Dear Resident,

Welcome to the Hill College family and your new home away from home! Here at Hill College we strive to make our residents feel welcome. As a new college student, you may find yourself with some downtime between classes and your study schedule. We hope that you will use this time to participate in a wide variety of activities available through the Office of Student Life.

Residence Hall policies and procedures are outlined in the following pages, and we would encourage you to read them. These policies are in place to promote personal enrichment and define your role as a member of this community. We are available to answer any questions or concerns you may have. Once again, welcome, and we look forward to a fun year!

Office of Student Life
Hill College

Residence Life Program
We believe that the Residence Hall setting is an ideal place to broaden your life experiences. It is a place where you can learn how to communicate and interact within a community while growing and developing as an individual. Hill College welcomes residents from all backgrounds and cultures. We hope you will enjoy the diverse community you will experience in our Residence Halls, which will also complement your academic process.
# Table of Contents

- Numbers to Know .......................................................... 4
- Residence Hall vs. Dorm .................................................. 4
- Residence Life Staff .......................................................... 4
- Central Offices ............................................................... 4
- Residence Life Coordinators ............................................. 4
- Resident Advisors .......................................................... 4
- Housing Area Defined .................................................... 4
- Misconduct and Discipline .............................................. 5
- Student Accountability ................................................... 5
- General Expectations of Conduct ..................................... 5
- Student Misconduct ........................................................ 5
- Disciplinary Actions Resulting From Student Misconduct ...... 5
- Disciplinary Measures ..................................................... 5
- Residence Hall Policies and Procedures ......................... 6
- Bacterial Meningitis ......................................................... 6
- Full Time Student .......................................................... 6
- Room Assignments .......................................................... 6
- Living with a Roommate ................................................ 6
- Common Roommate Courtesies ....................................... 7
- Resident Identification .................................................... 7
- Housing Contracts .......................................................... 7
- Deposits ........................................................................... 7
- Check-in/Check-out Procedures ...................................... 7
- Off-Campus Housing ....................................................... 8
- Inventory/Existing Damage Sheets ................................. 8
- Keys ............................................................................... 8
- Holidays ......................................................................... 8
- Summer Housing ............................................................ 8
- Furniture ......................................................................... 8
- Room Decorations ............................................................ 9
- Windows ......................................................................... 9
- Doors ............................................................................. 9
- Security of Room ............................................................. 9
- Security of Building ........................................................ 9
- Babysitting ...................................................................... 9
- Pet Policy ........................................................................ 9
- Health and Safety Inspections ....................................... 10
- Parking ........................................................................... 10
- Visitation Policy for Male Residence Halls ONLY ............ 10
- Visitations for Female Residence Halls ONLY ..................... 10
- Visitation Violation Penalties ......................................... 10
- Guests ............................................................................ 11
- Quiet Hour/Loitering ....................................................... 11
- Study Courtesy/Noise ...................................................... 11
- Room Appearance/Sanitary Living ................................. 11
Numbers to Know
College Switchboard................................................................. (254) 659-7500
Office of Student Life............................................................... (254) 659-7800
Counseling Center................................................................. (254) 659-7650
Police (emergency)............................................................... (911)
Campus Security................................................................. (254) 659-7777

Residence Life Coordinators:
Dudley-TBA............................................................................. (254) 205-3608
Bailey-Daniel de la Pena......................................................... (254) 205-4059
Frazier-Linda Kennemore....................................................... (254) 205-5122

Residence Hall vs. Dorm
Development and growth at an institution of higher learning is part of the academic process experience here at Hill College. Traditionally, when you refer to on-campus living quarters, you think of a place to lay your head when the long day of learning is done. A place like this is known as a dorm or dormitory. Here at Hill College, we would like to take that learning experience a bit further and continue that learning process into the evening, long after the traditional classroom closes its doors. The Office of Student Life provides socialization opportunities through intramural events, student activities, and focused programming conducted by each Residence Life Coordinator. We welcome you to our Residence Halls!

Residence Life Staff
Central Offices
The Office of Student Life is located in the Gov. Bill Daniels Student Center. Office hours are Monday-Thursday 8:00am through 4:30pm and Friday 8:00 am through 4:00 pm.

