



RESIDENTIAL HOUSING HANDBOOK

2026-27

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 Director	918-647-1374
Office of Student Life	918-647-1371
CASC Main Number	918-647-1200
Student Conduct Officer	918-647-1399

INTRODUCTION

Welcome to CASC Residential Housing! As a member of our residential community, you will live alongside students from diverse backgrounds. This environment provides a unique opportunity to learn from others, broaden your worldview, and develop meaningful connections that enhance both your academic and personal growth.

The Residential Housing Program is designed to foster a strong sense of community, belonging, and mutual respect. Research shows that students who feel connected and supported are more likely to persist and succeed in college. As such, all residents are expected to demonstrate civility, responsibility, and consideration toward fellow residents, Residential Housing staff, and CASC faculty and staff.

This handbook serves as a comprehensive guide to on-campus living. It outlines important policies, procedures, and expectations to help you successfully navigate residential life. Understanding your rights and responsibilities—and respecting those of others—will contribute to a positive and supportive living experience.

Residential Housing staff are committed to creating an environment that supports your safety, comfort, and success. In addition to following policies, residents are expected to take ownership of their experience, engage with their community, and seek support when needed.

By choosing to live on campus, you are joining a community built on shared responsibility and mutual respect. Your active participation helps create a positive and supportive living environment for all.

***Carl Albert State College reserves the right to update policies as necessary throughout the academic year.*

PROGRAM STAFF

The Vice President of Student Life provides leadership and oversight for the Residential Housing Program. The Residential Housing team includes the Residential Housing Director and Assistant Housing Coordinators, who manage daily operations and support the residential community.

Resident Assistants (RAs) live within the residence halls and serve as accessible resources for students. Resident Assistants are student leaders who help foster a safe, inclusive, and engaging living environment.

RAs play an important role in supporting student success by connecting residents to campus resources, encouraging involvement, promoting community standards, and helping students navigate challenges related to college life. Together, the Residential Housing team works to ensure that students feel supported, connected, and equipped to succeed both inside and outside the classroom.

What to Expect from Your RA

Residents can expect their RA to:

- Be approachable, respectful, and supportive
- Serve as a resource for campus services and information
- Encourage involvement and connection within the community
- Assist with problem-solving and conflict resolution
- Promote a safe and inclusive living environment
- Hold residents accountable to community standards and policies

RA Responsibilities

Resident Assistants are responsible for:

- Upholding and enforcing college and housing policies
- Conducting routine room inspections and community checks
- Communicating important housing and campus information
- Supporting residential programming and student engagement
- Serving on-call during assigned duty periods

Understanding the RA Role

Resident Assistants are students who balance academic responsibilities with their leadership role. While they strive to be available and supportive, they may not always be immediately accessible and, like all individuals, may occasionally make mistakes. Residents are encouraged to communicate openly and respectfully with their RA.

COMMUNITY VALUES & EXPECTATIONS

CASC Residential Housing is committed to fostering a living-learning environment grounded in the following values:

- Respect for self and others
- Personal responsibility and accountability
- Academic success and growth
- Community engagement and involvement

Living in residential housing provides opportunities to develop independence, problem-solving skills, and confidence in your ability to succeed. Residents are expected to contribute positively to the community and take an active role in their personal and academic development.

Shared Responsibility for Community Spaces

Residents contribute to a positive and respectful community by:

- Maintaining cleanliness in shared areas
- Reporting maintenance concerns promptly
- Respecting shared resources

LIVING-LEARNING ENVIRONMENT

CASC Residential Housing is more than a place to live—it is a living-learning environment intentionally designed to support student success, persistence, and personal development.

Through daily interactions with peers, participation in campus activities, and engagement with Residential Housing staff, students develop essential life skills such as communication, responsibility, and resilience. These experiences also help students build confidence in their ability to navigate challenges, make decisions, and achieve their academic goals.

Students who actively engage in their residential community are more likely to feel a sense of belonging, remain motivated, and persist through challenges during their college experience.

MENTAL HEALTH & WELLNESS RESOURCES

Students are encouraged to seek support early. Accessing resources is an important step in maintaining overall well-being and academic success.

The Harbor is a supportive space focused on student wellness, connection, and resilience. It serves as a hub for peer support, mental wellness resources, and student engagement opportunities. Our goal is to create a calm, inclusive environment where students feel heard, supported, and empowered to succeed both academically and personally. The harbor is located on the Poteau campus in the Tech OCC Building 503.

