	36

Non-Discrimination, Equal Opportunity and Grievance Policy.....	36
Pets	36
Personal Property... ..	36
Privacy... ..	37
Prohibited Actions And Items	37
Abandoned Property... ..	37
Airsoft Guns (Darts, Paint Balls and BB).....	37
Alcohol	38
Appliances in Rooms.....	38
Bulletin Boards & Dry Erase Boards	38
Disorderly Conduct.....	38
Extra Furniture	38
Fireworks/Explosives.....	38
Gambling	38
Hammocks.....	38
Housing of Unauthorized Persons.....	38
Hoverboards/Motorized Skateboards, Scooters and Bikes	39
Illegal Drugs.....	39
Indoor Water Fights.....	39
Lying.....	39
Noise.....	39
Outdoor Grills	39
Personal Hygiene.....	39
Physical Fitness Equipment.....	40
Pin Locking	40
Prank calls and fake 9-1-1 calls	40
Prohibited Weapons.....	40
Projectiles.....	41
Propping Doors	41
Public Behavior.....	41
Recreation/Sports Equipment... ..	41
Smoking and Smokeless Tobacco.....	41
Subleasing	42
Tailgating Policy.....	42
Tampering with College Property	42
Tampering with Security/Fire Equipment... ..	42
Threats/Harassment/ Bullying.....	42
Uncooperative Manner... ..	43
Verbal Abuse	43
Windows	43
Quiet Hours	43
Refrigerators.....	44
Residence and/or Campus Housing Meetings	44
Respect For College Officials	44
Room Appearance.....	44
Room Decoration Policy.....	44
Room Reservations – Returning Students	45
Solicitation.....	45
Theft.....	45
Throwing Objects (Water Balloons, Eggs, etc.).....	45
Trash	45
Service & Emotional Support/Comfort Animals.....	45
Visitation Policy.....	46
What to Bring.....	47

What Not to Bring.....	47
GC Student Code of Conduct.....	48
Galveston College Disciplinary Point System.....	48
Failure to Meet with Associate Vice President for Student Services	48
Incident Reports	48
Summons to Associate Vice President for Student Services Office	48
Repercussions.....	48
Code of Conduct Violation Chart.....	49
Student Life / Student Activities.....	50

Student Academic And Support Services

Advising and Counseling.....	51
Building Bridges to Success Center (BBS).....	52
Career Services	53
Tutoring Services	53
Special Services for Students with Learning Differences.....	53
Types of Special Services Available to Students	54
Student Rights And Responsibilities	55
Student Complaint and Grievance Process.....	56
Galveston College Student Life Acknowledgement Statement	57

Student Housing Check-List

- Complete Student Housing Application - <https://gc.edu/housingapp/>
- Provide proof of medical insurance coverage or waiver form
- Complete roommate agreement
- Submit photocopy of driver’s license or state ID
- Submit meningitis shot record
- Submit housing contract
- Pay \$100 application fee and \$200 housing deposit
- Enroll in a minimum of 12 semester credit hours
- Arrange for payment of student housing
- Confirm move in dates

VISION

“GALVESTON COLLEGE – opening doors changing lives.”

MISSION

“GALVESTON COLLEGE, an innovative public post-secondary institution dedicated to student success, teaching and learning, creates accessible learning opportunities to fulfill individual and community needs by providing high quality educational programs and services.”

Galveston College Core Values

The Board of Regents has developed a list of seven values that are an integral part of the College Mission and Vision. The values reinforce the Board’s desire to provide ethical leadership and are used in making decisions undertaken by the college community as the Mission is operationalized. From the development of strategic goals to the simplest actions and decisions taken by college staff, these values will manifest themselves.

- Access – Providing an open door to learning while extending accessible educational opportunities to qualified students of all ages who can profit from instruction.
- Academic Excellence and Student Success – Providing high-quality, learning-centered programs and services that focus on achieving student success and academic excellence while improving student learning outcomes.
- Integrity – Fostering a culture of trust, honesty, openness, and fairness, while upholding high ethical standards.
- Respect – Fostering an environment that seeks to understand and value the importance and contributions of each individual.
- Diversity and Inclusion – Affirming and empowering members of the college community by celebrating diversity, inclusion, and cultural awareness.
- Innovation – Creating and developing learning opportunities that support business and industry through innovative teaching-learning methods and strategies.
- Stewardship – Ensuring fiscally sound business practices to provide the resources necessary to foster teaching and learning for today and tomorrow.

Statement of Non Discrimination / Equal Opportunity

It is the policy of Galveston College to provide equal opportunities without regard to age, race, color, religion, national origin, gender, disability, genetic information or veteran status.

This policy extends to employment, admission, and all programs and activities supported by Galveston College.

Inquiries concerning equal opportunity may be directed to the Title IX Coordinator (Director of Human Resources and Risk Management).

Galveston College will not be held responsible for injuries sustained while participating in any credit or non-credit physical education course, or for injuries sustained while using the College's physical education facilities.

Es la política de Galveston College proporcionar igualdad de oportunidades sin consideración alguna hacia edad, raza, color, religión, origen nacional, sexo, discapacidad, información genética o estado de veterano.

Esta política se extiende al empleo, admisión, y todos los programas y actividades apoyados por Galveston College.

Preguntas referentes a oportunidades de igualdad se pueden dirigir al Coordinador de Title IX (Director de Recursos Humanos y Gestión de Riesgos).

Galveston College no se hace responsable de lesiones sostenidas al participar en clases de educación física de crédito o no crédito, o de lesiones sostenidas al usar las facilidades para educación física.

El catalogo no se imprime en español, pero si usted necesita asistencia en español por favor llame al teléfono (409) 944-4242 y pida hablar con alguien en español y con gusto le ayudaremos.

Welcome Messages

From the Vice President for Administration and Student Services – Van Patterson, Ed.D.

Welcome to Galveston College!

Our campus provides students with friendly and professional faculty and staff, opportunities to acquire an excellent education, and student housing within walking distance of the beach, restaurants and shopping.

Our student housing staff are available to provide you with guidance and support so be sure to say hello to them when you arrive. The student housing staff is managed by our Student Life Coordinator (SLC) who is a full-time, professional staff member.

The time you spend living on campus will provide some of the most significant experiences of your academic career. It is a place where you will live and learn together with fellow classmates, and create friendships that can last a lifetime.



Welcome Message

From the Associate Vice President for Student Services – Ron Crumedy

Student Services is here for “YOU”. Our goal is to provide the necessary information and guidance that will help you navigate through the myriad of services offered by the college to support your success. We strive to assist you with your endeavors of achieving your personal and academic goals while attending Galveston College. Although there are many components to our division such as Financial Aid, Admissions/Registrar, Advising and Counseling, Student Activities, Career Readiness and Student Success (Tutoring), Testing and Assessment, and our TRIO programs the road always leads to back to “YOU”. Our Division is dedicated to your success and we hope that our efforts and support create a positive learning and overall campus experience.

GOOOOOOO Whitecaps!!!!



STUDENT LIFE MISSION AND GOALS

Mission

The Office of Student Life is committed to providing a secure, welcoming, and engaging living environment that encourages and supports the academic and personal success of residential students.

Goals

- Student Life works to provide a safe and secure student housing environment for all students.
- Student Life works to provide and maintain facilities that meet the needs of our students.
- Student Life works to promote academic success among residential students.
- Student Life works to create an atmosphere of civility, where self-responsibility and mutual respect are not only encouraged, but expected.
- Student Life works to offer educational and social programming that furthers the building of community and enriches the overall student experience.
- Student Life works to continually define and refine how we operate to meet the needs of the students we serve.

STUDENT SERVICES

Galveston College is committed to providing Student Services that support the vision, mission, and goals of the institution. Student Services are provided by the Admissions, Financial Aid, Advising, Counseling, Student Activities, Special Services for Students with Disabilities, Learning Resource Center, Student Success Center, Testing Center, and the Office of the Associate Vice President for Student Services.

Student Services are integrated with the programs of the College to address individual needs for educational, personal, social, cultural, and career development.

IMPORTANT TELEPHONE NUMBERS

Emergency Numbers

Galveston College Campus Security	On Campus - extension 361 Off Campus - 409.996.7663
City of Galveston Police Department	911 or 409.797.3702
City of Galveston Fire Department	911 or 409.797.3702
Poison Control	800.222.1222
UTMB Hospital	409.722.1011
Weather Line	409.740.7272

Campus Information

Department	Phone #	Services Offered	Location
Galveston College	409-944-4242	Main number	
Campus Security	409-944-1361 409-996-7663 (after- hours)	Campus Security, Parking and Safety Issues,	N-102
First Aid		Commercial first aid kits are located in Admissions, Business Office, Hermes Fitness Center, Student Activities and Security Office.	N-102
Lost & Found	409-944-4242	Personal items, books, or articles left on college property should be turned into to Security.	N-105
Connect ED		Emergency communication system that will notify you via your Whitecaps email, phone or text-message if there is a campus emergency. Update your address and phone number in admissions.	

Important Resources

Department	Phone #	Services Offered	Location
Admissions	409-944-1230	Initial Applications, Admissions for Dual Credit/Early Admit International, and Transfer students; Residency Information and Reclassification, Enrollment Verifications, Transcripts, Recruitment, Graduation Certification, Housing of Student Records, and Name/Address Changes, and Transcript Evaluation.	M-160
ATM		Moody Lobby close to the entrance to the Book Store.	M-180
Bookstore	409-944-1260	Books, Supplies, Book Buybacks, College Apparel and Gifts.	M-180
Business Office	409-944-1362	Installment Loan (Fall and Spring Only), Payment of Student Bills, Fines and Miscellaneous Charges.	M-222B
Counseling and Advising Center	409-944-1220	Academic Advising, Degree Planning, Placement Test Services, Career Counseling, Personal Counseling, Referral Services, Special Services Office, Transfer Assistance Planning, and New Student Orientation.	M-150

Financial Aid	409-944-1235	Grants, Loans, Scholarships, Work Study, FAFSA and Veterans Educational Benefits.	M-160
IT Help Desk	409-944-1352	Help with accessing Whitecaps email, troubleshooting log in issues to campus resources and hosted Learning Management System (LMS) Canvas, and assistance with connecting to the campus wireless network.	R-120
IT Help Desk	409-944-1352	Student IDs and Parking Permits.	R-120
Learning Resource Center (LRC)	409-944-1240 409-944-1481	Library, Testing Center, Cyber Cafe, Study Rooms, Center Computer Lab, and Distance Education, Virtual College of Texas (VCT).	R-107
Student Life Office	409-944-1234	Student Housing, Student Government Association, and Campus Events.	H-202
Student Success Center	409-944-1399	Tutoring in most subjects, writing support and a multi-media center.	N-119
Testing Center	409-944-1290	Administers, reports, and secures assessments used by both the college and community.	R-117
Virtual College of Texas	409-944-1324	The Virtual College of Texas (VCT) is a collaboration of community Colleges in Texas that allows students to enroll in courses at other Colleges using the internet. Access to a computer with an internet connection is required for all VCT courses.	R-110

Services for Students

Department	Phone #	Services Offered	Location
Athletics	409-944-1202	NJCAA Baseball and Softball, Coaches offices, Games and Schedules	H-100
Building Bridges to Success	409-944-1296	Assist first generation and low income participants at Galveston College.	R-286
Continuing Education	409-944-1344	Leisure Learning, Non-Credit Courses, Kid's College, Medical, Language, Real Estate, Business, Computer, Culinary and Industrial Institutes, Customized and Onsite Training	M- 140
Food Service	409-944-1284	Campus dining services are located in the Cheney Student Center	SC LRC
Hermes Fitness Center (Gym)	409-944-1308	Basketball Court, Aerobic Room, Fitness Center, Locker Room, Showers, and Dressing Areas	H-100

Salon G	409-944-1406	Hair, make-up, eyelash, pedicure and manicure services provided by Cosmetology students	ATC
Upward Bound	409-944-1254	Assist first generation and low-income participants at Ball High School	R-286 C+D

Meet Our Staff

Interim Student Life Coordinator - TBD

The Student Life Coordinator (SLC) is responsible for day-to-day operations of the student life program and student housing. The SLC is committed to establishing social and educational programs to support residents' transition to the college experience.

Ron Crumedy

Office: M-151

Phone: 409.944.1340

Email: rcrumedy@gc.edu

Student Housing Staff (SHS)

Student housing staff manage one or more housing units. It's good to get to know your housing staff. Please treat them with courtesy and respect.

Student Housing Supervisors- Baseball and Softball staff wear many hats at Galveston College and are an integral part of our housing staff. If you need assistance, contact your Student Housing Supervisor (SHS) between the hours of 8 am – 9 pm. If you need assistance outside these hours or if a situation is life threatening, then immediately contact the Galveston College Security Department at **409.996.7663** or **409.944.1361**.