Residence Life Coordinators
The Residence Life Coordinator is a live-in staff member who strives to develop and maintain an atmosphere conducive to the academic and personal growth and development of our residents, to provide personal assistance to residents in a variety of ways, and to maintain a living environment which complements the needs of each college student. Each Residence Life Coordinator also maintains communication with the other Residence Life Coordinators, the Director of Student Life, Dean of Students, coaches, and security staff. Contact information for each Residence Life Coordinator is posted near their doors.

Resident Advisors
The Resident Advisors (R.A.’s) assists the Residence Life Coordinators with daily operations of residence halls.

Housing Area Defined
All residence halls and adjacent breezeways, sidewalks, grassy areas, and parking lots. Also includes the Student Center.
Misconduct and Discipline

Student Accountability
As adults, all residents are individually and collectively responsible for their behavior and are fully accountable for their actions. **Lack of knowledge of specific policies will NOT be an excuse for breaking any Hill College or State of Texas law.** Such behavior will result in disciplinary action, which can include, but is not limited to, monetary fines, community services, probationary periods, and expulsions. A monetary fine is intended to serve as a reminder that such behavior or items are not to be tolerated in the residence life community.

General Expectations of Conduct
Residents are expected to take care of and respect the facilities and equipment provided by Hill College. Students are also expected to conduct themselves according to acceptable standards of the Hill College family, and to accept individual responsibility for their actions, as an important aspect of community living. Consideration for others is the basic principle that will be followed by all residents. Each resident possesses individual rights, which will be respected by roommates, peers, and administration. These rights carry a reciprocal responsibility in that each resident will respect these same rights for all others in return. There is ZERO TOLERANCE for drugs and fighting on campus.

Student Misconduct
When a student is confronted with possible violation of rules requiring disciplinary action, the student will be given notice directing him/her to appear before the Dean of Students at a specified date and time. Failure to meet the requirements of the notice may result in stronger action being taken.

Disciplinary Actions Resulting From Student Misconduct
Disciplinary actions may be taken by the Residence Life Coordinators, Director of Student Life, Dean of Students, Vice President of Student Services, or the President. All Hill College employees, however, have the authority to enforce college policy on campus or at a college function. The following actions may be imposed singularly or in combination upon an individual:

1. Verbal or written warning
2. Behavioral Agreement Form placed in permanent file
3. Monetary fine charged to account
4. Banned from student activities
5. Banned from specific buildings or entire campus
6. Community service
7. Disciplinary probation assigned for a given time.
8. Suspension from Hill College
9. Expulsion from Hill College

Disciplinary Measures
Students are responsible to know and comply with all rules contained in the Hill College Residence Life Handbook. All students’ rights and responsibilities as listed within this handbook are applicable to all students.

Disciplinary actions are also covered in the Student Handbook under the Student Code of Conduct. Disciplinary actions can range from a warning to monetary fines to suspension to expulsion from school.
Bacterial Meningitis

The 81st Texas Legislature (2009) requires all first-time students of an institution of higher education, including a transfer student, who resides in on-campus housing to show evidence of being immunized against bacterial meningitis. Texas Education Code, Section 51.9192, Subchapter Z, establishes the requirement for bacterial meningitis vaccination for certain students and identifies exceptions to that requirement. This subchapter applies only to first-time students or transfer students enrolling in public, private, or independent institutions of higher education on or after January 1, 2010, who plan to live in on-campus dormitories or other on-campus housing facilities.

Please note that students must provide documentation of having received the vaccination at least 10 days prior to the student taking up residence in on-campus housing.

Full Time Student
Students living on campus must be enrolled in a minimum of 12 semester hours unless otherwise approved by administration. Students living on campus in the summer must be enrolled full-time. Resident enrollment is monitored. A resident who drops below the minimum requirement must report to the Office of Student Life. Removal from Residence Life program for failure to maintain full time status is possible.

Room Assignments
While living on campus, every effort is made to make sure every student’s experience while enrolled at Hill College is an enjoyable one.

1. First priority is given to accommodate returning students’ preferences for housing assignments.
2. Incoming students’ preferences will be accommodated as space permits.
3. No room changes will be made until two weeks (14 days) after the first day of class unless approved by the Residence Life Coordinators.
4. No student may deny or deter another student assigned to that resident space. No student may coerce, intimidate, or force another assigned student out of the room.
5. Room changes are only permitted when a recommendation is made by the Residence Life Coordinator and approved by the Dean of Students.
6. No room change will be permitted unless a Room Change Application Form is obtained from, completed, and returned to the Office of Student Life.
7. Students changing rooms without approval will be subject to disciplinary action and a monetary fine of $75.00 to be charged to the account of the student who physically moved. No further requests will be granted for that student.