Resources Available at The Harbor:

- Peer Support
 - One-on-one conversations with trained peer supporters
 - A listening space for students who need encouragement or connection
- Young Adult Advisory Council
 - Opportunities for students to provide input, leadership, and advocacy
 - Help shape programming and support services on campus
- Individual & Group Support
 - Guided discussions
 - Wellness workshops
 - Small group sessions on stress, anxiety, motivation, and coping skills
- Off-Campus Counseling Referrals
 - Assistance connecting to licensed counselors and community providers
 - Support navigating insurance and appointment scheduling
- Wellness & Relaxation Tools
 - Massage chairs
 - Calm and quiet spaces
 - Stress-relief activities and resources
- Additional Support
 - Mental wellness awareness programming
 - Resource referrals for food, housing, and basic needs
 - Crisis support, guidance, and connection to emergency services if needed

Harbor: 918-647-1431

Suicide and Crisis Lifeline: 988

ROOM & FACILITY INFORMATION

Room Overview

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 or shower, toilet, and two vanity sinks
- 4' x 8' walk-in closet

Furnishings & Room Care

The Residential Housing maintains residence hall furnishings. Residents are responsible for the condition of furniture in their assigned room and may not dismantle or alter university-provided furnishings.

Maintenance Services

Residents may submit maintenance requests for room repairs. For urgent issues (e.g., overflowing toilet), residents should contact a RA or Residential Housing Director immediately. Residents are encouraged to submit requests for routine issues such as lighting or minor repairs.

Internet Services

Internet service is provided at no additional cost to residents. CASC technical support assists with connectivity issues; however, staff do not repair personal devices. Use of the network must comply with the CASC Code of Computer Conduct. Access may be limited in cases of misuse or activities that disrupt network performance.

Laundry Facilities

The laundry facility, located beside the Bill J. Barber Scholar Center, is available 24/7 and included in housing fees. It is monitored for safety and security. Residents are responsible for maintaining cleanliness and reporting machine issues. Failure to do so may result in temporary closure of the facility for maintenance and cleaning.

Mail Services

The CASC mailroom is located in Johnson Hall and is open Monday–Thursday 8 a.m.–4:30 p.m. and Friday 8 a.m.–4 p.m., excluding holidays. Residents may request a mailbox and key. Residents are encouraged to check mail regularly. Lost keys may be replaced for a \$10 fee through the Business Office.

Package & Delivery Services

Residents may receive packages through USPS, UPS, FedEx, and other carriers.

- Residents are notified upon package arrival
- Valid student ID may be required for pickup
- CASC is not responsible for lost or delayed packages

These services are provided to support your independence and daily living. Residents are expected to use facilities responsibly and contribute to a clean, respectful environment.

HOUSING ELIGIBILITY & REQUIREMENTS

Eligibility Criteria

To live on campus, students must meet the following requirements:

- Be enrolled in at least 12 credit hours on the first day of the semester, or be in their final semester of a program
- Have a prior balance of less than \$500
- Have a payment plan or approved financial aid in place to cover current semester charges
- Be in good standing with the college

Housing Orientation Requirement

Housing orientation must be completed in Vector Training (an online educational module) prior to move-in.

Residential Participation Expectations

Throughout the academic year, residents are expected to participate in key residential engagement opportunities designed to support student success and community connection, including:

- Monthly residential meetings
- Selected residential programs and events

Failure to attend required events may result in a fine.

HOUSING APPLICATION & CONTRACT INFORMATION

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 CASC website or in the Residential Housing Office.

Housing & Meal Contract

Residents must complete a new Housing and Meals Contract each semester.

The contract outlines the expectations for participation in the residential community, including compliance with all college and housing policies designed to promote a safe, respectful, and supportive living environment.

Students are expected to adhere to all residential policies and community standards. Failure to meet these expectations may result in fines or disciplinary action including removal from Residential Housing, in order to maintain a safe and respectful community for all residents. In serious cases, dismissal from CASC may occur at the discretion of the Vice President of Student Life.

Legal Requirements (Health & Safety Compliance)

Oklahoma Statutes (Title 70-3242) require all first-time enrollees at Oklahoma postsecondary institutions and residents of on-campus housing to be vaccinated against meningococcal disease.

CASC provides students and/or legal guardians with information regarding:

- Risks associated with meningococcal disease
- Availability and effectiveness of vaccination

Students (or guardians, if applicable) may submit a written waiver acknowledging they have received this information and choosing not to receive the vaccine.

