



# 2023-2024

# NWKTC Housing Handbook

*This handbook is a guide. Northwest Tech Housing reserves the right to make other rules and regulations or to modify existing regulations as it may become necessary and appropriate for the safety, care, cleanliness of the premises, and for securing the comfort and convenience of all residents. Residents will be held accountable for all policies and procedures contained within the official Housing in addition to the current Housing Application/Contract. The official and most current Housing Handbook can be found on our website at [nwktc.edu](http://nwktc.edu).*

# Statement on COVID-19

The list below are all expectations during the COVID-19 pandemic and failing to follow any of these are not a violation of the code of conduct. However, intentionally putting others health and safety at risks may result in disciplinary action through the Office of Vice President of Student Advancement. Additionally, this is a complex, challenging, and fluid situation which continues to evolve rapidly. All information in this statement is subject to change as deemed necessary by NWKTC in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.

## **Personal Wellness Checks**

You should check yourselves for one or more of the following symptoms:

- Temperature greater than 100.4 F/38 C
- Cough
- Shortness of breath
- Difficulty breathing
- Chills, repeated shaking with chills
- Muscle pain, headache, sore throat
- New loss of taste or smell

○ If any of the symptoms above apply to you, we ask that you work with the Vice President of Student Advancement to better determine if you have COVID-19 and develop an Action Plan.

- **Personal Protective Equipment (PPE)**

Wearing of face coverings is encouraged while in the housing (common areas, dining hall, etc) and if you are outdoors with other individuals. You may use other PPE you deem appropriate for yourself, even if you are not expected to do so.

- It is good practice to clean the common areas in your dorm daily. These would include bathrooms, kitchens (if they exist), living rooms, etc. in your suite. This will allow us to minimize exposure to other dormmates who may be using these areas as well.
- It is recommended that you wash your hands regularly.
- In accordance with State guidelines, Housing at Northwest Tech is ensuring that all individuals follow self-isolation/quarantine measures if they are traveling from any of the places listed on the Kansas Department of Health and Environment Travel & Exposure Related Isolation/Quarantine webpage.

Students who live in the NT housing become part of a community made up of individuals of diverse lifestyles. When each student assumes responsibility as a member of the Housing community, everyone benefits. To ensure that residents can exercise their rights as individuals without unduly infringing upon the rights of others, certain basic policies and procedures have been established to facilitate mutual respect and consideration among community members. The cooperation of all residents is essential to developing an environment of mutual respect and support.

## Housing Staff

• **Jason Showalter, Vice President of Student Advancement 785-890-1584**

[Jason.showalter@nwktc.edu](mailto:Jason.showalter@nwktc.edu)

- **Mary Baugh, Director of Housing 785-821-2578** [mary.baugh@nwktc.edu](mailto:mary.baugh@nwktc.edu)  
**Note: Food Service and “The Stable” employees all work for Great Western Dining, not Housing or Northwest Tech. To contact the food service vendor please email Director of Dining Services James Ross at [food.service@nwktc.edu](mailto:food.service@nwktc.edu)**

## Communication with Housing and campus staff

Please note, the Housing staff will primarily use the following means to communicate with residents:

- College-issued email address
- Posters in the Villages or on the campus info screens.
- Code Red text message for emergencies
- Northwest Tech Social Media accounts
  - Facebook @techmavs or @NWTECHstudentlife
  - Twitter @nwktc

In some situations, the office may mail a copy of correspondence to a resident’s permanent address listed with the college, or call the cell phone number that they provided on their application. It is the resident’s responsibility to check College’s email address regularly for correspondence (and for notification of mail/package delivery).

## Northwest Tech Notice of Nondiscrimination

Northwest Kansas Technical College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, color, religion, national origin, gender, gender identity, gender expression, sexual orientation, age,

marital status, disability, veteran status or limited English proficiency (LEP). Northwest Tech respects the legal rights of each person to work and learn in an environment that is free from unlawful sexual discrimination including sexual harassment and sexual violence. Concerns regarding disability or race, color or National Origin should be referred to the section 504 coordinator/ADA coordinator/Title VI Coordinator Vice President of Academic Advancement at 785-890-3641. All other concerns should be referred to the Title IX coordinator/Age Act coordinator, Vice President of Student Advancement at 785-890-3641. Both offices located at 1209 Harrison.

### **Eligibility Criteria**

1. a) **ENROLLMENT:** Applicants for housing must be enrolled as a full-time student at Northwest Kansas Technical College for each semester of the aforementioned application term, in at least 12 hours of active classes, by the last date to register for a full semester course as outlined in the colleges' Academic Calendar. Exceptions may be granted by the Vice President of Student Advancement or their designee.
2. b) **GOOD STANDING:** Applicants for housing must be in good standing with Housing. Students who failed to fulfill the terms of a previous housing contract, whose contract was administratively terminated, and/or whose contract was terminated as a result of disciplinary action; may not be allowed to sign a housing contract for the application term. If a resident has applied for a future term and falls out of good standing with Housing, the applicant's future application and/or contract may be administratively terminated.
3. c) **VACCINATIONS:** The Department of Housing requires each resident living within college housing facilities to submit documentation of receipt of a Meningitis Vaccination on or after the applicant's 16th birthday in accordance with the Kansas Board of Regents Policy. Receipt of documentation is due within fifteen (15) days of occupancy of housing facilities. A waiver for students with medical, religious, or other exemptions pertaining to immunizations may be available and are attached to the housing contract. Residents who do not submit documentation of a receipt of the Meningitis Vaccination or provide a waiver by the deadline shall be referred to the Vice President of Student Advancement.
4. d) **CRIMINAL HISTORY:** Applicants who are required to register by law as a sex offender are NOT permitted to reside within college housing facilities. Applicants with prior felony convictions are required to provide documentation regarding the convictions to the Vice President of Student Advancement prior to submission of a signed contract. Felony convictions that may threaten the safety or security of other residents may result in a cancelled housing application or contract.
5. e) **EXCEPTIONS:** All requests for exceptions to the aforementioned terms of eligibility must be submitted in writing to Vice President of Student Advancement at least two weeks prior to the anticipated contract start date.

## **COMMUNITY RESPONSIBILITIES Roommate/Suitemate Rights & Responsibilities**

Without a doubt, your time spent at Northwest Tech will be filled with many new experiences and memories. For most of you, simply sharing a room may be a new experience. Roommate relationships are the foundations for community development. It is not necessary to be best friends or share every aspect of college life together, but we do expect you to be fair, honest, and considerate of one another. Everyone needs to take responsibility for their own behavior and share the responsibility for a positive roommate relationship. Developing a positive relationship is a process, and whether you have known your roommate previously or are just meeting them for the first time, developing the positive relationship takes a little effort.