Living with a Roommate
A roommate is someone with whom you live who may also be a potential friend. Roommates will have different personalities, interests and experiences. Some roommates will find that they share a lot in common; others will develop a strong friendship based on sharing their differences. Keep in mind that living with someone else often teaches you more about yourself. Remember that patience and understanding are key tools to a successful roommate partnership.
Common Roommate Courtesies
Your enjoyment of your residential life experience will depend on the mutual respect and understanding that you demonstrate as a roommate. It is important that each student realizes he/she has basic courtesies while residing on campus. Basic courtesies include the following:

- The ability to read and study free from interference.
- The ability to sleep uninterrupted.
- The ability to an equal share of space in the room.
- The ability to have a safe, healthy, and clean environment.
- The ability to expect that each person will respect the other’s belongings.

In order to establish positive roommate relationships, roommates must:

- Be treated with respect.
- Listen to one another and take comments seriously.
- Be responsible for mistakes.
- Express personal feelings in a manner that does not violate the dignity of others.
- Be able to say “no” without feeling guilty.

If conflicts arise between you and your roommate, follow these guidelines:

- Keep the problem between you and your roommate.
- Talk with your roommate about the situation.
- Discuss solutions that you both can live with and write them down.
- Watch for nonverbal cues.
- Discuss the situation with your Residence Life Coordinator.

Resident Identification
During the check-in process, new students will be issued a Rowdy Card. This is the official Hill College ID card as well as a Mastercard Debit card. It is good for three years after the date of issuance, and the replacement cost is $25.00. This card must be carried on the student at all times while on any Hill College campus. The ID card is property of Hill College and must be presented to a college official upon request. Failure to produce proper ID can result in a student’s removal from campus until proper ID can be presented, and disciplinary action from the Office of Student Life may be taken.

Housing Contracts
Each resident student must have a signed housing contract, for each term, on file in the Office of Student Life. This contract is an agreement between Hill College and each individual student on the policies and procedures that must be followed while living on campus.

Deposits
All new resident students are required to pay a $300 deposit. $50 is a one-time non-refundable processing fee. $250 is a refundable deposit that covers room damages and/or fees that the resident may incur during their stay. If the student has no outstanding fees and is not returning to Hill College, they have 90 days from the end of the spring semester, until August 1st, to request the deposit back. These are not covered by scholarships.

Check-in/Check-out Procedures
During check-in, paperwork must be completed properly for a student to remain in good standing with the Office of Student Life. Instructions on paperwork will be given at time of check-in. Paperwork must be completed and on file with the Office of Student Life.

When vacating a Residence Hall, a student must check-out through the Office of Student Life with the proper paperwork and procedures completed to remain in good standing. Failure to complete the process will result in an improper check-in/out fee of $25.00.

A fee will be assessed if the room is not left clean, if there are any personal items left in the room that the institution must dispose of, or if there is any damage. If trash and/or belongings are left in the bathroom, and/or if there is damage, students in both adjoining rooms may be charged a fee.

In the event that property is left after the check-out deadline, the property will be declared abandoned and will be discarded.
Off-Campus Housing
Depending on housing demands per term, Hill College may offer off-campus housing options to students. Please contact the Dean of Students for more information. Students who elect to take advantage of off-campus housing through the Office of Student Life are required to follow the same policies and procedures as on-campus students.

Inventory/Existing Damage Sheets
An inventory sheet of the student’s room must be completed, signed and returned to the Office of Student Life upon moving in. Damage done to the halls throughout the semester will be charged to each resident or to multiple students who share common areas if no individual is found responsible. Notation of the room’s physical status upon occupancy is required to ensure appropriate assessment of any new damages. This documentation sheet should be returned to the Office of Student Life or the Residence Life Coordinators within 72 hours of move-in to establish room physical status. Any sheet turned in after that time will be considered null and void, and all damages found in that room will be charged to the current student. Students may request a copy of this completed documentation for their personal records. Failure to complete this process will result in a $25.00 fee.

Keys
Keys are property of Hill College and may not be duplicated or shared. Every resident will receive a key upon check-in. Each resident is responsible for their own key! Missing keys should be reported to the Office of Student Life immediately. A replacement key will be issued, and a $50 fee will be assessed for each key.

