

**Phillips Community College of the University of Arkansas
Residential Life Handbook and Lease Agreement**



Effective 12/5/2024

PCCUA Residential Life and Housing

This handbook is a guide to safe, vibrant, and great experiences living life on and off campus at PCCUA. The handbook describes policies relating to residents' contractual relationship with PCCUA, community living, safety procedures and maintenance standards.

Phillips Community College of the University of Arkansas reserves the right to update and/or change policies throughout the year. Any questions concerning policies and procedures should be addressed to the Vice Chancellor for Student Services and Campus Life.

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“The Ridge” Apartments

Residential Life & Housing at PCCUA aims to foster a safe and supportive living and learning environment for residents. This will be accomplished through intentional programming and by having a well-maintained residential community.

The Ridge Apartment are a welcomed addition to the multiple properties owned by Phillips Community College of the University of Arkansas. It is our pleasure to provide our students with a “home away from home” while providing dynamic opportunities for growth and development. Student Services and Campus Life will oversee the operations and programming, all residents are still expected to adhere to the rules governing our student body.

Eligibility

- a. To be eligible to reside in PCCUA Residential Living and Housing students must be fully admitted to the College.
- b. All students shall have an equal opportunity to reside in the Residential Living and Housing Community regardless of race, gender, color, sexual orientation, or disability.
- c. Students who have an outstanding balance with College may be prevented from participating in any housing process, including but not limited to, housing assignment, or room changes. PCCUA reserves the right to deny residency to any student with an outstanding fee balance or hold.
- d. Residents must immediately report any change in enrollment or other eligibility status that affects their eligibility to live in Housing.
- e. The Vice Chancellor for Student Services and Campus Life reserves the right to refuse any housing application, to change or cancel any assignment, or to terminate a resident’s occupancy for justifiable cause. Receipt of the housing application does not guarantee a housing assignment.

Housing Availability

Apartments will be available to student athletes, and any remaining apartments will be made available to the general student population of a first come, first serve basis.

The apartment amenities include a twin, bunk, or loft style of bed, electricity/gas, water, WI FI, kitchen appliances, living and dining furnishings. Athletes will be required to utilize quad occupancy.

Student housing is \$2750.00 for double occupancy and quad units are \$1750.00 for the academic year. Summer housing is \$1100.00.

Assignments

College Housing is only available to students who are officially admitted to PCCUA, and are enrolled in classes both online or on-campus. Assignments will be made after the completion of the Housing contract and receipt of the deposit fee of \$100.00.

Student Services and Campus Life will make residential assignments and has the right to alter student assignments as needed. An appropriate notification to resident(s) will be provided prior to assignment change. Students will be assigned without regard to race, color, religion, age, sexual orientation, and disability.

Payment and Charges

All tuition and fees, including housing, are due before the first day of class. You must either have sufficient financial aid, sign up for a payment plan through Nelnet, or self-pay. The dates will vary per term. If payment is not made by the dates established by the institution, Student Services and Campus Life reserve the right to cancel the contract and reassign the space.

Lease Termination

PCCUA may terminate the Lease and require Student to immediately vacate the Premises upon the occurrence of any one of the following events: (A) Student's failure to pay when due any payments or charges; (B) official action of PCCUA requiring removal of Student from campus; (C) Student fails to be registered and attending the required number of credit hours; (D) violation of housing or college policies, rules, or regulations; (E) failure of Student to maintain the Premises in a safe and sanitary condition; (F) violation of the terms of this Lease; (G) an emergency or casualty; (H) if Student is a safety threat to himself or herself or to others; (I) Student's admission to PCCUA has been cancelled or Student's admission application withdrawn.

Damages

Students are individually responsible for care of apartment equipment and are responsible for any damages incurred after room assignment. In instances where individual responsibility for damages cannot be determined, the residents of that dwelling will be collectively charged and held responsible. Residents will also be responsible for payment of lost or non-returned keys. The deadline to appeal the charges is 30 days after the charge has been applied to the student account.

Cancellation

PCCUA may terminate the Housing Contract and require students to immediately vacate the premise due to one of the following events: (A) Student's failure to pay charges when due; (B) the violation of PCCUA housing or college policies, rules, or regulations; (C) failure of Student to maintain the Premises in a safe and sanitary condition; (D) violation of the terms of the contract; (E) an emergency or casualty; (F) if Student is a safety threat to himself or herself or to others; or (G) Student has withdrawn.

Terms and Conditions of Occupancy

When a student agrees with the conditions of the contract and signs the document, they are entering a legally binding contractual agreement with Phillips Community College of the University of Arkansas (PCCUA). All information contained in the Student Handbook, the

Colleges' Residential Life and Housing website is incorporated into the contract agreement. It is the student's responsibility to become familiar with the provisions of the contract.

The Residential Life and Housing contract will be for the full academic year. No condition of this contract can be waived without a formal written agreement from the student and PCCUA Residential Life and Housing, and oral communications made by a staff member of the Residential Life and Housing are considered a waiver of any term or condition of the contract. Additionally, the contract cannot be canceled mid-year while the student is enrolled, nor can the student remain in housing if they are no longer enrolled at the college. If a student vacates their room without withdrawing from the College, they will be responsible for all associated fees.

