

# **Residential Housing Program Handbook**

**Carl Albert State College  
2025-2026**

## INTRODUCTION

Welcome to CASC Residential Housing! As participants in the Residential Housing Program, residents can live alongside fellow students from various nationalities, races, and religions. This diverse environment enables residents to appreciate one another's unique qualities and abilities. By collaborating and engaging with one another, students can expand their understanding of different cultures and perspectives, which is invaluable for learning to coexist and work effectively with others. The Residential Housing Program provides a unique cultural experience and fosters a sense of community and belonging. All residents are expected to demonstrate civility, decency, and consideration towards their peers, the Residential Housing staff, and the college faculty and staff.

This handbook provides comprehensive guidance on all aspects of living on campus, offering valuable information. Understanding and developing respect for others, as well as an awareness of your rights and responsibilities, will make adjusting to this new way of life much easier. The Residential Housing staff is dedicated to working with you to provide a comfortable, friendly environment that benefits all student residents' aspirations and achievements. As a CASC resident, you must review and follow all items in the handbook, as it's a key part of your responsibility as a community member. As a CASC student, you must review and follow the information in the CASC Catalog and Student Handbook. Carl Albert State College reserves the right to update and/or change policies throughout the year.

## IMPORTANT PHONE NUMBERS

Emergency	911
Suicide and Crisis Lifeline	988
CASC Campus Police	918-647-1400
Poteau Police Department	918-647-8620
Residential Housing Cell Phone	918-385-2763
Residential Housing Coordinator	918-647-1374
Office of Student Life	918-647-1371
CASC Main Number	918-647-1200
Student Conduct Officer	918-647-1399

## PROGRAM STAFF

The Vice President of Student Life plays a pivotal role in the Residential Housing Program, overseeing the staff and employees. The Residential Housing staff includes the Residential Housing Coordinator and the Assistant Housing Coordinator, who manage daily operations. The Assistant Coaches, Graduate Assistants, and Resident Assistants (RAs) are professional staff members living in residential housing under the direct supervision of the Residential Housing Coordinator (or designee). Resident Assistants, carefully selected student staff members, are responsible for enforcing residential rules and regulations, and their primary duty is to assist students with problem-solving and/or refer them to the proper individual.

The RA's specific duties include, but are not limited to:

1. Enforcing college rules and regulations
2. Conducting room checks as needed and monthly clean room inspections
3. Performing weekend RA duties three weekends per semester
4. Disseminating pertinent information to residents

5. Ensuring the rights of residential students are not violated
6. Promoting and participating in CASC student activities
7. Participating in Residence Hall Council and Food Service Committee meetings
8. Participating in Resident Assistant meetings and
9. Promoting and participating in student activities.

#### What to Expect from Your RA:

1. To be friendly, consistent, and good-natured
2. To be a resource person and a positive role model
3. To be a helper (listen to you, ask questions, then help you move toward a solution)
4. To be respectful of differences in beliefs, cultures, and lifestyles
5. To hold students responsible for their actions and behaviors
6. To keep students informed of campus activities, events, and other valuable information
7. To help resolve conflicts between roommates or other housing students

#### What *NOT* to expect from your RA:

1. To always be in their room
2. To ignore policy violations
3. To never make mistakes

## **ROOM INFORMATION**

Each room in the Scholars Center & Residential Housing includes the following:

- 12' x 19' spacious bedroom and study area
- 8' x 8' bathroom with a bathtub and shower, toilet, and two vanity sinks
- 4' x 8' walk-in closet

### **Internet Service**

Internet connection is provided at no additional cost to the resident. CASC technical support will ensure that the connection to the room is active. CASC employees will not repair student computers. Residents are bound to the CASC code of computer conduct on the CASC website at [www.carlalbert.edu](http://www.carlalbert.edu). This connection is considered a privilege and can be revoked for any violation of the computer code, which may result in a loss of internet access. The bandwidth to the residence halls is shared, and any connection causing significant degradation will be terminated.

### **Laundromat**

The Laundromat, located beside the Bill J. Barber Scholar Center, is available 24/7 for your convenience. It's equipped with eight (8) washers and dryers and is constantly monitored by security cameras, ensuring your safety and peace of mind. The use of the Laundromat is included in your fees.

### **Mailroom**

The CASC mailroom is in Johnson Hall and is open Monday through Thursday from 8 a.m. to 4:30 p.m. and Friday from 8 a.m. to 4 p.m., except on holidays.