Kyle Giusti - Baseball

Office: H-107

Phone: 409.944.1312

Email: kgiusti@gc.edu

COMMUNITY LIVING EXPECTATIONS: THE BASICS

Introduction

Galveston College offers a student life program which gives each student an opportunity to be more engaged in the learning process and have more of a sense of community. Studies have shown that students who live on campus tend to have higher graduation rates, achieve greater academic success, are more involved in campus life, and tend to use campus resources more frequently than those not living near campus. Our Student Life program not only offers various types of housing, you will also have access to a fitness center, student center, campus dining, and many educational opportunities. Our program enables student growth both academically and socially.

All residents are expected to adhere to all policies described in the Residence Life Handbook and the Student Handbook. Any additional information may be covered during mandatory student housing meetings, or via postings, email, and/or letters. Lack of familiarity with applicable policies does not constitute a reasonable defense for violation of policies. Galveston College reserves the right to institute additional policies and procedures applicable to Galveston College Student Life and Student Housing to amend or modify any policy or procedure contained herein as Galveston College determines to be appropriate.

Housing Contract

Each resident must sign a Housing Contract as part of their housing application. Residents are on a yearly Fall through Spring contract. If fall semester residents do not return for the spring semester, either by choice or by institutional disciplinary action, they will be charged a \$400.00 break-contract fee. By completing the Housing Application and signing the Housing Contract, the student agrees to adhere to all Galveston College policies and procedures set forth in this document and the Student Handbook while residing on campus.

Roommate Agreement

All students must complete a Roommate Agreement within the first week of moving into student housing. This document is a living contract between the resident and their roommates and suitemates addressing cleanliness, conflict, and how shared living issues will be handled throughout the semester. Students complete this document in the presence of their Student Housing Supervisor who will help mediate concerns of residents as they work through the document. Students are expected to uphold the agreement they set forth with their roommates at the beginning of the semester. Any changes to the original contract need to be updated with the Student Housing Supervisor of the residents respective building. **(See attachment A)**

Age

A student must be at least 17 years old as of the first day of the contract period in order to be eligible to live in GC Student Housing. In very limited circumstances, the Associate Vice President for Student Services may grant an exception to this minimum age requirement for good cause.

Background Check

Galveston College conducts criminal background checks on all housing applicants prior to acceptance into campus housing and as needed throughout the year. Student must have an acceptable criminal background check in order to be eligible for housing. Students with a pending Class B or higher charge will not be allowed to live on campus until verification of dismissal from the court has been provided to the Associate Vice President for Student Services.

Should a resident be charged with a criminal offense during the course of a semester which would preclude them from being a housing resident, that resident may not be eligible to remain in housing.

Registered sex offenders are not permitted to live in or be within the living areas of a Student Housing Unit. A student who has been removed from Student Housing due to a disciplinary action is not eligible to live in Student Housing. **See attachment D** for additional information and a copy of the Galveston College Release of Background Information form.

Medical Coverage and Personal Property Insurance

- All on-campus residents are required to have the bacterial meningitis immunization at least 10 days prior to moving into Student Housing. Meningitis shot records and proof of medical coverage must be provided along with the application. Student athletes are not eligible to complete a medical coverage waiver and must provide proof of insurance.
- All students are encouraged to have the following immunizations or screening tests completed prior to admission: measles, mumps, rubella, tetanus, diphtheria, pertussis, polio, varicella (chicken pox), hepatitis B and tuberculosis skin test.
- If an accident or emergency occurs on campus, students should seek aid from one of the many local hospital emergency services on the island. **The cost of any professional service is the responsibility of the student.** There are no health facilities on the Galveston Campus. Residents are strongly encouraged to inform the Student Life Coordinator/Student Housing Supervisor of any special medical requirements so that information is available if an emergency arises.
- Galveston College recommends that personal property or renters insurance be purchased for any valuable items which the resident intends to keep in their assigned space.

Room Assignments

- Only applicants who complete the Housing application process and arranged for payment will be assigned a room. Placement is based on the date the Housing application process is completed. This includes receipt of the following: Housing application and \$100 application fee, signed housing contract, receipt of \$200 deposit, medical insurance information or waiver, meningitis shot records, copy of driver's license or State identification card and passed a background check and documentation that payment arrangements have been made.
- The Student Life Staff makes every effort to match roommates and suite mates based upon common interests indicated on the Student Housing Application.
- The College reserves the right to refuse admission to student housing to anyone. The College may modify or reassign student housing space as deemed necessary.
- Students who do not check-in by 2 p.m. on the first class day will forfeit their housing deposit, housing fee and room reservations.
- In the case of an unavoidable delay, the student should contact the Student Life Coordinator prior to move-in for permission for a late arrival.

Room Change - Galveston College encourages students to respectfully communicate with their roommate about any issues they are having. If the issue cannot be worked out calmly and respectfully you may then contact the SLC or their student housing supervisor about a room change.

All room changes must be approved by the SLC. Any resident requesting a new roommate will be required to change rooms. Residents changing rooms must follow standard check-out procedures. Failure to follow this process will require the students to return to the assigned room and/or be assessed a fee.

Improper Change of Room - All occupants are assigned a given space (House/Apartment, Room #, Bed #.) No resident is allowed to switch rooms with any other resident without proper clearance through the Student Life

Office. No resident may move out and allow another person to move into their assigned space without proper clearance through the Student Life Office. Residents who do so will be assessed a fee (See Code of Conduct Violation Chart), required to complete an inspection of the room they vacated, complete all necessary paperwork and may be assessed disciplinary points.

The Housing Office reserves the right to move residents to another unit for safety reasons, to conserve energy, to conduct repairs, or other circumstances deemed necessary by College staff.

Special Housing Assignments - Students with disabilities requiring special housing accommodations must complete and submit an application for housing along with appropriate supporting documentation to the Office of Special Services and the Office of Student Life.

Room Consolidation - The Office of Student Life reserves the right to make reassignment of accommodations as considered necessary.

- Residents solely occupying double rooms must select one of the following options:
 - Elect to contract and pay the additional fee for the private room. This option is permitted only if space is available and approved by the Office of StudentLife; or
 - Choose to move to another half-filled room in the same building or have a roommate assigned.
- Residents, who are directed to consolidate, but fail to do so, will be billed automatically for a private room.
- Residents who refuse to accept an assigned roommate, or who elect to pay for a private room after a roommate is assigned, will also be automatically charged the private room rate prorated from the date single vacancy occurs.
- If a resident is occupying a double room without a roommate, the resident must:
 - Keep the unoccupied half of the room in the condition that would allow someone to move into the room on short notice.

Room Reservations for Returning Students

Room reservations for returning students are made during the spring semester at the Office of Student Life. A notice announcing dates to make housing requests for the following year will be posted in and around student housing.

Academic Progress Requirements for Student Housing

The Office of Student Life strives to provide a suitable environment for all residents during their stay on the Galveston College campus. The purpose of this policy is to nurture residents and support their academic progress. The following academic and attendance requirements are for all students residing in student housing:

- Student must be enrolled in courses during the fall and spring semesters, and maintain at least 12 credit hours per semester ("Full-Time Status") to reside in Student Housing.
- Every Student must maintain Full-Time Status while living in GC student housing. If a student falls below the required 12-hour enrollment status, they will not be able to remain in Student Housing and must inform the Student Life Office. The resident can submit a written appeal to the Student Life Office requesting a waiver, if the waiver is permitted the resident may continue to live in Student Housing. Waivers must be approved by the Associate Vice President for Student Services.

- The resident has 3 class days to begin the academic reinstatement process or complete the appeal process to stay in Student Housing. If reinstatement is not possible and the appeal is denied the resident must move out within 48 hours.
- Appeals will be heard by the Associate Vice President for Student Services who will take the student's academic performance, discipline record, and additional circumstances into consideration. If a resident is approved to remain on campus below (12) hours and commits a discipline violation, the student must move out of campus housing within 48 hours of notification.

Cancellation and Refund Policy

- Requests to cancel a housing application must be received by the Office of Student Life in writing 30 days prior to the check-in date in order for the housing deposit to be refunded.
- The housing deposit and room charge will NOT be refunded if a student is placed in a room and fails to move in.
- A Student who chooses to move out of Student Housing prior to the completion of the contract will receive no refund of any portion of the room charge and forfeit the housing deposit.
- The meal plan will be stopped the day the resident checks-out of student housing and the refund will be prorated for the services not used. Meal plan refunds must be requested from the Student Life Coordinator within 30 days after the end of the semester of residency.
- Requests for room deposit refunds, for residents who chose not to return to student housing following the completion of the annual contract, must be requested from the Student Life Coordinator within 30 days after the end of the semester of residency.
- Deposit refunds will be made only after the resident has completed the proper check-out procedure. If any damages occurred during your stay, they will be documented on the "Unit Condition Inventory Form" and will be deducted from the housing deposit. If these damages occur in a shared space and an individual does not claim the damage the whole unit will be charged.
- There are no cash refunds. Refund checks are processed within two- to four-weeks' time. All check refunds are made by mail to the address on file in the Admissions/Records Office.
- Deposits older than 1 year with no student activity will not be refunded.

Evictions

Residents may be evicted from housing when they fail to meet enrollment or GPA requirements, fail to make financial payments, or as a result of disciplinary action. Residents who have been evicted may return to student housing when they meet the terms of the eviction (unless the eviction was the result student housing disciplinary action), and receive approval from the Associate Vice President for Student Services.

Removal from Student Housing

Residents can be removed from student housing through College action for the following reasons:

- Violation of College policy
- Failure to complete payments for room and board
- Disruptive or violent conduct
- Failure to adjust to community living
- Substandard GPA
- Fall below the requirement to be enrolled in 12 credit hours each long semester.

No refund of housing charges will be made if a student is removed under these conditions. A student removed from housing will also forfeit their housing deposit. The College reserves the right to take action through the College disciplinary system and/or through legal channels in situations where the conduct of the student is detrimental to the basic mission of the College.

Grade Point Average (Required GPA)

Student must meet academic standards of progress as defined in the college catalog. Current GC students and students transferring to Galveston College who apply to live in student housing for the first time must have a cumulative GPA of 2.0 and be enrolled in a minimum of 12 hours. Transfer students may request a one-time exemption to the GPA requirement from the Student Affairs Committee. A student's failure to meet any of these requirements will result in denial of housing or removal from housing.

Identification Card (Galveston ID)

Each student must obtain a Galveston College Student Identification Card (ID) from the Media & Print Center (Room R-120) prior to moving into their housing assignment. A Student ID is not transferable and may not be used by or given to others. It is necessary to check out materials in the library, use the fitness center and entrance to College sponsored activities. Students must have their current Student ID with them/on their person at all times and present it willingly upon request by any professional staff member or Galveston College Security Officer.

Keys

Keys to doors/rooms/apartments are issued during the check-in process. Duplication of keys and loaning keys to others is strictly forbidden. Altering or adding locks are forbidden and will result in charges to be assessed to your account. Keys are the property of Galveston College and must be returned to the Student Housing Supervisor/Student Life Coordinator at the end of the resident's occupancy. Residents must carry their keys at all times. Broken, lost, or stolen keys must be reported to the Student Housing Supervisor/Student Life Coordinator immediately. Lost key fees are charged to the student's account before replacements will be issued.

If a student loses their room key, the student will be subject to a room door lock change fee, the charge is \$50 per lock that needs to be changed, which includes a new key. Failure to return keys at check-out will result in a charge of \$50 for a room key and lock change.

The Galveston College housing key will be replaced for \$50. As an example, when a Whitecaps apartment key is lost a new lock and up to 3 keys must be replaced, the charge could be as high as \$150 to the resident who lost the key. Failure to return a Whitecaps apartment key at check-out is \$150 to replace the room keys and lock. Charges for other housing units could be higher. When a GC Housing unit key is lost a new lock and up to 6 keys must be replaced, the charge could be as high as \$300 to the resident who lost the key. Failure to return a Housing unit key at check-out is \$300 to replace the room keys and lock.

Improper Use of Room Key - All occupants are issued a designated key to gain entrance into their housing unit and/or apartment. Doors should be kept locked. At no time may a resident allow anyone other than themselves to be in possession of these items. Allowing another resident, student, or person access to a living space they are not assigned to jeopardizes the safety of all students residing within a residence.

Individuals who violate room key usage will be issued a disciplinary summons. If an individual loses possession of their key(s), they should contact Student Housing Staff immediately. The College will apply the appropriate charge to the student's account for replacement keys and the door lock core.

Room Condition Sheet

The evaluation of the condition of the room and an inventory of the furnishings must be recorded on the Room Condition Sheet. This form must be signed and returned to the housing staff within 48 hours after moving in to be valid. A complete listing of existing room damages, missing furniture and other irregularities is imperative. This

form serves as a contract between Galveston College and the occupying resident on the move in condition of the student's house, room or apartment. Any excessive wear or damage to the housing unit discovered at checkout that is not indicated on the Room Condition Sheet at move in is the responsibility of the resident and damage charges may be assessed accordingly.

Television – Digital cable is not provided in student housing. Students may contact the local cable provider to arrange for service at their own expense. Another option is to use an indoor HDTV digital antenna with your smart TV. Satellite dishes (Dish, Direct TV, etc.) are not provided nor permitted in student housing. Residents are prohibited from mounting TVs or monitors on walls in any student housing unit.

