WESTERN
TEXAS COLLEGE

Housing Handbook

2026-2027



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Chapter 1: Welcome to WTC Housing

Welcome to Western Texas College (WTC)! Living on campus is more than having a place to stay—it is an opportunity to become part of a vibrant community while pursuing your educational goals. Living in WTC housing encourages independence, builds lasting friendships, and provides opportunities to engage in campus life while supporting your academic success.

This Housing Handbook is your guide to campus housing policies, procedures, expectations, and resources. Every resident is responsible for becoming familiar with the information in this handbook and complying with all applicable College policies and procedures.

The Housing Office is committed to providing a safe, supportive, and welcoming living environment where students can learn, grow, and succeed.

Housing Office Contacts

Housing Director
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Housing Operations Assistant
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WTC Safety and Security

For emergencies, call 911.
For non-emergency assistance: 325-207-3709 | security@wtc.edu

Important Information

This Housing Handbook provides information about housing procedures, community standards, resident expectations, and available resources. It supplements, but does not replace, the WTC Student Handbook, Board Policies, Administrative Procedures, and other official College publications.

Students are responsible for knowing and complying with all applicable College policies and procedures. The most current versions of the Student Handbook, Board Policies, Administrative Procedures, Emergency Procedures Manual, College Catalog, and other official publications are available on the WTC Publications webpage: https://www.wtc.edu/page/publications

Housing processes, fees, and rates are reviewed annually by the Western Texas College Board of Trustees. Any changes for the subsequent academic year will be communicated when fall registration opens.

Equal Opportunity and Nondiscrimination

Western Texas College is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, veteran status, or any other status protected by applicable law in its educational programs, activities, admissions, or employment.

Information regarding Title IX, disability accommodations, and grievance procedures is available in the WTC Catalog, Student Handbook, and on the WTC website.

Chapter 2: Housing Eligibility and Requirements

To support student success and maintain a safe residential community, all residents must meet and maintain the eligibility requirements outlined below throughout their occupancy in WTC housing.

Eligibility Requirements

Students residing in WTC housing must:

- Be admitted to WTC.
- Be enrolled in a minimum of twelve (12) semester credit hours during the Fall and Spring semesters unless an exception has been approved by the Vice President for Student Affairs and Dean of Students.
- Complete all required housing paperwork.
- Submit required immunization records.
- Provide proof of health insurance coverage.
- Remain in good academic, disciplinary, and financial standing with the College.

Students who fail to maintain housing eligibility may be required to vacate WTC housing.

Housing Reservation Requirements

Housing reservations are confirmed once the Housing Office has received and approved all required documentation, forms, and fees. Housing assignments are made on a rolling basis and are dependent upon available space. To maximize housing options and placement opportunities, students are encouraged to submit all required materials as early as possible. Please note that completion of the housing application process does not guarantee a housing assignment.

Required items include:

- Housing application
- Required $250 refundable housing deposit
- Emergency Medical Information Form
- Proof of health insurance
- Required immunization records, including bacterial meningitis documentation as required by state law
- Any additional documentation requested by the Housing Office

Submission of an application does not guarantee a housing assignment. Assignments are made based on space availability and completion of all requirements.

Housing Deposit

All students applying for campus housing are required to pay a $250 refundable housing deposit before a housing assignment can be made. The deposit reserves the student's place in the housing assignment process and may be applied to unpaid housing charges, damages beyond normal wear and tear, lost or missing College property, excessive cleaning costs, or other amounts owed under the housing contract. Any remaining balance will be refunded in accordance with College procedures after the housing contract ends.

Maintaining Eligibility During the Academic Year

Residents are expected to maintain eligibility throughout the academic year. Housing eligibility may be affected by:

- Enrollment Status: Students must maintain the minimum required enrollment unless an approved exception has been granted. Students who withdraw from classes, drop below the minimum enrollment requirement, or cease enrollment may be required to vacate housing.
- Academic Standing: Residents are expected to make satisfactory academic progress and comply with all academic policies of the College.
- Financial Standing: Students must remain current on all financial obligations owed to the College, including tuition, fees, housing charges, dining charges, fines, and other assessed costs.
- Disciplinary Standing: Residents are expected to comply with all College policies, Housing policies, and directions from College officials. Students who engage in behavior that threatens the safety, security, or well-being of others, or who repeatedly violate College policies, may be removed from housing and may be subject to additional disciplinary action.

Exceptions and Special Circumstances

Students requesting exceptions to housing eligibility requirements should contact the Housing Office as early as possible. Supporting documentation may be required before an exception can be approved.



Chapter 3: Housing Assignments

Room Assignments

The Housing Office coordinates room assignments prior to the start of each semester. Assignments are based on space availability, occupancy needs, and the overall operation of campus housing.

Student-athletes may be assigned housing in coordination with their coaches and the Housing Office to support team operations, travel schedules, and housing occupancy needs.

Residents will receive notification of their room assignment before move-in. While the Housing Office will make reasonable efforts to honor roommate requests, specific room assignments and roommate preferences cannot be guaranteed.

To support the effective operation of campus housing, the College reserves the right to modify housing assignments when necessary. Reasons for reassignment may include:

- Occupancy needs
- Maintenance or facility concerns
- Health and safety considerations
- Operational requirements
- Student conduct matters
- Emergency situations

Housing assignments are made without regard to race, color, national origin, religion, age, sex, disability, veteran status, or any other legally protected classification.

Roommate Expectations

Sharing a living space is an important part of the residential experience. Successful roommate relationships are built on communication, mutual respect, and a willingness to work together.

Residents are encouraged to discuss expectations regarding:

- Study habits and schedules
- Sleep schedules
- Room cleanliness and shared responsibilities
- Guests and visitors
- Shared belongings and personal property

Students experiencing roommate concerns should first attempt to address the issue through respectful communication. If assistance is needed, residents are encouraged to contact their Resident Advisor, who can help facilitate discussion and identify possible solutions.

Room Changes

Living with a roommate can be one of the most rewarding aspects of college life, but adjustments are sometimes necessary. Students who experience ongoing concerns with their roommate or living situation should first consult with their Resident Advisor before requesting a room change.

Students may request a room change through the Housing Office. Requests are reviewed on a case-by-case basis and are subject to space availability and housing needs.

Room changes are generally not permitted during the week immediately preceding move-in or during the first week of each semester.

Residents may not move to another room or exchange rooms with another student without prior approval from the Housing Office. Students who move without authorization may be required to return to their original assignment and may be subject to disciplinary action.

For student-athletes, room changes may require approval from both the Housing Office and the student's coach to ensure team housing arrangements are maintained.

Consolidation and Reassignment

When vacancies occur, the Housing Office may consolidate occupancy to make efficient use of available housing spaces. Residents may be required to move to another room or accept a new roommate when necessary.

The Housing Office also reserves the right to relocate residents due to maintenance needs, health and safety concerns, facility operations, emergency situations, or student conduct matters. Whenever possible, residents will receive advance notice of reassignment.