Check-In Procedures

Students must complete an Apartment Inspection Checklist with a PCCUA representative in order to receive the key code to the entry Apartment gate and the key to the assigned unit. Student athletes will be assigned move in dates and room assignments by the head coach or athletic director.

Check-Out Procedures

Students must complete the Inspection Checklist with a PCCUA representative after the unit is vacated. Failure to return unit key(s) will result in the student being charged the cost of a lock change. Any property remaining in a unit longer than 24 past the move out deadline will default to the property of PCCUA.

Room Entry/Inspection

The College reserves the right to enter and/or search any apartment room or space. Searches will be authorized by the Vice Chancellor for Student Services and Campus Living or his/her designee. Please note that appropriate College staff members will seize items not permitted in the residence (weapons etc.). Searches may be authorized anytime there is reasonable cause to believe that there is a health or safety concern.

COMMUNITY LIVING STANDARDS

Residential living and learning at PCCUA means that you will be living in a community of students with differing values, lifestyles, and attitudes. As a member of this community, we encourage you to display a level of respect, have a genuine interest in others', and provide encouragement to others with unique experiences. Our learning community will inspire growth through the broadening of perspectives from these varied shared experiences. The Core Mission of PCCUA encompasses the goals of our living and learning community, which is noted below:

PCCUA CORE VALUES

Phillips Community College respects the diversity of its student body and community. The College also recognizes the worth and potential of each student. Therefore, the College affirms the following beliefs and values:

Student Success

We are committed to the success of every student. We believe all students, given the right conditions, can learn. We believe those conditions include high expectations reflected in a rigorous curriculum and personal engagement evidenced by a faculty and staff who invest themselves in the lives of our students and our communities.

The Power of Education

We believe learning begins at birth and should last a lifetime. We believe in the power of education to transform lives and build strong, productive communities.

Diversity

We respect the inherent worth and dignity of every person.

Accommodation Services

PCCUA seeks to make every effort to offer quality instruction and an equitable living and learning experience. The College provides reasonable accommodations and services to student who have documented physical, emotional, and/or learning disabilities. For more information about services please contact Deborah Gentry at dgentry@pccua.edu for more information.

Rights of Others

“PCCUA has a standard of conduct that will be enforced at all times. Unacceptable behaviors are identified in the PCCUA Student Handbook and at <https://www.pccua.edu/student-discipline-policy/>. In order to sustain an environment that promotes responsibility, cooperation, respect, and learning, any PCCUA employee is expected to correct inappropriate conduct anywhere on College property at any time.” Please note that the Residential Living and Housing is included in PCCUA Properties.

The rights of students, faculty, staff at PCCUA must be honored. Violation of the rights of others includes, but is not limited to, participating in acts that are degrading or harmful, making written or oral threats, and participating in the physical or verbal abuse of another person are specifically prohibited

PCCUA TITLE IX POLICY

Notice of Nondiscrimination under Title IX

The Phillips Community College of the University of Arkansas does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.*, and the U.S. Department of Education’s implementing regulations, 34 CFR Part 106. The PCCUA nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the University’s Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

Jurisdiction and Scope

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires the College to promptly and reasonably respond to sexual harassment in the University's education programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time that a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or activity of the College. An education program or activity includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at the College. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee's rights under Title VII of the Civil Rights Act.

Reporting

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator:

Dr. Kimberley Johnson, Title IX Coordinator

1000 Campus Drive

Helena, AR 72342

870-338-6474, Ext. 1235

kjohnson@pccua.edu

Rhonda St. Columbia, Title IX Deputy Coordinator

1000 Campus Drive

Helena, AR 72342

870-338-6474, Ext. 1130

rhonda@pccua.edu

In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at ocr@ed.gov.

Any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during

non-business hours) by using the telephone number, email address, or by mail to the office address, listed for the Title IX Coordinator.

Amnesty

PCCUA encourages reporting of incidents of prohibited conduct and seeks to remove any barriers to reporting. The College recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. Individuals who report prohibited conduct or participate as witnesses will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances.

The College may initiate an educational discussion with individuals about their alcohol and/or drug use or may direct these individuals to services such as counseling for alcohol and/or drug use. Amnesty will not be extended for any violations of PCCUA policy other than alcohol/drug use. The use of alcohol, drugs, and/or legally prescribed medication does not justify or excuse behavior that constitutes prohibited conduct under this policy.

Filing Report with Local Law Enforcement

In some instances, sexual harassment may constitute both a violation of this policy and criminal activity. The College grievance process is not a substitute for instituting legal action. **PCCUA encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where appropriate.** Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

PCCUA Police Department
1000 Campus Drive
Helena, AR 72342
870-816-0377

Helena-West Helena Police Department
1804 MLK Drive
Helena-West Helena, AR 72390
870-572-3441

Preserving Evidence

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting a criminal case. Victims and others should not alter the scene of an attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (*i.e.*, bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of sexual assault.