Telephones - Telephone service is not provided in any of the student housing units.

Galveston College E-mail Accounts

The student email account is the primary communication method between Galveston College and students. Students are required to activate their account to receive College communications. Failure to activate the account does not relieve students of the responsibility of not receiving important messages sent to them.

To access your email account:

1. You can go to GC.edu and click on "Outlook Mail" at the top of the page or go to login.microsoftonline.com. Follow the instructions to access your Galveston e-mail account.
2. The email address should appear as the following: FirstName.LastName@whitecaps.gc.edu

Safety on Campus

Safety on campus is a joint responsibility of Campus Security, students, and employees. Campus Security Officers are available to help you 7 days a week, 24 hours a day. They welcome all questions, suggestions and reports of any activities that do not appear to be safe or conducive to a positive learning experience. The security team is composed of Galveston County Sheriff deputies during the day and security officers overnight and weekends. **To report emergencies or to request an escort, dial extension 361 from any campus phone. From your cell phone, dial 409- 944-1361.**

Safety Tips - Security Awareness and Crime Prevention Programs

It is the philosophy of Galveston College to work to prevent crimes from occurring. A primary vehicle for accomplishing this goal is the campus comprehensive crime prevention program. The campus crime prevention program is based on the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the crime prevention programs and projects employed by the Campus Security Department:

College ID Badges

Students and staff are required to have their ID badge in their possession at all times when on Galveston College campus. It is recommended that you wear your badge so GC Security staff can recognize any visitors or persons who are not students or staff.

Escort Program

Campus Security provides an escort service, particularly during the hours of darkness, for persons walking on campus to their vehicles and to staff who work in security sensitive areas. The service is available 24 hours per day, seven days per week. For assistance please dial extension 361 while on campus or 409.944.1361 for the Security Department.

Lost & Found

A lost and found locker is maintained by the Security Department in N-102.

Motorist Assistance

The Campus Security Department provides a program which assists motorists by jump-starting and locating vehicles. This eliminates people from standing in the parking lots for long periods of time with no means of transportation, and also eliminates unwanted assistance from strangers. Vehicles without a GC student housing resident parking permit cannot be left on campus overnight; prior permission from the GC Campus Security Office is required for exceptions.

Shuttle Service

This program is provided to 39th Street and satellite parking lots during inclement weather. Students can call Security to find out if the service is in operation and may wait in the atrium for this service.

Campus Motor Vehicle Rules and Regulations

Student Parking

All resident students utilizing campus parking facilities must properly display a valid Galveston College Student Housing Resident parking permit, and park in an appropriate parking space. Galveston College does not guarantee a parking place, nor does the absence of a parking space justify violation of the Campus Motor Vehicle Rules and Regulations. Students should consult the current Student Handbook and the Campus Motor Vehicle Rules and Regulations for specific information on parking including violations, fines, and appeals.

Parking Permits

Students may obtain GC Parking Permits (with proof of current enrollment) free of charge from the IT Service Desk on the first floor of Regents Hall. All students who park an automobile on campus must display a valid parking permit on the outside lower left corner of the rear window. Permits for convertibles, pickups with temporary campers, and vehicles with a rear window sun shield may be displayed on the left rear bumper.

Failure to display a parking permit as described above constitutes a parking violation. Students shall be responsible for all permits registered in their name, regardless of the owner of the vehicle. If a parking permit is lost, the loss should be reported, in person, immediately to the IT Service Desk.

Where to Park

Students with handicap / disability license plates or special handicap tags may park in any designated handicap space. All students may park in all parking lots and spaces not designated for visitors, for the disabled, for College vehicles, for faculty and staff, Fire Lanes or as reserved. These spaces are reserved 24 hours a day seven (7) days a week.

Warning! Vehicles illegally parked on the Galveston College campus may be immobilized or towed away at the owner's expense. Cars may be ticketed and/or towed by Galveston College or the City of Galveston for violations. Unpaid tickets create a hold on your record, and fines must be paid in order to drop classes, to register for the next semester, or to obtain a college transcript.

NOTE - Residents living in any of the College houses on 41st street (also known as Jack Johnson Blvd.) will also need to acquire a residential parking permit from the City of Galveston. There is no charge for this permit. Vehicles without this permit will be ticketed by the City of Galveston Police Department and possibly towed at the owner's expense.

Signs/Notices/Fliers

A frequently used means of communication by the college to distribute information regarding registration, check out, holiday close down is through signs, notices and flyers. Do not remove or tamper with notices posted by College staff.

All signs or posters must be approved before they are displayed. Posting of materials in any housing area is prohibited without prior approval of the Student Life Coordinator.

Title IX – Sexual Misconduct, Sexual Assault and Sexual Harassment

STAYING SAFE ON CAMPUS (TITLE IX)

Students who have experienced sexual assault, sexual violence, stalking, domestic violence, or other crimes may seek advice, assistance, and resources from the Associate Vice President for Student Services or the College's Title IX Coordinator. The Title IX Coordinator's duties include facilitating the complaint and investigation process. Individuals within these offices can assist the complainant with accessing medical or counseling services, advocacy services, social support services, legal services, and police services. Even in the absence of a formal complaint, the College may be able to provide assistance to the complainant with respect to his or her academic, living, transportation, or working situations.

For more information please refer to the Student Handbook and the College website www.gc.edu and search *Campus Safety and Security Staying Safe on Campus*.

Title IX Coordinator: Dr. Mary Jane Lantz
(409) 944-1281
Email: mlantz@gc.edu

EMERGENCY PROCEDURES

If an accident or emergency occurs on campus students should call 911 or seek aid from one of many local hospital emergency services on the island. The cost of any professional service is the responsibility of the student. There are no health facilities available on the Galveston Campus.

Emergency Numbers

Galveston College Campus Security	On Campus - extension 361 Off Campus - 409.996.7663
City of Galveston Police Department	911 or 409.797.3702
City of Galveston Fire Department	911 or 409.797.3702
Poison Control	800.222.1222
UTMB Hospital	409.722.1011
Weather Line	409.740.7272

Galveston College Alert System

In the event of an imminent threat to life safety (i.e., an active shooter on campus, bomb threat) Galveston College Alerts will be sent. Please follow all instructions provided within the alerts or given by emergency response personnel.

The Galveston College Alert System is an emergency mass notification tool used by Galveston College to inform students and provide safety information in the event of an emergency. This system can alert students via e-mail, phone call, and text message.

To be warned of any pending danger, students must update their cell phone, text messaging and/or alternative email contact information by going to their Whitecaps portal and ensuring that their contact information is correct in My Profile. Student email addresses and cell phone numbers are automatically populated to the Galveston College Alert system. All residents are expected to activate their Galveston College e-mail account and check it regularly as Galveston College Alert messages will be sent to this account.

When the College initiates an emergency message the student will be contacted. The call sequence will cease when the affirmative response message has been received.

Enrollment in the program is free. Cell phone carriers may charge for a text message if students do not possess a plan that includes messaging; consult carrier for details. Galveston College will not use this contact information except in an emergency that has the potential to affect your health and safety.

Active Shooter

An active shooter is defined as one or more subjects who actively engage in killing or causing life threatening injuries to multiple people in a confined and populated area. Active shooter situations are dynamic, evolve quickly, and often end before law enforcement arrives at the scene. How you respond to an active shooter will be dictated by the specific circumstances of the encounter. If you find yourself in an active shooter situation, try to remain as calm as possible and use these suggested actions to help you plan a strategy for survival.

Run. Hide. Fight.

Should you ever find yourself in the middle of an active shooter incident, your survival may depend on whether or not you have a plan. The plan doesn't have to be complicated. There are three things you could do that make a difference: Run. Hide. Fight.

Run. When an active shooter is in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe.

Hide. If an evacuation is not possible, find a place to hide and:

- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects.
- Remain very quiet.
- Your hiding place should:
 - Be out of the shooter's view.
 - Not trap or restrict your options for movement.
 - Provide protection if shoots are fired in your direction

Fight. As a last resort, and only if your life is in danger:

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible. Officers will form teams and immediately proceed to engage the shooter, moving towards the sound of gunfire.

When law enforcement arrives:

- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.

Bomb Threat

Bomb threats usually occur by telephone. The caller has a message to deliver and has chosen the telephone as the medium for this communication. Motives vary, as does the desired outcome. The most important thing to remember when a bomb threat is received is to take the caller seriously.

If you receive a bomb threat:

- Notify the campus security (409-944-1361) and Administrative Services (409-944-1206) or(911).
- Elicit as much information as possible from the caller.
- When a threatening call is received, attempt to learn the following:
 - When is the bomb set to go off?
 - What is the explosive?
 - What does it look like?
 - Where in the building is it? Did you place the bomb there?
- What does the person's voice sound like? (man, woman, child, accents, etc.)

- Were there any identifiable sounds in the background?
- Exact wording of the threat.
- Calmly notify others in the area.

If a bomb is found, isolate the area:

- Evacuate the area or the building.
- DO NOT: handle the device, use two-way radios, use cell phones, use pagers, or turn lights on/off.
- Allow only emergency personnel to enter the area.
- Re-enter the building only after advised to do so by campus security or Administrative Services.

Camera (Surveillance) System

To help deter theft, damage, and to monitor the traffic flow in and out of student housing, surveillance cameras are installed. Tampering with surveillance camera equipment is viewed as a threat to community safety and may result in damage charges, removal from housing, and possible legal action. Recorded activity may be used as evidence in the campus judicial system or in legal proceedings.

Communicable Diseases

Students living in student housing who are diagnosed with a communicable disease, including but not limited to chicken pox, measles, mumps, mononucleosis, or other communicable disease that proves to be a health threat to other residents may be relocated to an alternate apartment/room on campus until such time when it is determined the student is no longer contagious.

The student housing staff will maintain the privacy of any student who has knowledge of testing positive for any communicable diseases. To make arrangements to temporarily relocate due to having a communicable disease, contact your housing staff.

Emergency Equipment

Tampering with, damaging or inhibiting the use of emergency equipment is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat, gas and smoke detectors, exit signs, or any other emergency equipment.

Residents are not permitted to hang anything from or around sprinkler heads. Because of the potential safety threat, residents found responsible for tampering with or damaging emergency equipment may be subject to college disciplinary action and/or contract cancellation.

Emergency Evacuations/Fire Drills

For the protection and safety of the community, fire and emergency drills will be conducted periodically, sometimes unannounced, to ensure that proper procedures are known and followed. Become familiar with the exit routes posted at focal points in each building. All residents are to comply and cooperate when a fire drill is being conducted. When the fire alarms sound, all residents and visitors must immediately exit the building and go to the designated evacuation area. Residents will be told when the building is declared “all clear” and can return to the building. Failure to evacuate during a fire alarm could result in summons, fines, or legal repercussions.

FIRE & FIRE ALARMS

When the fire alarm sounds, EVERYONE must exit the building immediately. Follow instructions below.

Primary Escape Route: Entry Doors.

Secondary Escape Route: Doors to exterior stairwells.

Prior to evacuating the room

1. If your door is hot to touch, DO NOT OPEN IT!

- Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
- Use a secondary means to exit the room.

2. If your door is cool to the touch, OPEN IT SLOWLY.

- If you encounter heat and/or pressure in the hallway, leave your room carefully, closing the door behind you, and proceed to the nearest exit/stairwell to the designated area to be counted by a staff member. (If possible, alert other students on your way to the exit.)
- If the hallway is clear, close your door behind you and proceed to the nearest exit/stairwell. (If possible, alert other students on your way to the exit.)

3. Always use stairs to evacuate the building.

4. If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl if possible.)

5. DO NOT attempt to remove personal items.

6. If your clothing catches fire: STOP...DROP...AND ROLL!!!

7. Once outside the building, move far away from the building and wait until recalled by an authorized College official.

8. Disabled persons who require assistance in evacuating should alert their Student Hall Supervisor/Student Life Coordinator in advance.

9. ALWAYS REMEMBER YOU ARE NOT EXPECTED TO FIGHT A FIRE YOURSELF.

Fire Extinguishers

Fire extinguishers are provided as a safety device for use in the event of a fire. As a student, your responsibility is to evacuate the building. YOU ARE NOT EXPECTED TO FIGHT A FIRE. If you attempt to fight a fire or use the fire extinguisher, you do so at your own risk.

Fire Prevention

For resident protection and in accordance with fire codes, the following are not permitted in student housing: candles, candle warmers, incense, potpourri burners, Sterno cans, sparklers, etc. Combustible liquids of any type are not to be used or stored in student housing. Halogen lamps are not permitted since they operate at a very high temperature and are a fire hazard. Only free-standing or desk lamps may be added to the rooms. Residents may not have any fireworks, explosives, ammunition, gunpowder, or any other related materials in student housing. Possession of ammunition and fireworks implies intent to use them. Use of any of these items is dangerous and a safety hazard.