### **Resident Rights**

#### **Residents have the right...**

1. To have continual access to their living accommodations.
2. To live in a clean and secure environment.
3. To expect a regionally competitive price on housing accommodations and/or food service.
4. To have access to College Housing rules and regulations or individual building policies that govern individual and group behavior.
5. To the respect and safety of personal property.
6. To study without interruption or interference.
7. To be free from unreasonable noise.
8. To be free of intimidation or harassment.
9. To express themselves creatively within Housing guidelines.
10. To expect enforcement of the housing Agreement / Contract.
11. To have direct access of staff that aids, guidance, and supports as needed.
12. To host guests, within established guidelines.
13. To equitable treatment when behavior is in question.
14. To enjoy individual freedoms without regard to protected classes
15. To individual and group educational and developmental opportunities in their living community.
16. To contribute positively to the community by participating in educational and developmental activities.

#### **Resident Responsibilities Residents have the responsibility...**

1. To know and adhere to rules and regulations of the College and Housing.
2. To abide by all local, state, and federal laws and ordinances.
3. To comply with reasonable requests made by staff or college officials.
4. To meet expected room and meal plan payment schedules.

5. To uphold building security (not propping exterior doors, abiding by safety policies, reporting issues to appropriate staff members, etc.).
6. To monitor and accept responsibility for the behavior of guests.
7. To report violations of rules and regulations to appropriate staff.
8. To respect the rights of others, as stated above.
9. To search for solutions to problems. Attempt to resolve civilly on your own first. If that doesn't work, consult your housing manager.
10. To be held accountable for their actions.

## **ADMINISTRATIVE PROCEDURES**

### **Abandoned/Confiscated Property Policy**

***The following procedure will be used when the owner of specific abandoned/confiscated property is unknown:***

- A staff member will complete an abandoned property storage tag with an identification number, which will then be attached to the item.
- A description of the item is recorded and listed under the identification number.
- A deadline of 14 calendar days from the date the item was tagged will be established before the item is donated or disposed of by the Vice President of Student Advancement. When a safety hazard is apparent, the item may be disposed of immediately.
- Abandoned property may be claimed by contacting the housing manager and verifying ownership. Any property left on College property after termination of the contract agreement will be disposed of and/or donated to a local charitable organization.

***The following procedure will be used when the owner of specific abandoned property is known:***

- Housing Manager will make a reasonable attempt to contact the resident. 48 hours after the attempt to contact has been made, the personal property of the resident will be inventoried with descriptions and given ID tags.
- A deadline of up to 14 calendar days from the date the owner was notified of the abandoned item(s) before the item(s) is donated or disposed of by Housing Staff. In almost all cases residents will be notified of items via their official NT email address. When a safety hazard is apparent, the item may be disposed of immediately.
- Abandoned/confiscated property may be claimed by contacting the Housing Manager and verifying ownership. The Housing Staff will make a reasonable attempt of contacting the person the abandoned item(s) belong to, but it is up to the owner to take responsibility for any property left unattended or confiscated. Northwest Tech will not

be responsible for any property left unattended or confiscated, nor is Northwest Tech responsible for any damage to abandoned property while being inventoried, moved, or stored by Housing Staff. Any property left on College property after termination of the contract agreement will be disposed of and/or donated to a local charitable organization.

### **Contract Extensions**

The only students who may remain in the dorms after the first Sunday after graduation are those students who are participating in programs that will be in session after graduation or students who have a confirmed summer housing contract. Students should keep this in mind as they make plans for departing Goodland, including those students who need to secure flights out of Denver.

### **Power & Parking Issues During Break Periods**

The following procedures are in place in the unlikely event of a power failure or surge during one of the break periods. If you leave for Thanksgiving break, winter break, or spring break: turn off the lights, unplug all of your appliances, empty your wastebaskets and close and lock your windows and doors. Residents are encouraged to unplug and clean your refrigerator before leaving for winter break and to leave the refrigerator door propped open to avoid molding. Residents who leave a car on campus during a break period should move their car to a lot that is covered by security cameras and not in off street parking.

### **Check-Out Procedure – Mid-Semester**

The procedure for checking out of your room is as follows:

- Prior to checking out, a contract cancellation/check out form must be filled out through the housing tab on [www.nwktc.edu](http://www.nwktc.edu). Checking out without completing that form AND receiving approval from Housing Staff may lead to additional fees/charges.
- Once your cancellation request has been approved, you can schedule a time and date to check out with the Housing Manager. Please give the Housing Manager advance notice of at least 24 hours to schedule.
- Remove all of your belongings from your room, bathroom, and common space.
- Clean your room by: throwing away trash; wiping off desks, dressers, shelves, and doors; vacuuming; and removing stickers and adhesive from all college property. The room must be empty and clean (to the point where a new resident could immediately move in).

- At the time of your scheduled checkout, the Housing Manager will meet you at your room to inspect it. The Housing Manager will also collect your room key(s) at that time.
- Notify all senders of your new forwarding address. Contact the USPS for a change of address form. This will make sure all USPS- delivered mail gets routed to your new address. UPS, FedEx, and other private carriers must be notified by you directly to change your delivery address. After you have left, packages delivered by those carriers will be returned to sender.
- If you fail to check out properly, you will be billed accordingly. Some of the common charges are listed below;
  - Improper check out – 50\$
  - Keys improperly turned in or damaged – 25\$
  - Room not cleaned- 60\$ minimum
  - Repaint walls- 90\$
- **Damage**  
You are responsible for all damages that occur in your assigned room/common area during occupancy, and you will be billed accordingly. While staff members may go through a preliminary check-out with a resident, they are not authorized to assess final charges. All final charges will be assessed by the Vice President of Student Advancement. An example of final charges would be damages found in a common room after the last roommate has left, and those charges would be split evenly between all roommates unless one suitemate takes responsibility for the damage.

## **Consolidation**

Students without roommates must be ready and available to have a roommate move in at any time at the discretion of the Housing Manager. Residents without roommates in these rooms are expected to stay within their contractually assigned space and must keep one half of their room clean and ready at all times to receive a roommate. Failure to do so will result in a single room charge from the time the vacancy occurred.