Accessibility & Accommodations

CASC is committed to providing equitable access to housing for students with disabilities. Students requesting housing accommodations should contact the ADA Coordinator. Approved accommodations will be implemented in accordance with applicable campus policies.

HOUSING ASSIGNMENTS & CHANGES

Room Assignments

Upon acceptance into the Residential Housing Program, room assignments are made by the Residential Housing Director in a fair and equitable manner.

The college does not offer married student housing or family housing. All rooms are designated as double occupancy. While roommate requests are considered, they are not guaranteed.

Housing contracts reserve space within the residential system, not specific rooms. Failure to occupy an assigned room by the first day of classes may result in reassignment of that space.

The College reserves the right to adjust room assignments or occupancy to maximize space utilization or respond to circumstances such as emergencies, health concerns, or facility needs.

Returning Resident Priority

Returning residents are considered valuable members of the residential community and may receive priority in room assignments based on conduct and housing history.

When multiple requests are received for the same room:

- Priority is given to the most recent occupant of that room
- If not returning to that room, priority may be given based on length of continuous residence on campus

Room Change Requests

Students who wish to change rooms or roommates must contact the Residential Housing Director.

Room changes will be approved when mutually agreed upon by all involved parties and housing staff.

If approved, students must:

- Complete a room inspection
- Exchange room keys through official procedures

A fee may apply after the initial two-week adjustment period at the beginning of each semester.

Unauthorized room changes or exchanges may result in:

- Administrative charges
- Fines
- Disciplinary action

Roommate Changes

Roommate changes follow the same approval process as room changes and must be coordinated through the Residential Housing Director. Changes are approved when all parties involved agree and space availability allows. Nothing within this policy precludes the college from requiring a roommate change should extenuating circumstances, emergencies, or other circumstances necessitate a change.

PREPARING FOR MOVE-IN

Bedding & Bath

- Twin XL Bed Sheets
- Pillows
- Comforters
- Mattress Pad
- Throw Rugs
- Room Decorations
- Shower Curtain/ Rod
- Bath Towels & Washcloths
- Toilet Paper
- Personal Hygiene Supplies
- First-aid kit

Academic Supplies

- Computer
- Desk Items (Pens, Scissors, Clips, Stapler, Etc.)
- Calendar/Day Planner
- Whiteboard
- Notebooks, Paper
- Highlighters
- Lamps & Light Bulbs (No Halogen)
- Alarm Clock
- Calculator

Cleaning & Organization

- Laundry Supplies (Laundry Basket, Detergent)
- Clothes Hangers
- Trash Can and Bags
- Cleaning Supplies (Cleaner, Toilet Bowl Brush, etc.)
- Mop, Broom, Dust Pan, Vacuum Cleaner
- Plastic/Paper Plates, Utensils
- Command hooks/strips (damage-free organization)

Electronics

- Flashlight and Batteries
- Refrigerator (not to exceed two cubic feet in size)
- Microwave (limit one per room - not to exceed 1600 watts)
- Television
- DVD Player, Streaming Device
- Headphones/earbuds
- Small fan
- Surge Protector

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.

Roommate Agreement

Residents are encouraged to communicate openly and respectfully with their roommates. At the beginning of each semester, roommates may complete a roommate agreement outlining shared expectations regarding cleanliness, guests, study habits, and quiet hours. Learning to navigate conflict is an important part of personal growth and college success. Residents are encouraged to approach conflicts as opportunities to develop communication and problem-solving skills.

If conflicts arise:

1. Attempt to resolve the issue directly with your roommate
2. Seek assistance from your RA
3. Escalate concerns to the Residential Housing Director if necessary

These conversations are an opportunity to build communication and conflict-resolution skills that are valuable beyond the residential experience.

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. There is no dinner on Fridays. 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 to pay for it. 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 purpose of obtaining a meal will be confiscated, and the person illegally using the card will be fined \$50. Meals are not provided during breaks or holiday closings unless previously arranged with the Director of Food Services.