Chapter 4: Move-In and Check-In Procedures

Moving into campus housing is an exciting step in your college experience. Information in this chapter will help ensure a smooth transition to living on campus.

Move-In Dates and Times

The Housing Office will communicate official move-in dates, times, and instructions prior to the beginning of each semester. Students should arrive only during their designated move-in period unless prior arrangements have been approved by the Housing Office.

Information regarding move-in schedules will be provided through:

- WTC email
- Athletic coaches (for student-athletes)

Students who anticipate arriving late should contact the Housing Office as soon as possible.

What to Bring

Residents are encouraged to bring only the items necessary for comfortable living and academic success. Recommended items include:

<u>Bedding</u>

- Twin sheets
- Pillows
- Blankets or comforter
- Mattress pad

<u>Cleaning Supplies</u>

- Broom or mop
- Cleaning products
- Trash can and trash bags
- Paper towels

<u>Bathroom Supplies</u>

- Towels and washcloths
- Shower curtain
- Personal hygiene items
- Toilet paper

<u>School Supplies</u>

- Backpack
- Notebooks
- Pens and pencils
- Computer and chargers

See Appendix A: What to Bring Checklist for a comprehensive packing checklist before moving into campus housing.

Items Not Permitted

Certain items are prohibited in housing because they present safety hazards or interfere with housing operations. Examples include:

- 🚫 Weapons
  - ✗ Firearms and ammunition
  - ✗ BB guns
  - ✗ Pellet guns
  - ✗ Airsoft guns
  - ✗ Paintball guns
  - ✗ Crossbows
  - ✗ Bows and arrows
  - ✗ Slingshots
  - ✗ Brass knuckles
  - ✗ Switchblades

- ✗ Large knives
- ✗ Explosives and fireworks
- ✗ Any other item used as a weapon

- ⃠ *Fireworks, candles, and incense*
- ⃠ *Space heaters, hot plates, toasters, and toaster ovens*
- ⃠ *Crock pots, rice cookers, and deep fryers*
- ⃠ *Air conditioners*
- ⃠ *Wireless routers*
- ⃠ *Pets*

See Appendix B: Prohibited Items Quick Reference for a complete list of items that are not permitted in campus housing.

Check-In Process

Upon arrival, students should report to the designated housing check-in location. Housing staff will:

- Verify student information.
- Confirm completion of housing requirements.
- Issue room keys and access information.
- Provide move-in instructions.
- Answer questions regarding housing procedures.

Students must complete all required check-in procedures before occupying their assigned room.

Receiving Room Keys

Room keys will be issued only after all housing requirements have been satisfied. Residents are responsible for safeguarding their assigned keys and should not loan keys to other individuals.

Replacement charges may be assessed for lost or damaged keys.

Room Condition Report

One of the most important responsibilities during check-in is completing the Room Condition Report. The Room Condition Report documents the condition of the room and furnishings at the time of move-in. Students should carefully inspect:

- Walls
- Floors
- Furniture
- Windows
- Doors

Any existing damage should be documented before the form is submitted. Failure to document pre-existing damage may result in charges at checkout.

By signing the Room Condition Report, residents acknowledge the documented condition of the room at the time of occupancy.

Move-In Expectations

Residents are expected to:

- Move belongings into their assigned room only.
- Treat Housing staff, volunteers, and fellow residents with respect.
- Follow move-in instructions provided by staff.
- Maintain clear hallways and exits during move-in.

- Properly dispose of boxes and packing materials.
- Begin establishing a clean and safe living environment.

Students should take time to become familiar with emergency exits, building amenities, laundry facilities, and common areas.

Settling In

During the first few days of the semester, residents are encouraged to:

- Meet their Resident Advisor.
- Introduce themselves to roommates and neighbors.
- Attend housing and campus welcome activities.
- Review community expectations and policies.
- Learn about available campus resources.

Getting involved early is one of the best ways to build connections and make the most of the residential experience.



Chapter 5: Community Living Standards

The purpose of community living standards is to create an environment that supports academic success, personal well-being, mutual respect, and responsible citizenship. Residents are expected to conduct themselves in a manner that promotes a safe, respectful, and welcoming living environment for all members of the housing community.

Compliance with College Policies

Residents are expected to comply with all WTC policies, including the Student Handbook; this Housing Handbook; and all applicable local, state, and federal laws.

The Student Handbook serves as the College's official source for student conduct expectations and prohibited behaviors. Residents are responsible for knowing and following those policies, including, but not limited to, those addressing:

- Alcohol and illegal drugs
- Weapons and explosives
- Violence, harassment, and threatening behavior
- Theft, vandalism, and destruction of property
- Tobacco, smoking, and nicotine products
- Animals on campus
- Unauthorized entry or possession of keys
- Gambling
- Failure to comply with College officials
- Violations of local, state, or federal law

Violations of College policies that occur within or affect the residential community may result in action through the College's student conduct process.

Community Standards and Accountability

Residents are expected to comply with all Housing policies, College policies, and applicable laws while residing in campus housing.

Failure to meet community living expectations may result in educational interventions, housing sanctions, disciplinary action, or removal from campus housing when appropriate.

Respect for Others

Successful community living begins with respect. Residents are expected to treat fellow students, guests, faculty, staff, and visitors with courtesy, dignity, and consideration. Residents should:

- Respect the rights, opinions, and backgrounds of others.
- Demonstrate civility and professionalism in their interactions.
- Resolve conflicts in a respectful and constructive manner.
- Be considerate of the needs and well-being of roommates and neighbors.
- Contribute to an environment free from harassment, intimidation, discrimination, and bullying.

Behavior that threatens the safety, security, or well-being of others is inconsistent with the values of WTC and may result in disciplinary action.

Shared Living Expectations

Living in housing means sharing space with others. Residents are expected to work cooperatively with roommates and neighbors to create a positive living environment.

Residents should:

- Communicate openly and respectfully with roommates.
- Honor agreed-upon roommate expectations.
- Share responsibilities for maintaining common living spaces.
- Respect personal boundaries and individual privacy.
- Seek assistance from a Resident Advisor when conflicts cannot be resolved independently.

Residents should remember that flexibility, patience, and mutual respect are essential components of successful community living.

Noise and Courtesy

Residents should be mindful of the impact noise may have on others. Courtesy and consideration should be exercised at all times, particularly during evenings, early mornings, and periods when students may be studying or resting.

Residents are expected to:

- Keep music, televisions, gaming systems, and conversations at reasonable volumes.
- Avoid excessive or disruptive noise in rooms, hallways, stairwells, and common areas.
- Respect requests from roommates and neighbors regarding noise levels.
- Comply with any quiet hours or courtesy hour expectations established by the Housing Office.

Residents should always be able to study, sleep, and enjoy their living environment without unreasonable disruption.

Cleanliness Expectations

Maintaining a clean living environment contributes to the health, safety, and comfort of all residents. Each resident is responsible for maintaining the cleanliness of their assigned room and shared living areas.