Residential students can request a mailbox in Johnson Hall and a mailbox key. The student must use their key to unlock the mailbox and pick up their mail. Only one person is allowed to use each box at a time. If you need to pick up another student's mail, you must have written permission from the

receiving student, which should be emailed along with their ID #. Mail should be checked daily. In case of a lost key, a replacement can be obtained by paying \$10 at the Business Office.

## RESIDENTIAL HOUSING CHECKLIST

- Twin XL Bed Sheets
- Pillows
- Comforters
- Mattress Pad
- Bath Towels & Washcloths
- Toilet Paper
- Personal Hygiene Supplies
- Computer
- Desk Items (Pens, Scissors, Clips, Stapler, Etc.)
- Calendar/Day Planner
- Notebooks, Paper
- Highlighters
- Lamps & Light Bulbs (No Halogen)
- Alarm Clock
- Refrigerator (not to exceed four cubic feet in size)
- Microwave (limit one per room - not to exceed 1600 watts)
- Television
- DVD Player, Streaming Device
- Calculator
- Surge Protector
- Laundry Supplies (Laundry Basket, Detergent)
- Clothes Hangers
- Trash Can and Bags
- Shower Curtain/ Rod
- Throw Rugs
- Cleaning Supplies (Cleaner, Toilet Bowl Brush, etc.)
- Mop, Broom, Dust Pan, Vacuum Cleaner
- Flashlight and Batteries
- Room Decorations
- HandiTak for Wall Ornaments
- Plastic/Paper Plates, Utensils

### Items NOT to Bring

The following is a list of items prohibited from residential housing.

- Alcohol or Empty Alcoholic Beverage Containers
- Medical Marijuana or Paraphernalia
- Candles or Candle Warmers
- Incense
- Halogen Lamps
- Firearms or Ammunition
- Airsoft Guns or Dartboards
- Weapons (such as slingshots, archery, knives over 3.5 inches, martial arts weaponry, etc.)
- Fireworks
- Air Conditioners or Space Heaters
- Traffic/Street Signs
- Pets (except for fish in a 10-gallon or less tank)
- Cooking Device with a Heating Element (toaster oven, electric grill, etc.)
- Extension Cords

## **RESIDENTIAL PROGRAM PROCEDURES**

### **Housing Requirements**

To live on campus, students must be enrolled in 12 hours or be in the last semester of their program, have a previous balance of less than \$500, have a payment plan or approved financial aid to cover the current semester balance, and be in good standing with the college. Additionally, throughout the academic year, all residents are required to attend the Residential Housing Orientation, monthly meetings, and various special events. Failure to attend these mandatory events may result in a fine.

### **Housing Application**

Residents must complete a new housing application each semester they wish to live on campus. The electronic housing application is available on the website or in the Residential Housing office.

### **Housing & Meal Contract**

Residents must complete a new Housing and Meals Contract each semester. The contract is an agreement that the resident will strictly adhere to all college and residential rules, regulations, and policies. These rules are not mere guidelines, but crucial measures to ensure a safe and conducive living environment for all. Students must understand that consistent violation of these regulations, creating disturbances for other residents, or unreasonably withholding cooperation from other students and college officials may lead to serious consequences, including dismissal from the Residential Housing Program and, at the discretion of the Vice President of Student Life, dismissal from CASC.

Oklahoma Statutes, Title 70-3242, requires all first-time enrollees in any public or private Oklahoma postsecondary educational institution and those who reside in on-campus student housing to be vaccinated against meningococcal disease. CASC will provide students, the students' parents, or other legal representatives with detailed information on the risks associated with meningococcal disease and the availability and effectiveness of the vaccine. The Statute permits the student, or if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

### **Room & Roommate Assignments**

Upon acceptance into the Residential Housing Program, rest assured that the Residential Housing Coordinator will assign room assignments in a manner that is both fair and equitable. All rooms are designated as Double Occupancy, and we understand the importance of roommate requests. While we cannot guarantee their fulfillment, we will certainly consider them. It's important to note that failure to occupy the assigned room does not nullify the contract. The contract reserves space, not specific rooms. If the applicant fails to occupy the assigned room by the first day of classes, another resident may be assigned the space. The resident agrees that the college may reassign room space or adjust the occupancy of rooms to maximize space utilization and that the college may take such action as is necessary to control the use of rooms in the event of an epidemic, disaster, or other conditions or circumstances that may appear which require such control.

