



COALINGA COLLEGE

Residence Hall Handbook



COALINGA COLLEGE

WEST HILLS COMMUNITY COLLEGE DISTRICT

TERMS AND CONDITIONS OF OCCUPANCY

Welcome to Coalinga College! We are pleased you have joined our educational community and hope that the time you spend here is rewarding both personally and educationally. This handbook is provided to assist you while you reside in the Coalinga College residence halls. The primary duties of staff members are to look after the safety and well-being of the residential students. You should contact the person on duty if you have a question, problem, or emergency. Please be aware of the regulations in this handbook and those of Coalinga College. Remember, it is important in any group-living situation to respect the rights of others and to also accept responsibility for your own actions.

THE HOUSING PROCESS

1. Apply for Admissions and be admitted to Coalinga College
<https://www.westhillscollge.com/coalinga/admissions/>
2. Apply for Financial Aid. Complete a FAFSA application even if you feel you will not qualify for financial assistance. (Excluding International Students)
[https:// studentaid.gov/h/apply-for-aid/afsa](https://studentaid.gov/h/apply-for-aid/afsa)
3. Complete the online residence hall application_
<https://www.westhillscollge.com/coalinga/student-life/housing/>
4. Pay your \$125 housing/damage deposit at the Cashier in the Student Services building, or by calling 559-934-2311, or you can pay online at the time of submitting your housing application.

*This does not guarantee a residence hall room. Your deposit will be returned by request if you do not secure a room or if you choose not to attend Coalinga College. This housing/damage deposit will be applied to damages if at the end of your stay anything is found.

5. You must meet with financial aid for a FOA (financial obligation

advising) meeting to determine your projected Fall 20% and Spring 20%.

6. Once you have met with financial aid you will need to pay that projected 20% before securing a room. You will need to pay a fall and a spring 20%.
7. If you have a past due balance, you must be enrolled in a payment plan through Nelnet before you can qualify for housing. This past due balance must be under \$5,000 dollars or you will be dropped from classes for nonpayment and will not qualify for housing.
8. You must be enrolled in 12 units to be considered for housing.
9. Once you have completed all these steps you will be granted housing and room assignment will be given upon arrival.

Granted Housing:

- Move-in days are typically two days prior to the start of each semester. This will be determined by the director.
- Once on campus, go to Student Services for your Coalinga College student identification card.
- All students who are moving into the residence halls will be required to show their driver's license or photo I.D., Medical Insurance card, and register their vehicles upon check-in.
- All payments will need to be made prior to coming to campus. You will have the option to pay at campus but will not be able to check into housing until proof of payment.

CLOSURES

The residence halls will remain open for students to stay on campus during Thanksgiving break in the Fall, and Spring Break during the Spring semester. The cafeteria, however, may be closed during those breaks.

The residence halls will close at the end of the Fall semester and the end of the Spring semester. At the end of the Fall semester, students can leave items in their rooms during the winter break if they return to live on campus during the Spring semester. Students who do not return to live on campus for the Spring semester must move out their belongings prior to them leaving for winter break.

***No students are permitted to live on campus during the scheduled closures.**

MID-SEMESTER CLEARANCE

- If you are moving out prior to the end of the semester, you will need to obtain a “Petition to Be Released” from the Residence Hall staff.
- Complete the information and sign the petition before turning it into the residence hall staff. Plan with the residence hall staff with the time and date of your departure.
- Before checking out, make sure your room is clean and arranged back to how it was when you moved in, return the room key (a \$50 charge will be assessed for not turning in a key; \$75 for the lost key and \$25 to change door locks).
- Your room will be checked, and charges will be assessed if there is damage to the room and/or furnishings or if the room is not clean.

END OF THE SEMESTER OR YEAR CLEARANCE

- Plan with the residence hall staff with the time and date of your departure. All students must be moved out of the residence halls by the dates and time provided by housing.
- Before checking out, make sure your room is clean and arranged back to how it was when you moved in, return the room key (a \$75 charge will be assessed for lost keys).
- Your room will be checked, and charges will be assessed if there is damage to the room and/or furnishings or if the room is not clean. This will be taken out of your housing/damage deposit. Additional fees will result in charges to your student account.