Employees' duty to report to Title IX coordinator

In order to enable the College to respond effectively and to proactively stop instances of sexual harassment, employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX Coordinator. Any employee who fails to promptly report a matter to the Title IX Coordinator may be subjected to disciplinary action

for failing to do so. There are two categories of employees who are exempt from this requirement: (1) licensed health-care professionals and other employees who are statutorily prohibited from reporting such information and (2) persons designated by the campus as victim advocates.

Confidentiality

Except as compelled by law or as required to conduct a full and fair grievance proceeding in response to a formal complaint, the College will treat the information obtained or produced as part of the Title IX procedures as confidential. PCCUA will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR Part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

Availability of Counseling and Advocacy

Counseling and other mental health services for victims of sexual assault are available through referral to local community mental health services including Arisa Health Services in Helena. These agencies can provide counselors and psychotherapists in private practice in the area, as well as provide individual and group therapy. Committee Against Spouse Abuse (CASA) Women's Shelter or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

Student Code of Conduct

Respect for other students' right to live and learn harmoniously, is imperative to the PCCUA college experience. All students are expected to practice self-discipline, and accept shared responsibilities in the order of the community. Further, if a student's behavior is disruptive, the Vice Chancellor for Student Services and Campus Life has the right and obligation to remove the student from the property and to vacate the apartment. A student removed from the property, may not return without meeting with the Vice Chancellor for Student Services and Campus Life.

The Residential Handbook and the PCCUA Code of Conduct exist to help ensure the health, safety, and well-being of each student living in the community. Depending upon the degree of the policy violation and frequency of occurrences in which a student has been involved, a student may receive sanctions ranging from fines to removal from the living and learning community or to college expulsion.

Possible Student Housing Infractions include the following:

- Violation Noise

- Offensive odors
- Alcohol possession, use, or abuse
- Drugs or drug paraphernalia
- Theft
- Violations of any policy listed in the Student and Housing Handbook, or involving Police
- Indecent exposure
- Fire alarms –setting off and/or tampering with equipment.
- Fires, fireworks, explosives
- Giving false information
- Animals
- Littering
- Flood and fire damage

Please note that the descriptions are not inclusive of every violation possible, nor do they contain every variance of the violations list.

Sanctions

A sanction is a penalty imposed as a result of violating a law or rule. Sanctions will follow the student code of conduct policy. Incident reports will be written for all warnings. Residents will receive a letter acknowledging the warning.

Guests

The permitting of guests is a privilege which can be removed. Resident assumes responsibility for the behavior and actions of their guests at all times. Guests must comply with all PCCUA Residential Life and Housing policies.

SAFETY AND SECURITY

1. The safety and security of residents is important to the College; therefore, residents must utilize reasonable care in ensuring fire safety and to participate in fire drills and to exit buildings in the event of a fire alarm. Resident agrees to comply with all Housing Policies related to fire safety including, but not limited, to policies related to cooking appliances and smoking.
2. Firearms, Weapons and Dangerous Devices are not prohibited in Housing. Storage or possession of firearms (including pellet, BB, and air guns), weapons, ammunition, tasers, or explosives of any kind would result in removal from facility and possible removal from campus.
3. The College will not be liable for any personal accident, injury or illness, including death, to any student or the occupants of student residence facilities, or guests.

Loss of Campus Housing Privilege

Living within college provided housing is a privilege. A student may be removed from college housing for disciplinary reason. Examples include incidents in which damage occurs, a pattern of policy violations, drug possession, harassment, or other major disruptions that are primarily focused within the college housing community.

Alcohol

PCCUA prohibits the possession, distribution, manufacture, or use of alcoholic beverages on its properties, including the Residential Living and Housing. This prohibition includes students who are 21 or older. Alcohol bottles or containers, including boxes, may not be in the residential area or displayed as decoration **even if they are empty**. Students may also not be in the presence of alcohol while on campus or housing provided by the College. Anyone violating these policies will be subject to the conduct process. Alcohol and other substance abuse is a college concern.

Drugs

The college prohibits manufacturing, possessing, selling, transmitting, using, or being party to any illegal drug, controlled substance, or drug paraphernalia on campus. Drug paraphernalia includes hookahs, grinders, scales, and rolling papers. If a student is found to be using or providing a legal substance, including prescription medication, as an addictive drug or in excess amount, sanctions may be incurred. Students must be able to immediately provide proof of their prescriptions to college personnel upon request. Recreational or medical marijuana is not permitted on campus or on property owned by PCCUA. Residents found violating these policies may be evicted from their campus housing.

Information concerning the possession, sale, use, etc., of drugs on campus or student housing must be brought to the attention of the Campus Police and they will conduct an appropriate and confidential investigation.

Tobacco-Free Policy

PCCUA is a **tobacco-free campus**. According to Arkansas Code Title 6, Chapter 60, use of tobacco is prohibited on each campus of state-supported institutions of higher education. “Campus” means all property, including building and grounds, which are owned or operated by a state-supported institution of higher education. This includes student housing offered by the institution. Use of electronic cigarettes is also banned from campus-owned property. This includes all portable and handheld vaporizers. Students found smoking/vaporizing or using tobacco in or around the residential facilities will be subject to the conduct process.