Residents are expected to:

- Regularly remove trash and recyclables.
- Keep floors, furniture, and living spaces reasonably clean.
- Maintain sanitary bathroom facilities and shared spaces.
- Store food properly to prevent pests and odors.
- Participate in cleaning responsibilities agreed upon by roommates.

Housing staff may conduct periodic room inspections to assess cleanliness, safety, and maintenance concerns. Failure to maintain acceptable sanitary conditions may result in corrective action, cleaning charges, or disciplinary measures.

Personal Responsibility

Residents are expected to take responsibility for their actions and choices while living on campus. Personal responsibility includes:

- Following College policies and housing procedures.
- Complying with instructions from College officials and Housing staff.
- Maintaining eligibility requirements for campus housing.
- Meeting financial obligations in a timely manner.
- Reporting maintenance concerns, safety hazards, and policy violations when appropriate.
- Being accountable for the actions of guests and visitors.

Residents are encouraged to make decisions that support their academic success, personal development, and the well-being of the housing community.

Respect for College Property

WTC provides housing facilities, furnishings, and equipment for the benefit of all residents. Students are expected to use College property responsibly and help maintain housing facilities in good condition.

Residents are expected to:

- Care for assigned rooms and furnishings.
- Report damage or maintenance concerns promptly.
- Avoid actions that may damage facilities or equipment.
- Use common areas appropriately.
- Refrain from removing furniture or equipment from assigned locations without authorization.

Residents may be held financially responsible for damage caused by themselves or their guests.

When responsibility for damage cannot be determined, the cost of repairs or replacement may be assessed collectively to residents of the affected room, suite, floor, apartment, or housing area.

Building a Housing Community

A positive residential community is created when residents actively contribute to an environment that supports learning, engagement, and personal growth.

Residents are encouraged to:

- Get to know fellow residents.
- Participate in housing and campus activities.
- Support and encourage one another’s academic goals.
- Demonstrate kindness and respect.
- Take pride in their housing community.
- Communicate concerns in a constructive and respectful manner.





Chapter 6: Guests and Visitors

Visitors can be an important part of the college experience. WTC welcomes guests in housing when their presence does not disrupt the residential community or interfere with the rights of other residents.

Guest Expectations

Guests are welcome in housing facilities when they comply with College policies and housing expectations. Please remember:

- Guests must comply with all College administrative procedures, policies, and Housing Office requirements.
- Residents are responsible for the behavior, actions, and conduct of their guests at all times.
- Guests must respect the rights, privacy, and well-being of other residents.
- Guests may be required to register with the Housing Office in accordance with established housing procedures.
- Residents should communicate with roommates regarding visitors and be respectful of shared living spaces.

Host Responsibilities

Residents who invite guests into housing assume responsibility for their conduct while on campus and within housing facilities. Hosts are expected to:

- Ensure guests follow all College and Housing policies and procedures.
- Inform guests of applicable housing expectations.
- Prevent guests from engaging in disruptive, unsafe, or prohibited behavior.
- Ensure guests comply with guest registration requirements established by the Housing Office.
- Accept responsibility for any damages caused by their guests.

Any policy violation committed by a guest may result in disciplinary action being taken against both the guest and the hosting resident.

Respect for Roommates and Neighbors

Residents should be considerate of roommates, suitemates, and neighbors when inviting guests into housing facilities. Residents are encouraged to:

- Communicate with roommates in advance regarding visitors.
- Be mindful of study schedules and quiet hours.
- Limit the number of visitors when space is restricted.
- Respect the comfort, privacy, and rights of others.

The rights of roommates and neighboring residents to study, sleep, and enjoy their living environment will take priority over guest visitation.

Guest Stay Limitations

Guests may not remain in College housing for more than seventy-two (72) consecutive hours without prior written approval from the Housing Director. Requests for extended guest stays must be submitted to the Housing Office at least two (2) business days before the proposed extension.

Approval of an extended guest stay is not guaranteed and may be denied based on factors including, but not limited to:

- Occupancy considerations
- Safety concerns
- Community welfare
- Operational needs of the College

Residents are responsible for ensuring compliance with all approved guest stay conditions.

Prohibited Guest Conduct

Guests may not engage in any behavior that violates College policies, Housing policies, administrative procedures, or local, state, or federal laws.

Examples of prohibited conduct include, but are not limited to:

- Disruptive or disorderly behavior
- Harassment, intimidation, or threats
- Damage to College property
- Possession of prohibited items
- Unauthorized access to housing facilities
- Behavior that interferes with the safety, security, or well-being of residents

Housing staff may require a guest to leave housing facilities at any time if their behavior is disruptive, unsafe, violates College policy, or is inconsistent with community expectations.

Access to Housing Facilities

Housing facilities are intended primarily for the use and enjoyment of assigned residents. Residents may not:

- Provide room keys, access cards, or credentials to guests.
- Allow unauthorized individuals access to housing facilities.
- Prop open secured exterior doors.
- Permit guests to occupy another resident's assigned space.

Maintaining secure housing facilities is a shared responsibility of all residents.

Restrictions on Guests

The College reserves the right to restrict, limit, or prohibit guests when necessary to protect community welfare, safety, facility operations, or the residential environment.

Additional guest restrictions may be implemented during move-in periods, finals week, emergency situations, special events, disciplinary actions, or other circumstances as determined by the College.



Chapter 7: Safety and Security

The safety and security of residents is a shared responsibility between students, Housing staff, College Safety and Security, and the College. Residents are expected to remain aware of their surroundings, take reasonable precautions to protect themselves and their property, and follow all safety-related instructions provided by College officials.

Detailed emergency response procedures are outlined in the WTC Emergency Procedure Manual. Residents are expected to familiarize themselves with the Emergency Procedure Manual and follow all emergency instructions issued by College personnel.

Emergency Preparedness

Residents should take time to become familiar with:

- Emergency exits and evacuation routes
- Tornado and severe weather shelter locations
- Fire alarm locations
- Emergency notification procedures
- Emergency contact information
- Building access procedures

Emergency Notifications

In the event of an emergency, the College may communicate important information through:

- WTC email
- RAVE Alert Emergency Notification System
- Housing staff
- College Safety and Security

Residents are responsible for maintaining current contact information with the College and monitoring official communications.

College Safety and Security

College Safety and Security works closely with Housing staff to maintain a safe residential environment. Residents are encouraged to:

- Report suspicious activity.
- Report safety concerns immediately.
- Lock room doors when leaving.
- Carry room keys at all times.
- Avoid allowing unauthorized individuals access to housing facilities.
- Exercise good judgment regarding personal safety.

Maintaining a secure residential environment requires the cooperation of all residents.

Reporting Emergencies and Safety Concerns

Students should immediately report emergencies, criminal activity, safety concerns, maintenance hazards, or suspicious behavior. In an emergency:

- Call 911.
- Contact College Safety and Security.
- Notify Housing staff when safe to do so.

