
Otero Junior College

Housing Handbook



Wunsch Hall
Conley Complex
South Site

2011-2012

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Welcome —

The Otero Junior College Residence Hall Staff welcomes all students to OJC Housing—Wunsch Hall, Conley Annex A, Annex B and Annex C, and the South Site Annex E. We are committed to creating an environment that provides each resident the best possible opportunity for academic and personal growth. On-campus living requires rules and regulations to preserve a safe, healthy and enjoyable atmosphere. This handbook is intended to clarify policies and guidelines for the operation of the housing of students at Otero Junior College. We urge you to read and become familiar with what services are available to you, as well as what is expected of you.

We hope that OJC Housing will aid you in having a successful year. Most of all, we hope that your time here will be all that you want it to be.

Residence Hall Staff —

The following staff members serve as individual advisors for you and supervisors of Wunsch Hall activities. You are encouraged to go to them for assistance.

Residence Hall Director

A full-time Residence Hall Director lives in Wunsch Hall. The primary focus of the Residence Hall Director is to create a positive learning and living environment. The Residence Hall Director is responsible for the entire operation of OJC Housing, including training and supervision of Resident Assistants, reporting maintenance related issues to the Director of Housing, and dealing with violations of policies and procedure. He/she is the advisor to Wunsch Hall Club, makes room assignments, and is also available for individual counseling.

Residence Hall Director Assistant

A Residence Hall Director assistant lives on site at the Conley Complex to assist the Resident Hall Director in daily operations of OJC resident halls. This includes dealing with violations of policies and procedures and assisting students as needed.

Residence Hall Staff - continued

Resident Assistants

Resident Assistants are OJC students who live in OJC Housing. There is at least one Resident Assistant living on each floor of the dorm. These students are selected and trained to promote the general welfare of all students living in the residence hall. They are available to assist you. The Resident Assistants will be respectful of your privacy so you will need to seek out their help, if needed.

Director of Housing

The Director of Housing is responsible for all phases of student housing.

Custodians

The custodians play a big role as members of the Residence Hall Staff. They work for both you and the college. The lobby, hallways, restrooms and stairways are cleaned by them daily. It is your responsibility to help maintain a clean atmosphere from day



Housing Contract —

The Application/Contract that you have signed is for room and board. The contract is applicable for the entire academic year, August through May or for that part of the academic year remaining after the effective date of the contract. If you leave OJC, the contract is automatically terminated subject to the terms of the contract. You are responsible for knowing the terms of the Application/Contract. To request a release from the contract, you must file a written request with the Residence Hall Director. **Residents must be 17 years of age or older at the beginning of the year under contract.** The college president may grant a waiver of the minimum age based on extenuating circumstances unique to the role and mission of community colleges.

See appendix for a copy of the housing contract.

Occupancy of College Housing —

OJC Housing will open two days prior to the beginning of classes for fall and spring semester. OJC Housing will be closed for semester break. No students may occupy the dorm during this time.

OJC Housing will be closed for Thanksgiving break Wednesday through Saturday. Students may stay if they have received permission from the Residence Hall Director.

OJC housing will be closed for Spring break. Students may stay if they have received permission from the Residence Hall Director.

During Thanksgiving and Spring break your regular electronic key will not open the exterior doors unless you have made arrangements with the Dorm Director in advance.

Thanksgiving, Semester, and Spring Breaks

During breaks windows in your room **MUST** be shut and locked and all perishable and valuable items removed. All rooms will be checked by the Residence Hall Staff for compliance.

See appendix for a calendar of scheduled breaks.

Check In —

Residents are required to formally check in at the beginning of the semester with a member of the Residence Hall Staff. Students must officially check in no later than 5 p.m. on the first day of classes in order to maintain their room assignment. Students who need to arrive after the deadline may have their assignment held for a limited period of time upon request to the Residence Hall Director.

Check in will begin two days prior to classes. Students who arrive prior to that time will not be allowed occupancy and will need to make accommodations to stay off campus.

Upon check in, students will be accompanied to their room by a Resident Assistant or college staff member. The student will review and sign the room inventory sheet to confirm the present inventory of furniture and condition of the room. The room inventory sheet will become the basis for the assessment of charges due to damage or loss furnishings. Any discrepancy will be resolved with the Residence Hall Director prior to the student moving in.

Check Out —

Students must remove all belongings from their assigned room when they end their schooling. Withdrawal from OJC requires check out from your assigned room the same day. Check out procedures require you to make an appointment with the Residence Hall Director. Your room will be checked for damages. A review of room inventory will be completed. You and your roommate(s) will be charged for damage to your room and for any missing items. Your room should be in the same condition as when you checked in less normal wear and tear.

Your Room —

Room Assignments

Roommate assignments are made by the Residence Hall Director with the assistance of college staff. Students who wish to request a specific roommate may do so when they complete the housing contract. These requests are taken into consideration but cannot always guarantee that's who your roommate will be.