## **Keys**

When you move into the Housing facilities, you will be issued a key(s) to your room. You are responsible for keeping this key(s) with you at all times. There is a charge for losing or damaging this key(s). Each resident will be issued a room key according to the following guidelines:

- Residents of Village 1,2,3 will be issued keys to access the exterior doors, apartment door, and bedroom door. All residents agree that they will promptly report all lost or stolen keys to the Housing Manager.
- Students are not allowed to make their own copies of keys or exchange them with other students.

## **Room Changes**

- Adjusting to living with another person is never easy. Your experience with your roommate will be beneficial as you learn important skills that will help you later in life. Make an effort to work out potential problems with your roommate. The Housing Manager will be glad to help you with some of the rough spots.
- If you would like to make a room change, first meet with the Housing Manager to discuss your situation. If a solution cannot be reached, at that time you may fill out the online room change form. Please note that a room change freeze is in effect for August 1 - 31 and the first two weeks of Spring Semester. If the Housing Manager agrees that a room change is the best solution, they will assist you in making arrangements for your move. Residents are responsible for all procedures involved in completing a room change. Residents who move without prior written approval from the Assignments Coordinator will be required to move back and will be charged \$25.00 per day, with a cap of 14 days, beginning from the time the move was possible and/or discovered until the resident moves back to their official assignment.
- Students may request a room change beginning on September 1<sup>st</sup>. The number of rooms available for single occupancy is limited but the Housing staff will accommodate you if possible. Changes in room assignments should be discussed with the Housing Manager before submitting a Room Change Request form online.
- *Note: due to expected high occupancy, residents seeking a room change should be prepared to not be able to move to their desired room type, especially single rooms. Residents with a high amount of flexibility will experience a more efficient room change process.*

## Gender-Inclusive Housing

Northwest Tech Housing is committed to making each resident feel welcomed and included in our campus communities; including an environment welcoming to all gender identities and forms of gender expression. Students who need special accommodation due to gender identity/expression should contact Housing either through the application process or by directly contacting our office.

Please note that:

- The request will be handled through a confidential process and staff will not ask for more information than is required to meet students' housing needs.
- Placement priority will be given to students who notify our office before April 1 each year and who require accommodations based on their gender identity/expression.
- Later requests will be handled as appropriate spaces become available.

Possible housing accommodations could include:

- Living with a preferred roommate.
- Living in a single room. (Only a few available)
- Having NT staff seek out possible roommates who would be supportive

We recognize that some students may have a preferred name/nickname different from their birth certificate name and we know that using one name or the other may pose different safety concerns in certain circumstances. Students will be asked to provide a preferred name/nickname. However, please note the following circumstances in which housing staff will use each name:

**Birth Certificate Name:** all external communications, such as mailings sent to your home

**Preferred Name:** all internal communications, such as when you speak directly to Housing staff.

Providing your preferred name or nickname is also important if you intend to have mail/packages delivered to campus as we can only contact you if the name on the mail matches what we have in our system. Providing this information to Housing staff will help ensure that our records are accurate and that we get mail to you in a timely manner.

## SERVICES AND AMENITIES

### Accessible Rooms

The accessible rooms in our dorms have been designated specifically for persons in wheelchairs or for persons with other accessibility needs. These rooms are equipped with roll-in showers, assist bars in the restrooms, and maneuvering space for wheelchairs. The heights of appliances, cabinets, and light switches have been adjusted for persons in seated positions. If you require special accommodations, please contact the Housing office so arrangements can be made.

### Custodial Service

The Custodial staff is employed to clean and maintain public areas. These staff members clean laundry rooms, public restrooms, and other common areas. However, it is expected that residents will clean up after themselves in their common area of each room and bathrooms in order to help promote a clean-living environment. Cleaning supplies for dorm rooms are provided and may be checked out at Housing Manager's office.

### Food Service

Food service is provided by Great Western Dining Service and ran by a Director Food Service employed by that company. Dining and the Stable are coordinated by a Dining Services Manager. Great Western Dining works very hard to meet needs for individuals and groups with special diets for medical or religious reasons. The staff welcomes your input. They make themselves available during meal hours and would enjoy talking with you. You may also share your ideas and comments by using the comment cards in the cafeteria. 19 meals per week are included in dorm costs for students living in college housing. The cafeteria is normally open for dinner the night before the return from holiday breaks but is closed the duration of

Thanksgiving Break, Christmas Break and Spring Break. On days of in climate weather or no class for one day holidays only brunch and dinner will be served.

### **Maverick Dining Service Hours**

MONDAY - FRIDAY

Breakfast: Lunch: Dinner:

6:30AM – 9:30AM 11:30AM – 1:00PM 5:30PM – 7:00PM

SATURDAY & SUNDAY

Brunch: 11:00AM – 12:30PM Dinner: 5:00PM – 6:00PM

Casual Meal Rates Breakfast:

Continental Breakfast: 7:00

Lunch: 7:00

Dinner: 8.00

Brunch: 6.50

The meal plan is served in an all you can eat fashion, this means that restrictions are placed on providing food to students who do not have a meal plan. Students found in violating of the policy prohibiting giving food away will be subject to the following fine schedule. This will apply to students who taking and receiving the food.

1<sup>st</sup> Violation: \$10 fine.

2<sup>nd</sup> Violation: \$20 fine. 3<sup>rd</sup>/Subsequent Violation: \$50 fine.

### **Internet Service**

Wireless internet service is available throughout NT dorms for residents and their guests, using NT standard “NWKTC Wireless” network. The wireless networks are serviced by NT’s Information Technology department. The network is password protected in the Suites, this password is 1209Harrison.

### **Laundry Facilities**

The laundry rooms in Northwest Housing are all provided to housing students. All laundry machines are free and each room is protected by number combination lock (combination provided during first housing meeting of the year). Do not attempt to repair any malfunction yourself. Report all malfunctions to the Housing Manager. The laundry rooms at the suites are located on the front and back row and are room numbers 000.

## **Lock Outs**

If you lock your key in your room, you may contact the Housing Manager for a lock out. You will be expected to present proof of identity. The resident will be charged \$10.00 for each lockout after the first week of school. Lost keys will be replaced at a \$25 charge. Residents should never give their key to other residents or their guests. Disciplinary action will be taken if keys are used inappropriately.

## **Mail Service**

NT dorm residents will receive their mail at business office once notified by campus email. Mail is delivered Monday through Friday. An email to your @nwktc.edu email will serve as notification that you have received a package or registered mail ready for pick up at the business office. Please note that the delivery time/notification from any shipping carrier does not reflect the actual availability of your mail/package, as NT staff must sort and log all mail/packages upon delivery. Residents will be required to present their physical NT ID card when picking up packages or registered mail. Mail/packages can be picked up during normal business.