CHECKING IN AND CHECKING OUT

Check-in for Fall semester is determined by the housing director. Check-in typically begins two days prior to the start of the semester. Please make sure to check your email for move-in dates and information as well as the housing tab on the institution's website.

*Residence Halls are closed during winter break.

PARKING

- Students bringing a vehicle to campus are required to register their vehicle at the residence hall office. Parking permits are not required.
- Be advised, WHCC is not responsible for theft or damage to your vehicle. Remove any valuables before leaving your vehicle.

RESIDENCE HALL ORIENTATION

At the beginning of each semester, all residents are required to attend and meet with staff and go over all rules, regulations, policies, and procedures.

*There is a mandatory orientation for all students at the beginning of the

ROOMS

Each room is equipped with a bed, desk, chair, mattress, and a dresser for clothing and personal belongings. Furniture is not to be moved out from the room. Residents are expected to cooperate with college employees in the care and maintenance of the resident halls. Roommates are equally responsible for the room and furnishings and are expected to keep the room clean. The College recognizes the right of privacy of all residents but reserves the right for authorized personnel to enter student rooms for security, management, maintenance, health, and/or safety reasons. Residents will be notified in advance, if possible.

ROOM ASSIGNMENT

- An assignment to a room is made after once all steps to your checklist have been completed. The residence staff will assign a room and issue a key upon arrival.
- The College reserves the right to change or cancel assignments in the interest of order, health, safety, and/or discipline.
- A resident who wishes to have a change in room assignment must have the approval of the Director prior to moving.
- The residents requesting the change are generally the ones who move.
- Room transfers are based on student need, the availability of space, and the date of the request.

SINGLE ROOM REQUESTS

Single rooms are only available if spacing is not an issue. A student may request a single room if there are open rooms (unoccupied rooms) or empty bed spaces. An additional fee of \$899.00 will be charged to a student's account for an approved single room request. Students will need to fill out the single room request form at the front desk of the housing office located in Gordon Hall.

ITEMS TO BRING

Residents should bring a bedspread, blanket(s), pillow, laundry bag, study lamp, alarm clock, towels, bathroom items, and bed linens (twin XL). Residents might want to bring a rug, iron, television, mini-fridge, and/or room decorations. No cooking appliances of any kind are allowed in the rooms. Microwaves are provided in the lobby for student use.

ROOM CHECK

Residence Hall staff will conduct health & safety inspections of your room bi-weekly and during breaks.

REPAIRS

Rooms will be repaired and maintained by the College Maintenance & Operation staff. Notify Residence Hall staff or let your Resident Assistant know of any issues.

LAUNDRY ROOM

The laundry room is furnished with coin-operated app operated washers and dryers. Do not leave your clothes unattended. Coalinga College is not responsible for lost or stolen items. The use of the laundry room is a privilege that can be revoked. Please report problems with washers & dryers to the residence hall staff rather than trying to fix problems immediately.

CHARGES

Upon arrival, students will fill out the residence hall contract and other housing documents. At that time, housing charges will be assessed to the student's account.

[*Charge table here*](#)

The Residence Hall staff are responsible for assessing the conditions of all rooms during check-in and check-out procedures. In the event of damages by the students, the following list of charges may be assessed.

Item Minimum Charge:

- Additional Room cleaning \$50.00 or current market price. Damaged/Broken chair \$75.00
- Broken/Damaged Desk \$50.00 – 100.00
- Closet Shelf \$50.00 -100.00
- Damage to door \$50.00 and up
- Damaged to Room Floor \$50.00 – 500.00
- Damage to the walls (Repair) \$50.00 – 500.00
- Lost room key \$25.00 – 75.00
- Painting of room \$50.00 & Up
- Recover/replace mattress \$250-Market price
- Thermostats \$50.00 and up
- Window Glass \$75.00 – 300.00
- Fire Alarm (due to smoking/vaping room, tampering damage) \$50.00 – 1,000.00
- Window Screen \$75.00
- Game Room Equipment \$25.00-\$1,500.00

Damages and vandalism: Residents are responsible for any loss or damage to personal property, college property or housing property. Anyone causing

damage, whether intentionally or by accident, must report the incident to housing staff. Damages occurred during the academic year will be invoiced to the resident(s) responsible. Vandalism to common area property will be assessed and divided equally among all residents involved in the damage. All damage deemed vandalism by Student Housing staff will incur a base charge per incident based on building occupancy.