Sharing of keys is prohibited and is a major violation of security. Violators may be subject to disciplinary action. Upon check-out, all keys must be returned to the Office of Student Life. Failure to return keys at that time will result in a $60 fine.

Holidays
College Residence Halls are officially closed for holidays, according to the Hill College calendar. Students are encouraged to remove valuables from the Residence Halls during these periods to reduce the opportunity for theft. Students that need to stay during the breaks need to make arrangements with the Office of Student Life. Be aware that food services will not be provided during holiday breaks.

Check-out sheets must be filled out and instructions followed for students to remain in good standing with the Office of Student Life. Failure to properly check-out will result in a $25.00 fine. While college is closed for Thanksgiving Break, Christmas Break, Spring Break, and Summer Break, all students must vacate the buildings by the designated times. Exceptions to this policy will be approved by the Dean of Students. Dates and times to move back into the Residence Halls will be provided before the break occurs.

Summer Housing
Hill College students may live in the Residence Halls provided they are enrolled full-time in school. There is a $300.00 fee for each of the Summer I and Summer II terms, and the student must complete a housing application for summer. The fee may be increased without notice. Be aware that food services will not be provided during Summer Sessions.

Furniture
Residents are responsible for the furniture in their rooms. Students are welcome to make their room feel like home, but must follow these guidelines:

- Do not remove furniture from the room/building.
  - Do not take college owned chairs outside to sit on.
- Do not dent, scratch or deface the walls or furniture while arranging furniture.
- Tall furniture must not block window in Dudley and Frazier since this could be a possible exit in the case of a fire. Windows in Bailey do not open and furniture may be put in front of these windows.

Remember, individual students are directly responsible for the care of the furniture for which they are individually assigned. A fee will be charged at the end of the term for damaged or missing furniture. Both students assigned to the room will be charged equally if the responsible student does not come forward.
**Room Decorations**

Students are encouraged to decorate their rooms to make them feel like home. Consideration should be made for the interests and tastes of roommates during this process. Residence Halls are high-traffic living quarters. Care should be taken to ensure an appealing physical appearance of the buildings. Decorations that are vulgar or defamatory are not allowed. The use of nails, screws, paint, stickers, sticky tape and other such substances that may damage walls, ceilings or floors is prohibited. We suggest the use of “3M” strips, “painter’s tape” or other such substances that will not mark or damage our Resident Halls.

**Windows**

Windows are not to be opened for security reasons and to help conserve energy. Windows are not to be used to enter or exit a room, except in emergencies. Blinds should always be visible from the outside of the residence hall (there should not be anything between your window and your blinds). Writing on windows is prohibited. Screens on windows in the women’s residence halls need to stay screwed to the window frame and remain free from damages. Charges will incur for failure to follow these rules.

**Doors**

Doors are to remain locked at all times. The door’s exterior must remain free of writing or other decorations unless permitted by the Residence Life Coordinator. Failure to follow these guidelines can result in disciplinary action.

**Security of Room**

The ultimate responsibility for personal security rests with each resident. To maintain security, the doors should be closed and locked when a resident is not at home. Doors should also be locked when a resident is simply down the hall and while sleeping. While friendliness and congeniality in the college community help to create a collaborative environment, they also reduce the concern for personal safety. To keep books and other personal belongings safe, please keep doors locked and uninvited guests out.

When housing or maintenance personnel are working in the Residence Hall, all doors will be closed and locked behind them when their work is complete. Students should carry their keys at all times when they leave their rooms.

To help prevent theft or damage to personal and school property, Residence Hall rooms must be secured/locked when students assigned to the room are not present. If rooms are found unsecured by a Residence Life Coordinator, Student Services or security personnel, a $10.00 fine may be assessed to each student assigned to the room.

**Security of Building**

All students must take necessary precautions to maintain the security of the building.

**Babysitting**

Babysitting is prohibited in the Residence Halls. Children under the age of 18 are not allowed in the Housing Area.

**Pet Policy**

Pets of any kind are prohibited in the Residence Halls at Hill College. Violators will not be given the chance to take their pets home. Hillsboro Animal Control will be called and your animal taken away.
Health and Safety Inspections
College employees have the right to enter assigned rooms of residents in the performance of legitimate functions, including, but not limited to; maintenance, emergency situations, possible violations of college policy, civil or criminal law violations, or to ensure that safety and sanitations standards are being observed. Male employees will be accompanied by a female when conducting inspections of female Residence Halls and rooms. Male employees may enter female Residence Halls and rooms unaccompanied during emergency situations only.