Mail cannot be delivered to non-residents. Mail must be addressed to the resident receiving the mail. Mail will not be given to any other individual. Packages will be held for 14 days before they are returned to sender. Housing cannot forward packages, meaning all unclaimed packages will be returned to sender.

All student mail should be addressed as followed:

Name of NT Student

1209 Harrison

Goodland Kansas 67735

## **Maintenance Service**

The maintenance staff makes repairs to the facilities as needed and performs preventive maintenance operations. Please report problems that you observe in your room and public areas at [www.nwktc.edu](http://www.nwktc.edu) under the STUDENTS tab and then select HOUSING. The online maintenance request form is located there. Routine maintenance and repairs will be completed during regular business hours. If, after a reasonable period of time, you do not see improvement in a maintenance problem you reported, notify the Vice President of Student Advancement.

In the case of emergency repairs, contact the Housing Manager. Emergency repairs, as determined by Facilities personnel, will be completed as soon as possible.

## **Pest Control – General**

Unless otherwise noted, Pest Control services are provided free to the resident. Routine inspections as well as spraying assist in creating a pest-free environment. To assist Housing Staff in keeping your space and the facilities pest-free, please follow the procedures outlined. Your assistance is not only helpful but is required. Your responsibilities with regard to pest control are outlined as follows:

### ***Student Responsibilities:***

1. If pests of any kind are suspected in your room, it is your responsibility to report the suspected infestation immediately to the Housing Manager at 785-821-2578.
2. As a resident, you are expected to comply with any instructions from the Housing Manager including, but not limited to, the preparation of your living space for investigation, treatment and monitoring of pests; and/or the temporary or permanent reassignment of housing.

***Preventive:*** All rooms are sprayed for pests on a routine basis. Residents are notified by email 24 hours prior to routine spraying. This is generally completed each semester and NO room will be exempt.

***Mandatory:*** Mandatory spraying in a building, floor, or area may be necessary on occasion when a particular problem with insects exists. Cockroaches, for example, are scavengers and are capable of transmitting diseases such as dysentery, typhoid fever, and cholera. When a problem exists with such pests, it may be necessary to spray every room in the area to prevent the roaches from migrating to untreated dorm rooms. The residents will be notified by email 24 hours prior to the treatment. Mandatory spraying requires that each resident remove all belongings as indicated below:

- Remove all items from the kitchen cabinets.
- Remove all items from under counters.
- Remove all items from under the kitchen and bathroom sinks.

It is imperative that the resident follows the specific instructions as outlined by Housing Manager and that the resident permits entrance to the room even in her/his absence.

## **Pest Control – Bed Bugs**

We recommend that you take preventative measures to minimize the chance of a bed bug infestation. Bed bugs are brought into our facilities by residents and guests. They move from room to room via residents, guests, furniture, and clothes. If there is any question regarding the condition of your room or your furniture and whether or not it is infested with bed bugs, please contact your Housing Manager to arrange for a free

inspection from our pest control services. Furniture to be inspected should be sealed in a plastic bag, and remain sealed until inspected and cleared by a pest control expert.

***If you believe you have bed bugs:***

1. Housing will have our pest control service company inspect, monitor and treat any room suspected of having any kind of pest.
2. If a room is confirmed to have bed bugs, the room will be treated. Depending upon the severity of the infestation, and space availability, you may or may not be temporarily relocated during treatment. Whether or not you are relocated, and to where, is solely the decision of Housing Staff.
3. If you are temporarily relocated due to bed bugs, you will need to follow our established procedures for the treatment of your clothing and other personal belongings. We may require the disposal of infested furniture/mattresses, the purchasing of specific plastic encasements for your items or the laundering of all clothing. You will be informed of all available options at the time of treatment as well as the anticipated cost associated with disposal or mattress encasements. You will not be charged for any pest control services or on-going treatment and monitoring of your dorm as long as you follow established procedures.
4. There will not be any compensation for items that need to be discarded due to infestation.
5. Regardless of whether or not you have a confirmed case of bed bugs, permanent room changes are permitted so long as space is available and the room change follows our standard policies and procedures. However, if your room is infested with bedbugs, your belongings will need to be treated before they can be moved to another dorm and you will need to follow our established procedures for their treatment.

With the proliferation of travel, bed bugs are going to continue to be a persistent pest. The best way for us to eliminate this pest is to be proactive about the choices we make. A five-star hotel can have bed bugs just as easily as your friend's apartment off-campus, so being careful about where you choose to sleep and what you choose to sleep on, is as equally important as the immediate reporting of bugs or bites to Housing for investigation.

# **SAFETY, SECURITY, & EMERGENCY INFORMATION**

In case of any emergency situation on Northwest Tech property, notify your Housing Manager at 785-821-2578. If the situation warrants, call the Goodland Police Department at 785-890-4575 or 911. Students are encouraged to register for the Code Red Alert System to receive e-mails and text messages notifying them of severe weather and on-campus emergencies. This service is available for sign up through your instructor or by emailing the Vice President of Student Advancement at [Jason.showalter@nwktc.edu](mailto:Jason.showalter@nwktc.edu).

## **Bomb Threat**

If notified to evacuate, exit quickly and quietly and move at least 400 feet from the building. Follow the instructions of staff members and emergency personnel.

## **Chemical Safety**

Used motor oil, antifreeze, turpentine, or oil-based paint may not be disposed of on the ground or in the college dumpsters. They should be disposed of at the Household Hazardous Waste Facility at the Sherman County Landfill.

## **Emergencies on or Near Campus**

The signal for weather emergencies in the housing area is a loud, steady pulsating sound that continues for several minutes. All classes will be dismissed. Persons on campus should tune to any local radio station for information and instructions. All weather evacuations will be directed to the basement of the Student Memorial Union. Persons not on campus should not come to campus.

## **Missing Person Contact Information**

Pursuant of the Higher Education Opportunity Act of 2008, Housing advise every student who lives in on-campus student housing, regardless of age, that he or she may register one or more individuals to be a contact strictly for missing persons purposes. The contact person can be anyone. Students must be provided this option even if they have already identified a general emergency contact. A student may identify the same individual for both general emergency contact purposes and missing persons purposes, but NT will not assume that a general emergency contact is also the missing person contact. Students will be offered the option to provide both emergency contact information and missing person contact information annually through the housing application process. If a student wishes to add or change this information at any time throughout the year, they may contact the Housing Office at 785-821-2578 or via email at [housing@nwktc.edu](mailto:housing@nwktc.edu).