EXPLOSION

- **IMMEDIATELY** take cover
- Stay calm
- Contact Campus Security at 409.944.4242 or 409.944.1361
- Give your name, location and nature of the explosion(s)

- If available, activate the manual pull station building alarm system
- Evacuate the building.
- DO NOT RETURN TO EVACUATED BUILDING unless told to do so by College official

HURRICANES

Hurricanes can be a threat to Galveston Island. Hurricane season generally lasts between June and November but storms can also occur earlier or later in the year. Hurricanes are the most dangerous and destructive of any tropical system (including Tropical Disturbances, Tropical Depressions, and Tropical Storms.) Hurricanes bring winds in excess of 64 knots (74mph), heavy rains, and can be a major hazard to property, life and limb. As such, there is a possibility that students may be asked to evacuate the campus because of a hurricane threat. If there is a hurricane threat, the following precautions should be taken:

- Students will not be permitted to shelter on campus so arrange now for TRANSPORTATION, should an evacuation be ordered.
- If an evacuation is necessary, all students will be required to depart campus.
- Automobiles should be filled with gasoline as soon as possible and driven only as necessary.
- Arrangements should be made to remove all automobiles from campus if an evacuation is ordered.
- Students without transportation should make arrangements to ride with fellow students.
- Persons with vehicles are asked to share space with those who have no vehicle. If you can provide a ride to other students, please notify the Office of Student Life of your destination and number of passengers you can accommodate.
- If you are unable to arrange transportation, report to the Office of Student Life as soon as possible.

Prepare for safety of any PERSONAL BELONGINGS that you plan to leave behind.

- Students in student housing should lock up all personal belongings to secure against looters.
- In the event of an evacuation, students should take books, personal computers, and other course-related materials with them. In the event of a direct- hit it is possible the campus may not be accessible for an extended time and classes will continue from an alternate location.
- If the order to evacuate is given, personal gear should be placed on top of furniture and/or moved to the bathroom. Clothing, bedding, and shoes should be protected from possible flooding.
- All electrical appliances should be unplugged except air conditioners.
- Clear all porches, balconies and outside areas of personal gear.
- Clean all refrigerators. Unplug them and leave the doors open. All food should be taken with you or carried outside to the dumpster.
- Empty trash cans.
- Lock all doors and windows to include bathrooms and patios. Do NOT duct tape windows.
- Remove all rugs and personal carpets from the floors.

CHECK OUT prior to leaving.

- When checking out, all students should notify the Office of Student Life concerning their destination and travel arrangements. This information will assist the College in assuring all students are safe and accounted for.

Listen for ANNOUNCEMENTS for the resumption of classes.

- The Galveston College webpage (www.gc.edu) will be the best source of information.
- The Galveston College number for emergency information is 1-866-483-4242.
- The media will be asked to announce both cancellation and resumption of classes. Local radio station KGBC runs 24-hour hurricane announcements.

Once back on campus you should be aware of potential hazards that may exist. Remain aware of your surroundings as various animals displaced by the storm may be present. College personnel shall make every effort to clear the area before your return. If you are bitten seek immediate medical attention. Report the incident to the Office of Student Life after receiving proper medical attention.

ADDITIONAL INSTRUCTIONS AND INFORMATION will be disseminated by Student Life staff, Student Services personnel, and Campus Security.

Campus Lockdown Procedures

In case of a campus emergency, including an Active Shooter near or on-campus, the following campus protocols will be implemented based on the situation. Notifications and instructions will be distributed via the Galveston College emergency notification system.

Shelter in Place

This protocol will be implemented in case of an external threat to campus such as a short-term weather emergency, the presence of a contaminant in the environment or another event on or in the vicinity of campus that creates a heightened risk to public safety. What to do:

1. Go to nearest building and take shelter away from windows and doors.
2. Close all windows and doors.
3. Tune radio or television to a local or regional station for continuous updates. (740 AM, Houston TV Channels 11, 2, 13 or 26).
4. Cover your mouth with a damp cloth, take frequent shallow breaths and stay calm.
5. Do not leave the building until given notification that the danger has passed.

Emergency Lockdown

This protocol will be implemented if gun shots are heard on or near campus, a serious crime is committed on or in the vicinity of the campus, there is police pursuit on or near the immediate campus area, or there is an event that creates a significant risk to public safety. What to do:

1. Go to the nearest building or office and take shelter away from windows and doors.
2. Secure both interior and exterior doors.
3. Do not leave the area until directed to do so by Campus Security.
4. Wait for further instructions through Galveston College alert system, campus e-mail and/or the website.

Missing Residential Student Notification Policy and Procedure

At the beginning of each academic year, the GC the Office of Student Life will inform each student residing in on-campus housing that:

- the student has the option of identifying an individual to be contacted by the College no later than 24 hours after the time the student has been determined to be missing, in accordance with the notification procedure outlined below. Students may register this confidential contact information by completing and confirming their emergency contact information on their Student Housing Application. The contact information will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If the student wishes to update their designated emergency contact, then the student must communicate in writing to Student Life staff (Housing@gc.edu) through their official whitecaps email the name, relationship, and contact information of the updated emergency contact.
- their contact information will be registered confidentially, that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.
- the College will notify the GC Security Department no later than 24 hours after College officials reasonably determine or believe there is justification to investigate the welfare or missing status of the student, in accordance with this Policy; and
- if the GC Security Department has been notified and makes a determination that a student who is the subject of a missing person report is missing and has not returned to campus, the College will initiate the emergency contact procedures in accordance with the student's designation.
- if the student is under 18 years of age and not emancipated, the College is required to notify a custodial parent or guardian (in addition to any additional contact person designated by the student) no later than 24 hours after the time that the student is determined to be missing;

The following official notification procedure will be followed for a missing student who resides in on-campus housing:

- Any report that a student has been missing for 24 hours, from whatever source, should be immediately directed to the GC Campus Security Office.
- A student may also be determined as missing even if the period of absence is less than 24 hours. Concerns that may result in an investigation of a missing student may consist of but are not limited to:

- Credible report of a disappearance or irregular contact with the student from parent/guardian, room/house mate, or team/class mate.
- Galveston College official has made a report of concern or request for a wellness check.
- Medical or health related problems.
- Residence Life Staff and/or Galveston College Security believes a student may be missing based upon absence from on-campus housing or other information received by staff.
- A College official shall notify the GC Security Department no later than 24 hours after the College official reasonably determines or believes there is justification to investigate the welfare or missing status of the student.
- If the Galveston College Security Department, after investigating the report, determines the student has been missing for 24 hours, it will contact the individual designated by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or the appropriate law enforcement agency if these do not apply. The GC Security Department will notify the student's contact person no later than 24 hours after making a determination that the student is missing.
- The GC Security Department will communicate and coordinate actions with the Associate Vice President of Student Services and the Office of Student Life.

In the event that a College official reasonably determines or believes that there is justification to investigate the welfare or missing status of a student, the College may use the following resources to assist in locating the student in addition to other actions it deems necessary. These resources may be used in any order and combination.

- Through the GC Office of Student life, authorized staff may be asked to assist in physically locating the student by entering the student's assigned room and by talking with known associates.
- The GC Security Department and other College staff may search on-campus public locations to find the student (classrooms, library, cafeteria, etc.).
- The GC Security Department may issue an ID picture to assist in identifying the missing student.
- College officials may try to contact known friends, family, or faculty members for last sighting or for additional contact information.
- The Office of the Associate Vice President for Student Success or academic departments may be contacted to seek information on last sighting or other contact information.
- Issuing a community notice, including photograph of the missing student, to assist in locating the student.

- The GC Security Department may access vehicle registration information for vehicle location and distribution to authorities.
- Information Services may be asked to review email logs for last login and use of the Galveston College email system or network.

When the student is found, Student Life will contact the student and provide information or references to support services available to the student. The Associate Vice-President of Student Services may also determine any additional follow up necessary for the student originally reported missing or any additional students impacted by the incident.

CONTACTS:

<p>Office of the Associate Vice President of Student Services</p> <p>Moody Hall, Room 151 4015 Ave. Q Galveston, Texas 77550 409-944-1340 rcrumedy@gc.edu</p>	<p>GC Security Department</p> <p>Marcus J. Alfred, Sargent Northen Building, Room 102 4015 Ave. Q Galveston, Texas 77550 409-944-1446 malfred@gc.edu</p>
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Power Outages / Black-Outs - Staying Safe in the Dark

- If a power outage occurs, remain calm and notify the Maintenance Department at 409.944.1361 or 409.944.1365.
- Keep a flashlight with fresh batteries in your room.
- Provide assistance to others in your immediate area who may be unfamiliar with their surroundings.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
- If you are in an elevator, stay calm. Use the emergency button or telephone to alert College officials.
- If normal communication channels (electronic) are disrupted, information will be available / posted in a central location in the Student Life Office.
- In the case of a black-out, always follow the instructions of College personnel.
- Students should consider the personal impact of having no electric service for an extended period of time as restoration time could be multiple days. As a general rule, it is advised to have a personal supply of non-perishable food and water for up to 3 days.

Other Tips

- Do not use charcoal or gas grills inside closed areas, including garages and porches, due to carbon

monoxide risks.

- Have several flashlights on hand with fresh batteries. Do not use candles!
- Unplug computers, TVs, VCRs, and other sensitive appliances. This will minimize the risk of possible damage to the devices when power is restored.
- Turn off all but one light so that you'll know when electricity has been restored.
- Turn off all heat producing appliances like electric irons to prevent fires in case no one is home when power is restored.

Downed Power Lines

Downed power lines can carry an electric current strong enough to cause serious injury or possibly death. High voltages also may be transmitted through materials other than power lines. A wooden pole, a kite, cable or other normally non-conducting material may carry an electrical current if it becomes wet or soiled.

1. It is not possible to determine if a downed power line is energized. Never touch or attempt to move a downed power line or a person who is in contact with a power line.
2. Direct everyone away from the area
3. Call Campus Security at 409.944.4242 or 409.944.1361.
4. Don't drive over downed power lines.
5. If a downed line is near water, keep a safe distance from the line and the water, even if it is a small puddle.
6. Be careful not to stand under tree limbs or power lines. Tree limbs can become weakened during a storm but not fall until several hours or even days after the storm. The same can be true for power lines or poles that sustain damage.

Severe Weather

During severe weather alerts, residents are encouraged to monitor TV and radio reports and should take reasonable precautions. In the event of a tornado, all students should move immediately to the interior hallways/rooms on the lowest possible floor away from windows. Housing staff will try to communicate with students about severe weather threats; however, in a critical situation, time may not allow for room-by-room notification. Galveston Alerts and announcements will be used to communicate with students as severe weather situations develop.

Tornado Watch / Water Spout* Watch

Definition: Weather conditions that could result in the formation of tornados.

Tornado Warning / Water Spout Warning

Definition: A tornado has been spotted in the area or has been indicated by radar.

1. Campus Security will notify the college president (or representative) and the decision to evacuate or shelter in place will be made by that college office, designee or security officer.
2. Campus Security and designated monitors will evacuate all persons in campus buildings to designated tornado shelters on campus.

Designated Tornado Shelter Areas

Interior rooms that are away from glass

Interior hallways – away from glass

**Water spouts are tornadoes that form over water and which on occasion can come ashore.*

COMMUNITY LIVING A-Z

Activities & Recreational Sports

Numerous entertainment, sporting events and special activities are held throughout the Fall and Spring semesters. An intramural program and numerous clubs and organizations are available to provide residents the opportunity to come together to participate in recreational and competitive activities.

Alterations to the Room/Apartment

Alterations, changes, or remodeling of the premises, interior or exterior, are not permitted. Students are expected to report maintenance issues to the Housing Staff. Command products or removable mounting putty may be used to attach items to student housing walls and must be removed properly without damage to the wall upon resident checkout. LED light strips are also not permitted.

Bathroom Cleaning

Students are responsible for maintaining sanitary conditions of the bathroom facilities by cleaning the sinks, toilets and showers regularly using general household cleaning products.

Do not use drain cleaners in clogged drains. For clogged drains, notify the housing staff who will notify maintenance. No foreign objects, including food, should be put in toilets, sinks or shower drains. Students will be responsible for damage resulting from misuse, and may be subject to a conduct referral.

Bicycles

Bicycle racks are provided at various locations around campus. If you bring a bicycle to campus, you should also bring an appropriate lock to secure it since storing bicycles in student housing is not permitted.

Campus Carry Regulations

Use or possession of firearms or weapons is prohibited on campus and in Student Housing. However, if the Student has a Texas license to carry a concealed handgun, the student may possess such a weapon if done in full compliance with state and federal laws and GC Board Policies. See **Attachment C** for additional information.

Galveston College considers any violation of state law regulating firearms to be a violation of Galveston College rules. Accordingly, such a violation is subject to disciplinary action through the College's student judicial process, which may include removal from campus housing and or the College. Additionally, the handgun license holder must comply with Texas statutory law at all times.

Change of Address

To change a name or address, a resident should notify Enrollment Services. All College communication that is mailed to the name and address on record, or is e-mailed to the student's Galveston e-mail address is considered to have been delivered, and the student is responsible.

Check-in & Check-out Procedures

Check-in and check-out procedures are crucial. Students must complete all housing application and check-in procedures before occupying a room.