For non-emergency concerns, students should contact the Housing Office or their Resident Advisor.

Personal Safety Tips

Residents can contribute to their own safety by:

- Locking room doors and windows.
- Protecting personal valuables.
- Traveling with others at night when possible.
- Avoiding isolated areas.
- Remaining aware of their surroundings.
- Reporting concerns promptly.
- Following College safety guidelines and instructions.





Chapter 8: Room Entry, Inspections, and Privacy

WTC recognizes that a student's room serves as their home while living on campus and is committed to respecting residents' privacy. At the same time, the College has a responsibility to maintain a safe, secure, and well-maintained living environment for all residents.

Resident Privacy and Expectations

Residents can expect reasonable privacy within their assigned living spaces. Housing staff, maintenance personnel, and College officials will respect student privacy and personal belongings while carrying out their responsibilities.

Residents should understand that campus housing is College property and differs from a private apartment or rental agreement. The College retains the authority to enter rooms when necessary to fulfill operational, maintenance, safety, security, or disciplinary responsibilities. Whenever possible, room entry will be conducted in a manner that minimizes disruption to residents and respects personal privacy.

Authorized Room Entry

Authorized College personnel may enter student rooms for purposes including:

- Maintenance and repairs
- Health and safety inspections
- Room condition inspections
- Emergency situations
- Verification of occupancy
- Investigation of potential policy violations
- Facility operations and management

Except in emergencies, College personnel will generally knock before entering an occupied room. The College may enter a room regardless of whether the resident is present when circumstances require access.

Maintenance and Repairs

To ensure that housing facilities remain safe and functional, maintenance personnel may enter rooms to perform repairs, inspections, or preventative maintenance. Examples include:

- Plumbing repairs
- Electrical repairs
- Heating and cooling maintenance
- Pest control treatments
- Facility inspections
- Equipment replacement

Residents are encouraged to promptly report maintenance concerns to the Housing Office. Whenever practical, advance notice may be provided for routine maintenance activities.

Health and Safety Inspections

Housing staff and Resident Advisors conduct periodic health and safety inspections to promote a safe and sanitary living environment.

These inspections may be conducted to identify:

- Fire hazards
- Safety concerns

- Sanitation issues
- Maintenance needs
- Prohibited items
- Conditions that may affect the health or well-being of residents

Residents are expected to maintain their rooms in a reasonably clean and safe condition throughout the academic year.

Health and safety inspections are not intended to be intrusive but are conducted to ensure compliance with housing expectations and to protect the residential community.

Room Checks

Housing Staff and Resident Advisors may conduct routine room checks during the semester to assess:

- General cleanliness
- Sanitary conditions
- Proper care of College property
- Maintenance concerns
- Compliance with Housing policies

Room checks may occur periodically throughout the academic year and may be announced or unannounced as circumstances warrant. During room checks:

- Staff will generally knock before entering.
- Personal belongings will not normally be disturbed.
- Inspections will be limited to the purpose of the room check.

Residents are encouraged to address any concerns identified during room checks promptly.

Emergency Access

The College reserves the right to enter a room immediately without prior notice when an emergency exists or when immediate action is necessary to protect persons or property.

Examples may include:

- Fire or smoke
- Medical emergencies
- Water leaks or flooding
- Severe weather situations
- Threats to health or safety
- Activated fire alarms
- Suspected facility damage

In emergency situations, the safety of residents and the protection of property take priority over advance notification procedures.

Policy Violations and Investigations

The College may enter and inspect a room when there is reasonable cause to believe that a violation of College policy, Housing policy, or applicable law may have occurred.

When investigating potential violations:

- The scope of the inspection will be limited to the nature of the concern.

- College personnel will follow applicable institutional procedures.
- Residents may be asked to cooperate with College officials during the investigation.

The College reserves the right to take appropriate action when prohibited items, safety hazards, or policy violations are identified.

Confiscated Items

Items that violate Housing policies, create safety concerns, or are otherwise prohibited may be confiscated by authorized College personnel.

Examples may include:

- Prohibited appliances
- Weapons
- Fireworks
- Hazardous materials
- Unauthorized animals
- Other prohibited items identified in this handbook

Confiscated items will be documented and handled in accordance with College procedures. Depending on the nature of the item and the violation, confiscated property may:

- Be returned at the end of the semester
- Be permanently removed from housing facilities
- Be turned over to law enforcement when required by law
- Result in disciplinary action

Residents remain responsible for complying with all Housing and College policies regardless of whether an item is confiscated.



Chapter 9: Caring for Your Room and Facilities

Your residence hall room is your home while attending WTC. Taking care of your living space helps create a comfortable environment for you, your roommate, and the entire housing community.

Residents share responsibility for maintaining clean, safe, and welcoming facilities. By caring for your room and promptly reporting concerns, you help preserve housing facilities for current and future students.

Resident Responsibilities

Residents are expected to take reasonable care of their assigned room, furnishings, and common areas. Resident responsibilities include:

- Maintaining a clean and sanitary living environment.
- Caring for College-owned furniture and equipment.
- Reporting maintenance concerns promptly.
- Using facilities and equipment appropriately.
- Helping keep shared spaces clean and welcoming.
- Following Housing policies regarding room care and facility use.

Residents are responsible for the condition of their assigned room and are expected to leave it in good condition at checkout.

Keeping Your Room Clean

Maintaining a clean room promotes health, safety, and comfort for everyone living in the residence hall. Residents should regularly:

- Remove trash and recyclables.
- Vacuum or sweep floors.
- Clean bathroom areas, where applicable.
- Wipe down surfaces and furniture.
- Wash dishes and food containers promptly.
- Store food properly to prevent odors and pests.
- Keep personal belongings organized and safely stored.

Roommates are encouraged to discuss cleaning responsibilities early in the semester and establish shared expectations for maintaining the room. Residents are responsible for supplying their own cleaning products and materials.

Shared Spaces and Community Areas

Common areas such as hallways, lounges, laundry rooms, kitchens, and other shared spaces are intended for the enjoyment and use of all residents. Residents are expected to:

- Clean up after themselves.
- Dispose of trash properly.
- Respect shared furniture and equipment.
- Leave common areas in the same condition they were found.
- Report damage, maintenance concerns, or safety issues.

Shared spaces should remain welcoming, functional, and accessible to all members of the housing community.

Reporting Maintenance Concerns

Residents play an important role in helping maintain housing facilities by promptly reporting maintenance concerns. Examples of concerns that should be reported include:

- Plumbing issues
- Leaking faucets or toilets
- Electrical problems
- Heating or cooling concerns
- Damaged doors or windows
- Pest concerns
- Safety hazards

Prompt reporting helps prevent minor issues from becoming larger problems and helps ensure a safe living environment.