## **Fire**

If you become aware of a fire in the building, follow these directions:

- Activate the fire alarm and call the Sherman County Dispatch (785-890-4575 or 911)

Contact a staff member as you leave the building.

- Any time you hear an alarm, exit immediately and quickly move at least 400 feet from the building. Follow all instructions from staff members and rescue personnel.
- Remain outside until staff members give the signal or rescue personnel to return to your room.
- If you encounter heavy smoke in an area, exit another way if possible. Staying low or putting a towel over your nose and mouth will help you minimize smoke inhalation.
- If you become trapped in a room, report or signal your location by calling (911) or by waving or calling to fire fighters. Jamming wet towels or clothing under doors, keeping a wet towel or clothing over your head, and staying low may help you avoid smoke as you await rescue. Residents must obey all fire regulations. Failure to evacuate a hall when an alarm sounds for any reason represents grounds for disciplinary action. Housing staff and the Police reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

## **Smoke Detectors:**

Smoke detectors, provided for your safety in each room, should not be tampered with, covered, or disconnected. Smoke detectors become activated when too many combustible particles accumulate in the air. A loud, high- pitched noise will alert you and allow you time to reach safety. If your smoke detector goes off repeatedly when there is no fire or makes other unusual noises, please contact the Housing Manager. It will be checked to determine if the unit needs to be adjusted or replaced.

## **Illness or Injury**

Contact a Housing staff member for assistance in case of illness or injury. Obtain emergency assistance or transportation to a hospital by calling Sherman County Dispatch (785-890-4575) or by calling 911.

## **Safeguarding Possessions**

Residents should use discretion about leaving large amounts of money or objects of great monetary or sentimental value in their room. Residents are expected to lock their rooms at all times. Northwest Tech does not assume responsibility for the loss or damage to personal

property due to theft, fire, water, or any other reason. Residents are advised to carry personal property insurance (renter's insurance), or check with family members to see if their homeowner's or renter's insurance policies has a "students away at college" clause. Residents should report any theft that occurs on Housing property to the Housing Manager, and to the Goodland Police Department.

### **Severe Weather**

When you see a funnel cloud, hear the tornado siren, or receive directions from Housing staff, move to the basement of the student union which is the designated shelter area. Stay away from glass windows or doors, and protect your face from flying debris. Stay in designated areas until Housing Staff give the "all clear".

During emergency situations, residents and guests are required to move to the designated shelter areas. If you choose not to go to these locations, you will be required to leave NT property until "all clear" is given. For students who live in the suites you may evacuate to the basement of the Shiraz restaurant during business hours but should have plan to come to the Union if severe weather is imminent.

### **Traffic Regulations**

All members of the Northwest Tech community will be held responsible for reading, knowing, and complying with all traffic and parking regulations. Outlined below is general information on NT Traffic Regulations.

**Motor Vehicles:** Each motor vehicle operated or parked on College property by any student or visitor must be registered with a valid NT parking permit. Permits are distributed by Housing during move-in to all residents free of charge. All pickup and long vehicle parking must be done in the south off street parking of Village 1 and not in the lot. No student vehicle shall park or drive in the grass areas on campus. Students may be fined or towed at their own expense.

**Bicycles:** The College encourages and supports the use of bicycles as a means of transportation on campus. You may register your bike with the Goodland Police Dept and they will provide a registration sticker. Bicycle racks are available at all dorms and must be used to secure bicycles outside. Bicycles, unicycles, and the like are not permitted to be stored inside any dorms or brought into any building.

### **Vaccinations**

Northwest Tech requires each resident living within college housing facilities to submit documentation of receipt of a Meningitis Vaccination on or after the applicant's 16<sup>th</sup> birthday. Receipt of documentation is due within fifteen (15) days of occupancy of college housing facilities. A waiver for students with medical, religious, or other exemptions pertaining to immunizations may be available. Residents who do not submit documentation of a receipt of

the Meningitis Vaccination or obtain a waiver from Housing by the deadline shall be referred to the Vice President of Student Advancement.

## **DORM POLICIES AND PROCEDURES**

Any resident who engages in any specifically prohibited act (as outlined in this Handbook or in the Northwest Tech Code of Student Conduct), encourages/enables other residents to do so, and/or is present when violations are occurring, will be subject to disciplinary action and referred for legal action as appropriate.

Some regulations are necessary to promote safety and security in the dorms. Northwest Tech assumes no liability except as specifically provided by law. Northwest Tech administrators consider the safety of residents to be an ongoing concern and have developed the following policies with safety and security in mind.

**This section outlines the Housing policies and procedures. These policies are a supplement to the Northwest Tech Student Code of Conduct. This means the following policies are in addition to the policies laid out in the NT Student Code of Conduct, and residents must comply with the policies of both documents. Residents also agree to all policies and regulations as stated in the Housing Contract Terms and Conditions.**

### **Alcohol & Other Drug Policies**

#### **Alcohol**

No alcohol is allowed to be in the possession of or consumed by any individual on NT property, regardless of age. Any evidence of use or possession will be considered a violation of the alcohol policy. NWKTC reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Brewing equipment is similarly prohibited. Residents found to be hosting guests with alcohol present should expect to receive more severe consequences during the conduct process.

#### **Alcoholic Beverage Containers**

Rooms may not be decorated with alcoholic beverage containers. This includes, but is not limited to: shot glasses, using an alcoholic beverage container as a flower vase or using an alcoholic beverage bottle as storage for coins. NT reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Brewing equipment is similarly prohibited.

#### **Illegal Substances**

By definition, illegal substances such as marijuana and other drugs are not permitted in Housing facilities, including paraphernalia. Suspected possession and/or use of these substances in Housing facilities will likely lead to immediate Police involvement.

### **2<sup>nd</sup> Violation of this policy**

Shall be subject to suspension not to exceed five days, expulsion from the college. Before the suspended student may return to classes, the student must meet with the Vice President of Students and the President to establish criteria for reentry. If the student is not expelled from the college the Vice President will assign community service or a fine. A Student who is expelled from College under the terms of this policy may be re-admitted at the next available date of that program or enrolled in a new program. Admission may be accepted if the student can prove in writing they have completed a drug and alcohol education and rehabilitation program at an acceptable treatment center or facility and has had a satisfactory meeting with a designated college representative. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Board policies and Kansas State Statutes, KSA 72-8901, et seg. Nothing in this policy is intended to diminish the ability of the administrator or Area Board of Control of Northwest Tech to take other disciplinary action against the student in accordance with other policies governing student discipline. A list of available drug and alcohol counseling and rehabilitation programs are available from the counselor.