ROOM KEY

There is a \$25 charge for a lost room key. There will be a \$75 dollar charge for not returning the key when the student is checking out.

RESPONSIBILITY FOR DAMAGES, LOSS, AND/OR ALTERATION

The student's signature on the residence hall contract establishes acceptance of the terms and conditions of living on campus. Upon signing the check-in form, the student accepts the condition of the room and contents at the time of occupancy, and therefore, becomes the standard for the condition of the room and contents at check out. The resident agrees to be liable for damage or other loss incurred to the building, room, furniture, and equipment that is not the result of ordinary wear and tears. Rooms found to be altered will be brought back to their original condition by college personnel and the cost will be charged to the resident responsible. If the resident responsible cannot be determined, all room occupants will be charged.

REFUND OF HOUSING/DAMAGE DEPOSIT

Refunds will be made under the following conditions:

1. The student is not admitted to the College
2. The student is not assigned a room
3. The student cancels the reservation in writing.

A student withdrawing or moving out prior to the end of the semester AND prior to the deadline for prorated charges, will be charged housing and meal fees up to the date of moving out. The \$125 housing/damage deposit will be returned if the clearance procedure is followed, and there are no outstanding bills, and if no damage is done to the room. If there are fees owed, the housing/damage deposit will be applied towards those fees. Any additional fees owed above the amount of the housing/damage deposit remain the responsibility of the student and must be paid. If the student has no charges due to damages, they will need to request a refund to

RESIDENCE LIABILITY

The College assumes no responsibility for theft, destruction, or loss of money, valuables, or personnel property belonging to or in the custody of residents. This includes residence halls and automobiles, both of which should be always locked. This also includes time when they are not in residence. Residents are encouraged to carry personal property insurance and comprehensive auto insurance.

SERVICES

1. Mail can be picked up at the residence hall office. When picking up mail, make sure to bring a picture ID.
2. A laundry room is located at each residence hall site.
3. A television set is in each residence hall lounge.
4. A game room is located at Gordon Hall which can be accessed by ALL residence hall students.
5. Computers labs are available in each residence hall site.
6. Free Wi-Fi is offered to all residence hall students.

MAIL

Mail can be sent to students at the following address:

(Student Name)
150 W. Cherry Lane
Coalinga, CA 93210

PHONE NUMBERS: COLLEGE CONTACTS

Residence Hall Office: (559) 934-2370

Residence Advisor on call: (559) 240-0846

Professional Staff on call: (559) 240-7745

Campus Security (Wednesday-Saturday 8 p.m.-2a.m.): (559) 858-1476

Campus Police: (559) 934-2202

Coalinga Police Department Non-Emergent Line: (559) 935-2313

Emergency: 911

RESIDENT REGULATIONS

Residents are expected to conduct themselves in an appropriate and considerate manner observing the District, College, and residence hall rules and regulations, and showing respect for the rights of others. The College has the right to discipline students for off campus behavior considered detrimental to the college's interests regardless of whether legal action has been taken. Law enforcement agencies have the right to investigate cases

RESIDENT RIGHTS

Each resident has the following rights:

1. The right of personal privacy in one's room
2. The right to study without unreasonable distractions.
3. The right to sleep without undue disturbances
4. The right to live in a clean environment
5. The right to host guests, as defined by the visitation rules
6. The right to be free of physical or emotional harm
7. The right to be free from sexual harassment
8. The right to have full access to one's room
9. The right to enjoy living areas that are kept safe, clean, and secure

RULES AND POLICES

1. Quiet Hours

- a. On weekdays (Sunday-Thursday), quiet hours are from 10:00 p.m. until 8:00 a.m.
- b. On weekends (Friday and Saturday) quiet hours are from 1 a.m. until 9:00 a.m.
- c. Guidelines for behavior during this time include but are not limited to the following: a radio, stereo, TV, computer games, or conversations should not be heard outside the room.
- d. Also, the right of a roommate or neighbor to study or to sleep has priority over another resident's right to entertain.