Emergency Equipment

Tampering with, damaging, or inhibiting the use of emergency equipment, including exterior doors, propping any exterior door, or tampering with any surveillance camera is strictly prohibited. Damage caused by the student’s action or negligence will be charged to the student. Fire extinguishers may only be used for their intended purpose. If a resident misuses a fire extinguisher, the resident will face the conduct process. If an alarm is triggered while one is

cooking, residents are still responsible for making sure the alarm remains in working order. **The detectors must always be working, and violations will go through the conduct process.** Because of the potential safety threat, residents found responsible for tampering with or damaging emergency equipment may be removed from student housing.

According to Arkansas Code 5-71-210, communicating a false alarm is a Class A misdemeanor if no one gets hurt or there is no damage to property. Two or more times, then it's a Class D Felony. It's a Class D felony if property damage results or if it is a bomb threat to a private or public educational institution. Communicating a false alarm is a Class C felony if there is physical injury.

Firearms, Explosives, Hazardous Materials

The possession or use of firearms on college property or at college-sponsored events is prohibited by state law and may result in suspension or expulsion from the college. The possession or use of fireworks, explosives, or other weapons on college property is also prohibited and may result in sanctions up to suspension or expulsion from the institution.

The storage or use of the following items, but not limited to the following items, in and around college- provided housing is **prohibited**: fireworks, explosives, explosive materials, weapons, lighter fluid (used for grilling purposes), ammunition, devices capable of casting a projectile (such as bows and/or slingshots), swords, brass knuckles, or any type of gun (including but not limited to handguns, BB guns, stun guns, air guns, paint guns, pellet guns, or toy weapons that look like real weapons).

An exception under Arkansas law is that persons with a valid concealed-carry permit may have their licensed handgun on their person while inside their vehicle, even on campus or student housing areas, and they may leave the handgun inside their properly locked vehicle, even while on campus or student housing areas.

Projectiles

Darts and dartboards are not permitted in residential buildings due to the potential for personal injury and property damage.

Electrical Appliances

The following electrical appliances are **NOT** permitted in Residential Living and Housing:

- Open element appliances (such as hot plates, broilers, open grills)
- Space or kerosene heaters
- Air conditioners (personally owned units)
- Outside antennas or satellite dishes
- Halogen or sun lamps
- Air fryers with the usage of oil

Candles and Incense

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, is prohibited on campus and in all student housing, including college funded properties. Decorative candles must have non-burned, clipped wicks, or be wickless. Residents may use candle warmers as long as they are conscious of placement.

Electronic Imaging

Use of cameras or other electronic imaging devices to transmit live images or videos from apartments is limited to the capture of that resident's contracted portion of the room unless written permission is obtained by all contracted residents of the room. Any activities that infringe on the rights of others or violate policies or laws are prohibited. Monitoring systems will not be allowed to be installed anywhere in the facilities. This is due to the significant wiring and intrusive methods required to install a system like this and also because of privacy concerns for other reasons with this external-facing technology.

Compliance with College Officials

Failure to comply with a request by an authorized college official, including failure of a student to present his or her college identification card when requested by an authorized college official, may result in disciplinary action. Additionally, actions toward any college employee or authority, which are manifestly unreasonable in time, place, and manner and may disrupt the fulfillment of their duties may result in disciplinary action.

Recreational Sports

Sports and activities that are customarily meant to be engaged in outdoors may not occur indoors. This includes skateboarding, rollerblading, biking, throwing balls, etc. This policy is in place for the safety of all students and to prevent damage to the facilities. No recreational sports may occur near or adjacent to the building if they could cause damage (i.e., golf balls etc.).

Personal Motorized Vehicles

Motorized scooters or motorized personal transportation devices, including hover boards, are prohibited from being stored, charged, or used inside any college provided housing due to potential fire and safety hazards. This includes anything operated by a large lithium-ion battery. Standard scooters and mopeds must be parked at least 12 feet from any building and may not be used or parked on any sidewalk.

Noise

Sound carries easily in community living. Voices, stereos, televisions, air horns, and bouncing balls in rooms can often be heard in other rooms. Remember that while residents have a right to listen to music of their choice and be boisterous, other residents have a right to sleep, study, or listen to the music of their choice without disturbance. Yelling, playing loud music, etc., out of windows is prohibited. The playing of musical instruments is permitted within the living area as long as it is not disturbing others or violating quiet hours.

Quiet Hours

Quiet hours are midnight to 8 a.m. Courtesy hours are always in effect. If a fellow resident makes a reasonable request regarding your noise level, please be courteous. Sound should not be heard more than three doors away.

Trash and Recycling

All personal trash must be carried to the appropriate receptacle located outside of the apartments. Trash may not be left outside any apartment door or in the apartment.

Cleaning Personal Space

All apartments must be clean and properly maintained at all times. Cleaning of the individual apartment is the responsibility of the residents occupying the apartment. According to the housing contract, failure to maintain the apartment in a safe and sanitary condition may result in termination of the housing contract.

Please alert campus Maintenance for assistance in pests elimination. If the College is not notified in a timely manner, the resident may be billed for pest removal and cleaning.