Returning residents, your presence is highly valued in our community. You receive priority in room assignments based on your prior conduct record. If more than one resident requests a specific room, the resident who has most recently lived in the room will receive priority. If the previous occupant does not

ask to return to that room, the resident who has continuously lived on campus the longest will receive priority.

### **Room & Roommate Change**

To request a room and/or roommate change, contact the Residential Housing Coordinator. They are here to guide you through the process and ensure a smooth transition. Complete a room change request form, and it will be granted if the change is agreeable to all parties involved. The next step is to schedule a room inspection with the Residential Housing Coordinator and exchange room keys.

At the start of each semester, students are allowed a two-week grace period to change rooms. Following that grace period, a room change fee will be charged for each room change. If a resident trades rooms with another resident or moves into another room without authorization from the Residential Housing Coordinator, they will be subject to any routine charges involved in the room change and fines for improper move-out.

### **Move-In Procedures**

1. Check-In at Housing Move-In
  - a. Fall Move-In: Monday, August 11th, 9 am - 3 pm
  - b. Winter Move-In: Monday, January 12th, 9 am - 3 pm
2. Confirm Housing Requirements
  - a. Enrolled in 12 hours or the last semester of an academic program
  - b. Have a previous balance of less than \$500
  - c. C. Set up a payment plan to cover the semester balance or show approved financial aid to cover the semester balance.
3. Student ID Card
4. Parking Permit
5. Campus Mailbox
6. Room Key
7. Room Evaluation Report
  - a. Be sure to note the room condition, all problems (i.e., scratches on floors, holes in walls, missing furniture, etc.), and damage. Any damage not indicated on this form or missing items from the room will be charged to the occupant when the damage is reported or discovered.
  - b. If you disagree with the conditions on the form, you must discuss them with the Residential Housing Coordinator during the first week of classes.
  - c. Return to the Residential Housing office by the Friday of the first week of class.

### **Room Keys**

When moving in, residents are issued room keys through the Residential Housing Coordinator. For your safety and security, it is essential to keep your rooms locked whenever you leave and while you are sleeping. Residents should always carry their keys, but if they get locked out, they should contact their RA for assistance.

If a key is lost or misplaced, a replacement may be obtained through the following procedure:

1. Notify the Residential Housing Coordinator or RA of the loss of the key.
2. A charge of \$150 will be applied to your CASC student account.
3. The Residential Housing Coordinator will issue you a new key.

## **Break Procedures**

The Housing and Meals Contract does not provide for housing and/or meals during break periods. Break periods are defined as periods in which the college shall be closed for academic recess or breaks between semesters, as scheduled in the CASC catalog. Residents are not allowed to stay in residence halls during break times. However, the Residential Housing Coordinator may request permission to stay in certain circumstances, such as for student-athlete residents who must remain on campus or for residents who are unable to return home.

Residential Housing will remain open during Fall and Easter break.

Residential Housing will be closed for:

- Thanksgiving Break: 3 pm Friday, November 21st to 12 pm Sunday, November 30th
- Spring Break: 3 pm Friday, March 13th to 12 pm Sunday, March 22nd

***Residents with a balance of \$500 or more at the end of the fall semester must move out of the dorms completely.***

## **Move-Out Procedures**

Residents are required to move out of their assigned rooms by 6:00 PM on the day of their last final test. Residents are expected to leave their rooms in excellent condition and observe the following procedures:

1. Remove all personal belongings from the room.
  - a. The college assumes no responsibility for any personal items left behind.
2. Return all college-owned furniture to its original position.
3. Clean the room thoroughly.
4. Sweep, mop, and/or vacuum all floors.
5. Deposit all trash in the designated dumpsters.
6. Schedule a room inspection with the RA of your residence hall.
7. Return all residential room keys and mail keys to the Residential Housing Coordinator.
  - a. Failure to return keys may result in a fine of up to \$150.00.
  - b. Keys may also be collected before semester breaks and vacation closings.
8. If returning to the dorms the following academic year, complete the housing application for the upcoming semester. If you are graduating or will not return as a resident, complete the "Residential Housing Withdrawal" form.

A resident withdrawing from Residential Housing before receiving a room key may request that the housing and meal charges be removed. Those who receive a key but withdraw before the drop date (the last day to drop classes without changes or grades) will be responsible for 25% of the total housing and meal charges.