Unannounced health and safety inspections will be conducted during the term. Illegal or unauthorized items may be confiscated and disciplinary action taken to assure all students’ health and safety. Health and safety inspections may take place at anytime without prior notice to the resident.

Parking
A student who plans to operate a vehicle on campus must register the vehicle and obtain a Hill College parking permit. Permits are available in the Office of Student Life. There are designated parking areas for resident students and commuters. Areas designated for residents are located adjacent to the Residence Halls. Reserved spaces for Residence Life Coordinators and handicapped parking must be observed. Parking spaces adjacent to library and museum are not to be used for resident parking. Violations of the college traffic and vehicle regulations are subject to citation and the vehicle may be towed at the owner’s expense.

Visitation Policy for Male Residence Halls ONLY
Visitation hours are observed Sunday-Thursday from 9:00am-11:00pm; Friday, Saturday 9:00am-12:00am. All visitors must be accompanied by an occupant of the room in which they are visiting. The visitation hours include opposite sex, and same sex, non-residents. Females found in the male Housing Area after visitation hours will be cited for a visitation violation.

Visitations for Female Residence Halls ONLY
Opposite sex visitation is not allowed in the female Residence Halls. However, non-resident, same sex visitors are allowed: Sunday-Thursday from 9:00am-11:00pm; Friday, Saturday 9:00am-12:00am. Males found in the female Housing Area after visitation hours will be cited for a visitation violation.

Visitation Violation Penalties
All Parties in the presence of a visitation violation will be cited.

The penalties for a visitation violation are as follows:

- The student(s) may be placed on Disciplinary Probation for the remainder of the school year.
- The student(s) may be removed from the Residence Life program for the remainder of the school year.
  - The student(s) will have 48 hours to completely vacate the Residence Hall and properly complete the check-out process. If one of the principals involved in the visitation violation is not a Hill College student, he/she will be issued a Criminal Trespass Notice, will no longer be permitted to visit the Residence Halls, and will be subject to arrest upon further violations.
Guests
Non-resident visitors are welcome to visit resident students during the visitation hours, but are held responsible for knowing and observing the policies of the institution. Resident students who have visitors may be held accountable for their guests’ behavior. Any non-resident visitor must be 18 years of age or older. Resident students’ younger siblings may visit only while being accompanied by their parents. Parents assume all liability for younger siblings while on Hill College property. Any guest found in violation of this policy may be issued a Criminal Trespass Notice which would prevent future visits to the Residence Halls.

Quiet Hour/Loitering
The observed Quiet Hours will run from 11:00pm-9:00am Sunday through Thursday and 12:00am-9:00am on Friday and Saturday. When Quiet Hour begins, there will be no loitering in or around the Housing Area. The Student Center and the tennis courts will be available for students who need to visit after hours.

Study Courtesy/Noise
Consideration for other residents should be observed at all times, especially with regard to noise. Any noise, which disturbs other people at any time of day, may be deemed a noise violation. The observed Quiet Hours, that run from 11:00pm-9:00am Sunday through Thursday and 12:00am-9:00am on Friday and Saturday, are maintained to give residents a period of solitude each day to rest and study. The Student Life Office reserves the right to extend quiet hours when deemed necessary. During final exam week, quiet hours are in effect 24 hours a day. Please note: any loud noise (i.e. shouting, music from stereos, car stereos, radios, TV’s, and computers), which can be heard outside of a room or apartment, is prohibited at all times. Parties are not allowed at any time in the residence halls. Disciplinary action will be taken against students who violate this policy. One of the Residence Life Coordinators or a member of Campus Security may issue a citation for noise if you are abusing the rights of others. Resident students who continue to break this policy will be subject to additional disciplinary actions that include, but are not limited to: the confiscation of stereos, TV’s, etc. Confiscated equipment will be returned to the student at the end of the probationary period.

Room Appearance/Sanitary Living
Rooms must be kept clean and orderly. Waste must be removed regularly and placed in the dumpsters. Students should not leave trash in hallways, laundry rooms, or outside of buildings. Students should keep dirty clothes in laundry containers. Remember, Health and Safety Inspections will be conducted without notice, and unsanitary living conditions will be documented and may result in disciplinary action and/or fee assessment. Clean Residence Halls prevent and control pests and can stop the spread of other types of problems.

Laundry Courtesy
Washers and dryers are provided for our residents’ convenience, but due to the number of other students who need to use the same facilities, we ask that you remove your laundry promptly when it is finished.