Mold and Mildew

The resident must contact College Maintenance through the Ridge Net portal if they have reason to believe there is a mold or mildew issue in their unit.

Theft and Possession of Stolen Property

Theft is strictly prohibited in the residential facilities, on campus, and by law. Taking an individual's personal property without permission is strictly prohibited. Any student who suspects they have had something stolen should immediately report the theft to the local Police at 870-572-3411. Students who are found responsible for theft will receive sanctions.

Vandalism

Vandalism to property will not be tolerated under any circumstances. People who violate this policy will be subject to disciplinary action and will be held responsible for the restitution of the damaged item(s). This also includes property of other residents.

Illegal Entry

Students who enter an apartment without permission from the occupant will be trespassing. Entry by force will be considered breaking and entering. Illegal entry will be subject to the conduct process.

Decorating

Residents will be billed for holes found in the walls or doors of their apartment. Residents may adhere items to the wall **ONLY** via sticky tack or other removable sticky items. No holes are

permitted. Also, any excessive paint chips will cause a painting bill to be charged to the residents.

Residents are encouraged to personalize their apartment; however, appropriate decorating guidelines must be followed.

- Items may not hang low in the rooms.
- Items may not protrude from doors into public space.
- Nothing may block a smoke detector in any way.
- Decorative lights may not be connected to another strand and must be plugged directly into the wall. Rope lights are the recommended holiday lights to be used.

Windows

Windows may not be covered with any sun-blocking items such as insulation, blankets, or foil. When using curtains, residents must ensure there is air flow on either side of the curtain.

Residents may not display posters, signs, flags, or other items in their windows, regardless of which side of the blinds it is on unless the blinds will remain closed at all times. Residents may not remove the screens, nor may they throw anything out the windows. Residents may also never exit an apartment or suite via the window unless a true emergency is occurring. Doing so may result in disciplinary action.

Keys and Lockouts

Residents are expected to lock their doors, especially when they are not home, to ensure the safety of themselves and their property. Key pad numbers to the entry Apartment gates and apartment keys are for the personal use of the resident and may not be loaned to anyone.

Room Entry and Search and Seizure

Residents have a reasonable right of privacy in a residential building owned by the College. However, an apartment may be entered by college personnel for the purpose of conducting administrative tasks, one of reasons according to the apartment lease, or one of the following:

- College personnel may conduct a welfare check on a student if there is reason to believe the student's health may be in question.
- The apartment maintenance conducts periodic pest control measures in and around residential buildings. The periodic pest control services are not optional.
- If a resident requests maintenance work or repairs in his or her apartment or suite, the resident thereby grants Maintenance personnel and contractors the right of entry into the apartment without notification.
- For any routine or preventative maintenance deemed necessary.
- When a student's behavior is believed to be violating the law or college regulations or policies, College staff may enter the room.
- If prohibited materials are found in a room or an apartment (e.g., candles, alcohol) they will be seized and disposed of appropriately.
- To complete a check-in or check-out of a resident assigned to that apartment or suite.

Thefts:

Hopefully, you will never be a victim of theft or vandalism, but it is important for you as a resident to observe the following guidelines.

- Keep bedroom/front doors and windows locked at appropriate times.
- Keep your vehicle locked at all times and keep valuables out of sight.
- If the student is the victim or a witness to any on-campus criminal offense (e.g., theft, vandalism, or property destruction), observes a suspicious person on campus, or observe a person with a concealed weapon, promptly notify 911 for local Police Department to report the incident.
- PCCUA is required to keep and disclose information about crime on and near campus due to the Clery Act. This information is updated annually and can be found on the PCCUA website. The Clery Act also states that colleges must give a timely warning covering any crimes poses an ongoing threat to the campus community. This notification is typically done through the college alert system.

Parking

Only residents with PCCUA residential parking passes are allowed to park at the Residential Living and Housing, and residents may only utilize one parking spot in the parking lot. **If a vehicle parked inside the apartment provided parking does not have the appropriate tag displayed, it may be subject to ticketing and/or towing. This includes residents who have failed to acquire a residential parking pass. Only one residential parking pass will be provided to resident.**

Do not leave valuables in sight and be sure to lock your vehicles. PCCUA is not responsible for vehicles on any owned property. Any damage or theft concerns should be reported to the local Police Department at 870-572-3411.

Internet

Wi-Fi is provided to all residents at no extra cost. Since this is considered college property, students must adhere to all computer and internet acceptable use policies. Students experiencing internet issues should make an IT Help Desk ticket on the Ridge Net portal at www.pccua.edu.

Maintenance Information

Please notify the PCCUA Residential Living and Housing maintenance department by requesting a maintenance report through Ridge Net at www.pccua.edu. Please be specific with the request and what the issue is. All maintenance issues must be resolved before a student moves out. Should it be found that an issue has caused beyond-normal wear and tear, the resident will be billed for the cost of repair.