Housing and meal charges are nonrefundable. Dismissal from residential housing will not result in a refund for housing and meal charges. If a student is dismissed or withdraws from Residential Housing, the resident must move out immediately.

## **CAFE 1507**

Residents are required to purchase a resident meal plan. Meals are dine-in or carry-out and are

served in Café 1507 on an all-you-can-eat basis. A week starts on Monday and ends on Saturday after brunch. Unused meals do not carry over from one week to the next. Failure to use the meal plan does not cancel the student's financial responsibility for paying for the meal plan. You must present your Student ID to the cashier before receiving each meal. Your Student ID is non-transferable; only the card owner is authorized to receive meals on this account. Any Student ID used or attempted to be used by a person other than the one to whom the card is issued for the attainment of a meal will be confiscated, and the person illegally using the card will be fined \$50. Meals are not provided during break or holiday closings unless it has been previously arranged with the Director of Food Services.

### **Meal Plan Schedule**

Fall 2025

August 11<sup>th</sup>: Meal Plan Starts

September 1<sup>st</sup>: No Meals: Labor Day Campus Closed

October 15<sup>th</sup>: No Dinner: Fall Break Campus Closed

October 16<sup>th</sup> – October 18<sup>th</sup>: No Meals: Fall Break Campus Closed

November 22<sup>nd</sup> – November 29<sup>th</sup>: No Meals: Thanksgiving Break, Campus Closed

December 11<sup>th</sup> – Meal Plan Ends at Lunch

Spring 2026

January 12<sup>th</sup>: Meal Plan Starts

January 19<sup>th</sup>: No Meals: MLK Jr Day Campus Closed

March 14<sup>th</sup>: No Meals: Spring Break Campus Closed

April 1<sup>st</sup>: No Dinner: Easter Break, Campus Closed

April 2<sup>nd</sup> – 4<sup>th</sup>: No Meals: Easter Break, Campus Closed

May 14<sup>th</sup>: Meal Plan Ends at Lunch

## **ROOM CARE**

Each resident is required to pay a \$150.00 Housing Maintenance Fee at the beginning of each academic semester. Each resident is responsible for the care and cleaning of the room. When moving out, the Residential Housing Program staff and the CASC Physical Plant staff will inspect each room for damage to CASC property. If damage occurs, the resident must pay for the damages. Excessive damages may result in dismissal from the Residential Housing Program.

### **Room Inspections**

To assist with room cleaning, Residential Housing staff will conduct monthly health and safety inspections before the start of break periods. These inspections primarily check for potential safety hazards, cleanliness, damage, and required repairs. Residents are expected to keep their rooms clean and presentable. If a room is found in unsatisfactory condition, the residents may each be fined. The Residential Housing Coordinator can also conduct unannounced room inspections.

Residents are expected to care for their rooms and the surrounding area. Residents are expected to:

- Keep their room neat and clean
- Keep bathrooms clean
- Keep the area outside their room and around their dorm clean
- Empty trash in the designated dumpsters.



CASC reserves the right for college personnel to enter rooms when necessary. Residential Housing Program staff may enter a resident's room at any time under one of the following circumstances: (1) protection of the general welfare, health and safety of the resident, (2) fire and safety inspection, (3) pest inspection and treatment, (4) maintenance, cleaning, inventory, repairs, or other related activities provided by CASC Physical Plant staff, (5) under appropriate circumstances to retrieve items upon request from the resident's immediate family, (6) to retrieve the personal belongings of another student where there is no apparent dispute as to ownership of the property and there would be no undue infringement of privacy, and (7) under appropriate circumstances, to correct any situation intruding upon the comfort of the residents in the surrounding area. The college reserves the right to relocate and store any items deemed hazardous to the building or its occupants. Residents will be notified of scheduled inspections by posting notices prior to the inspection. Residential Housing Program staff and Campus Police may enter rooms for investigation at any time. Failure to grant access under the conditions stated above shall be considered a breach of contract with Carl Albert State College. It could be grounds for dismissal from the Residential Housing Program. Under no circumstances shall a resident enter any room not assigned to the resident without proper authorization.

### **Furnishings**

The Office of Student Life maintains an inventory of furnishings in the residence halls, along with their current state of repair. Residents are liable for furniture in their rooms and cannot dismantle furniture, stack desks, or dressers.