Solicitation
No soliciting or selling is allowed in the Residence Halls unless prior approval has been granted by the Dean of Students.

Litter
Campus beautification is a primary focus for the Office of Student Life. Please help us keep our campus clean and safe by taking all waste to the dumpsters located in close proximity to each Residence Hall. Any individual caught littering will be held accountable through the Office of Student Life. If litter is found outside of a particular hall, and no individual is found responsible, all residents of that hall will be assessed a community charge.

Profanity
The use of profanity is strictly prohibited. Any obscene gestures or verbal obscenities used while on college property or at college-sponsored events will not be tolerated. Music containing obscene or racially degrading language should not be heard outside your room or vehicle. Disciplinary action will be taken.
Throwing Objects Out of Windows/Doors/Balconies
Because of potential danger to lives and property, dropping, throwing, or in any manner allowing objects (liquid or solid) to be ejected from or thrown into or out of Residence Hall windows, doors and/or balconies is prohibited. If the guilty resident does not come forward, all residents of a room will be held responsible for any ejected objects. Violators are subject to disciplinary action by the Office of Student Life.

Hallway and Stairwell Sports
All sports activities including but not limited to Frisbee, wrestling, horseplay (i.e. mattress surfing), football, golf, and hockey are strictly forbidden in hallways, lounges, stairwells, Hill College parking lots, and grassy areas directly adjacent to buildings. Violators are subject to disciplinary action by the Office of Student Life.

Alcohol Policy
NO ALCOHOL OR ALCOHOL PARAPHERNALIA is allowed on campus at Hill College. Residents found drinking, or in the presence of alcohol are subject to disciplinary action, including but not limited to completing Alcohol 101, which can be found in the Hill College Counseling Center. Paraphernalia consists of bottles, cans and boxes (packaging for containers). All these items will be confiscated and thrown away. Posters, pictures, neon signs and “koozies” displaying alcohol related advertisements are allowed. Students that are found guilty of two alcohol offences may be removed from housing.

Tobacco Policy
The use of all tobacco products is prohibited inside the Residence Halls. Smoking, dipping, and chewing are only allowed in designated areas. For residence life students these areas are the parking lots surrounding their building. Student residents who are found with residue from, or items such as, but not limited to, cigarette butts, spittoons, tobacco juice, and tobacco waste in their rooms are subject to disciplinary action by Hill College. Please help us keep our campus clean by disposing of tobacco products in appropriate places.

Drug Policy
Student residents who possess, participate in or are in the presence of the use, sale, manufacturing or distribution of illegal drugs, or illegal distribution of legal drugs, whether it be on person, in Residence Hall room, or in a registered student vehicle, will be subject to immediate disciplinary action by the Office of Student Life. Random room inspections by authorized staff accompanied by independent contractors with canine units may be conducted periodically to enforce the Hill College drug policy in reference to the unlawful possession, use, sale, or distribution of narcotics, dangerous drugs, and related paraphernalia on campus. Paraphernalia including, but not limited to, bongs, hookah pipes, clips, residue, seeds and stems, bowls, a smoke filled residence hall room, or any other items used in the preparation or consumption of illegal drugs, are not permitted on the Hill College campus and will be confiscated and submitted as evidence with the Hillsboro Police Department or the Texas Department of Public Safety.

Weapons Policy
Firearms, illegal knives, clubs, explosives, or prohibited weapons and weapon facsimiles are not allowed on the college premises.
Possessing martial arts weapons or decorative weapons, including knives, are considered to be a violation of college regulations expressly forbidding possession of weapons on college property. Any student intentionally, or unintentionally bringing a weapon on campus will be subject to disciplinary action by the Office of Student Life.
Students that take archery as a class and bring a bow and arrow need to make arrangements with your instructor and the Dean of Students.
Physical/Verbal Abuse
Any student who displays: physical or verbal abuse of any person on Hill College property, disregard for the physical well-being, property, or rights of any person on college-owned property, conduct which threatens or endangers the health, safety, or well-being of any person, will be subject to disciplinary action by the Office of Student Life.

Harmful/Destructive Items
Water balloons, water guns, paintball guns, air soft guns, slingshots, darts, dart boards, fireworks and related paraphernalia are prohibited due to injury and damage that could result. Engaging in the use of fireworks is a major health and property risk, and all participants will be subject to disciplinary action. Such items will be confiscated and not returned.