Please be aware of the following expectations of student residents as it relates to maintenance so as to not incur fines:

- Do not throw away bottles, sanitary products, cotton balls, Q-tips, or makeup wipes in the toilet – even if the packaging claims it can be flushed – as it may clog the toilet. The resident will be billed the cost of damage and labor for any such plumbing repairs.
- Grease should be disposed of in the trash can and not via the garbage disposal or outside.
- Please turn off lights, close windows, and lock the door when exiting a room.
- When leaving the room for an extended period of time, adjust the thermostat lower in the winter and higher in the summer. Always leave the fan on auto.
- Lightbulbs may not be removed by the resident.
- In apartments, the bathroom fan may not be unplugged.
- Power-saving devices, power strips, and low-flow faucets and showerheads have been installed in the apartments. Those are not to be tampered with or removed.

Insurance

Many homeowners' insurance policies cover students' belongings while away at college. It is recommended that the resident check with their family insurance agent to verify that coverage exists for their personal belongings while living on campus. There are also several companies that offer inexpensive renter's insurance. PCCUA is not responsible for personal property that is lost, stolen, or damaged on campus. It is important to know that if a resident causes damage, including water or fire, they are responsible for paying for it.

EMERGENCY PREPAREDNESS

In perilous times, residents may be asked to use protective actions including evacuating to a safer area or to take shelter in place, but in some scenarios evacuation to a safer area may be ordered. When such actions are warranted, police, fire, safety, or college officials via a RAVE alert on your mobile device, an automated telephone call will be made to you, a campus email will be sent to students, or other appropriate means will advise residents.

You are automatically signed up to the alert system when you are accepted as a student. If you have any questions, please contact the IT Help Desk on Ridge Net at www.pccua.edu.

Area Evacuation for Emergencies

An Area Evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, quickly:

- Dress appropriately for the weather.
- Take only essentials with you (e.g., eyeglasses, medications, identification, and cash, checkbook, or credit cards). Do not take time to pack belongings.
- Turn off unnecessary equipment, computers, and appliances.
- Close the door as you exit.
- Follow the directions provided for safe routes of evacuation.
- Listen to a radio, if available, to monitor emergency status.
- Do not use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning systems tuned off.

Sheltering in Case of Emergencies

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building or room and await further instructions. If asked to take shelter in building or room, or quickly:

- Move indoors and remain there. Avoid windows and areas with glass.
- Take a radio or television to the room if possible, to track emergency status.
- Keep telephone lines free for emergency responders. Do not call 911 for information. If hazardous materials are involved, shelter in place and:
 - Turn off the ventilation systems (if accessible) and close or seal all air inlets and cracks with towels or blankets.
 - Select a room that is easy to seal and, if possible, has a water supply and access to restrooms.
 - If you smell gas or vapors, hold a wet cloth loosely over your nose and mouth, and breathe through it as normally as possible.

COVID-19

COVID-19 (novel coronavirus) is an illness caused by a virus that can spread person to person. Those with severe underlying medical conditions are at higher risk for contracting the illness. Symptoms include fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, congestion, runny nose, nausea, and diarrhea. If a resident experiences any of these symptoms, they must immediately seek medical attention. A resident may be asked to self-quarantine, and the resident may be temporarily relocated. Residents are encouraged to minimize the spread of COVID-19 by maintaining a 6-foot physical distance, washing hands often, wearing a mask, using hand sanitizer, and monitoring personal health.

Tuberculosis

Tuberculosis (TB) is a bacterial infection which usually affects the lungs. Tuberculosis is spread by breathing in the Mycobacterium tuberculosis bacteria that have been coughed or sneezed out by someone with active TB. This can happen anywhere.

Meningococcal Disease

PCCUA does not require students to receive a vaccination for Meningococcal disease. Certain college students, particularly those who live in community-based living, are at increased risk for Meningococcal disease, which is a potentially fatal bacterial infection commonly referred to as meningitis. Meningitis is rare and preventable. This potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb loss, and even death. It is spread through the air via respiratory secretions or close contact with an infected person. Symptoms often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy, and confusion. A safe and effective vaccine is available to protect against four of the most common strains of the disease. More information may be found on the Centers

for Disease Control and Prevention website at
www.cdc.gov/vaccines/vpd/mening/public/index.html

Bed Bugs

In group living situations such as a hotel, apartment building, or camp cabin, bed bugs have a potential to exist. Bed bugs are easily spread, often unsuspected, via clothing, book bags, visiting friends, and other items. Bed bugs are not spread because of poor hygienic habits. They are attracted to exhaled carbon dioxide. All residents are asked to properly launder clothes, keep their room free from clutter, and remain responsible with keeping their room free from bed bugs. Residents who bring furniture that contains bed bugs will bear remediation costs to rid residential space of the bed bugs. Remediation of the room and its contents is not optional, and full cooperation is expected. If a resident suspect's bed bugs, immediately report it to Campus Maintenance via Ridge Net at www.pccua.edu.

Fire

In case of fire:

- Call 911 to alert the fire department.
- After calling 911, call local Police at 870-572-3441.

Promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher. Do not attempt to extinguish fires beyond the small or beginning stage.

To use the fire extinguisher (remember **PASS**):

- Stand 8 feet away from the fire.
- **P**ull the pin.
- **A**im at the base of the fire. Hold the extinguisher upright.
- **S**queeze the trigger. Be careful not to blow sparks and create a bigger fire.
- **S**weep the nozzle side to side. The extinguisher can be discharged in as little as 30 seconds.