### **Insurance**

The college is not responsible for any damage or loss of personal property due to theft, fire, facility failure, or severe weather. Therefore, it is recommended that you carry your own personal property insurance.

### **Lights**

Residents should turn the lights off when they are not present in the room. Submit a maintenance request for light bulb replacements.

### **Maintenance**

Residents can submit a maintenance request when a room repair is necessary. The Residential Housing Coordinator will be notified and then submit a work order to the Physical Plant staff. If the room requires immediate attention (e.g., an overflowing toilet), please get in touch with a Resident Assistant or Residential Housing Coordinator.

## **PROHIBITED ACTIONS & ITEMS**

CASC reserves the right to assess fines for students who do not adhere to campus policies. Students who violate any regulation will receive a ticket through their student email account. The student is required to contact the Student Conduct Officer within three business days of the violation. If the student does not meet with the Student Conduct Officer within the timeframe, the violation fine will automatically be applied to the student's CASC student account. The student will be fined according to the list below.

### **AC/Heater Fire Safety**

All furniture must be positioned at least 2 feet from the air conditioner/heating unit to ensure proper safety. Nothing can be stored on top of or next to the air conditioner/heating unit (this includes curtains,

stuffed animals, alarm clocks, paper products, clothing, chairs, desks, trash cans, etc.). This creates a fire hazard that endangers all residents.

Disciplinary Action:

Per Incident: \$25 minimum

### **Alcohol**

Alcohol is not permitted on state property; infractions will result in disciplinary action. Students are reminded that the present laws of the State of Oklahoma make them liable to arrest and prosecute any person under twenty-one (21) years of age who consumes or possesses alcohol as well as anyone who supplies to a person under twenty-one (21), to an intoxicated person, or any mentally deficient person. The consumption or possession of alcohol by students or guests on the CASC campus or at any college-sponsored event is prohibited.

While each student is required to take responsibility for their behavior regarding alcohol, it is also the responsibility of each individual and each club or organization to ensure that those present at their events conduct themselves by CASC rules and regulations, as well as city, state, and federal laws. Some additional standards to be included with the college's alcohol policy are:

- *A person's right to decide about drinking or not should be respected. Students should not be encouraged or pressured to drink.*
- *Any club or organization party may provide only non-alcoholic beverages.*

Disciplinary Action:

1<sup>st</sup> Offense: \$150 & Vector Training

2<sup>nd</sup> Offense: \$250 & Vector Training

3<sup>rd</sup> Offense: \$350 & suspension from Residential Housing

### **Disorderly Conduct**

CASC defines disorderly conduct activities as fighting, threats of violence, obstructing public spaces, loud noises, etc. These actions and activities are not permitted.

Disciplinary Action:

1st Offense: \$50

2nd Offense: \$100

3rd Offense: \$200 & suspension from Residential Housing

### **Drugs**

The State of Oklahoma, as well as federal laws, make it liable to arrest and prosecute any person who uses, possesses, sells, or distributes illegal drugs. CASC forbids the use, possession, or distribution of illegal drugs, including, but not limited to, amphetamines, barbiturates, cocaine, hallucinogenic drugs, marijuana, PCP, fantasy drugs, and lysergic acid diethylamide (LSD). The medical use of drugs is permitted only when prescribed by a licensed practicing physician. The consumption or possession of any controlled dangerous substance in college residential housing, on college property, or at any activity sponsored by CASC is forbidden unless the substance is a prescription being used under a physician's care. **Due to marijuana being illegal under Federal Law (specifically the Controlled Substances Act), it is illegal to use, have in campus housing, or be in possession of on campus.** The Drug-Free School Policy can be read online at <https://carlalbert.edu/discover-us/human-resources/>.

Disciplinary Action:

1<sup>st</sup> Offense: \$250.00 & suspension from Residential Housing.

### **Electrical/Electronic Equipment**

Any electrical extension must be 14-gauge or heavier. Residents are **prohibited** from having cooking appliances (except microwaves with low wattages as covered in the section below), gas or electric grills, portable heaters, sunlamps, deep freezers, broadcasting equipment (short-wave radios, etc.), exercise equipment, any type of satellite dish, air conditioners, and other high wattage appliances. Such items will be removed. Microwaves may be used in residents' rooms. However, they must not exceed 1600 watts. Microwaves or other appliances must not be used in closet areas. Refrigerators used in resident rooms must meet college specifications, which include:

- They may not exceed two cubic feet in size
- They may not use a current load of more than 4/10 amperes when starting and running

The electrical systems and room sizes are inadequate to handle a large refrigerator or one that requires greater amperage.