Meal Plan Schedule

Fall 2026

August 10th: Meal Plan Starts

September 7th: No Meals: Labor Day Campus Closed

October 14th: No Dinner: Fall Break Campus Closed

October 15th – October 16th: No Meals: Fall Break Campus Closed

November 21st – November 28th: No Meals: Thanksgiving Break, Campus Closed

December 10th – Meal Plan Ends at Lunch

Spring 2027

January 12th: Meal Plan Starts

January 16th - 18th: No Meals: MLK Jr Day Campus Closed

March 13th-20th: No Meals: Spring Break Campus Closed

March 24th: No Dinner: Easter Break, Campus Closed

March 25th – 27th: No Meals: Easter Break, Campus Closed

May 13th: Meal Plan Ends at Lunch

MOVE-IN & MOVE-OUT PROCEDURES

Move-In Procedures

1. Check-In at Housing Move-In
 - a. Fall Move-In: Monday, August 10th, 9:00 AM – 2:00 PM
 - b. Winter Move-In: Monday, January 12th, 10:00 AM – 2:00 PM
2. Confirm Housing Requirements
 - a. Enrollment in 12 credit hours or the final semester of an academic program
 - b. A previous balance less than \$500
 - c. A payment plan established to cover the semester balance or approved financial aid sufficient to cover charges
3. Obtain Student ID Card
4. Obtain Parking Permit (if applicable)
5. Receive Campus Mailbox Assignment
6. Receive Room Key
7. Complete Room Evaluation Report
 - a. Residents must document the condition of the assigned room, including any existing damage (e.g., scratches, holes, missing furniture, or other concerns). Any damage not recorded at check-in may be charged to the resident when discovered.
 - b. If a resident disagrees with the documented condition, concerns must be addressed with the Residential Housing Director during the first week of classes.
 - c. The completed form must be submitted to the Residential Housing Office by the Friday of the first week of classes.

Room Keys

Upon move-in, residents are issued room keys through the Residential Housing Director. For safety and security, residents must keep their rooms locked whenever leaving or sleeping. Keys must be carried at all times; however, if a resident is locked out, they should contact their RA for assistance.

Break Procedures

The Housing and Meals Contract does not provide housing or meals during designated break periods. Break periods are defined as times when the College is closed for academic recess or between semesters, as outlined in the CASC catalog.

Residents are generally not permitted to remain in residence halls during designated break periods unless specifically approved by the Residential Housing Director. Exceptions may be granted in circumstances such as student-athletes required to remain on campus or residents unable to return home due to distance.

Break Periods:

- Fall Break – Housing will remain open.
- Thanksgiving Break: Housing will close 3:00 PM Friday, November 20th – 12:00 PM Sunday, November 29th
- Spring Break: Housing will close 3:00 PM Friday, March 12th – 12:00 PM Sunday, March 21st
- Easter Break - Housing will remain open.

Residents with a balance of \$500 or more at the end of the fall semester may be required to vacate residential housing until their account is brought into good standing.

Move-Out Procedures

Residents are required to vacate their assigned rooms by 4:00 PM on the day of their last final examination. Residents are expected to leave rooms in excellent condition and complete the following procedures:

1. Remove all personal belongings from the room.
 - a. The College assumes no responsibility for items left behind.
2. Return all college-owned furniture to its original placement.
3. Clean the room thoroughly.
4. Sweep, mop, and/or vacuum all floors.
5. Dispose of all trash in designated dumpsters.
6. Schedule a room inspection with the Resident Assistant (RA).
7. Return all room and mailbox keys to the Residential Housing Director.

Complete housing procedures based on future plans:

 - a. Returning students must complete a housing application for the upcoming academic year.
 - b. Graduating students or those not returning must complete the Residential Housing Withdrawal Form.

A resident withdrawing from Residential Housing prior to receiving a room key may request removal of housing and meal charges. Residents who receive a key but withdraw prior to the official drop date (last day to drop classes without academic penalty) will be responsible for 25% of total housing and meal charges.

Housing Refund Schedule

- Before move-in: 100% refund
- Before drop date: 75% refund
- After drop date: No refund

After the applicable refund period, housing and meal charges are nonrefundable. Dismissal from Residential Housing or voluntary withdrawal does not result in a refund. Residents who are dismissed or withdraw must vacate Residential Housing immediately.

HOUSING POLICIES & COMMUNITY STANDARDS

Guest Policy

All guests must be approved by the resident prior to entering Residential Housing.

- Residents are responsible for registering their guests with their Resident Assistant (RA).
- Guests must always be accompanied by their host resident.
- The host resident assumes full responsibility for guest behavior and compliance with all CASC policies.
- Guests are not permitted to stay overnight without prior approval from the Residential Housing Director.
- Guest stays are limited to no more than 2 nights per month per guest.
- The Residential Housing Program reserves the right to deny or remove any guest at any time due to policy violations or safety concerns.

Guest Hours:

- Sunday – Thursday: 8:00 AM – 12:00 AM
- Friday 8 am – Sunday Midnight

Quiet Hours

Courtesy hours are in effect at all times. Residents are expected to maintain reasonable noise levels to support a respectful living and learning environment.