2. Visitation Hours

- a. On Weekdays (Monday-Fridays), visitation hours are from 8am-10pm
- b. On Weekends (Saturday and Sundays), visitation hours are from 9am-1am
- c. Under no circumstances can the guest use the host's key to access the building or room without the host's presence
- d. Roommates must be aware and agree to guest visitation

3. Visitation

Visitation is defined as the privilege of having another residence hall student, a guest of the college, Opposite sex and non-resident students will need to follow check-in and check-out processes in place.

1. Residents, who are of opposite sex, will need to complete the Checkin/out Form.
2. The form must be completed at check-in and check out
3. The form must be completed by either the guest or host if both are students
4. If the guest is not a student the form must be completed by the host since a whccd account is needed
5. The non-student guest must also send a copy of their student ID to residencehalls@whccd.edu
6. The result of not following this protocol is losing guests and visiting privileges immediately.

Visitation is allowed on a restricted basis. No person under 18 years of age, except a West Hills College Residence Hall student, is allowed in the Residence Hall area unless the Director of Residential Living grants permission.

Residents are responsible for the conduct of their guests. Guests will adhere to college rules and regulations and will be told to leave the residence hall site if they are found to be in violation. A continual and/or major problem may result in a guest being restricted from a residence hall site.

***Overnight Guests**

Residents may have a SAME-SEX overnight guest(s) up to three (3) times a semester. The

resident and his/her guest(s) must register with a staff member. No more than one guests can stay with a resident at a time.

Health and Safety:

- a. Alcoholic beverage containers, drug paraphernalia, and related materials are not allowed.
- b. Coalinga College is a smoke and tobacco free environment. If found in violation there will be an immediate conduct review and formal report written.
- c. Cooking appliances (hot plate, wok, frying pan, etc.) are not allowed except for a small refrigerator, coffee pot, and/or blender.
- d. Pets or other animals are not allowed.
- e. Flammable liquids are not allowed in the room.
- f. Extension cords are not allowed in the room. Power strips with surge protectors are ok.
- g. Candles, incense, etc., are not allowed in the room.
- h. Tampering with fire alarms, heaters, smoke detectors, and/or fire-fighting equipment is not permitted. Tampering with any safety equipment will result in sanctions for violations of BP5500 Standards of Student Conduct and may result in a fine or charge. If Emergency Medical Services are called out to respond to a false fire alarm for tampering with equipment, the bill for the service will be assessed to the student(s) responsible.
- i. Trash must be picked up in laundry and lounge areas.
- j. Rooms must be kept clean to prevent problems with insects and pests

Storage:

Storage of residents' belongings outside of the resident rooms is not

provided. Contact a member of the Student Housing staff for information about off-campus storage solutions. West Hills Housing assumes no responsibility for loss of personal property on the campus. Residents will not be compensated for loss of personal property in any housing facility during a regular semester, during a summer session, or over a vacation period. Student Housing staff may dispose of any belongings left by residents who have withdrawn, have been suspended, removed from housing or who vacate their room/unit for any other reason. Storage of guest/visitor property in a room/unit is prohibited. You will receive one week (7 days) to retrieve property before disposal.

Room Alteration

- The alteration and/or movement of furniture, fixtures, and/or other property without prior approval is not permitted. Certain fixtures are required by state and local fire codes. Removal of these is strictly prohibited.
- Painting or writing on walls or furniture is not allowed. Nails are not allowed on the walls. The use of thumbtacks is permitted on the dedicated cork boards.

Games

Football, baseball, baseball bats, softball, softball bats, golf balls, golf clubs, soccer balls, and volleyballs are not to be thrown, hit, or swung in the residence hall area at any time. Severe injuries could result.

Damage may also occur to the residence halls. Replacement costs will be assessed to the students violating the rules.