Maintenance Requests and Repairs

When maintenance concerns arise, residents should notify the Housing Office as soon as possible. After a concern is reported:

1. Housing staff will review the issue.
2. A maintenance request may be submitted.
3. College maintenance personnel will evaluate the concern.
4. Repairs will be scheduled and completed as soon as reasonably possible.

Residents should not attempt to make repairs themselves unless specifically authorized by the Housing Office. Unauthorized repairs may create safety concerns and could result in additional charges.

Damages and Charges

Normal wear and tear are expected as part of residential living. However, residents may be held financially responsible for damage that results from negligence, misuse, vandalism, unauthorized modifications, or failure to maintain their living space appropriately. Examples may include:

- Damaged furniture
- Broken fixtures
- Missing furnishings
- Unauthorized alterations
- Damage caused by residents or their guests

Residents are encouraged to report damage immediately when it occurs so that repairs can be made promptly and accurately documented.

Community Damage Assessments

Residents share responsibility for the care of common areas and community spaces. When damage occurs in a common area and the responsible individual cannot be identified, the cost of repair or replacement may be assessed collectively to residents of the affected area. Examples may include:

- Floors
- Hallways
- Lounges
- Shared bathrooms
- Other community spaces

The Housing Office will make reasonable efforts to identify responsible individuals before assessing community damage charges.

Furniture and Room Configuration

Each room is furnished to support student living and academic success. Furniture provided by the College should remain in the assigned room unless otherwise approved by the Housing Office. Residents may not:

- Remove College furniture from their assigned room.
- Exchange furniture between rooms.
- Disassemble furniture.
- Store College furniture off campus.
- Make permanent modifications to furniture.

Residents are responsible for the condition of all furniture assigned to their room.

Room arrangements may be adjusted to accommodate personal preferences provided the changes:

- Do not damage College property.
- Do not create safety hazards.
- Do not block exits, windows, or access to equipment.
- Can be restored to the original configuration at checkout.

Working Together to Maintain Our Community

A clean, safe, and well-maintained residential environment benefits everyone. By taking pride in your room, respecting shared spaces, and reporting concerns promptly, you contribute to a positive housing experience for yourself and your fellow residents.





Chapter 10: Decorating Your Space and Protecting Your Property

WTC encourages residents to personalize their living space in ways that reflect their personality and create a comfortable environment while also protecting College property and maintaining a safe residential community.

Making Your Room Feel Like Home

Residents are encouraged to personalize their rooms with decorations, photos, artwork, and other personal items that help create a comfortable and welcoming living environment. When decorating your room, please remember to:

- Respect your roommate's space and preferences.
- Keep safety and fire regulations in mind.
- Avoid damaging College property.
- Maintain clear access to doors, windows, and safety equipment.
- Select decorations that contribute positively to the residential community.

Students are encouraged to discuss decorating plans with roommates to ensure a comfortable shared living space.

Approved Decorating Methods

Residents may decorate their rooms using methods that do not damage walls, furniture, doors, or other College property. Approved methods include:

- Poster putty
- Removable adhesive products designed for temporary use
- Tape that can be removed without damaging surfaces
- Freestanding decorations
- Bulletin boards and approved display areas

Residents are responsible for ensuring that all decorations can be removed without causing damage to College property. Any damage resulting from decorations may result in repair or replacement charges.

Decorating Restrictions

To protect College facilities and maintain a safe environment, certain decorating methods and materials are not permitted. Residents may not:

- Use nails, screws, tacks, hooks, or other devices that puncture walls, doors, ceilings, or furniture.
- Paint any surface within the residence hall.
- Install shelving, fixtures, or other permanent additions.
- Remove, alter, or cover room numbers or safety signage.
- Attach decorations to ceilings, smoke detectors, fire alarms, sprinkler systems, or emergency equipment.

Housing staff may require residents to remove decorations that create safety concerns, damage property, or interfere with facility operations.

Fire Safety Requirements

Fire safety is a critical responsibility for all residents. All decorations and personal items brought into campus housing should be made of flame-resistant or flame-

retardant materials whenever possible. The following items are prohibited because they present fire hazards:

- Candles
- Incense
- Potpourri burners
- Open-flame devices
- Fireworks
- Explosive materials

Candles and similar items may not be used or stored in housing, even if they are decorative or have never been lit. Residents should also avoid excessive decorations that may increase fire risks or obstruct exits and evacuation routes.

Protecting Your Personal Property

Residents are responsible for safeguarding their personal belongings. Students are encouraged to:

- Keep room doors and windows locked whenever leaving their room or while sleeping.
- Secure money, electronics, jewelry, and other valuables.
- Record serial numbers and retain receipts for valuable personal items.
- Avoid leaving personal property unattended in common areas or other shared spaces.
- Use discretion when lending or sharing personal belongings.
- Report lost or stolen property, suspicious activity, or security concerns immediately to Housing staff and College Safety and Security.

Taking simple precautions can significantly reduce the likelihood of loss or theft.

Personal Property and Liability

While the College strives to maintain safe housing facilities, WTC is not responsible for the loss, theft, damage, or destruction of personal property. This includes, but is not limited to, losses resulting from:

- Theft
- Fire
- Water damage
- Weather-related events
- Power outages
- Accidents
- Acts of other residents or guests

Residents assume responsibility for protecting and securing their personal belongings while residing in campus housing.

Recommended Insurance Coverage

Because personal property is not covered by the College, residents are strongly encouraged to obtain renter's insurance or verify whether coverage is available through a parent or guardian's homeowner's insurance policy.

Insurance coverage may help protect personal belongings in the event of:

- Theft
- Fire
- Water damage
- Accidental damage
- Other covered losses

Residents should carefully review insurance policies to understand available coverage, deductibles, and limitations.

Chapter 11: Animals in Housing

WTC is committed to providing equal access to housing and educational opportunities for qualified individuals with disabilities. The College recognizes the role that approved service animals and assistance animals may play in supporting students with disabilities.

WTC Pet Policy

Pets are not permitted in WTC housing facilities.

Animals may only be present in campus housing when specifically authorized through applicable College procedures or when otherwise permitted by law.

Service or Assistance Animal Accommodation Request

WTC permits approved service and assistance animals in accordance with applicable federal and state laws and College procedures.

Students seeking approval for a service or assistance animal in housing should contact Student Accessibility Services as early as possible prior to moving into housing: https://www.wtc.edu/page/studentaccessibilityservices

Accommodation requests are reviewed through an individualized process that considers disability-related needs, supporting documentation, and applicable legal requirements. Accommodation information is maintained confidentially in accordance with applicable law and College procedures.

Responsibilities of Approved Animal Owners/Handlers

Students approved to have a service animal or assistance animal in campus housing are responsible for:

- Maintaining appropriate control of the animal.
- Providing food, care, supervision, and veterinary services.
- Properly disposing of animal waste.
- Maintaining sanitary living conditions.
- Ensuring the animal does not create health, safety, or sanitation concerns.
- Complying with all applicable College procedures and directives.