### **Prescription Medication**

Prescription medications other than those prescribed to and in possession of the resident are prohibited in NT facilities. Residents or guests found in possession of medications not prescribed to them should expect involvement from the Police.

### **Shared Responsibility – Alcohol & Other Drugs**

All students in a room or area where an Alcohol & Other Drug policy is being violated will be held responsible for behavior or objects in the area, even if they are not engaging in alcohol consumption. For example, if a student or resident is present in a room where underage possession or consumption of alcohol is taking place, but is not consuming or possessing them self, the student should immediately confront the behavior and/or leave and report the incident. Allowing others to consume alcohol in the room, allowing the collection of empty containers, or storing alcohol in the room for others are also violations of the alcohol policy.

### **Tobacco and Paraphernalia**

Northwest Tech buildings are smoke-free. Any evidence of use related to electronic cigarettes or smokeless tobacco products will be considered a violation.

## **Noise**

One of the primary rights of students in the dorms is the right to study in one's room free from undue interferences. Thus, noise and other distractions that inhibit the exercise of others' rights are strictly prohibited.

## **Courtesy Hours**

Courtesy hours are in effect at all times in all Northwest Tech communities. This means that stereos, speakers, radios, televisions, and other equipment should always be played at moderate volume. Residents should refrain from making loud noises in their rooms, the hallways, and other public areas at all times. Remember that residents often try to study or sleep before quiet hours begin and they deserve your courtesy.

## **Quiet Hours**

Quiet hours have been established to provide a suitable atmosphere for residents as they study, prepare class assignments, sleep, and enjoy some solitude. Quiet hours are in effect from 10:00pm until 8:00am. Sunday through Thursday, and from 12:00am until 8:00am Friday and Saturday. During finals week, all buildings observe 24 hours of quiet. While quiet hours are in effect, no noise should be heard outside your room. Please understand that the lack of quiet hours at other times is not an endorsement of chaos. Residents are expected to show consideration for the needs of others at all times and uphold courtesy hours.

## **Excessive Bass**

As a means of noise prevention, the use of bass must be closely monitored due to the vibration that it causes in a dorm environment. Northwest Tech's Staff reserve the right to request bass be turned down or off. Continued issues of excessive bass, regardless of time of day, may result in disciplinary action.

## **Enforcement**

It is important that each resident assume some responsibility for enforcing quiet hours and courtesy hours. You should make every effort to talk with your neighbors in a polite, tactful manner when they do not realize they are disturbing others. They will appreciate you coming to them rather than immediately contacting a staff member. When you encounter residents, who will not cooperate with your requests to reduce noise, be sure to contact the Housing Manager. The Housing Manager will work with you to resolve the situation by helping you explore options and by helping you develop your communication and confrontation skills.

## **Guests**

In order to preserve the atmosphere and security of the dorms, guest policies have been established. Violations of any of the provisions of the policies concerning guests may subject any resident involved in the violation to suspension of guest privileges and to other disciplinary action. Residents are responsible for all actions of their guests. Additionally, residents and their guests are expected to cooperate fully with Housing Staff and to treat them with respect. Residents and guests who are unwilling to do so may have their visitation privileges revoked and appropriate disciplinary action will be taken. All guests 16 years or older must have a picture ID with them at all times while in the dorms. Individuals living in single rooms must also abide by guest and overnight guest policies. NT reserves the right to restrict residents from having guests.

### **Implied Consent**

Students are responsible for all activities that occur in their dorm room. By allowing the existence of behaviors or items that violate college policy, students demonstrate an implied consent for the violations. As a result, students are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in the dorm room. Residents should report behaviors or items that violate college policy to a staff member. Passive participation in events that violate the Student Code of Conduct or the policies in this Housing handbook will be viewed as a policy violation.

### **Visitation**

All dorms have 24-hour visitation privileges: however, non-residents staying in the building after 2:00 am must abide by the following conditions:

- The host's roommates must agree to have a visitor in the room.
- A guest may stay a maximum of two nights within a 30-day period, unless the Dorm Manager gives special permission for other arrangements.
- Guests must abide by the same rules that apply to the residents. They will be asked to leave immediately if they violate any rules.
- Residents must accompany their guests at all times and are responsible for the behavior of their guests.
- No guests under the age of 16 will be allowed at any time unless approved by the Housing Manager

### **Residents as Guests**

Although residents are encouraged to study and spend time together, some limitations on visiting privileges are necessary to protect the rights of roommates and suitemates. Residents who are present in another resident's room are considered guests of that room owner while in the room/suite. Residents may have other residents in their rooms only if the presence of the

guest does not interfere with the right of the roommate(s) to study and sleep and does not inconvenience suitemates. Guests must return to their own rooms to sleep, shower, and bathe.

## Cooking and Appliances

### Cooking

The following policies apply to apartment kitchens in Village 2 and 3:

1. Never leave a stove, oven, or microwave with active heat sources unattended.
2. Utilize the venting features through either a vent hood or microwave vent when using the stove to cook.
3. Exercise an abundance of caution when cooking with any type of oil. Cooking vessels must not be filled more than 25% with oil.
4. Properly dispose of oil and grease leftover from any cooking. Never dispose of grease or oil down a sink drain. Allow grease and oil to cool before attempting to dispose of it.
5. Do not put metal or part-metal containers or utensils in microwaves. Always verify a dish/vessel is rated for use in a microwave before placing it in a microwave.

### Electrical Appliances

- Due to local fire codes and the limitations of the wiring systems, there are restrictions on the kinds of appliances that are allowed in the dorms. Certain types of electrical appliances are permitted, provided they carry the Underwriters Laboratories (UL) approval on both the appliance and the cord; they do not disturb the electrical circuits by overloading, shorting, or creating line disturbances; and they do not disturb other residents. Permitted items include stereos, televisions, computers, hair dryers, heating pads, typewriters, curling irons, Keurig-type coffee pots, slow cookers with removable stoneware, rice cookers, oil-free air-fryers, and popcorn poppers (all must be with enclosed heating elements), microwaves that do not exceed 700 watts, and refrigerators that do not exceed 4.9 cubic feet (Village 1 and Suites only).
- **Pressure cookers of any variety, space heaters, halogen lamps, sun lamps, barbecue grills, dishwashers, freezers, personal washing/drying machines, electric blankets, electric mattress pads, exterior antennas, and satellite dishes are prohibited.**
- **Cooking appliances with open heating units, George Foreman grills, hot-plates (including induction style), etc. are not permitted. Traditional coffee makers without an automatic shutoff feature and any type of deep fryer that uses oil are also prohibited.** Your Housing Manager must approve any other appliances before use.
- Since electrical outlets are not always conveniently located, UL approved power strips with built-in surge protectors are permitted, provided outlets are not overloaded and the cord location does not create a safety hazard. Additionally, surge protectors are not

rated for heat-producing appliances. This means that any small or large appliance with a heating element must be plugged directly into a wall.