Everyone needs to exercise caution when using electrical cords and appliances. Light-duty extension cords with multiple outlets are prohibited. Extension cords should be heavy-duty, UL-approved, and not feed more than one electrical device. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks and other defects.

Disciplinary Action:

Per Incident: \$25.00

### **Firearms, Fireworks, & Other Weapons**

Under state and federal law, students are prohibited from possessing or firing firearms, fireworks, or explosives on campus. This also applies to ammunition, knives, archery, martial arts weapons, airsoft guns, and paintball guns (and paintballs). In addition, students are prohibited from possessing or using slingshots, pellet guns, and water devices on campus.

Disciplinary Action:

1<sup>st</sup> Offense: \$250.00 & referral to Campus Police.

### **Flammable Materials**

Flammable liquids and liquid-fueled devices are prohibited from CASC Residential Housing or any CASC building. Halogen lights, burning of candles, candle burners/warmers, incense, oil lamps, and other flammable liquid-fueled devices are not permitted. In addition, the use of kerosene lamps, camp lanterns, camp stoves, gas/electric grills, or other combustible liquid fuel devices is prohibited.

Disciplinary Action:

1<sup>st</sup> Offense: \$50

2<sup>nd</sup> Offense: \$100

3<sup>rd</sup> Offense: \$150 & possible suspension from Residential Housing.

### **Furniture**

Residents are not allowed to move extra furniture (recliners, chairs, couches, computer desks, entertainment centers, etc.) into their rooms without permission from the Residential Housing Coordinator.

Disciplinary Action:

Per Incident: \$50 minimum

### **Gambling**

Gambling for money or stakes representing money is prohibited on college property or at any activity sponsored by a student organization.

Disciplinary Action:

1<sup>st</sup> Offense: 10 hours of Community Service

2<sup>nd</sup> Offense: 20 hours of Community Service & Vector Training

3<sup>rd</sup> Offense: \$150 & possible suspension from Residential Housing.

### **Guest Hours**

Residents may entertain guests in their rooms according to the following schedule.

Sunday – Thursday: 8 am – midnight

Friday 8 am – Sunday Midnight

A guest is anyone not assigned to that room. Residents and their guests are expected to abide by the rules of common courtesy. Supporting the guest policy is everyone's responsibility. Residents who feel their roommate or other members of the Residential Housing Program are abusing the guest policy can contact their Resident Assistant, Residential Housing Coordinator, or Campus Police. The Office of Student Life reserves the right to alter the guest hours as necessary.

Disciplinary Action:

1<sup>st</sup> Offense: \$10

2<sup>nd</sup> Offense: \$20

3<sup>rd</sup> Offense: \$30

### **Hazing**

No student, guest, organization, or person associated with CASC shall participate in an act of hazing. Hazing can be defined as any activity that intentionally or unintentionally endangers a student's mental, physical, or emotional well-being to initiate them into any organization. This includes but is not limited to:

- Physical brutality
- Sleep deprivation
- Forced (involuntary) confinement
- Forced conduct that is contrary to an individual's normal nature
- Any activity designed to bring extreme embarrassment to the individual
- Any other activity that can adversely affect the physical, mental, or emotional health of an individual

Disciplinary Action:

1<sup>st</sup> Offense: \$200 & suspension from Residential Housing.

### **Keyless Entry**

Attempting to enter a locked room without a proper key is not permitted. A resident who loans their key to an individual not on the contract for the same room will face a Residential Housing violation, which may result in disciplinary action. Under no circumstances will a student be admitted to a room other than their own.

Disciplinary Action:

1<sup>st</sup> Offense: \$50

2<sup>nd</sup> Offense: \$100

3<sup>rd</sup> Offense: \$150

### **Pets**

Pets are prohibited in the Residence Halls at any time due to health, safety, sanitation, noise, and humane treatment concerns. Service Animals and Emotional Support Animals (ESA) must be approved through the Office of Residential Housing each academic year; prior approval does not guarantee future approval.