RESIDENCE HALL VIOLATIONS

Violations of regulations that result in disciplinary action include but are not limited to the following:

1. Failure to comply with Board Policy 5500
2. Failure to comply with quiet hours, visitation, health and safety, room alterations, and/or game rules as defined above
3. Failure to comply with the directions of or to identify oneself when requested to do so by college officials acting in the performance of their duties
4. Admission of unauthorized guest to a room
5. Illegal gambling
6. Obscene posters or those advertising alcohol or drugs
7. Unauthorized entry to or use of other students' rooms, college equipment and facilities and/or unauthorized possession, use, or sale of keys to college facilities.
8. Physical abuse, harassment, a threat to another person, or conduct or expression that is disorderly, disruptive, lewd, indecent, loud, or obscene.
9. Theft of or damage to property of the College, of a member of the College community, or of a visitor
10. Possession or use of fireworks, dangerous chemicals, and poisons on district-owned or controlled property
11. Storing, keeping, or being in possession of any weapon which could cause bodily harm. This includes but is not limited to guns (hand, rifle, shot, sawed off, BB, pellet, air powered, etc.), ammunition, knives, martial arts devices, and/ or any other device which could cause bodily harm. This is a violation of CA Penal Code 626.10 and students may be subject to arrest.
12. Possession, use, distribution, and/or being under the influence of alcoholic beverages, narcotics, marijuana, and/or dangerous legal or illegal drugs on district-owned or controlled property or at college-sponsored events

All infractions are handled according to the Administrative Procedure set forth by the college. The College reserves the right to confiscate items listed under Health and Safety or any other item being used inappropriately to violate the rights of residents.

NOTE: All Residence Hall occupants (residents) will be found responsible for a violation in common areas if no one claims responsibility for the infraction. If the violation results in damages, the charges will be divided equally between both room occupants. In cases involving alcohol and drug abuse, all individuals in the room will be considered guilty of the relevant violation.

RESIDENCE REQUIREMENTS

1. A resident must be enrolled in 12 units in each Fall and Spring semester.
2. A resident must earn and maintain a minimum G.P.A. of 2.0.
3. Residents must participate in meal plans offered by housing. The student will have the choice of a 14 or 19 meal plan. A student can choose to upgrade the meal plan but cannot downgrade until the end of semester.

STATUS OF RESIDENCE HALL CONTRACT

Students who fail to meet the minimum standards as described above will be subject to probation or dismissal. The College may terminate the contract and take possession of a room at any time for violations that result in disciplinary action. The return of a resident to the residence hall will depend on an individual evaluation conducted at the end of each semester.

FOOD SERVICE – MEALS AND DAYS OF SERVICE

The cafeteria is open for 3 meals per day Monday-Friday and 2 meals per day on Saturday and Sunday. Changes in this routine will be posted.

Cafeteria Hours

Monday – Friday:

Breakfast 7 a.m. – 9 a.m.

Lunch, 11 a.m. – 1 p.m.

Dinner, 4:30 p.m. – 6:30 p.m.

Saturday, Sunday, and Holidays:

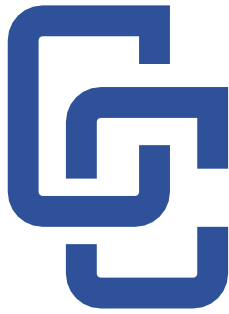
Brunch 11 a.m. – 1 p.m.

Dinner 4 p.m. – 6 p.m.

FOOD SERVICE – GENERAL RULES

1. All students are required to abide by Board Policy 5500
2. Appropriate language is appreciated. Use of profanity could be grounds for suspension of cafeteria privileges.
3. No loud music is allowed in the cafeteria.
4. Appropriate attire is expected. Shoes and shirts must be always worn in the cafeteria.
5. Eating in the service line is not allowed.
6. The cashier will oversee the meal swiping cards. Do not swipe for anyone else. Swipe your card before you get your meal.
7. A student cannot use his/her meal plan to purchase anyone's meal but their own.
8. Residence hall students who are ill can plan with the residence hall staff to have a meal picked up for them.

9. Food is allowed in the patio area.
10. No student is to enter the service area or kitchen unless working.
11. All infractions and violations will be documented and reported to the Dean of Student Services.



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