Theft
It is illegal for students to be in possession of any property that is not their own. This includes, but is not limited to, road signs, property of the college or a member of the college community, or property of any campus visitor. Violators will be held accountable for their actions. Residents are encouraged to obtain their own “renter’s insurance” policy. If a theft is detected, contact as soon as possible the Residence Life Coordinator, campus security, or Hillsboro Police Department.

Community Billing
Students may be held responsible for any damages or filth in public areas of the Residence Halls in which they reside. If the individual responsible for such damage or filth cannot be identified, the community as a whole will be charged. Fines resulting from damage found inside a Residence Hall, (where the individual responsible for the damage cannot be identified) will be assessed to all residents of that hall or to a group identified as being involved in the damage. (Example: damage found in a hallway, all residents of that hall will be responsible. Any damage found in a suite, all residents of the suite will be responsible.)

Liability
Hill College assumes no responsibility for loss or damage of personal property as a result of theft, fire, flood, vandalism, or maintenance/facility failure. Each student is encouraged to carry personal property insurance or be covered under his/her parent’s home owner’s policy (students should have their parents contact their insurance companies for more details.) Hill College is not responsible for personal property left during or after the check-out process has been completed. Hill College will not store personal possessions. Commercial storage units are available in Hillsboro. Property left in the Residence Halls after checkout, without approval from the Dean of Students, shall be declared abandoned and will be discarded. There will be a fee charged for the disposal of all personal property left after check-out.

Missing Student Notification
When there is a concern about a student, the Dean of Students should be contacted as indicated in the Critical Incident Response Plan available on the website at www.hillcollege.edu on the right-hand menu. Students have the option to register an emergency contact number on the Residence Clearance Card, which will be made available to those who have a need to know. If a contact person is not provided, law enforcement will be contacted if the student is missing for 24 hours. Students under the age of 18 will automatically have their parent or guardian notified as required by law. Reports of missing students will be referred to local law enforcement. In the event of a missing student, the Critical Incident Response Plan will be placed into effect.
**Fire Safety**

**Heating Elements/Open Flame**

For all residents’ safety, Hill College prohibits the use of open flames and heating elements. This includes, but is not limited to, candles (decorative or otherwise), incense, George Forman grills, griddle/similar cook top, toasters, toaster ovens, Bunsen burners, etc. **Cooking in the Residence Halls is permitted in a microwave oven only!** The only heating elements allowed in the rooms are curling irons, coffee pots, and clothes irons. **These items, however, must have an automatic shut off feature.** Any of these items found during Health and Safety Inspections that do not have an automatic shut off feature will be confiscated and **not returned.**

**Smoke Alarm/Fire Safety Equipment**

Fire extinguishers are installed in all Residence Halls, and smoke alarms in each room. These safety devices must not be disarmed, tampered with, removed, or maliciously discharged.

Individuals guilty of discharging fire extinguishers will be fined $100.00 and disciplinary action will be taken. Individuals found guilty of removing a fire extinguisher from a Residence Hall will be fined $200.00 plus the replacement cost of a new unit, and disciplinary action will be taken. Any student guilty of pulling a false fire alarm will be fined $100.00 and disciplinary action will be taken. This includes the fire exits at each end of the female residence halls. **The penalty for making a false report or alarm is a state jail felony as inacted in section 51.219 of the Education Code.**

Tampering with smoke alarms will result in a $60 fine. Smoke alarms are not to be unplugged from the ceiling or have the batteries taken out. If your smoke alarm constantly chirps the battery might be low. Tell your Residence Life Coordinator and they will have it replaced.

**Extension Cords**

All extension cords not specifically approved by the Residence Life Coordinators are prohibited. Surge protectors with chords not exceeding 6 feet are allowed.

**Fire Exit Routes**

Become familiar with the exit routes which are posted at focal points in each building. Periodic fire drills will be conducted, and all students are required to participate if present. **Evacuation is absolutely required when the alarm sounds.** Students are also required to stay in the designated area until the Residence Life Coordinator releases them. Students are not to return to the building until authorized personnel instruct them to do so.

**Bathroom Locks**

The Fire Marshal prohibits locks on the outside of bathroom doors of the Residence Halls, and students will be fined $25.00 if locks are found or reported.
Other College Services

Internet
Wireless internet is provided to housing students. You can access the web from your room, the library, or the student center. Policies on internet and college computer usage can be found in the student handbook.