Disciplinary Action:

Per Incident: \$150.00 plus cleaning or damage & pet removed from Residential Housing

### **Quiet Hours**

Although it may not yet be quiet hours, please remember courtesy hours are always in effect. Residents are asked to be considerate of other residents who may be sleeping or studying at all times and to offer them the same respect that you might ask of them. Quiet hours are set to provide an atmosphere conducive to learning. Quiet hours are observed:

Sunday – Thursday: midnight – 8 am

Friday – Saturday: 2 am to 8 am

Activities prohibited during quiet hours include, but are not limited to:

- TV or music played loud enough to be heard outside the room
- Running, horseplay, playing frisbee, golf, basketball, boxing, football, and other activities
- A group of individuals gathered and acted in a manner not reasonable and proper

Disciplinary Action:

1<sup>st</sup> Offense: \$10

2<sup>nd</sup> Offense: \$20

3<sup>rd</sup> Offense: \$30

### **Room Damage**

Residents will also be expected to pay for all damages caused accidentally or maliciously, including any damage done by guests or others. Residents will be notified of all charges assessed to their accounts. Damages to property may also subject the responsible resident to disciplinary action. A resident with excessive room damage may be subject to dismissal from the Residential Housing Program.

<b>Damage</b>	<b>Repair Cost</b>
Entry Door Repair or Replace	\$400.00 or Extent of Damage
Entry Lockset Repair or Replace	\$150.00
Entry Backset Repair or Replace	\$40.00 or Extent of Damage

Interior Doors	\$150.00
Entry Jamb	Extent of Damage
Electrical Light Fixtures	\$100.00 each
Electrical Light Covers	\$50.00 each
Wall Holes	\$150.00 each
Wall Dents	\$25.00 each
Wall Torn Paper	\$5.00 each
Repaint Room Walls	\$250.00
Repaint Bath Walls	\$150.00
Repaint Closet Walls	\$100.00
Fire Extinguisher Discharged	\$75.00
Fire Extinguisher Missing	\$125.00
Smoke Detector- Battery Replace	\$25.00
Smoke Detector Replace	\$75.00
Window Glass Replacement	\$300.00
HVAC Unit	Extent of Damage
Bathroom: Mirror	\$125.00 Each
Bathroom: Toilet	\$300.00
Bathroom: Sinks/Faucet	\$300.00
Bathroom: Tub/Shower	(Extent of Damage)
Floor Covering: Vinyl	(Extent of Damage)
Room Contents: Bed Frames	\$350.00 Each
Room Contents: Mattress/Box Springs	\$250.00 Each
Room Contents: Mattress Cover	\$75.00 Each
Room Contents: Dresser	\$500.00 Each
Room Contents: Desks	\$300.00 Each
Room Contents: Chairs	\$125.00 Each
Room Contents: Night Stand	\$125.00 Each
Exterior of Building	(Extent of Damage)
Lock Rekeyed/Keys	\$150.00
Window Blinds Replace	\$75.00

### **Room Decorations**

When decorating, residents should use products that do not damage the room. Wall mounts, tape, nails, etc., are not allowed. All decorations must be removed during moveout. Any questions on room decorations should be directed to a Residential Housing staff member.

Only artificial, flame-retardant Christmas trees are allowed. Electrical Christmas lights must be UL-approved and not be placed near flammable materials.

### **Disciplinary Action:**

1<sup>st</sup> Offense: \$25.00 plus cleaning or damages

### **Tampering with Fire Alarms & Equipment**

Fire alarms and fire extinguishers are provided to protect human life and property. Besides being an annoyance, a false alarm can endanger the safety and lives of fellow students. Anyone guilty of initiating a false fire alarm may be charged with a misdemeanor and a fine. Tampering with the firefighting

equipment is a violation of state law. Offenders tampering with fire protection alarms in any way, including removing a battery, disabling the detector, or tampering with a fire extinguisher, will be fined. *Please submit a ticket for any concerns or problems with fire alarms, smoke detectors, and equipment.*

Disciplinary Action:

Per Incident: \$150 plus cleaning or damages, possible Residential Housing suspension.

### **Tampering with Video Camera Security Equipment**

Video camera security equipment is provided for campus safety and security, especially for students living in Residential Housing. Offenders who tamper with video camera security equipment in any way, including refocusing, repositioning, covering, manipulating, disconnecting, or otherwise tampering with or turning off a security or surveillance camera or security system, will be fined. Tampering with security equipment is a violation of state law and can result in a fine of up to \$10,000 and imprisonment.