When **checking-in**, residents should report to the Student Life Office during the established check-in times. Please follow the instructions below to insure a smooth and proper check-in:

- Upon arrival, meet with Student Housing Staff to confirm receipt of all fees and necessary paperwork.
- Receive your room assignment and key.
- Go to the assigned room with a Room Condition Sheet and check the condition of the room. Fill out the

Room Condition Sheet; be sure to note ANY damaged or missing items. If you are in doubt about whether to list something, **DO IT!** You could be charged for unreported damage. Sign and return the Room Condition Sheet to Student Housing Staff within 48 hours of moving in to student housing.

- Move your personal possessions into your room. Without damaging the walls or furnishings, fix up your room to be comfortable and personal for you. (See: Room Decoration and Construction Policy)
- Meet your roommate/suitemates. Remember: Your ATTITUDE is the most important factor in whether you have a positive or negative experience living on campus.
- Furniture provided in student housing rooms or general lounge areas is not to be moved, taken, borrowed, or exchanged from one room to another.
- Move-In Orientation is MANDATORY and will be held in the Siebel Wing. You will receive additional information about the orientation date and time when you move in.

Prior to **checking-out** of campus housing at the end of the contract period, each student must complete designated checkout procedures. Students will be notified of designated checkout procedures by fliers placed on resident doors and in hallways. Students are expected to check-out within 24 hours of their last final exam or by the designated closing date and time, whichever comes first.

Residents must check-out with Student Housing Staff at check-out time. A Student Housing Staff member or the SLC will check your room for trash and damaged items and collect your room key. Both you and the housing staff will check your room condition sheet as to the condition of the room from check-in to check-out. If room conditions are not the same, your deposit may be forfeited and additional charges may be assessed to return the room to its original condition. This includes cleaning and removal of all personal items.

Failure to follow the posted check-out procedures, including leaving on time, will result in the resident incurring an improper checkout fee. Residents are also expected to clean their room completely by removing dirt and trash, and wiping down countertops and surfaces. When a resident leaves student housing, the student must remove ALL possessions. Items left in the room after check-out will become the property of Galveston College.

When a resident moves out of housing early, the student must remove ALL possessions. Items cannot be stored in the room with the roommate or another resident. Abandoned items will be discarded and a charge placed on the former resident's account. See Code of Conduct Violation Chart – Abandoned Property for details.

If residents agree to hold belongings from another resident after a resident is removed from housing and fail to remove that student's belongings upon checkout, each student will be charged an abandoned property fee.

Closing of Student Housing - Each facility will close at the end of the semester and during the Thanksgiving, Christmas, and Spring Break periods. During closed periods, residents must be out of student housing by posted times. Any resident found in student housing after the closing date and time, without written permission from the SLC, will forfeit his/her deposit and be charged a daily rate of \$100. Students who plan to return after the Thanksgiving and Spring Break closings may leave their belongings in the rooms without going through the complete check-out procedure. Any student planning to return for the next semester (i.e. Winter break) may leave their belongings but must unplug and empty refrigerators and turn in keys. **Galveston College accepts no responsibility for belongings left in rooms.**

Winter Break (Three Criteria) - In order to leave things in rooms between the Fall and the Spring semesters, residents must meet three criteria. The resident must: (1) be returning to the same room, (2) be registered for the next semester, and (3) their next semester bill must be paid IN FULL or have verification of adequate scholarship or financial aid. If the resident does not meet these three criteria, all possessions must be removed from the room. Leaving items between any other semesters is not allowed without express written permission from the Office of

Student Life. Housing may be available for student populations who need to remain on campus due to an extreme circumstance or related to a College sponsored event.

The deposit refund will be mailed to the student's address of record, and no on-the-spot refunds will be made. Failure to either reserve a room for the next semester or request a refund will result in the forfeiture of the deposit. **Requests for room deposit refunds, for students who chose not to return to student housing following the completion of the contract, must be requested from the Student Life Coordinator within 30 days prior to the end of the semester of residence.** Failure to follow these guidelines will result in improper check-out fines and forfeiture of the student's \$200 deposit.

Children in Campus Housing

Residents with children are not allowed to keep their children in student housing. Childcare is not permitted in campus housing due to the associated liability. No student is allowed to house a child or babysit in any on-campus living space temporarily or overnight.

Cleaning Supplies

All residents must supply their own cleaning products, toilet tissue, paper towels, etc. Students should only use soft scrub and nonabrasive cleaning supplies. DO NOT use bleach to clean as spills cannot be corrected.

Damages

Each resident, in addition to the privileges and opportunities provided in student housing, is expected to use the facility and furnishings in a reasonable manner. Damages a resident causes will be his/her responsibility. An assessment will be made of any damages, and the cost will be billed to the student(s) involved. Students must not attempt to make any repairs themselves. Students are expected to promptly pay any cost to the College as soon as notification is made, whether it is possible to make notice to the student at check-out time or the student must be notified afterwards. Following check-out, all charges due must be paid to the Business Office or a hold will be placed on student records until total payment is received.

Damages Charges - General and specific damages including destruction of College property, defacing signs, doors, windows, walls, floors, trim or leaving stains, glue, and putty residue on walls and surfaces will be charged directly to the resident's account. Residents may be held accountable for any abnormal wear, damages, and cleaning of public areas of their hall, house or apartment. Returning residents must pay these charges before they will be permitted to register for the next semester.

Group Billing for Damages/Vandalism/Littering - Residents are collectively accountable for any special cleaning required, abnormal wear or repair of damages occurring as a result of horseplay or vandalism to the housing unit or their room. This includes billing for damages to an individual, entire room or house if damages cannot be attributed to a specific resident. The SLC will determine the amounts of such loss or damages.

Residents are not permitted to make any repairs or alterations to their room, suite or house. All maintenance requests must be reported to the Student Life Office.

DINING SERVICES

Located in the Cheney Student Center, the dining hall offers many services to accommodate student needs. For additional information, please call 409-944- 1284 or email MrCSDELI@gc.edu. A student must present their Galveston College student ID card to the cashier for each meal.

Food Service Hours: *(The dining facilities close when the College closes for holidays and breaks)*

Monday – Thursday 7 am – 6 pm

Friday 7 am – 1:30 pm

Residents residing in campus housing are required to purchase a meal plan. Any students requiring modifications for special dietary needs, should contact the Dining Hall staff directly to see what accommodations can be made. Students wishing to cancel their meal plan must provide proof of special dietary needs by their doctor, and must provide verification from the Director of Dining Services that reasonable accommodations cannot be made in order for the student to utilize the meal plan.

Additional Information

- Galveston College IDs - The student ID card is required for all meals. A student must present their ID card to the cashier for each meal. Students are not allowed to purchase any meal for another individual with their meal plan.
- Guests may purchase meals in the dining hall on a cash basis.
- Menus - Menus change weekly and are available at the cashier's station.
- Student meals end upon the date that the student moves out of student housing

Dress Code

Residents and their guests are expected to dress appropriately, following generally accepted community standards of neatness, cleanliness, and modesty. Workout clothing should be worn modestly outside of Student Housing or gym facilities.

Electrical Power Strips

Only one power strip per outlet should be used. All power strips must be UL approved and have a grounded plug. It is recommended that students purchase power strips with circuit breakers for additional safety. Keep cords away from walkways. Power strips are not to be "daisy chained". (See "Extension Cords")

Extension Cords

Use of extension cords is prohibited in student housing by order of the State Fire Marshal. Use of extension cords will result in a \$50 fine for the first offense and \$250 for subsequent violations. Power strips are to be used as an alternative. Heavy duty (14 amps or greater) extension cords may be used in the public areas for temporary events if approved by the housing staff. Keep cords away from walkways.

Food Storage

To live in a healthy, pest-free environment, food must be stored in a sealed container. Do not leave food containers and packages open. Do not dispose of food through sinks (except where a garbage disposal is available), showers, or toilets. Plumbing repair bills will be charged to the room, apartment or house.

Furniture

Residents are responsible for the furniture in their room/apartment. No furniture is to be taken, borrowed, or exchanged from one room to another, which also includes taking it outside. If Galveston furniture is removed from an assigned room, a fine will be imposed and the original furniture must be returned within 48 hours. Furniture must not be taken apart; charges may be assessed for restoration. Students are not permitted to bring duplicate furniture (beds, couches, etc.). No furniture provided by Galveston College Housing may be removed or requested to be removed from the living space.

Grooming

Personal grooming is not permitted in the student housing lobbies or hallways. Do not dispose of cut hair through the sink, tub, toilet, or by sweeping it into the hallway.

Group Billing / Assignment of Communal Damage Charges

See “Group Billing for Damages/Vandalism/Littering” under “Community Living A-Z”.

Hallways & Porches

Hallways and porches are open passageways and must not be blocked. Do not use the hallways for talking on the phone as it disturbs others. Lights in stairways, hallways, and common areas must be on at night for safety.

Hallway & Stairwell Sports

All sports activities including but not limited to Frisbee, wrestling, horseplay (i.e. mattress surfing), football, golf, and hockey are strictly forbidden in hallways, lounges, stairwells, GC parking lots, and grassy areas directly adjacent to buildings. Violators are subject to disciplinary action by the Associate Vice President for Student Services.

Housing / Room Accommodations for Students with Disabilities

See “Special Housing Assignments” under “Community Living Expectations: The Basics”

Inspection of Rooms

College employees retain the right to enter assigned rooms of residents in the performance of legitimate functions, including, but not limited to maintenance, emergency situations, possible violations of College policy or civil/criminal law, and to ensure that safety and sanitation standards are being observed. Illegal or unauthorized items may be confiscated, and if necessary, students may be referred for appropriate disciplinary action.

Inspections may take place at any time and without warning to the resident. The Associate Vice President of Student Services, the Student Life Coordinator and/or designee will conduct regular health and safety inspections. The Department of Student Services and or Student Life retain the right to inspect closets, storage trunks, and refrigerators during any health and safety inspection. Residents are expected to immediately correct any unsafe or unsanitary conditions upon notification.

Liability

Galveston College is not responsible and as such does not carry insurance covering loss, damage, or theft of an individual’s personal property. Residents desiring such protection must make arrangements for the necessary coverage at their own expense. Each resident is encouraged to carry personal property insurance on valuables.

Galveston College is not responsible for the loss of or damage (i.e. water leaks, fire, and theft) to a resident’s room or his/her personal possessions. Students or their parents are encouraged to carry appropriate insurance to cover personal losses.

Galveston College assumes no responsibility for loss or damage of personal property as a result of theft, fire, vandalism, or maintenance failure. Residents are responsible for keeping personal items picked up in the common area.

Galveston College will not store personal possessions between semesters. Commercial storage is available in Galveston.

The College is not responsible for personal property left when a resident checks out or leaves the premises. Property left after check-out shall be declared abandoned and will be disposed of without

liability by the College. Please refer to the Abandoned Property portion of this handbook.

Laundry

Washers and dryers are located in some Galveston College student housing units. The laundry facilities are for residents only, any residents doing laundry for other people will receive a judicial summons from the Associate Vice President for Student Services. Galveston College is not responsible for laundry that is left unattended, lost, damaged, or stolen. Items left over 24 hrs. may be discarded. Students found to abuse the facilities or laundry machines may be subject to judicial summons. Any non-resident found using on campus laundry facilities may be subject to a Criminal Trespass Warning.

Locks

Each resident is issued entry door keys. For security reasons and to conserve energy, room/apartment doors and windows should remain locked. All residents should keep their bedrooms doors and/or apartment/suite/house entry doors locked at all times. When housing staff find an unlocked door, the room will be inspected. After the room inspection is complete, the door will be locked. Leaving these doors unlocked jeopardizes your security and the security of residents in the house or occupants of the apartment. Entry and exit doors remain locked 24-7 in Student Housing. Residents must meet their visitors at the entry door. Propping entry and exit doors is strictly prohibited. Do not permit "tailgating," (allowing persons to follow you into the building.) Do not leave windows and doors unlocked for illegal entry. Tampering with a room door lock (i.e. pin locking) will be assessed a fee plus damage charges.

- Lock Outs - If students lock themselves out of their room during the day, they should check to see if the Student Housing Supervisor is available to unlock the door. If a staff member is unavailable, please contact the Office of Student Life (409.944.1234). If no one is available in the Office of Student Life, then contact the Galveston College Security Department(409.966.7663).

If a pattern of lockouts (more than twice during a long semester) occurs a student could be subject to judicial points. It is recommended that students fasten room keys to lanyards and wear them at all times to prevent unnecessary lockouts.

- Doors & Windows Locking Policy - Doors should be locked upon entry and exit of the house, room or apartment. Report any unlocked exterior doors to housing staff immediately. Windows must be closed and locked at all times.

Maintenance Requests

Requests for needed maintenance should be submitted to the Student Housing Staff. Emergency requests, involving imminent harm to person or property, should be reported in person to the SLC or the Student Life Office as soon as possible. Student housing is professionally exterminated on a routine basis. Residents should contact a SH staff member if there is a continuing pest problem in a room.