Chapter 12: Keys, Access, and Building Security

The safety and security of campus housing depends on the cooperation of all residents. Keys, building access systems, and security procedures are designed to help protect residents, personal property, and College facilities.

Residents share responsibility for maintaining a safe living environment by safeguarding keys, securing their rooms, and helping prevent unauthorized access to housing facilities.

Room Keys

Residents are issued a room key at check-in and are responsible for maintaining possession of that key throughout their occupancy. Residents should:

- Carry their room key at all times.
- Keep room doors locked when leaving, even for short periods.
- Report lost or stolen keys immediately.
- Return all issued keys during checkout.
- Avoid leaving keys unattended or unsecured.

For safety reasons, residents may not duplicate, lend, transfer, or share room keys with other individuals.

Mailbox Keys

Residents assigned a campus mailbox will receive a mailbox key at check-in. Residents are responsible for:

- Securing their mailbox key.
- Checking mail regularly.
- Reporting lost or damaged mailbox keys promptly.
- Returning mailbox keys when required.

Mailbox keys should not be shared with other individuals.

Mail and Package Services

Residents are assigned a mailbox and are responsible for checking mail regularly and maintaining access to their mailbox. Package delivery procedures, pickup locations, and operating hours are established by the College and may be updated periodically. Students will be notified when their packages are available for pickup.

Lost or Damaged Keys

Residents should immediately notify the Housing Office if a room key or mailbox key is lost, stolen, or damaged. Prompt reporting helps protect both the resident and the housing community. Failure to report a lost key may compromise building security and place residents at risk.

In some situations, the College may determine that locks must be changed to maintain the safety and security of residents.

Lockouts

Residents are expected to carry their keys and avoid situations that result in lockouts. When a lockout occurs, residents should contact the Housing Office or

College Safety and Security for assistance. Residents may be required to present identification before being granted access to their room.

Repeated lockouts may result in administrative action or service charges.

Key Replacement Charges

Residents may be assessed charges for lost, stolen, unreturned, or damaged keys, as well as costs associated with lock replacement when necessary.

Current key fee information is maintained by the Housing Office and may be updated periodically.

Building Access Expectations

Housing facilities are intended for the use of assigned residents and authorized College personnel. Residents are expected to:

- Enter and exit buildings through designated entrances.
- Carry their room key and identification as appropriate.
- Follow building access procedures established by the Housing Office.
- Respect security measures designed to protect residents and facilities.

Access privileges may be modified during breaks, emergencies, maintenance projects, or other operational situations.

Securing Housing Facilities

Maintaining secure housing facilities is a shared responsibility. Residents should:

- Keep room doors locked when not present.
- Ensure doors close and latch properly.
- Report malfunctioning locks or security concerns immediately.
- Avoid admitting unknown or unauthorized individuals into housing facilities.
- Refrain from propping open exterior doors or security-controlled entrances.
- Report suspicious activity to College Safety and Security or Housing staff.

By working together and following established security procedures, residents help create a safe and secure environment for the entire housing community.



Chapter 13: Cafeteria

WTC provides dining services for residential students through the cafeteria.

Meal Plan Requirement

Students residing in housing are required to participate in WTC's meal plan as a condition of occupancy. Current meal plan information is available through the Housing Office and Cafeteria.

Cafeteria Expectations

The cafeteria is a shared community space. Residents are expected to conduct themselves in a respectful and responsible manner. Students should:

- Treat cafeteria staff and fellow students with courtesy and respect.
- Clean up after themselves.
- Follow posted dining facility guidelines.
- Use cafeteria facility responsibly.
- Help maintain a welcoming environment for all members of the College community.

Behavior that disrupts dining operations or creates health and safety concerns may result in corrective action.

Cafeteria Hours

Dining hours are established by the Cafeteria and may vary during:

- Academic semesters
- Break periods
- Holidays
- Summer sessions
- Special campus events

Current operating hours are published by the Cafeteria and may be adjusted as needed.

Dietary Accommodations

WTC recognizes that some students may have dietary needs related to medical conditions, disabilities, allergies, religious practices, or other circumstances.

Students seeking dietary accommodations should contact the Cafeteria and, when appropriate, Student Accessibility Services as early as possible. The College will review accommodation requests in accordance with applicable laws and College procedures.



Chapter 14: Breaks, Closures, and Extended Absences

Throughout the academic year, housing operations may be affected by academic breaks, holidays, summer periods, and other scheduled closures. Residents are responsible for understanding housing expectations during these periods and taking appropriate steps before leaving campus.

Academic Breaks

Housing generally remains open during most academic breaks unless otherwise announced by the College. Students should monitor College communications regarding housing operations before each break period. The Housing Office may provide additional instructions regarding:

- Building access
- Dining service availability
- Safety procedures
- Staffing schedules
- Temporary facility restrictions

Holiday Closures

Certain holidays or institutional closure periods may require residents to vacate housing facilities. When housing closures are necessary, residents will receive advance notice whenever possible. Closure notifications may include:

- Departure deadlines
- Return dates
- Building access information
- Special housing arrangements, if available

Students who anticipate challenges related to holiday closures should contact the Housing Office as early as possible.

Leaving Personal Belongings

Residents may generally leave personal belongings in their assigned room during approved break periods unless otherwise directed by the Housing Office.

Students should take reasonable precautions to secure their belongings before leaving campus, including:

- Locking doors and windows.
- Removing valuables when appropriate.
- Unplugging electrical devices.
- Properly storing food items.
- Disposing of trash and perishable items.

The College is not responsible for lost, stolen, or damaged personal property.

Extended Absences

Residents who plan to be away from campus for an extended period during the academic year are encouraged to notify the Housing Office. Advance notice helps Housing staff respond appropriately in emergency situations and maintain accurate occupancy information.

Residents remain responsible for complying with Housing policies and financial obligations during approved absences.

Summer Housing

Summer housing availability is determined annually based on enrollment, facility availability, maintenance projects, and operational needs.

Students should not assume that their academic-year housing assignment automatically extends into the summer term.

Building Access During Breaks

Access to housing facilities may be modified during academic breaks, holidays, and other periods of reduced occupancy. Residents remaining on campus during approved occupancy periods should expect:

- Reduced staffing levels
- Limited services
- Modified building access procedures
- Adjusted dining schedules

Access restrictions may also be implemented for safety, maintenance, or operational reasons.



Chapter 15: Moving Out and Check-Out Procedures

Moving out of housing is an important part of the residential experience. Proper checkout helps ensure a smooth transition, protects residents from unnecessary charges, and allows the Housing Office to prepare rooms for future occupants.

Preparing for Checkout

Residents should begin preparing for checkout well before their departure date. Before moving out, residents should:

- Remove all decorations and personal belongings from the room.
- Clean the room and any shared living spaces.
- Return furniture to its original location.
- Address any outstanding maintenance concerns.
- Coordinate move-out plans with roommates when appropriate.