If the fire alarm sounds, quick evacuation from the building is essential. Any delay may allow fire or smoke to render exists impassible.

Prior to leaving your room, feel the door with the back of your hand. If a portion of the door is hot, do not open it. Stay in your room! If it is cool, brace yourself against the door and get low to the floor prior to opening it. If you encounter smoke, crawl below it, as clean air is closest to the floor. Be prepared to reverse your direction and use an alternate exit or even return to your room if you encounter impassible smoke.

If you cannot leave a room due to smoke, block cracks around the door and other openings with towels. Contact the fire department at 911 and give your name and apartment number and advise them you are trapped in the room and cannot exit. The fire department will be notified immediately. Do not leave the room until you are told it is safe to do so. Firefighters will remove those in the most danger first, so you may not be evacuated immediately.

If smoke enters your room, lie down on the floor, as this is where the coolest and cleanest air will be. Open your window if there is no smoke visible on the outside. Attract the attention of firefighters by dangling a bed sheet from your window and/or flashing the room lights at night. Re-close your window so the fire cannot “breathe.” If conditions deteriorate and your window cannot be opened, break it with a chair and knock all of the glass out as this will let smoke out at the top and allow you to breathe fresh air from the bottom of the window. By following these suggestions, you will provide yourself with the best chance of surviving a fire.

Severe Weather and Tornado Warnings:

The National Weather Service and local radio and television stations will announce watches and warnings about severe weather. When a **watch** is announced, this indicates that weather conditions are more favorable than usual for the information of the specific weather hazard. Watches indicate you should be aware of a potential threat, and you should review your emergency preparedness. **Warnings** indicate that the specific weather hazard is imminent or has been reported in the immediate area. If a tornado warning or severe storm warning is issued, you must immediately follow the appropriate precautions and procedures listed in this section.

In the event that the weather becomes severe enough to warrant closing the campus, the RAVE alert will be sent to notify all residents.

Despite natural curiosity, residents must **not** go outside. Do not move until the tornado or storm is well out of the area and the warning has been officially lifted. UPD will send an “all clear” notification when it is safe to leave the shelter areas. Just because the sirens have stopped does not mean the situation is clear and safe; wait for an “all clear” notification before resuming normal activities.

Winter Weather:

At times snow and ice will accumulate on streets and sidewalks. Use caution if you choose to go out in inclement weather. If classes are cancelled, an alert will be sent out thru the college alert system.

Earthquake:

- **DROP** down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
 - **COVER** your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you and cover your head and neck with your arms and hands.
 - **HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
 - If the building alarm sounds, follow the fire alarm evacuation procedure.
 - Stay away from glass windows, shelves, and heavy equipment.
 - If outdoors, more quickly away from buildings, utility poles, and other structures.
- NOTE:** Always avoid power or utility lines as they may be energized.

- If emergency help is necessary, call emergency services at 911 and local Police at 870-572-3411.

NOTE: Gas leaks and power failures create special hazards.

Active Shooter:

- Remain Calm
- PCCUA follows the US Department of Homeland Security guidelines regarding Active Shooters. Remember to **Run. Hide. Fight.** Always have an escape route and plan in mind. If possible, Run away from the scene.
- If you cannot run, then hide. Proceed to a room that can be locked or secured by some other means such as a door wedge or barricade materials. Lock all doors and windows and turn off the lights.
- If possible, get everyone down on the floor and ensure that no one is visible from outside the room.
- Call 911 to advise the dispatcher of the situation and provide your location.
- If you are able, call the local Police at 870-572-3441 to advise the dispatcher of the situation and provide your location.
- Remain in place until emergency personnel gives you the “all clear” notification, or if the threat is imminent and you are able, move to an area that can be locked or secured.
- Unfamiliar voices may be the shooter attempting to lure victims from their safe space. Do not respond to any voice commands until you can verify with certainty that they are being issued by a police officer.
- Attempting to overpower the shooter with force should be considered a very last resort and only after all other options have been exhausted.
- Move quickly, keep your hands visible, and follow instructions given by any police officers you may encounter.
- Do not try to move injured people; leave them where they are and notify authorities of their location as soon as possible.
- Do not attempt to leave campus until the “all clear” notification is given by emergency personnel. Remember that the entire area is considered a crime scene.
- Should the fire alarm sound and you know there is still a hostile intruder in the building, do not evacuate unless you know there is a fire in the building, or you have been advised by the Local Police Station. If you have any details regarding the identity or location of the subject(s), tell the officers.

Missing Student Guidelines:

A missing student must be currently registered with the college, living in college-based housing and has not been seen by friends, family members, or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of the college community. The appropriate relative will be contacted within 24 hours after the resident is determined to be missing. Residents or students should immediately notify the Local Police Department at 870-572-3411 if a situation like this or similar occurs.