Disciplinary Action:

Per Incident: \$150 plus cleaning or damages & possible Residential Housing suspension.

### **Tobacco & Nicotine (vaping, e-cigarettes, etc.)**

CASC is committed to maintaining a safe and secure campus and a tobacco-free environment for its students, faculty, staff, and visitors. To read the Tobacco-Free Campus Policy, please visit <https://carlalbert.edu/discover-us/human-resources/>

Disciplinary Action:

Per Incident: \$50

### **Trashing**

Trashing includes, but is not limited to, the following offenses:

- Throwing trash, garbage, or food.
- Leaving trash or garbage anywhere in/outside the Residence Halls.

Disciplinary Action:

Per Incident: \$50 plus cleaning or damages

### **Vandalism**

Vandalism will not be tolerated on campus. Acts of vandalism include, but are not limited to, permanent damage from graffiti to college grounds, buildings, and sidewalks.

Disciplinary Action:

Per Incident: \$100 plus cleaning or damages, and possible Residential Housing/Campus suspension.

### **Windows**

Residents may open housing windows, but cannot enter or exit the building through them. They are not allowed to place anything on their windows, including, but not limited to, foil, posters, stickers, etc.

Disciplinary Action:

Per Incident: \$10 plus cleaning or damages

## EMERGENCY RESPONSE PLAN

CASC acknowledges the critical need for swift responses in today's environment, where expected and unexpected emergencies can occur. Our unwavering commitment to the safety of our visitors, students, and staff is demonstrated through the development and implementation of the Emergency Response Plan. This plan, a cornerstone of our safety measures, must be followed by all offices and departments in the event of an emergency. A Quick Reference Guide to the Emergency Response Plan is prominently displayed in public areas, and a detailed copy is maintained in the Office of Campus Police.

### Fire

To prevent a fire:

1. Do not smoke in rooms.
2. Unplug electrical appliances, such as irons, curling irons, and hot rollers, when not in use.
3. Do not burn candles.
4. Do not use Halogen lights.

Fire alarms and extinguishers are provided to safeguard human life and property. Tampering with this firefighting equipment is a serious offense, a violation of state law. Offenders will face a fine of \$150 and may be dismissed from the Residential Housing Program.

### Severe Weather

In the event of severe weather, if it becomes necessary to take cover, follow the instructions provided by the Residential Housing Program staff or Campus Police. Move in an orderly fashion to the Hoffman-Wilson Storm Shelter. Do not leave the campus for any reason unless instructed by the Residential Housing Program staff or Emergency personnel. In your shelter area, sit on the floor with your back to the wall or in the central portion of the room. Follow the instructions of the Residential Program staff or Emergency personnel, and do not leave the shelter area until all is clear.

### Evacuation

Evacuations vary widely in scale from a small area to the entire campus. The threats may be immediate, such as a bomb, fire, or an active shooter, or slowly evolving hazards, such as prolonged power outages. Persons may be evacuated outside to a nearby facility until the threat is cleared, to a temporary shelter, or to a more permanent solution, such as new housing or offices. Evacuation assistance is necessary for individuals with limited mobility and should be planned for both students typically on campus and visitors. Once evacuated, persons may be relocated to a temporary location such as another building or a mass care shelter. Longer-term evacuation may dictate more permanent relocation.

***Shelter-in-Place*** is a temporary measure that refers to those actions taken to “stay inside” a building or other structure while the threat passes. It is most commonly employed for chemical or radiological releases or severe weather, such as a tornado, when the health exposure is deemed greater if evacuating than if remaining inside. Other actions are specific to the hazard and typically involve shutting off outside air sources, closing windows, and so on. Precise instructions may be provided for the hazard characteristics, such as moving to higher floors if the released chemical is heavy and likely to settle at lower levels.

***Tornado Shelter-in-Place*** - In the event a tornado warning is issued, notification will be issued to faculty, staff, and students through the emergency notification system. Students, faculty, and staff will move to the safety of the designated building's Shelter-in-Place.



A **lockdown** is a protective action taken mainly in response to a suspicious, hostile, or violent person or persons whereby persons secure themselves in locked rooms, closets, and other buildings away from the sight of the offender(s).

**911 Address for Residence Halls**

The 911 addresses (physical addresses for each dorm room) for all residence halls should be the addresses used for emergencies.

Carl Albert State College  
1507 S. McKenna  
Poteau, OK 74953  
Building & Room Number