Quiet Hours:

Weekdays: Monday-Thursday guests may only visit 8am-Midnight.

Weekends: Friday-Sunday, guests with authorization from RA are permitted to stay overnight but must be gone by midnight on Sunday.

During quiet hours, the following activities are prohibited if they disrupt other residents:

- Loud music or television audible outside the room
- Running, horseplay, or recreational sports in residential areas
- Group gatherings that create excessive noise or disruption

Safety Policies

Residents are expected to follow all safety procedures, including fire safety regulations, emergency protocols, and campus security guidelines. Violations of safety policies may result in disciplinary action and/or housing removal.

Room Care

Residents are responsible for maintaining a clean, safe, and sanitary living environment in their assigned rooms and surrounding areas.

Financial Responsibilities

Residents are responsible for understanding and meeting all financial obligations associated with living in Residential Housing. These costs support facility operations, maintenance, and community standards.

Housing Maintenance Fee - Each resident is required to pay a \$150 Housing Maintenance Fee per semester. This fee supports routine maintenance, facility upkeep, and improvements to residential spaces.

Damage Charges - Residents are financially responsible for any damage to their assigned room or shared spaces beyond normal wear and tear.

- Damages are assessed during room inspections and at move-out
- Charges may be applied to individual residents or shared among roommates when responsibility cannot be determined
- Excessive or intentional damage may result in additional disciplinary action, including removal from Residential Housing
- Refer to the Room Damage Cost Table below for standard replacement and repair charges.

Key Replacement- Residents are responsible for maintaining possession of their assigned room and mailbox keys.

- Lost or unreturned room keys will result in a \$150 replacement fee
- Replacement keys must be issued through the Residential Housing Director
- For safety and security, locks may be changed when keys are lost

Failure to pay assessed charges may result in holds on student accounts, restriction from future housing eligibility, or referral to the appropriate college office for collection.

Room Inspections

Residential Housing staff conduct monthly health and safety inspections and additional inspections prior to breaks. These inspections assess cleanliness, safety concerns, damages, and maintenance needs.

Rooms found in unsatisfactory condition may result in required corrections, cleaning expectations, and/or fines.

Student Responsibilities

Residents are expected to:

- Maintain a clean and orderly room
- Keep bathroom areas clean and sanitary
- Maintain cleanliness in shared community spaces
- Dispose of trash in designated dumpsters

Room Entry & College Access Rights

CASC reserves the right to enter student rooms for purposes including, but not limited to, safety, maintenance, inspections, pest control, emergencies, and policy enforcement.

When possible, residents will be notified of scheduled inspections. Refusal to comply with authorized entry may result in disciplinary action and/or removal from housing. Unauthorized entry into another resident's room is strictly prohibited.

CONDUCT / ENFORCEMENT PROCEDURES

Student Conduct Process

The student conduct process is designed to promote accountability, learning, and responsible decision-making.

Incident → Documentation → Meeting → Decision → Sanction → Appeal (if applicable)

- Violations are documented and sent to the student via email
- Students must contact the Student Conduct Officer within three (3) business days
- Failure to respond may result in automatic sanctions
- Students may provide a written or verbal statement as part of the conduct process

Student Conduct Officer: Michelle White

918-647-1399

Hemphill Hall 101 B

mwhite@carlalbert.edu

Appeal Process

Students may appeal housing-related decisions or sanctions by submitting a written appeal to the Office of Student Life within three (3) business days of notification. All appeal decisions will be final and communicated in writing.

PROHIBITED ACTION & ITEMS

The following policies are in place to maintain a safe, respectful, and functional residential environment. Violations may result in disciplinary action. CASC reserves the right to issue fines and disciplinary action for violations of campus policies. Students who violate policies will be notified via email and are required to contact the Student Conduct Officer within three (3) business days. Failure to respond will result in automatic application of fines to the student's CASC account.

AC/Heater Fire Safety

All items must be kept at least two (2) feet away from heating and air conditioning units.

Prohibited storage includes items placed on or near HVAC units (e.g., curtains, clothing, furniture, paper products, or personal items).

Disciplinary Action: \$25 per incident

Alcohol

Alcohol is strictly prohibited on CASC property and at all college-sponsored events.

CASC enforces all applicable state and federal laws regarding alcohol use, possession, and distribution. Students and organizations are responsible for ensuring compliance with all campus policies and laws.