Residents are responsible for promptly reporting any maintenance needs or broken items to the Student Housing Supervisor/Student Life Coordinator. Work orders must originate with the Office of Student Life. Maintenance personnel are on duty between the hours of 7:00 a.m. to 4:00 p.m. Monday through Friday, and may not always arrive at hours most convenient to the residents. Residents should cooperate with maintenance personnel so that repairs can be made as quickly as possible.

Mail

Some students residing in student housing will receive a mailbox key at time of check-in. Lost keys will result in a replacement fee.

Mailing address:

Student Name
Mail box number
Street Address
Galveston, TX 77550

Microwaves

Microwave ovens are not permitted in student rooms. They are provided in the common areas of each housing unit. Please clean the microwave after use. If smoke caused by burning food sets off a fire alarm, or causes damage to the building or microwave, the responsible student could be held accountable for any violations or damage charges.

Non-Discrimination, Equal Opportunity and Grievance Policy

Consistent with a commitment to a stated policy of non-discrimination, the College provides student housing and dining services without regard to race, color, religion, national origin, sex, age, handicap, veteran status, or genetic information. Room occupancy is, however, specifically designated for solely male or female. Facilities are provided without discrimination on the basis of disability, although not all student housing and buildings have been modified to provide barrier-free access to students in wheelchairs. There are rooms designed for students with disabilities, please contact the SLC for more information on accommodations. The faculty and staff maintain an open door policy for all individuals attending Galveston College.

Pets

Pets are not permitted (even temporarily) in any student housing unit. Pets include mammals, fish, reptiles, birds, rodents, and insects. Feeding stray pets is prohibited. If a pet is found in a resident's room, the resident will have to remove the animal from student housing. An exception to this policy will be made for non-sighted, hearing-impaired residents who depend on a guide dog or other exceptions covered under the Americans with Disabilities Act. See **Attachment B** for more information.

Personal Property

Loss and Theft - Residents are urged to report all losses and thefts to their Student Housing Staff member and Campus Security immediately. For the security of your belongings, it is to your benefit to lock your room when asleep or whenever you are not present. As stated on your Housing Contract, Galveston College SHALL NOT BE LIABLE TO THE STUDENT, OR THOSE CLAIMING THROUGH OR UNDER THE STUDENT, FOR INJURY, DEATH, OR PROPERTY DAMAGE CAUSED BY ACTS OF NATURE, FIRE, WATER, SMOKE, UTILITY OR EQUIPMENT MALFUNCTIONS, OR CAUSED BY THE NEGLIGENT CONDUCT OR ACTS OF ANY OTHER PERSON OCCURRING IN, ON, OR ABOUT THE ROOM, AND THE STUDENT SHALL INDEMNIFY GC AND HOLD IT HARMLESS FROM ANY SUCH CLAIM OR DAMAGE.

Galveston College recommends that personal property or renters insurance be purchased for any valuable items which the resident intends to keep in their assigned space.

- Keep your door locked.
- Ask who is at the door before you open it.
- Lock the door when you leave, even if your roommate is in. This way you are sure that you have your key and that your roommate is safe.
- If someone harasses you on the street or you think someone is following you, contact Campus Security.
- If you see someone wandering in the housing unit that doesn't belong, call a member of the housing staff or Campus Security and report it immediately. Don't let the situation pass.
- If something serious happens, follow the chain of command until someone is reached IMMEDIATELY.

Students found tampering with any other student's property, food, clothing, jewelry, personal belongings, vehicle, bike, etc. may be subject to a disciplinary summons and/or criminal charges and repercussions.

Privacy

Every resident is entitled to privacy in his/her room. Privacy is intended as a respect for the rights of the individual and not as a shield to protect any individual who is using a private room to engage in activities that violate State or Federal laws or College policies. The College reserves the right to enter a student's room for the following reasons:

- An occupant of the room may be ill, physically harmed or endangered
- College property is being damaged
- College policy or law is being violated
- Routine inspection for maintenance or housekeeping needs

Galveston College personnel and SH staff are authorized to visit rooms at any time to check on conduct, house or room closing, room checks, response to an emergency, response to an alleged violation, reasonable suspicion of a violation, if a College regulation is being violated, maintenance, and/or to reclaim College property. Periodic room inspections take place in student housing to check on safety concerns. No SH staff member will invade a student's privacy without first knocking and allowing the resident time to respond before entering a room.

PROHIBITED ACTIONS AND ITEMS

Abandoned Property

When a student moves out of Student Housing they must check-out with a member of the Housing staff and remove all personal possessions from the room. Any items left in the assigned space after final check-out will be considered abandoned property and be discarded by GC. A fee will be charged to the responsible resident.

Airsoft Guns (Darts, Paint Balls and BB)

The use or possession of darts, paint ball, BB, and other airsoft guns are prohibited in all student housing.

Alcohol

The possession, use, or advertising of any alcoholic beverage is not permitted on College-controlled property regardless of age. Possession of alcoholic beverages in an automobile on College-controlled property shall constitute a violation of this regulation. If it is believed you are intoxicated on campus you may be evaluated by Campus Security and possibly removed for medical treatment at your expense.

Appliances in Rooms

The possession of hot plates, popcorn poppers, broilers, deep fat fryers, incense burner, toaster ovens, electric grills, hot pots, halogen lamps, candles, electric frying pans or space heaters are expressly prohibited for fire safety reasons. If any of these items are found in your possession, they will be removed and you will receive a fine. Items may be collected when the student checks out of student housing. If there is a question about an appliance not listed here please contact the Housing Office for clarification.

Bulletin Boards & Dry Erase Boards

These items are not permitted to be hung on the outside of resident's doors. They may be hung inside of rooms and apartments using only Command products.

Disorderly Conduct

Disorderly conduct, disregard for the physical well-being, rights, and property of others, disturbance of the peace, fighting and abusive behavior will not be tolerated. Roughhousing, running, throwing/bouncing/kicking of objects, or use of athletic equipment is not allowed inside student housing. Such behavior will be subject to disciplinary action.

Extra Furniture

Students are not permitted to bring additional furniture that would duplicate furniture provided by Galveston College; this includes couches, love seats, recliners, ottomans, and dressers.

Fireworks/Explosives

Fireworks, firecrackers, explosives, ammunition, gunpowder, or any other related materials are not permitted in student housing or on GC property. Possession implies intent to use them. Guns of any kind are strictly prohibited- (Airsoft, BB, Water, etc.) Many of these look similar to real guns, therefore to eliminate any possible confusion which could endanger the welfare of our students we don't allow ANY type of guns on campus.

Gambling

Gambling is prohibited on Galveston College campuses.

Hammocks

Hammocks, swings, or other similar items are not allowed to be hung from trees or bushes on Galveston College property.

Housing of Unauthorized Persons

Any student resident found allowing any person or persons to live in student housing will forfeit their \$200 deposit and face immediate removal from student housing. In addition, any non-resident found living in student housing will be charged with trespassing and issued a criminal trespass warning.

Hoverboards/Motorized Skateboards, Scooters & Bikes

Hoverboards, and motorized skateboards, scooters and bikes may not be used on Galveston College property. Storage of these devices in any student housing unit is strictly prohibited. Students may be subject to disciplinary action if these items are found within any student housing unit.

Illegal Drugs

The College has a formal policy that forbids illegal drugs on campus. Any student possessing such chemicals will face disciplinary action. "Illegal drugs shall be defined as a substance or substances defined and regulated under provisions of Article 4476-14 or Article 4476-5 of Vernon's Texas Civil Statutes, except as may be allowed by said provisions and includes but is not limited to CNS depressants, CNS stimulants, hallucinogens, and other illegal drugs as PCP (angel dust)." The use or possession of drugs, hallucinatory agents, and paraphernalia is prohibited on College- controlled property and will subject the student to disciplinary action. The production, transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Also, students whose behavior is affected by the use of these items will be subject to disciplinary action. Disciplinary actions which may be considered include but are not limited to: referral to drug and alcohol counseling or rehabilitation programs, fines, community service, probation, suspension, expulsion from Student Housing and Galveston College, and/or referral to appropriate law enforcement officials for prosecution.

Indoor Water Fights

Indoor water fights are strictly prohibited since water could cause damage to Galveston College Property. Students involved in such activities will be charged according to our damage policy.

Lying

Providing false information to College officials or Campus Security, lying in a disciplinary hearing, or lying to Student Life Staff may result in disciplinary action that leads to removal from student housing and administrative fines.

Noise

The volume of music from radios, televisions, video games, computers, or other sound equipment must not disturb other residents. Any loud noise (i.e. music from stereos, computers, car stereos, TV's, radios, etc.) which can be heard outside the room or apartment is prohibited at all times. Music must not be played from windows or on porches. If warnings concerning loud music are ignored, the equipment's use will be restricted for a period of time, or it may be removed from the room/premises.

Outdoor Grills

No BBQ grills of any kind will be permitted on campus except those provided by the College. If you need help locating a grill, contact a member of the Student Housing Staff. Be courteous—clean up grilling areas after you use them!

Personal Hygiene

All students are expected to uphold a standard of personal hygiene. Living as part of a community makes personal hygiene a necessity. If a complaint is made about a student's

personal hygiene, the Student Life Coordinator will assess and address the situation as respectfully as possible. College staff will not remove personal garbage accumulated in or outside a resident's room or the common spaces of the residence.

Physical Fitness Equipment

Weight stacks, dumbbells or barbells are NOT allowed due to excessive weight, which may cause damage to floors and disturb others. Weight lifting equipment is available in the Fitness Center.

Pin Locking

Tampering with a room door lock (i.e. pin locking) will be assessed a \$25 charge, plus damage charges.

Prank calls and fake 9-1-1 calls are violations of College policy and of the laws of the State of Texas. It is unlawful for any person to use vulgar, profane, obscene, or indecent language over any telephone or to use the telephone with the intent to harass, annoy, torment, abuse, threaten, or intimidate another person. Violation of this law is punishable by a fine and/or imprisonment. Students receiving prank calls should notify the SLC who will work with Campus Security to trace the calls.

Prohibited Weapons

A student shall not knowingly, intentionally, or recklessly go onto school property or to a school-sponsored activity with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of the College. This prohibition shall not normally apply to school supplies such as pencils, compasses, scissors, and the like, unless those instruments are used in a menacing or threatening manner. Students found to be in violation of this policy shall be subject to appropriate disciplinary action, including suspension. Prohibited weapons include but are not limited to:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
2. An illegal knife (knife with a blade over 5 ½ inches, hand instrument designed to cut or stab another by being thrown, dagger, Bowie knife, sword, spear).
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made or adapted for delivery or shooting an explosive weapon).
4. A machine gun (any firearm that is capable of shooting more than two shots automatically without manual reloading, by a single function of the trigger).
5. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches).
6. A switchblade knife (any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force).

7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles).
8. "Live" ammunition.
9. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being).
10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance).
11. A club (an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk).
12. Fireworks, throwing stars, and other martial arts weapons are prohibited.

Projectiles

Dropping objects from windows, throwing darts, balls or Frisbees, bouncing balls, throwing water balloons or other such objects in student housing is not permitted.

Propping Doors

Exterior doors are locked to promote safety and limit access to student housing by non-residents. These doors should not be propped open at any time. Any person found to be responsible for propping open a door will face disciplinary action. This applies to outer doors as well as hallway/stairwell doors.

Public Behavior

Because the student housing environment is a community atmosphere, the rights of fellow residents should always be considered. For this reason, water fights, food fights, horseplay, shaving cream fights, or creating a mess in student housing or a public area is not permitted. Such behavior will be subject to disciplinary action.

Recreation/Sports Equipment

Dart boards are not permitted inside any student housing. The possession of BB guns, paintball guns, water guns, lawn darts or sling shots is prohibited. Baseballs, basketballs, bats, golf balls/clubs, softballs, volleyballs and similar items should not be bounced, thrown, or swung inside houses, apartments or rooms.

Smoking and Smokeless Tobacco

GC is a Tobacco Free Campus. The use of tobacco products or simulation of same (including electronic cigarettes, vaping, cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products) by Students, staff, faculty, and visitors is prohibited on all GC properties. Thus, smoking and/or vaping will not be permitted inside Student Housing or on campus. The smell of smoke is probable cause to enter a room. Disciplinary action will be taken.

The use of [smokeless] tobacco products shall be prohibited on College District grounds and in College District buildings, facilities and vehicles. Disciplinary action will be taken.

The College District desires to provide a safe and healthy environment for its students, faculty, staff and guests. Because of the proven health risks for persons coming into contact with tobacco smoke or other smoke, smoking through any device shall not be allowed in College District-owned or controlled vehicles, buildings, grounds, or other facilities.

Subleasing

College housing is private property for the primary use of residents. Residents shall not sell, transfer, share, or sublet their housing contract or their assigned campus housing space.

Tailgating Policy

Do not permit "tailgating" (allowing persons to follow you into the building.)

Tampering with College Property

Tampering with any College property, including but not limited to, doors, locks, signs, furnishings, College vehicle, or student housing equipment, may be subject to a disciplinary summons and/or criminal charges and repercussions.