Scheduling Your Checkout

Residents are required to complete an official checkout process before leaving campus housing. The Housing Office will provide information regarding:

- Checkout deadlines
- Inspection procedures
- Key return instructions
- End-of-semester housing timelines

Students should follow all checkout instructions and complete required steps by the established deadline. Residents who plan to leave prior to the end of the semester should contact the Housing Office as soon as possible.

Room Inspection Process

Prior to checkout, Housing staff will inspect the room to assess its condition and identify any maintenance concerns or damages. The condition of the room will be compared to the Room Condition Report completed during check-in.

Residents are encouraged to be present during the inspection.

Damage, missing College property, or excessive cleaning may result in charges to the student's account. See Appendix C: Housing Damage, Replacement, and Cleaning Charges.

Cleaning Expectations

Residents are expected to leave their room, bathroom, and shared areas in a clean and orderly condition. Before checkout, residents should:

- Empty all trash containers.
- Sweep or vacuum floors.
- Clean furniture and surfaces.
- Remove food and beverages.
- Remove tape and adhesive materials.

Additional cleaning may be required depending on room conditions and occupancy arrangements. Failure to adequately clean a room may result in cleaning charges.

Returning Keys

All room keys, mailbox keys, and other College-issued access devices must be returned during the checkout process. Residents should:

- Return keys directly to the designated Housing representative.
- Follow all key return procedures.
- Verify completion of the checkout process.

Failure to return keys may result in replacement charges and may delay the processing of any applicable deposit refund. Residents should never leave keys in the room or provide them to another student.

Damage Assessments

Residents are responsible for damage that occurs during their occupancy beyond normal wear and tear. Examples of chargeable damage may include:

- Broken furniture
- Damaged walls or doors
- Missing furnishings
- Excessive stains
- Unauthorized alterations
- Damage caused by residents or their guests

Housing staff will assess room conditions and determine whether repairs or replacement costs are necessary. Residents may be held responsible for damages identified during the checkout inspection.

Improper Checkout

Residents who leave housing without completing the required checkout process may be considered to have improperly checked out. Examples of improper checkout include:

- Leaving without notifying the Housing Office.
- Failing to return keys.
- Leaving personal belongings behind.
- Vacating the room without completing required procedures.
- Missing established checkout deadlines.

Improper checkout may result in additional charges, loss of deposit funds, or other administrative actions.

Leaving Personal Property Behind

Residents are responsible for removing all personal belongings from their room prior to checkout. Items left behind after checkout may be considered abandoned property. The College may:

- Dispose of abandoned items.
- Donate usable items.
- Remove items at the resident’s expense.

WTC is not responsible for personal property left in housing facilities after checkout. Residents are encouraged to carefully inspect their room before departing to ensure that all personal belongings have been removed.

Chapter 16: Resolving Concerns and Appeals

WTC is committed to maintaining a positive residential experience for all students. Questions, concerns, and disagreements are a normal part of living in a community, and most issues can be resolved through communication, collaboration, and the appropriate use of College resources.

Addressing Housing Concerns

Students may occasionally experience concerns related to roommates, neighbors, facilities, housing policies, maintenance issues, or other aspects of campus living.

Whenever possible, residents are encouraged to address concerns early before they become larger problems. Open communication and respectful problem-solving are often the most effective ways to resolve issues. Examples of housing concerns may include:

- Roommate disagreements
- Noise concerns
- Guest-related issues
- Cleanliness concerns
- Maintenance problems
- Community living conflicts
- Questions regarding Housing policies or procedures

WTC encourages students to seek assistance when concerns cannot be resolved independently.

Working with Your Resident Advisor

Resident Advisors are often the first resource available to students living on campus. Resident Advisors are trained to:

- Answer questions regarding Housing policies and procedures.
- Assist with roommate conflicts.
- Help students connect with College resources.
- Provide support during challenging situations.
- Promote a positive residential community.

Residents are encouraged to contact their Resident Advisors when questions or concerns arise. Many housing-related concerns can be resolved through discussion, mediation, education, and collaboration before formal intervention becomes necessary.

Housing Appeals

Students who disagree with a Housing-related decision may have the opportunity to request a review or appeal, depending on the nature of the decision. Examples may include:

- Housing charges or assessments
- Room assignment decisions
- Housing-related sanctions
- Other administrative Housing determinations

Appeals should be submitted promptly and should include any relevant information supporting the student's request for reconsideration. Appeals will be reviewed by the appropriate College official or office in accordance with applicable College procedures.

The submission of an appeal does not automatically delay or suspend Housing requirements, deadlines, or sanctions unless specifically authorized by the College.

Citations and Fines

Residents may receive citations, charges, or fines for violations of Housing policies, damage to College property, improper checkout, lost keys, or other Housing-related matters. Students who receive a citation or fine should:

1. Review the information provided.
2. Address any corrective actions that may be required.
3. Contact the Housing Office if clarification is needed.
4. Follow any applicable appeal procedures.

WTC encourages students to address concerns regarding citations or fines promptly to avoid additional complications.

Grievance Procedures

Students who believe a Housing-related matter has not been resolved appropriately may utilize established College grievance procedures. The grievance process provides an opportunity for students to:

- Express concerns.
- Seek review of a situation.
- Request consideration of relevant information.
- Pursue resolution through established College channels.

Students should refer to the WTC Student Handbook and other applicable College procedures for additional information regarding formal grievance processes.

Student Support Resources

WTC offers a variety of resources to support student success and well-being. Students may be referred to or seek assistance from:

- Housing Office
- Resident Advisors
- Student Affairs
- Student Accessibility Services
- Academic Support Services
- College Safety and Security
- Other campus offices and support programs

Students are encouraged to seek assistance early when challenges arise. Many concerns can be resolved more effectively when addressed before they become significant issues.

When to Contact the Housing Office

Students should contact the Housing Office when they need assistance with:

- Housing assignments
- Room changes
- Roommate concerns
- Maintenance issues
- Guest policy questions
- Housing charges
- Move-in or checkout procedures

- Appeals and grievances
- Housing policy questions
- Other residential concerns

If a concern cannot be resolved at that level, the matter may be referred to the Housing Director or other appropriate College personnel.

Recommended Process for Resolving Housing Concerns

The following process is recommended for most Housing-related concerns:

- Discuss the concern directly with the individual involved, when appropriate.
- Seek assistance from your Resident Advisor.
- Contact the Housing Office.
- Utilize available appeal or grievance procedures when necessary.

The goal of this process is to encourage communication, problem-solving, and timely resolution while ensuring that students have access to appropriate support and review mechanisms.

Commitment to Student Success

WTC is committed to fostering a residential environment that supports learning, personal growth, and student success. Residents are encouraged to communicate concerns, seek assistance when needed, and work collaboratively with Housing staff to maintain a positive living experience for all members of the housing community.