Disciplinary Action:

- 1st Offense: \$150 + Vector Training (*Vector Training is an online educational and compliance training module required by the College.*)
- 2nd Offense: \$250 + Vector Training
- 3rd Offense: \$350 + housing suspension

Disorderly Conduct

Disorderly conduct includes, but is not limited to, threats of violence, obstruction of common areas, excessive noise, or disruptive behavior.

Disciplinary Action:

- 1st Offense: \$50
- 2nd Offense: \$100
- 3rd Offense: \$200 + housing suspension

Drugs

The use, possession, distribution, or manufacture of illegal drugs is strictly prohibited. This includes controlled substances unless legally prescribed by a licensed physician.

Marijuana is prohibited on campus under federal law.

Disciplinary Action: \$250 + housing suspension

Electrical / Electronic Equipment

All electrical equipment must meet campus safety standards.

Prohibited items include cooking appliances, space heaters, grills, and high-wattage devices not approved by housing staff.

- Extension cords must be UL-approved, heavy-duty, and used for a single device only
- Microwaves must not exceed 1600 watts
- Refrigerators must not exceed 2 cubic feet or exceed 4/10 amperes

Disciplinary Action: \$25 per incident

Emotional Support Animal (ESA) Violations

Failure to comply with approved ESA policies and procedures outlined in the ESA contract.

Disciplinary Action:

- 1st Offense: \$50 fines and may result in additional disciplinary action, including possible removal of ESA

Firearms, Fireworks & Weapons

Possession or use of firearms, explosives, fireworks, or weapons is strictly prohibited on campus.

Disciplinary Action: \$250 + referral to Campus Police

Flammable Materials

Candles, incense, halogen lamps, and flammable liquids are prohibited in Residential Housing.

Disciplinary Action:

- 1st Offense: \$50
- 2nd Offense: \$100
- 3rd Offense: \$150 + housing suspension

Fighting

Physical altercations or violent behavior are strictly prohibited.

Disciplinary Action:

- 1st Offense: \$200 + probation
- 2nd Offense: Housing suspension
- 3rd Offense: Campus suspension or expulsion

Furniture

Unauthorized furniture is not permitted in residence halls.

Disciplinary Action: \$50 per incident

Gambling

Gambling is prohibited on campus or at college-sponsored events.

Disciplinary Action:

- 1st Offense: 10 hours community service
- 2nd Offense: 20 hours community service + Vector Training
- 3rd Offense: \$150 + housing suspension

Guest Violation

Failure to follow the guest policy.

Disciplinary Action:

- 1st Offense: \$30
- 2nd Offense: \$60
- 3rd Offense: \$90

Hazing

Hazing in any form is strictly prohibited.

Disciplinary Action:

- 1st Offense: \$200 + housing suspension

Keyless Entry Violations

Unauthorized entry into rooms or sharing keys is prohibited.

Disciplinary Action:

- 1st Offense: \$50
- 2nd Offense: \$100
- 3rd Offense: \$150

Pets

Pets are prohibited in residence halls, except approved service animals, or ESAs.

Disciplinary Action:

- \$150 per incident + cleaning/damage fees + removal of animal

Quiet Hour Violation

Failure to observe quiet hours.

Disciplinary Action:

- 1st Offense: \$10
- 2nd Offense: \$20
- 3rd Offense: \$30

Required Training Compliance

Failure to complete required assigned training within the designated two-week completion window will result in disciplinary action.

Disciplinary Action:

- \$50 fine per incident

Room Damage

Residents are financially responsible for all damage to assigned spaces.

Damage	Estimated Repair Cost (Final cost will be based on the repair cost at the time of the incident.)
Entry Door Repair or Replace	\$400 or Extent of Damage
Entry Lockset Repair or Replace	\$150
Entry Backset Repair or Replace	\$40 or Extent of Damage
Interior Doors	\$150
Entry Jamb	Extent of Damage
Electrical Light Fixtures	\$100 each
Electrical Light Covers	\$50 each
Wall Holes	\$150 each
Wall Dents	\$25 each
Wall Torn Paper	\$5 each
Repaint Room Walls	\$250
Repaint Bath Walls	\$150
Repaint Closet Walls	\$100
Fire Extinguisher Discharged	\$75
Fire Extinguisher Missing	\$125
Smoke Detector- Battery Replace	\$25
Smoke Detector Replace	\$75

Window Glass Replacement	\$300
HVAC Unit	Extent of Damage
Bathroom: Mirror	\$125 each
Bathroom: Toilet	\$300
Bathroom: Sinks/Faucet	\$300
Bathroom: Tub/Shower	Extent of Damage
Floor Covering: Vinyl	Extent of Damage
Room Contents: Bed Frames	\$350 each
Room Contents: Mattress/Box Springs	\$250 each
Room Contents: Mattress Cover	\$75 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

Decorations must not damage walls or surfaces. Nails, adhesive mounts, and similar items are prohibited. Only flame-retardant artificial trees are permitted during holidays.