Dining
The Hill College Cafeteria, operated by Great Western Dining, is proud to be a partner in the success of quality education and the future opportunities of present students.

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<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<tbody>
<tr>
<td>Monday -</td>
<td>7:30a -</td>
<td>11:30a - 1</td>
<td>5:30p - 7:00p</td>
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<tr>
<td>Thursday</td>
<td>9:00a</td>
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<tr>
<td>Friday</td>
<td>7:30a - 9</td>
<td>11:30a - 1</td>
<td>5:00p - 6:00p</td>
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<tr>
<td>Saturday</td>
<td>NA</td>
<td>12:00p - 1</td>
<td>5:00p - 6:00p</td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
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E-mail
All Hill College students are issued an e-mail account when they are admitted to the college. It is highly recommended that as a housing student, you check your college email account on a regular basis as this is often the way the Office of Student Life communicates with residents.

Laundry
Coin operated laundry machines are made available to students by the college. These machines are located in the Frazier and Dudley female halls, upstairs and downstairs, as well as in the south wing of the Bailey male hall, by the courtyard stairwell.

Mail
When checking in to housing, students will receive a keyed mailbox. These mailboxes are located in the student center. It is highly recommended that as a housing student, you check your college mailbox on a regular basis as this is often the way the offices within the college communicate with residents.

Your mail should be addressed as follows:

Your Name: ____________________________
Hill College-Box ____
112 Lamar Drive
Hillsboro, TX 76645

Maintenance
Maintenance of the residence halls to keep them safe and intact is of high importance to Hill College. For Maintenance Requests please contact your Residence Life Coordinator or submit problems to the Office of Student Life.

Student Center
The Hill College student center is a place for students to relax, do homework, and have fun. To accommodate students the student center offers comfortable furniture, wireless internet, cable TV, gym access, and a variety of games. A few of the games we offer students are dominos, pool, ping-pong, and games for xbox 360 and Wii consoles. All persons that use the student center must be Hill College students and have their student ID.
Student Life

Intramural Sports
Hill College provides an interactive intramural program that is dedicated to creating an atmosphere in which good social relationships and attitudes can be developed. Intramural participation requires upholding high standards of sportsmanship and dealing fairly with all individuals and teams. It further provides opportunities for leadership, collaboration, and cooperation. Intramural activities will take place Monday-Thursday in the evenings. Weekend tournaments are also available. Students interested in intramural sports may sign-up in the Office of Student Life. Intramural sports are voluntary, and Hill College accepts no responsibility or liability.

Student Life Committee
The Student Life Committee shall continually study all areas of student life and activities which are non-academic in nature, and shall make suggestions for the development of those areas. Contact the Office of Student Life for more details.

Residence Hall Council
The Residence Hall Council shall promote interesting college activities, functions, programs, and encourage participation by residents in these activities. The Council may recommend desired and acceptable ideas for improvement in the general student resident life involving non-academic programs. Contact the Office of Student Life for more information.

Student Government Association (ΣΓΑ)
The Student Government Association (SGA) represents the entire student body. It is comprised of representatives from all clubs and organizations on campus. This organization conducts all student body elections, plans most of the social activities, and handles other matters pertaining to the students’ welfare. For more information, contact the Office of Student Life.
**Clubs and Organizations**

Hill College encourages the formations of student clubs and organizations in order to promote and encourage social interactions and social development. These clubs also promote leadership and provide recreational opportunities to enhance the educational/learning environment.

**Checklist of Things to Do Your First Week**

During your first week of the semester, you may feel overwhelmed with the many things that you need to accomplish. Listed below you will find some suggestions that you can use as you become settled in for the semester:

* Meet your Director of Student Life  
* Meet your Residence Life Coordinator  
* Meet your roommate  
* Buy books and supplies  
* Check out the cafeteria  
* Attend the Mandatory Hall Meeting  
* Join a student organization  
* Catch up with new friends  
* Call home and catch up with family  
* Meet your neighbors  
* Visit the Business Office, pay bills, etc.  
* Find your classrooms  
* Check out the Student Center  
* Find out about campus activities  
* Explore some of the local stores  
* Write a letter/send a card to a friend  
* Have some fun

This list is not all-inclusive nor is it developed in any order or priority. It is our hope that this will help you organize tasks as you make the adjustment to the campus.

*Interested in starting a new club at Hill College? See the SGA President or your Residence Life Coordinator.*