Tampering with Security/Fire Equipment

Security and safety is of the utmost importance to the Office of Student Life. Fire extinguishers are installed in each student housing unit and apartment. Smoke alarms are in each room. These safety devices must not be disarmed, removed or maliciously discharged. The safety devices are checked regularly. Disabling or misuse of fire safety equipment is a serious violation and may be subject to criminal charges. Tampering with smoke alarms and fire extinguishers will result in charges and possible removal from housing. There is no cost to replace batteries unless it becomes excessive. See Code of Conduct Violation Chart for details.

Threats/Harassment/ Bullying

Any act or threat, including profane or abusive language, used for the purpose of harassing or submitting any member of the College to pain, discomfort, or indignity, whether in or on College property, is subject to disciplinary action. This includes racial, ethnic, or sexual harassment. It is the responsibility of the student to report any type of threat, bullying, or harassment to either Campus Security or the Student Life Office.

1. Sexual Harassment - Unwelcome, sex or gender based verbal or physical conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college's educational program. The unwelcome behavior may be based on power differentials (*quid pro quo*), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcomed sexual attention; to punish a refusal to comply; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; and gender-based bullying. Refer to the Student Handbook for additional information.
2. Discrimination - Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the

college's educational program or activities. Refer to the Student Handbook for additional information.

3. Discriminatory Harassment - Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the college's educational program or activities. Refer to the Student Handbook for additional information.

4. Retaliatory Harassment - Intentional action taken by an accused individual or allied third party, absent legitimate nondiscriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding. Refer to the Student Handbook for additional information.

Uncooperative Manner

A student is expected to comply with the reasonable direction and requests of a College official. Examples of Uncooperative Manner would include, but are not limited to, refusal to open a room door, refusal to produce/show identification, giving false or misleading information, or failure to follow Student Life emergency procedure directives, and failure to heed an official summons of any College officials' action in the performance of their duties.

Unsanitary Living

All students are expected to clean their bedrooms, bathrooms and common spaces on a regular basis to prevent pest infestation and potential health issues. Failure to regularly clean may result in a dismissal from student housing.

Verbal Abuse

Sometimes staff members must speak to residents and their guest to remind them of policies and procedures or to document policy violations. The staff members are doing their job and no resident should verbally abuse them through shouting, being argumentative, or making rude, vulgar, indecent, or obscene comments and/or gestures toward the staff. Incidents of this nature will automatically be sent to the housing office and dealt with by the Associate Vice President for Student Services. If a resident feels they have been verbally abused by a staff member, they should contact the Student Life Coordinator.

Windows

Due to the security risks presented by open or unlocked windows, student housing windows should remain closed and locked at all times. In addition, open windows interfere with proper cooling and heating of the buildings. Windows should never be used for entering or exiting a building, except in an emergency.

Quiet Hours

Residents should observe CONSIDERATION HOURS at all times of the day. This includes keeping noise to a minimum while moving throughout the building and stairwells so as not to disturb

others. In order to insure that students have the opportunity to exercise their rights to study and sleep in their rooms, QUIET HOURS have been established campus-wide from 9:00 p.m. to 8:00 a.m. everyday. During quiet hours, noise should be limited to a level that could not disturb the nearest neighbors' attempts to sleep or study. Twenty-four hour quiet hours will be observed during final exams weeks.

Music and noise should never be projected from your room to the outside of the building. Stereos, TV's, musical instruments, and video games should be played at a volume that cannot be heard by the nearest neighbor. It is recommended that a headset be used with these types of equipment.

Refrigerators

Students may have refrigerators in their rooms no larger than 3.2 Cu. Ft. The electrical cord must plug directly into a wall power receptacle. During extended holidays, between semesters, and in the case of a campus evacuation, the refrigerator must be emptied, cleaned and unplugged, and the refrigerator must be removed from the room prior to applying for room clearance.

Residence and/or Campus Housing Meetings

Mandatory Student Housing Meetings are held throughout the semester to inform residents of important information. They are usually held at the beginning, middle and end of each semester. Residents are required to attend all announced meetings and will be responsible for all information presented. Exceptions must be cleared with the Student Life Coordinator/Student Housing Supervisor prior to the meetings. Missed meeting must be made up with Housing Staff. Disciplinary action will be taken for unexcused meetings.

Respect for College Officials

All residents are expected to respect the authority of Galveston College officials, which includes the housing staff members. Failure to acknowledge a request from a College official will result in disciplinary action.

Room Appearance

Residents must maintain an orderly living area, using reasonable sanitation and safety standards. Regularly empty wastebaskets and clean rooms, bathroom area, and common area (if applicable). Keep dirty clothes in laundry containers. Galveston College reserves the right to check rooms at any time. All residents must maintain satisfactory sanitation and safety standards in their assigned room, suite and common living areas. It is the student's responsibility to maintain their individual rooms. All trash must be removed. Trash cannot be left outside any of the main door ways. Failure to adhere to sanitary living may result in an assessment of fines and/or student conduct points.

Room Decoration Policy

Residents are expected to use good taste and common sense in decorating their rooms or apartments. No articles may be displayed in the windows, however, appropriate window coverings are allowed. No objectionable material should be displayed in the room. Seasonal decorations must be fire retardant.

Due to fire code, do not attach anything to the ceiling. Do not use screws, nails, bolts, and

hooks on interior or exterior walls or ceilings. All exterior doors must remain free of nails, white boards, bulletin boards, or any other additions to the original surface.

Command products or removable mounting putty may be used to attach items to student housing walls and must be removed properly without damage to the wall upon resident checkout. Failure to do so could result in a damage charge.

Residents will be charged for damage caused by any decorations that mark, deface, or mar the interior or exterior of student housing. Galveston College does not allow any wallpapering or any alteration of the existing décor. Students are also prohibited from hanging televisions or monitors on walls. Students will be charged for repair costs if the room has to be repainted.

Room Reservations – Returning Students - See “Community Living Expectations: The Basics”

Solicitation

Solicitation is the sale or the offer for sale of any property or service, whether for immediate or future delivery. No soliciting and/or canvassing of any kind, without the prior approval of Galveston College Office of Student Life, will be permitted in or about the premises.

Theft

Theft or illegal possession of any property belonging to the College, any member of the College community, or any campus visitor is subject to disciplinary action. Victims of theft should file a theft report with the Galveston College Security Department immediately and inform their Student Housing Supervisor/Student Life Coordinator of the theft. Contact campus security at 409-944-1361 or 409-996- 7663 as soon as you know an item has been stolen.

Throwing Objects (Water Balloons, Eggs, etc.)

Water balloons are prohibited within all student housing. The throwing of these or similar items such as eggs, at a person, building, vehicle, or anything else on College property is prohibited.

Trash

Place trash and garbage from the room/unit in the trash dumpsters and bins provided. Trash bins must be moved to the curb every Wednesday so they can be emptied by City of Galveston Sanitation Services. After the bins have been emptied students must move the bins back next to the house.

Bags of trash left in hallways, laundry rooms, community bathrooms, on porches, walkways or balconies will incur a fine and conduct points which could be an individual charge or a group billing. See Code of Conduct Violation Chart for details.

Littering is prohibited and residents and their guests may be charged a cleanup fee for littering.

Service & Emotional Support/Comfort Animals

Exceptions are made for Service Animals and Emotional Support Animals according to the guidelines outlined on **Attachment B**. Students interested in bringing a Service Animal on campus must meet a number of guidelines and submit their request to the Office of Special Services and the Office of Student

Life.

Visitation Policy

Residents are not permitted to have visitors in their rooms or the common areas of student housing if they are not a resident of that housing unit between 9pm – 8am every day. If the unauthorized visitor is also a student, both students will be subject to disciplinary action.

- In any student housing, crossing the threshold of the entrance or exit will be considered a visitation violation, **no matter what the reason or length of stay.**
- Fines and other disciplinary action may be assessed for behavior that violates additional college policies.
- Roommates should also take responsibility for behavior in their room. Students present at the time of an offense may all be included in the disciplinary action.
- Residents may not have overnight visitors. All guests must be out of student housing by 9PM.
- Residents with children are not allowed to keep their children in student housing. Baby-sitting in student housing is not permitted.
- **Galveston College maintains a zero-tolerance policy as it applies to unauthorized visitation.**
- **Visitation hours are between 8am to 9pm.**

What to Bring

- Beach Towel(s)
- Cleaning supplies
- First aid kit
- Small lamps (Halogen lamps are not permitted in student housing)
- Hangers
- Headphones
- Kitchen necessities (Pots, pans, plate, silverware, cups, etc.)
- Laptop / iPad / Tablet
- Laundry bag & detergent
- Mattress pad (twin size, extra long 36" x 80")
- Necessary medication with current written prescription
- Pillow
- Plastic bins for storage
- Raincoat or umbrella
- Rugs
- Sewing kit
- Sheets & blankets (twin size, extra long 36" x 80")
- Shower curtain (not necessary for Siebel Housing)
- Spare eyeglasses/contacts with current written prescription
- Spare set of vehicle keys
- Surge protector & power strip
- Sun tan lotion, sun glasses and foldable chair
- Toiletries & grooming aids
- Wash clothes and towels

What Not to Bring

- Any item prohibited in this handbook
- Animals / Pets (of any kind)
- BBQ grills / pits
- Clothing lines or clips
- Expensive clothing or jewelry
- Explosives of any kind (including, but not limited to fireworks/firecrackers)
- Family heirlooms
- Hammocks
- Important documents
- Prohibited weapons listed in this handbook such as guns, rifles, pistols, knives, bow/arrow, etc.
- Tasers, stun guns, pellet and paint guns (of any kind)

GC Student Code of Conduct

Each student who enrolls in Galveston College accepts the policies of the College and agrees to abide by them. Failure to follow the rules and regulations of the College will lead to appropriate disciplinary action. Each student is expected to conduct himself/herself in accordance with acceptable standards of good behavior. Behavior of residents and their guests should not be loud, obnoxious, offensive, or unlawful. This behavior should also not disturb the rights, comforts, or conveniences of other persons. Galveston College will determine what constitutes disorder or interference with the rights and comforts of other residents, including roommates and suitemates. **All offenses are considered on a case-by-case basis. Disciplinary action will be taken when deemed necessary.** A copy of the Galveston College Student Code of Conduct can be found in the online Student Handbook at <https://gc.edu/student-services/student-handbook>.

Galveston College Disciplinary Point System

The disciplinary point system is designed to promote consideration and safety for all community members. Violations occurring within on-campus housing are assessed by the disciplinary point system at the discretion of the Associate Vice President for Student Services.

Failure to Meet with Associate Vice President for Student Services

When a student is issued a disciplinary summons, the student must meet with the Associate Vice President for Student Services within 24 hours. If the incident occurs over the weekend the student may have until the next business day to meet with the Associate Vice President for Student Services. Students can call 409-944-1341 to arrange an appointment with the Associate Vice President for Student Services. Failure to schedule a meeting, show up for a scheduled meeting, or correspond with the Associate Vice President for Student Services may result in additional disciplinary summons.

Incident Reports

An incident report is written whenever a violation, or suspected violation has occurred. When a staff member writes an incident report, all students involved will be issued a summons to visit with the Associate Vice President for Student Services by the end of the next business day. Failure to meet with the Associate Vice President for Student Services or designated appointee within the time frame allowed will be considered an additional violation. Incident reports will be written to document any other situations that need to have a recorded record of events.

Summons to Office of the Associate Vice President for Student Services

If a resident is given a summons, the resident must make an appointment to see the Associate Vice President for Student Services within 24 hours. Failure to make and/or keep the appointment will result in more severe and additional disciplinary action.

Repercussions

Repercussions are sanctions for policy violations that are in addition to any disciplinary points assessed. They are designed to promote a learning experience for the resident, and assist them with their own development as a member of the on-campus community. Repercussions can include, but are not limited to, fines, drug and alcohol awareness classes, not allowing the student to represent the College in extracurricular or intercollegiate athletic activities, counseling with an on campus professional counselor, probation or disciplinary contract, community service, reflection essays or removal from student housing. Plagiarism in reflection essays and/or failure to complete reflection essays will result in

additional judicial sanctions. Repercussions will be determined and assigned by the Associate Vice President for Student Services.

IF A RESIDENT ACCUMULATES ANY COMBINATION OF DISCIPLINARY POINTS EQUALING **SIX (6) POINTS** IN AN ACADEMIC SCHOOL YEAR (THIS INCLUDES FALL, SPRING, MINIMESTER, SUMMER SESSIONS AND BREAK PERIODS), THE STUDENT WILL BE REMOVED FROM HOUSING FOR NO LESS THAN ONE (1) ACADEMIC YEAR, AND IS SUBJECT TO BEING ISSUED A CRIMINAL TRESPASS WARNING.

Disciplinary points issued are valid for one full academic year, from August until the following August of that year. In addition to the infractions listed on the following pages, illegal activities on or off campus may be grounds for removal from student housing.