Disciplinary Action: \$25 + repair costs

Tampering with Fire Safety Equipment

Tampering with fire alarms or extinguishers is strictly prohibited.

Disciplinary Action: \$150 + damages + housing suspension

Tampering with Security Equipment

Tampering with security cameras or surveillance systems is strictly prohibited.

Disciplinary Action: \$150 + damages + housing suspension

Tobacco & Nicotine

CASC is a tobacco-free campus. This includes vaping and all nicotine products.

Disciplinary Action: \$50 per incident

Trashing

Improper disposal of trash or littering is prohibited.

Disciplinary Action: \$50 + cleaning costs

Vandalism

Purposeful destruction, damage, or defacement of housing and/or campus property. Vandalism is strictly prohibited.

Disciplinary Action: \$100 + damages + housing suspension

Windows

Residents may not enter or exit through windows or place items in windows.

Disciplinary Action: \$10 + damages

Housing Suspension

Students suspended from Residential Housing must vacate their assigned housing space within 24 hours of notification of the suspension. In certain circumstances, students may be required to vacate Residential Housing before a conduct meeting is scheduled or held. Students who appeal a housing suspension are still required to vacate housing during the appeal process and may not return until the appeal has been resolved and authorization has been granted.

Removal from Housing & Visitation Privileges

Students removed from or suspended from Residential Housing may not enter or remain on Residential Housing property for the remainder of the academic year. Violations may result in additional disciplinary action and trespassing charges.

TITLE IX & NONDISCRIMINATION STATEMENT

CASC is committed to providing an environment free from discrimination and harassment. This includes protections under Title IX, which prohibits discrimination based on sex, gender identity, sexual orientation, and sexual misconduct.

Reports of discrimination, harassment, or sexual misconduct should be made to the Title IX Coordinator or the Office of Student Life. All reports will be reviewed and addressed in accordance with college policy and federal guidelines.

CASC complies with the Jeanne Clery Campus Safety Act by maintaining timely warnings, emergency notifications, and annual safety reporting.

EMERGENCY RESPONSE PLAN

CASC maintains a comprehensive Emergency Response Plan to ensure timely and effective action during emergency situations. These procedures are designed to protect the safety and well-being of all students, employees, and visitors.

All students and employees are required to familiarize themselves with these procedures and must comply with directions provided by Residential Housing staff, Campus Police, and emergency personnel at all times.

During any emergency, instructions from Campus Police, Residential Housing staff, and emergency responders must be followed immediately. Failure to comply with emergency procedures or official instructions may result in disciplinary action.

A Quick Reference Guide is posted throughout residential facilities. A full Emergency Response Plan is available through the Office of Campus Police.

Emergency Notification System (LiveSafe)

CASC utilizes the LiveSafe emergency notification system to provide timely warnings and critical emergency alerts.

Emergency communications may be delivered through multiple methods, including:

- LiveSafe mobile alerts
- Campus sirens
- Public address systems
- Residential Housing staff
- Campus Police

Students are responsible for monitoring all official communication methods and following instructions regardless of how the message is delivered.

Students are strongly encouraged to:

- Download and install the LiveSafe mobile app
- Enable push notifications
- Maintain updated contact information

Failure to receive a notification due to disabled settings or outdated contact information does not exempt individuals from compliance with emergency procedures. The College is not responsible for communication failures due to device settings, service outages, or user error.

Fire Safety & Response

Fire Prevention

- Smoking is prohibited in all residential facilities.
- Unplug electrical appliances when not in use.
- Open flames (including candles) are prohibited.
- Halogen lamps are prohibited.
- Electronic personal transportation devices (e.g., e-scooters, hoverboards) may not be stored in Residential Housing.

Residents should familiarize themselves with at least two evacuation routes from their room.

If a Fire Occurs

- Activate the nearest fire alarm.
- Evacuate the building immediately using the nearest exit.
- Do not use elevators.
- Call 911 once safely outside.
- Report to your designated assembly area.
- Remain at the assembly area until cleared by emergency personnel.