## **Room Personalization**

### **Furniture**

No college-owned furniture or equipment may be removed from the room or suite (including unused beds or mattresses). These actions may also result in disciplinary action. Residents may bring approved hard furniture from home. Any additional furniture must not restrict exiting from any portion of the room or be a safety hazard to persons walking around the room. Furniture containing liquid of any kind is prohibited in all Housing facilities.

### **Walls**

Nails, screws, double-stick tape or duct tape on or in the walls, ceilings or furniture is prohibited. Removable blue tape/painters tape is recommended for hanging posters and other decorations. Although recommended, these mounting devices do not excuse any damages done to the room. Residents will be charged for any damages or residue left on walls or surfaces of their rooms. An example of common damage would be residents who utilize 3M Command products and do not properly remove the product from the wall, causing damage to paint and drywall. Simply leaving these products attached to a wall is also considered damage during the checkout process.

Painting walls or other surfaces is prohibited. Decorations are encouraged as long as they do not create health hazards, fire hazards or damage to the room.

### **Distribution of Written or Printed Material Approval**

Posting or distributing any signs, posters, pictures, flyers, brochures, newspapers, or other material of any sort on Northwest Tech Housing property is prohibited except in accordance with the following regulations:

- Persons wishing to post or distribute material on NT property must leave the material with the Housing Manager rather than posting or distributing it on their own. Material without approval posted or distributed by any person other than a member of the Housing staff will be destroyed.
- Posting and distributing material will be limited to permanent bulletin boards and to designated areas on or near the Housing Manager's Office unless special authorization is given by the Housing Manager.
- The Housing staff assumes no responsibility for materials left for posting or distributing on dorm property.

### **Cleanliness and Sanitation**

It is the responsibility of all residents to:

- Keep their room clean and free from dirt, garbage, and trash.
- Share in the proper care, cleaning, and use of community facilities, including laundry rooms.
- Keep the area in front of the resident's room clean and clear of clutter.
- Keep the ground of commonly used areas clean and in a safe condition, free of toys and clutter. Special attention is necessary at all times so as not to interfere with snow plowing or lawn mowing.
- Do not sweep dirt, trash, garbage, or waste out of your doors or throw such from windows. All trash and garbage must be disposed of in the dumpsters provided next to each building. A minimum charge of \$25 may be assessed for improper disposal of trash.
- Contact the Housing Manager immediately after use of a fire extinguisher or if it needs to be recharged.
- Do not store personal property outside your room.

### **Eavesdropping**

Eavesdropping, surveillance, or intruding upon the privacy of another person or group by means of bugging devices, concealed recorders, cameras, camera phones, magnifying optics, etc. is prohibited.

### **Explosives, Firearms, Weapons and Dangerous Chemicals**

Except as expressly permitted by law, explosives (including firecrackers, fireworks, homemade explosives and pyrotechnics), firearms and other weapons are not permitted on campus. Weapons used for decoration are not permitted in NT housing. This includes, but is not limited to, simulated weapons, disabled weapons, dangerous chemicals, any explosive device, nun chucks, swords, brass knuckles, butterfly knives, paintball guns, toy guns, pellet guns or any other material that can be used to threaten or endanger others

Note regarding concealed weapon holders: If you do not want to live with a concealed weapon holder, please alert the Housing Manager and we will work to accommodate a room change. Concealed weapon holders should be aware that they will need to follow State of Kansas law regarding the possession of a concealed handgun. Residents will be responsible for properly securing their handgun when not on their person.

### **Fire and Safety**

Prohibited acts include:

- Use of any open flame including candles, lighters, etc.

- Tampering with smoke detectors or alarms
- Climbing into or out of, or scaling the sides of, or occupying the: roofs, window ledges, or outside structure of NT facility or property
- Injuring or destroying any animal on NT property
- Hanging items from the ceiling or sprinkler heads
- Hanging electrical items outside of your door
- Storing or possessing: lighter fluid, fuels, paint, charcoal, other combustible items, or piles of flammable materials in Housing facilities
- Storing or possessing scuba tanks, propane tanks, or other pressurized items on NT property

Possession and use of candles with a wick, any type of hookah device, lava lamps, open filament devices, and incense are prohibited. The college reserves the right to confiscate and dispose of all such items due to the potential fire hazard they create. Open flames of any kind are prohibited at all times. Decorative wax figures are allowed only if they do not have a wick. Candles that have never been burned, have the wick removed or cut down, and cannot be lit are allowed for decorative purposes.

Irons & ironing boards are allowed to be used and on hard surface.

The College reserves the right to direct residents to remove any hazardous materials from their room. The Vice President of Student Advancement or his designee will make the final decision regarding removal of such materials.

### **Health & Safety Room Checks**

Throughout the semester, health and safety checks are conducted once per month in each unit to ensure that the room/suite is in a safe and sanitary condition. In most cases, NT staff members will email you at least 24 hours in advance. Policy violations will be documented and disciplinary action will be taken. The room will be checked for general cleanliness. In preparation for health and safety checks, please clean your whole room, including common areas and bathrooms, and take out your trash. If your room is deemed unsanitary, you will fail your Health and Safety Inspection and have a minimum of twenty-four hours to remedy the situation. Typically at the beginning of the year warnings will be issued but as the year moves forward cleaning fines may be issued. In either case the situation must be resolved to avoid further disciplinary action.

### **Personal Property/Renters Insurance**

You are responsible for your personal property. Northwest Tech does not carry insurance on personal property. You should arrange for coverage under your parents or guardian's policy or obtain your own insurance through a company such as National Student Services.

## **Pets**

With the exceptions of policies related to service, assistance, and support animals defined later in this document and non-dangerous fish, residents are not allowed to keep pets of any kind on campus. Fish must be kept in a clean, odor-free, aquarium no bigger than 10 gallons. "Fish" are defined as animals that live and breathe entirely under water. No birds. No reptiles. No rodents. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who do so may be subject to a fine, cleaning and fumigation fees, as well as possible disciplinary action.