Appendix A: What to Bring Checklist

Bedding
- ☐ Regular twin sheets
- ☐ Blankets/comforter
- ☐ Pillows
- ☐ Mattress pad
- ☐ Mattress protector

Bathroom
- ☐ 1 shower curtain (per room)
- ☐ 1 shower rod (Clinton Hall only)
- ☐ Personal hygiene products:
  - ▫ Shampoo
  - ▫ Conditioner
  - ▫ Soap/body wash
  - ▫ Toothbrush & toothpaste
  - ▫ Dental floss
  - ▫ Mouthwash
  - ▫ Deodorant
  - ▫ Razor & shaving cream
  - ▫ Hairbrush/comb
  - ▫ Hair dryer
- ☐ Toilet paper
- ☐ Towels and washcloths
- ☐ Bath floor mats
- ☐ Facial tissues
- ☐ First aid kit
- ☐ Prescription medications

Cleaning
- ☐ Broom & mop/Swiffer
- ☐ Dustpan
- ☐ Trash can & trash bags
- ☐ Paper towels/disinfectant wipes
- ☐ Various cleaning supplies:
  - ▫ Disinfectant cleaner
  - ▫ Multipurpose cleaner
  - ▫ Toilet brush/cleaner
  - ▫ Tub cleaner
  - ▫ Glass cleaner
  - ▫ Sponges/scrub brush
- ☐ Air freshener

Laundry
- ☐ Laundry basket/bag
- ☐ Laundry detergent
- ☐ Bleach
- ☐ Fabric softener/dryer sheets
- ☐ Stain remover
- ☐ Iron & ironing board
- ☐ Sewing kit
- ☐ Quarters for machines

Miscellaneous
- ☐ Small microwave (Energy Star Compliant)
- ☐ Air fryer (basket-style only)
- ☐ Small refrigerator (4.3 cubic feet or smaller and Energy Star Compliant)
- ☐ Eating utensils:
  - ▫ Cups, bowls, & plates
  - ▫ Forks & spoons
- ☐ Reusable water bottle
- ☐ Food storage containers
- ☐ Fan
- ☐ Rug
- ☐ Lamp
- ☐ Television
- ☐ Batteries
- ☐ Flashlight
- ☐ Alarm clock
- ☐ UL-listed surge protector/power strip
- ☐ 3-prong adapter
- ☐ Phone charger
- ☐ Laptop computer and charger
- ☐ Headphones/earbuds
- ☐ Stamps/envelopes
- ☐ School supplies:
  - ▫ Pens, pencils, & highlighters
  - ▫ Paper
  - ▫ Notebooks
  - ▫ Planner/calendar
  - ▫ Planner
- ☐ Backpack
- ☐ Recreational items

Appendix B: Prohibited Items Quick Reference

Fire and Safety Hazards
- Candles (with or without wicks)
- Incense and incense burners
- Open-flame devices
- Fireworks
- Explosives or combustible materials
- Space heaters
- Halogen lamps
- Fuel-powered appliances
- Gasoline, propane, lighter fluid, or other flammable liquids

Unauthorized Appliances
- Hot plates
- Toaster ovens
- Electric skillets
- Deep fryers
- Indoor grills
- Rice cookers
- Crockpots/slow cookers
- Pressure cookers
- Any cooking appliance with an exposed heating element
- Refrigerators larger than 4.3 cubic feet
- Microwaves or refrigerators that do not meet Housing specifications

Weapons
- Firearms except as permitted by applicable Texas law and College policy
- Ammunition
- BB guns, pellet guns, paintball guns, and airsoft guns
- Bows, crossbows, and arrows
- Slingshots
- Tasers or stun guns
- Brass knuckles
- Switchblade knives or illegal knives as defined by Texas law
- Martial arts weapons
- Other weapons prohibited by College policy or law

Alcohol, Drugs, and Tobacco
- Alcoholic beverages
- Cannabis, CBD, or THC products
- Illegal drugs or controlled substances
- Nitrous oxide or other intoxicating inhalants
- Drug paraphernalia
- Tobacco products used in violation of College policy
- Electronic cigarettes, vaping devices, or other nicotine products

Animals
- Pets or animals not authorized by the College
- Fish or aquariums
- Approved service animals and approved assistance animals are permitted only in accordance with College policy and applicable law.

College Property
- Residents may not remove or relocate College-owned furniture or equipment from its assigned location without authorization.

Other Prohibited Items
- Extension cords that are not UL-listed
- Damaged or altered electrical cords
- Hoverboards or similar devices not approved by the College
- Portable air conditioners
- Any item determined by the College to present a safety, health, or fire hazard

Appendix C: Housing Damage, Replacement, and Cleaning Charges

Residents are responsible for maintaining their assigned room, furnishings, and common areas in good condition. Damage beyond normal wear and tear, missing College property, excessive cleaning, lost keys, or failure to follow checkout procedures may result in additional charges.

The following charges are representative of common damage, replacement, and cleaning costs. Actual repair or replacement costs may vary depending on the extent of the damage. WTC reserves the right to assess the actual cost of repair or replacement when necessary.

Maintenance

Item	Charge
Wall repair (each)	$50
Overhead light fixture replacement	$75
Overhead light cover replacement	$35
Exit light replacement	$125
Window screen replacement	$50
Windowpane replacement	$250
Window latch replacement	$15
Blind replacement	$75
Main door replacement	$250
Bathroom door replacement	$150
Door frame replacement	$150
Closet shelf replacement	$50
Closet door replacement	$250
Door refinishing	$50
Broken key replacement	$50
Floor tile replacement (each)	$25
Towel rack replacement	$50
Shower curtain replacement (if applicable)	$20
Furniture drawer replacement	$100
Mirror replacement	$50
Door/room number replacement	$50
Sink replacement	$250
Toilet replacement	$300
Smoke detector replacement	$200
Refrigerator replacement	$300

Item	Charge
Microwave replacement	$200
Wi-Fi mount replacement	$500

Furnishings

Item	Charge
Bed frame replacement	$250
Mattress replacement	$150
Chair replacement	$175
Chair upholstery cleaning/repair	$50
Side table replacement	$200
Desk replacement	$300
Dresser replacement	$300
Cabinet door replacement	$100
Cabinet door reinstallation	$50

General Charges

Item	Charge
Removal of abandoned property	$75
Smoke detector tampering	$200
Improper room change	$50
Hold-over fee (per hour)	$25
Unauthorized transfer of furniture	$50
Lock change (keys not returned)	$200
Improper checkout	$100

Cleaning Charges

Service	Charge
Bathroom routine cleaning	$100
Bathroom extensive cleaning	$200
Bedroom routine cleaning	$50
Bedroom extensive cleaning	$100
Whole unit routine cleaning	$150
Whole unit extensive cleaning	$300

Additional Information

Charges may be assessed to an individual resident or, when responsibility cannot be determined, shared among occupants of a room, suite, or apartment. Residents will be notified of assessed charges through their student account.

Costs listed in this appendix are subject to change without prior notice as repair, replacement, and labor costs change.

The College reserves the right to assess the actual cost of repair or replacement when damages exceed the standard charges listed in this appendix.