Important Campus Contacts

Faculty and Staff Directory

<https://pccua.edu/faculty-and-staff/>

Advisor Directory

<https://pccua.edu/registration-steps/>

Student Services Contact numbers

Admissions	1833
Advocacy	1235
Business Office	1325
Campus Action and Referral (CARE)	1235
Campus Police	870-816-0377
Computer Services	1075
Disability Services	1214
Financial Aid	1358
Food Pantry & Career Closet	1242
Helena-West Helena Police	870-572-3411
Housing	1235
Library & Rowdy Rents Textbook Rental	1246
Maintenance Request (found on Ridge Net portal)	
Rave Alert (Workday sign-up)	
Ridge Runner Grill	1263
Rowdy Ride	870-714-9694
Student Activities/Organizations	1235
Student Conduct	1235
Student Support Services	1110
Technology Help Desk (www.pccua.edu)	1609
Testing Center	1134

The Roost	1012
Title IX	1235
Veterans Resources	1138
Virtual Learning Academy	1181

Other Student Resources

Safety Website (found on Ridge Net portal under Manuals)

The Emergency Preparedness Handbook provides a protocol to manage campus crisis.

Student Handbook www.pccua.edu

The handbook provides a guide to campus life.

PCCUA Policies <https://www.pccua.edu/policies/>

The Policies provide a standard for campus behavior.

PCCUA Residential Life and Housing www.pccua.edu

1000 Campus Drive
Helena, AR 72342
870-338-6474 , ext. 1235



RESIDENTIAL LIFE AND HOUSING LEASE AGREEMENT

This lease (“Lease”) is entered into between the Board of Trustees of the University of Arkansas, acting on behalf of Phillips Community College of the University of Arkansas, aka (“PCCUA”) and _____ (“Student”).

Printed Name:	
Date:	
Student ID No.:	Phone:
Street:	
City:	State:
Unit No.:	
Lease Term commences 2025 -2026: <input type="checkbox"/> Spring 2025 <input type="checkbox"/> Summer 2025 <input type="checkbox"/> Fall 2025	
Payment: Student agrees to pay PCCUA, as rent for the Premises, the sum of \$2750.00. \$1750.00, and 1100.00 (pending the terms enrolled). The Student agrees that PCCUA will deduct the amount of the rent from Student’s Account or make the necessary payment arrangements.	
Permitted Uses: The premises may only be used for residential purposes.	
Reservation Deposit: Students residing in Residential Life and Housing in the spring semester who plan to return for the fall semester, yet do not plan to reside in PCCUA housing during the summer semester may elect to pay a deposit of \$100 to hold their unit and leave belongings. The Student agrees that PCCUA will deduct the amount of the rent from Student’s Account or make or payment arrangements.	
Utilities: Water, trash pickup, sewer, electricity gas, and internet services are provided. Student is responsible for other services.	
Amenities: Student housing units include living/dining/bedroom furnishing, kitchen appliances, WIFI, electricity/gas, and water.	
Maintenance and Repairs: Student must complete the Student Housing Unit Inspection Checklist prior to assuming occupancy and accepts the Premises “as is,” in its current condition. PCCUA will keep the Premise in a habitable condition, including repairs warranted by normal wear and tear, provide that Students must promptly notify PCCUA Maintenance if the need for such repairs. It is further understood and mutually agreed by the parties hereto that the Student shall not make repairs(except in the event of an emergency) to said Premises without having obtained	

the written consent of appropriate College official. Please note that PCCUA is not required to do interior refinishing, student should not alter interior, student will keep the Premises clean and shall be liable to PCCUA for the cost to repair any damage to the Premises, appliances, common areas, or any areas or furnishings caused by the acts of Student or their guests.

Right of Entry: PCCUA reserves the right to enter the Premises in the event of an emergency and for the purpose of performing maintenance (including pest control) or repairs.

Termination: by PCCUA: PCCUA may terminate the Lease and require Student to immediately vacate the Premises upon the occurrence of any one of the following events: (A) Student's failure to pay when payment is due ; (B) official action of PCCUA requiring removal of Student From campus; (C) Student is not registered and attending required number of credit hours; (D) violation of housing or college policies; (E) failure of Student to maintain Premises sanitary condition; (F) violation of terms of the Lease; (G) an emergency or casualty; (H) if Student is a safety threat to himself/herself or to others; (I) Student has withdrawn; or (J) upon 30 day written notice.

Pets. Animals and other pets are not permitted.

Force Majeure: Neither parties are responsible for any event that is a result of events beyond such party's reasonable control including fire, weather events, or other Acts of God. If such an event requires PCCUA to close college housing or renders the Premises uninhabitable, PCCUA shall not be obligated to refund any rent paid by Student.

Condition of Premises upon Termination: Upon the termination of this Lease, whether by PCCUA, by Student, or by expiration of the term of this Lease, Student shall deliver to PCCUA possession of the Premises (and any included furnishings and appliances) in the same condition as at the time that the student took possession, ordinary wear and tear excepted. Should there be damages to the Premises or any included furnishings and appliances beyond ordinary wear and tear, PCCUA will have damages assessed to determine cost of repair and/or replacement. Student agrees that PCCUA will deduct the cost of repair and/or replacement from Student's ledger account.

Student Signature:	Date:
PCCUA Representative Signature:	Date:
PCCUA Representative Title:	