CODE OF CONDUCT VIOLATION CHART		
Points listed are maximum number of points issued per incident, for each particular violation. Repercussions listed below are not the only restrictions that may be imposed through the discipline process.		
<u>Violation</u>	<u>Possible Repercussions</u>	<u>Maximum Pts. (Up to)</u>
Abandoned Property	\$75 Fee	0
Alcohol: (usage, presence, paraphernalia)	Repercussion as Determined	3
Airsoft Guns: (Darts and Paint Balls, etc.)	Repercussion as Determined	3
Appliances in Room	\$50 Fee	1
Arrest	Possible Removal from Student Housing	6
Assault – Physical: (Bodily Contact, Fighting, Sexual, Harassment)	Possible Removal from Student Housing	6
Assault - Non-Physical: (Verbal, Bullying, Sexual, Harassment, Stalking)	Possible Removal from Student Housing	6
Disorderly or Violent Conduct	Repercussion as Determined	6
Drug Odor	Repercussion as Determined	3
Illicit Drugs/Non-Prescribed Narcotics: (possession, solicitation, usage)	Immediate Removal from Student Housing and Galveston College	6
Drug Paraphernalia	Repercussion as Determined	3
Failure to Complete Repercussion	Repercussion as Determined	2
Failure to Evacuate Fire Drill/Alarm	Repercussion as Determined	2
Failure to leave student housing at the end of the semester or during break periods	\$100 Per Day Fee and Repercussion as Determined	2
Failure to Meet with Associate Vice President for Student Services	Repercussion as Determined	1
Failure to Show ID	Repercussion as Determined	2
Fire Code Violation	Repercussion as Determined	3
Fire Extinguisher Refill	\$50 Plus Damage And Cleanup Charges	2
Fire Extinguisher Replacement	\$75	2
Gambling	Repercussion as Determined	2
Grooming Violation	Repercussion as Determined	3
Hallway & Stairwell Sports	Possible Suspension	6
Housing of Unauthorized Persons	Forfeit \$200 housing deposit and immediate removal from student housing	6
Hoverboard, motorized bikes, motorized skateboards or scooters	Repercussion as Determined	3

Illicit Weapons	Immediate Removal from Student Housing and possible removal from Galveston College	6
Improper Change of Room	\$50 Fee and Repercussion as Determined	3
Improper Checkout Charge (Not checking out with Housing Staff)	\$100 Fee	1
Improper Use of Room Key / College Key	Possible Suspension	6
Keys – Improper Use	Repercussion as Determined	1
Key Replacement or Failure to Return Keys	\$50 per key and lock	1
Littering	Minimum \$10 fee	2
Lockouts (Over 2 times in 1 long semester)	Repercussion as Determined	1
Loitering	Repercussion as Determined	2
Mail Key Replacement	\$20 Fee	0
Minor in Possession	Alcohol/Drug Awareness Classes	3
Misuse of Laundry Facilities	Repercussion as Determined	2
Misuse of Legal Weapons	Immediate Removal from Residence Life Program and Housing and possible removal from Galveston College	6
Noise	Repercussion as Determined	2
Open Window	Repercussion as Determined	2
Resisting Arrest	Repercussion as Determined	4
Public Urination	Repercussion as Determined	3
Skipping Mandatory Hall Meeting	Repercussion as Determined	1
Smoke Alarm - Rewire Or Replace	\$200 minimum fee	2
Smoking/Smokeless Tobacco Usage	Repercussion as Determined	2
Tampering/Abuse of College Property	Repercussion as Determined	6
Tampering With A Room Door Lock (Pin Locking)	\$25 Charge Plus Damage Charges	3
Tampering with Personal Property	Repercussion as Determined	6
Tampering With Smoke Alarms	Will Result In Charges And Possible Removal From Housing	6
Theft	Immediate Removal from Residence Life Program and Housing	6
Throwing Objects Within Student Housing	Repercussion as Determined	2
Trash	\$10 Per Bag Per Occurrence	1
Unapproved Pet, Pet Removal	Repercussion as Determined	2
Unapproved Social Gatherings/Parties	Repercussion as Determined	6
Use of extension cords	\$50 Fine for First Offense and \$250 for subsequent violations	1
Uncooperative Manner	Repercussion as Determined	2
Unlocked and/or Propped open door(s)	Repercussion as Determined	3
Unsanitary Living	Repercussion as Determined	3
Visitation Violation	Repercussion as Determined	3

STUDENT LIFE / STUDENT ACTIVITIES

Participating in student activities is an integral part of the college experience. Galveston College promotes a wide range of student organizations that offer students the opportunity to develop leadership skills, become more involved in campus life, and make new friends. We have many student organizations to meet the needs and interests of all of our students. Additional information about student activities and events can be found at <https://gc.edu/student-services/student-activities>.

STUDENT ACADEMIC AND SUPPORT SERVICES

Advising and Counseling

Galveston College provides counseling services to students including general career and academic counseling, job placement, testing, personal counseling, and services for the disabled and other populations. The Counseling Center is located on the first floor, east wing of Moody Hall.

Please feel free to contact the counseling center with any questions you may have, or drop by the center during office hours. Student Success Advisors are available to see students on a walk-in basis.

Galveston College provides counseling services to students:

- General career
- Academic counseling
- Job placement
- Testing
- Personal counseling
- Services for the disabled and other populations

Student Handbook

The Student Handbook is intended to provide information about policies and procedures and to be a useful tool for your academic success. The Galveston College catalog is the primary source for information about the academic policies and regulations that govern students' academic life. As a student of Galveston College you are responsible for knowing and abiding by the policies and regulations set forth in the college catalog.

Student Success Advisors also conduct the following to help students:

- Seminars
- Groups
- Workshops throughout the academic year on a variety of topics related to student success
- Short-term academic/personal issues confidential counseling by licensed counselors
- Career counseling available for students to explore career options and choices
- Assistant to students struggling with special needs by the special services counselor

Contact Counseling & Advising

Deon Botha, Director of Advising and Counseling

Call 409-944-1220

Email dlaine@gc.edu

Webpage <https://gc.edu/student-services/counseling-career-center>

Student Success Advisors are available to see students on a walk-in basis during the week.

Regular Hours

Monday & Tuesday – 8 a.m. to 7 p.m.

Wednesday, Thursday, & Friday – 8 a.m. to 5 p.m.

Summer Hours (May - August)

Monday through Thursday- 7:30 a.m. to 6 p.m.

Friday: Closed

Building Bridges to Success Center

Building Bridges to Success (BBS) is part of the nationwide TRIO Student Support Services program funded by the Department of Education. The BBS program at Galveston College is designed to provide academic and student support services for approximately 200 first-generation, low-income students. The goals of BBS are to increase student retention in classes, completion of certificates and degrees, graduation from college, and transfer to universities. Services include academic advising and degree planning, course selection and registration, academic tutoring, personal and career guidance, financial aid and scholarship information, economic and financial literacy education, and resources, and transfer assistance. Interested students must complete an application to determine eligibility and an orientation to be considered an active participant for the program.

Program Objectives

- To increase retention rates
- To increase course completion rates
- To increase graduation rates
- To increase transfer rates
- To provide an institutional climate to encourage student success.

Contact Building Bridges to Success

Amy Leuchtag, BBS Director

Call 409-944-1297

FAX 409-944-1500

Email aleuchta@gc.edu

Webpage <https://gc.edu/student-services/trio-programs/building-bridges>

Career Services

Career assistance is available for all students at Galveston College. The following career assistance is provided by the Counseling Center:

1. Career counseling to explore possible vocational directions, occupational information, and self-appraisals of interests, personality, and abilities.
2. Workshops and seminars conducted or hosted by counselors focusing on choosing a career, job search techniques, and resume writing.

The main purpose of the Career Services area is to assist in developing job opportunities for Galveston College students and alumni. Employment opportunities are posted on Job Placement Boards located in Student Services and the Student Center. Referral information is provided to qualified candidates who have applied to receive job placement assistance from the College. Career Services are available to:

1. All students currently enrolled at Galveston College;
2. All students who have attended Galveston College in the twelve (12) month period preceding their application inquiry date, provided that during that twelve (12) month period the student did not graduate from another institution; and
3. All Galveston College Alumni.
4. These services are a FREE amenity to all Galveston College students.

Contact Career Services

Contact - TBD Room - N-119

Phone - 409-944-1244

Email -

Webpage - <https://gc.edu/career-services>

Tutoring Services

The Career Placement & Student Success Center, located on the Galveston College campus in room N-119. Tutoring services are provided by a knowledgeable tutoring staff, comprised of Galveston College students, Texas A & M students, and well educated professionals from Galveston County. Student Success Center tutors are available to help all currently enrolled Galveston College students with general study and test-taking skills, as well as subject-specific tutoring. The center also offers career readiness trainings, resume writing assistance and support with basic computer skill navigation. Best of all, these services are a FREE amenity to all Galveston College students! For more information, please call (409) 944-1399.

Special Services for Students with Learning Differences

The major goals of services for students with learning differences are to increase the admission, retention, and graduation rates of students who self-identify as having a disability, impairment, health

condition, or other special circumstance that impede the student's ability to be successful in a college setting. A variety of programs, services, and related activities are designed to provide educational support such as academic adjustments, advising, class scheduling and referrals to local community agencies.

- Students must self-disclose and register with the Special Services Office (M-154) to initiate services.
- Students must provide documentation from a medical, mental health, learning disabilities or rehabilitation professional prior to receiving academic adjustments.
- Special Services registration forms, "Student Guidelines for Special Services" and other helpful high-school to college transition publications are available online through the Galveston College website (www.gc.edu) under "Students with Special Needs."

Types of Special Services Available to Students:

1. The "**Student Guidelines for Special Services**" document is located at www.gc.edu (click on Students with Special Needs and go to the "Forms Gallery"). This document describes available services and explains the procedures needed to access services. The document also has links to printable documents that may be required to access specific services.

2. **Pre-enrollment advising, class scheduling, and academic adjustments** are available. Students must self-disclose their disability and follow the Special Services registration procedures described in the Guidelines for Special Service. Students must also provide documentation of a disability to receive academic adjustments.

3. **Individual Orientation** – will familiarizes students with the Galveston College campus, provide information and introduce students to available support services.

4. **Equipment Loan** – is available to students with disabilities who are registered with the Special Services Office and who provide appropriate documentation. Examples of loanable equipment may include smart pens, FM stereo systems, talking calculators, extra-large keyboards, etc.

5. **Assistive literacy and math software** is available on campus computers and may be downloaded to student devices such as laptops, tablets and phones.

6. **Tutors** – tutoring services are provided at no cost by the College's Student Success Center.

7. **Limited Personal Counseling – crisis intervention and assistance with referrals** to appropriate local agencies and organizations.

The Special Services Office may also serve as liaison to the Texas Rehabilitation Commission, Texas Commission for the Blind, the local high schools, etc.

STUDENT RIGHTS AND RESPONSIBILITIES

The role of Galveston College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Associate Vice President for Student Services. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College.

Each student is responsible for knowing the policies and regulations of the College.

A. Freedom of Expression

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

B. Freedom of Access

Within the limits of its resources, Galveston College shall be open to all applicants who are qualified according to current admission requirements. Galveston College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

C. Freedom of Association

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

D. Academic Rights of Students

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and for maintaining their grade point average for degree requirements.

E. Student Records

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

F. Student Participation in Institutional Decision-Making

The primary route of Galveston College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student opinion of food services, student housing, student activities, etc., are gathered from a number of surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

Student Complaint and Grievance Process

Grade Appeal

Any student at Galveston College has the right to appeal academic decisions or actions which he or she considers manifestly unjust or improper. The primary responsibility for assigning grades in a course belongs to the individual course instructor, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the instructor responsible for the course must remain determinant. Please see the formal appeal steps detailed in the Student Handbook.

Student Disciplinary Process

When the Associate Vice President for Student Services (herein referred to as the “Vice President”) or the President’s designee (in case the Vice President is unavailable) receives information that a student has allegedly violated a College policy or administrative rule, the Vice President shall investigate the alleged violation. After completing a thorough investigation, the Vice President will determine the course of action which could include suspension or expulsion. This decision may be appealed to the college discipline committee. The complete discipline policy, including the hearing procedures and appeals process, may be found in the current Student Handbook.

GALVESTON COLLEGE STUDENT LIFE ACKNOWLEDGEMENT STATEMENT

- I have read the Galveston College Student Housing Handbook and understand the rules, regulations and information contained within.
- I understand that I must abide by these rules and regulations, information contained in the Student Handbook and College policies in order for me to continue residing in student housing.
- I am aware and understand that I may be subject to disciplinary action by Galveston College personnel, their agents or coaching staff if I do not abide by the rules and regulations set forth in this handbook.
- I am aware that Galveston College officials, their agents, coaches, maintenance staff, and campus security personnel may enter my room if there is believed to be a violation(s) of policies and/or an emergency.
- I understand that Galveston College is not responsible for the loss/damage of any of my personal property or valuables for any reason (loss, theft, vandalism, etc.).

I agree to follow the rules and regulations described in the Galveston College Residence Life Handbook, the Student Handbook and all GC Policies.

Resident Name (Please print): _____

Resident Signature: _____

Date: _____