## **Public Property as Decoration**

Possession of stolen property, including NT, city, county, or state government property, such as road signs, or dishware from the dining center, is not permitted. Students wishing to display public road signs, traffic cones, real-estate signs, etc., in their rooms may be asked to provide proof of ownership by a receipt or some other official means. Possession of stolen property is a violation of state law and NT policy. Stolen or unauthorized property is subject to confiscation.

## **Service, Assistance, and Support Animals**

Any resident needing the assistance of a service, assistance, or support animal must contact the Housing Manager so that proper accommodations can be provided. An assistance animal (which provides emotional support or comfort to a person with a disability) is permissible only if approved as a reasonable accommodation by the Vice President of Student Advancement.

## **Subleasing**

Subleasing of any room in Northwest Tech facilities is prohibited. This includes offering your room/apartment on Airbnb and other short-term leasing platforms during break periods, etc.

## **Unauthorized Moving**

Residents who move without prior written approval from the Housing Manager will be required to move back and will be charged \$25.00 per day beginning from the time the move was possible and/or discovered until the resident moves back to their official assignment.

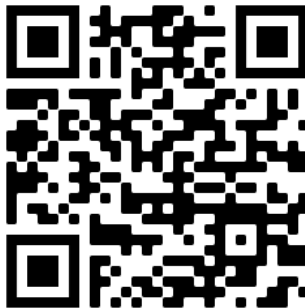
## **Housing Probation**

Students who violate certain policies may be placed on housing probation. If a discipline ticket is issued indicating they are on housing probation this will notify the student that subsequent violations of the same policy or other similar policies can now result in housing dismissal. Certain policies violated will not require housing probationary status to result in housing termination. Students placed on housing probation will remain in that status until the end of the school year.

## Important Phone Numbers

Silent Witness Reporting Number	785-890-1588
Sherman County Dispatch	785-890-4575
Emergency Services	911
Housing Manager	785-821-2578
Northwest Tech	785-890-3641
Vice President of Student Advancement	785-890-1584
President's Office	785-890-1501
Financial Aid Office	785-890-1510

## Form links





Housing Check-in/Check-out

Sophomore priority housing request

### Common Fine and Discipline Schedule

Violation	Violation #	Community Serv.	Housing Probation	Fine Amount
Smoking in room	1		X	100.00\$
Hosting party	1		X	100.00\$
Hosting Party	2			Dismissed
Cleanliness	2			10.00\$
Cleanliness	3		X	50.00\$
Weapons	1		X	75.00
Weapons	2	20		Dismissed
Alcohol	1	20	X	CS or 75\$
Alcohol	2			Dismissed

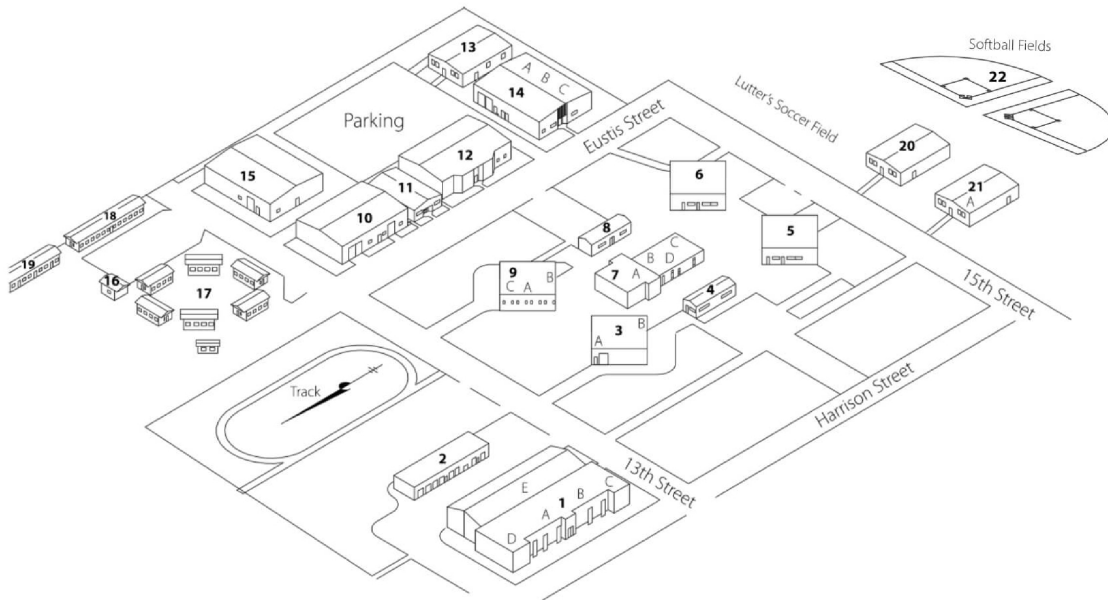
Fighting	1		X	50\$
Fighting	2			Dismissed
Drugs	1	Unlimited	X	100\$
Drugs	2			Dismissed
Damage to prop	1	20	X	Replacement cost
Improper checkout	1			50\$
Key replacement	1			25\$
Room not cleaned	1			60\$
Repaint walls	1			90\$
Lockout	3			10\$
Parking Violation	2			15\$
Disable Smoke Det	1		x	25/50/75
Disable Camera	1			150\$



# NORTHWEST TECH

NORTHWEST KANSAS TECHNICAL COLLEGE

## NORTHWEST TECH CAMPUS MAP



### 1. Administration Building

- A. Academic Affairs
- B. Bookstore
- C. Business Office
- D. Computer Lab
- E. Automotive Technology

### 2. Maintenance Storage

### 3. B. Carpentry

### 4. Cosmetology

### 5. Precision Agriculture Technology

### 6. Welding

### 7. Memorial Union

- A. Assembly Room
- B. Cafeteria
- C. Lyons Room
- D. "The Stable" Deli

### 8. Max Alderman Library & Resource Center

### 9. A. Respiratory Therapy

- B. Medical Assistant
- C. Crime Scene Investigation

### 10. Auto Body

### 11. Murray Center

### 12. Engineering Technology

### 13. Electrical Technology

### 14. Digital Technology

- A. Computer Graphics Technology
- B. Mobile Application & Gaming
- C. Business Technology

### 15. Kansas Institute of Diesel Technology

### 16 Laundry

### 17. Village 1 (101 - 111)

### 18. Village 2 (201 - 217)

### 19 Village 3 (301 - 303)

### 20. Larry Keirns Fitness Center

### 21. Ed Mills Academic & Athletic Center

### 22. Softball Fields

[www.nwktc.edu](http://www.nwktc.edu) | [www.ntmavericks.com](http://www.ntmavericks.com) | 785-890-3641