Residential Housing staff will conduct accountability checks. Students must report any missing individuals immediately.

All fire alarms must be treated as real emergencies. Failure to evacuate immediately is a violation of housing policy.

If You Cannot Evacuate

- Remain in your room and keep the door closed.
- Place towels or clothing at the base of the door to block smoke.
- Signal for help from a window if possible.
- Call 911 and provide your exact location.

Fire Drills

- Participation in fire drills is mandatory.
- All alarms must be treated as real emergencies.
- Failure to evacuate may result in disciplinary action.

Severe Weather Procedures

In the event of severe weather:

- Follow instructions from Residential Housing staff or Campus Police.
- Proceed immediately to the Hoffman-Wilson Storm Shelter or designated shelter area.
- Do not leave campus unless directed.
- Sit on the floor against an interior wall, away from windows.
- Remain in place until an official “all clear” is issued.

Students should bring the following if time permits:

- Shoes
- Student ID
- Mobile phone

Tornado Warning (Shelter-in-Place)

When a tornado warning is issued:

- Emergency alerts will be sent via the LiveSafe system and other communication methods.
- Immediately move to designated shelter-in-place locations.
- Avoid windows and open spaces.
- Remain in shelter until cleared by authorities.

Evacuation Procedures

Evacuations may be required due to immediate or developing threats (e.g., fire, bomb threat, active threat, hazardous conditions, or utility failure).

- Follow all instructions from authorized personnel.
- Exit the building calmly and quickly.
- Do not use elevators.
- Assist others if it is safe to do so.
- Proceed to designated assembly areas.

Evacuation Accountability

- Residents must report to designated assembly areas.
- Residential Housing staff will conduct accountability checks.
- Students must notify staff of any missing individuals immediately.
- Do not leave the assembly area until instructed by emergency personnel.

Shelter-in-Place (General)

Shelter-in-place is used when remaining indoors is the safest option.

- Close and lock all doors and windows.
- Turn off ventilation systems if instructed.
- Move to interior rooms or safer building levels as directed.
- Await further instructions from officials.

Lockdown Procedures

A lockdown is implemented when there is a threat of violence.

- Immediately enter the nearest secure room.
- Lock and barricade doors if possible.
- Turn off lights and silence phones.
- Remain quiet and out of sight.
- Do not open doors until instructed by law enforcement.

Active Threat Response (Run, Hide, Fight)

In the event of an active threat:

- Run: Evacuate if a safe path is available. Leave belongings behind.
- Hide: Secure yourself in a locked or barricaded space. Stay out of sight.
- Fight: As a last resort, defend yourself using available objects.
- Call 911 as soon as it is safe to do so.

These actions are situational and should be based on the closest available safety option.

Medical Emergencies

- Call 911 immediately.
- Do not move the injured person unless necessary for safety.
- Provide first aid if trained.
- Notify Residential Housing staff as soon as possible.

Hazardous Conditions (Gas Leak/Chemical Release)

- Evacuate immediately if instructed.
- Do not activate electrical switches or use open flames.

- Move upwind and away from the affected area.
- Follow all instructions from emergency personnel.

Power Outage / Utility Failure

- Remain calm and limit movement.
- Use flashlights; do not use candles.
- Report the outage to Residential Housing staff.
- Follow instructions regarding relocation if necessary.

Winter Weather Policy

During a winter weather warning:

- Guests are not permitted in Residential Housing.
- Violations will result in a \$250 fine per guest.

Missing Student Notification Policy

If a residential student is believed to be missing for 24 hours:

- Report concerns immediately to Campus Police or Residential Housing staff.
- Students may designate a confidential contact person for notification purposes.

CASC will notify:

- The student's designated contact
- A parent or guardian (if under 18 and not emancipated)
- Appropriate law enforcement agencies

Emergency Address Information

When contacting emergency services, provide the full physical address, including building and room number.

Carl Albert State College
1507 S. McKenna
Poteau, OK 74953

Safety & Security Tips

- Always lock your door.
- Do not share keys or ID cards.
- Report suspicious activity immediately.
- Walk in groups at night when possible.
- Utilize Campus Police escort services when available.
- Do not interfere with emergency personnel during any incident.

SUMMARY

Living on campus is an opportunity to grow academically, socially, and personally. Students who actively engage in the residential community, utilize campus resources, and take responsibility for their actions are more likely to succeed and persist through challenges.

CASC Residential Housing is committed to supporting you throughout your college journey. We encourage you to take full advantage of this experience and the opportunities it provides.