All room changes must be cleared with the Residence Hall Director. If you have problems with a roommate, please contact the Residence Hall Director to work out the problem or to make a change.

Otero Junior College reserves the right to change any room assignment without notice.

Room Furnishings

The following furnishings are provided by Otero Junior College for the students of OJC Housing: drapes, desk/chair, bed, dresser, and a closet. Mattresses provided are twin x-long.

The following furnishings are to be provided by the student: linens (sheets, blankets, bedspread, towels, pillow), lamps, rugs, laundry items (clothes bag, basket, hangers, detergent), personal items (toiletries, hygiene) and anything that you feel relevant within college regulations.

Cable Television

Basic cable is included in your housing facility fee. Your television must be cable ready and you must know how to program channels. There is a cable jack located in your room; it is your responsibility to provide the cable line to plug into the jack. HBO and Cinemax are available at an additional cost per room per channel. Payment must be made to the Bresnan office located at 2218 San Juan Ave.

Roommates may split the cost of premium channels. Payment for premium channels may be paid for per semester or per year. No refunds will be issued.

Your Room - continued

Internet Service

Otero Junior College is offering all students wireless access campus wide. Copies of instructions will be available at student services.

Phone Service

All rooms except for ones in Conley B and C have an activated phone line. Students will need to supply the phone, the phone line to plug into the jack, and the answering system, if desired. The Residence Hall Director along with campus instructors, administrators and coaches will call your room phone to reach you.

Calls To OJC Housing

To call OJC housing dial (719) 384-6950. This is the number family and friends will call to reach you. The caller must know the room number of the student they are calling. An automated attendant will answer calls and prompt the caller to enter extension they would like to be transferred to.

Emergency calls from family may be made to (719) 469-1687.

Regular Service

- To place a call to someone on campus including other housing facilities, enter the four-digit extension.
- To make local calls, dial 9 for an outside line and then dial the local phone number.
- To make long distance phone calls, you will need to purchase a calling card or call collect.
- To dial long distance, dial 9 to get an outside line and then follow the instructions on the phone card.

Regular Service - continued

- During the hours of 8:00 a.m. to 5:00 p.m. there are limited lines going out of the dorm. If all lines are busy you will hear a ticking sound after your number begins dialing. You can stay on the line and wait for a line to free up, or press 2 and hang up. When a line frees up the phone system will dial you back and your number will be ringing.
- After 5:00 p.m. there will be additional lines available, so you should not have a problem getting a line out.

Additional Phone Info

- Your room phone does not have voicemail capabilities.
- The college does not accept collect phone calls. If you do accept collect phone calls, you will be charged for them and your living privileges may be revoked.
- You cannot make 900 calls from your room.
- Any documented phone abuse, tampering or misuse of the phone service will result in immediate cancellation of service as well as other college disciplinary action and possible prosecution to the fullest extent of the law.
- Prank calls can be traced and will be prosecuted to the fullest extent of the law along with the possible expulsion from OJC Housing.
- The college is not responsible for your phone or phone bill.



Keys

Electronic keys are issued to students at check in. For Wunsch Hall residents, electronic keys/ I-button unlock doors in three areas: the lobby, the east or west wing doors (depending on the side you live on), and your dorm room.

For Conley Complex A, B, and C residents, fobs will open up the following areas: individual room, Wunsch Hall lobby, and Conley B lobby and laundry room.

Make sure you have your key with you AT ALL TIMES! Propping or taping your door open will allow other people access to your room and your possessions. Giving someone your key will allow unknown persons to enter and have access to your room.

You will be charged \$25.00 to replace any lost key. Lost keys may take eight working hours from the time it is reported to the Residence Hall Director.

Lockouts

If you are locked out of your room or lose your key the Residence Hall Director is the only individual who can open your door. There is a \$5.00 charge for all lock outs.

Windows

Dorm rooms have either one or two windows. Each window is solar reflective and has insulated glass. Window coverings attached to the glass to block out light will not be permitted. To open a window, release both latches and turn the crank towards the window latches. Each window has two latches. Do not force the crank. Decals are placed to assist you in which way to turn the window crank. Do not remove window screens! Your window may be opened for fresh air but should not be used to regulate the temperature in your room. Windows should never be opened as wide as they will go, wind may damage the structure of the window. Moving items in or out the window is not permitted.

Your windows should be closed and secured when you leave your room for security reasons, energy conservation and protection of your room furnishings from weather. Windows that are left open when the outside temperature is below 32 degrees may cause your heating coil to freeze and damage your HVAC unit. Students will be held responsible for any damage and clean up.

HVAC Heating and Air Conditioning Unit

Your heat and air condition unit must be set on “auto” unless you place it on high for increased heat or cool. All units are set for air conditioning when school starts in the fall. When the weather warrants they will be switched to heat. Your unit will not change from heat to AC or AC to heat by changing settings on the individual unit.

- If your room is too warm, lower the thermostat setting to a lower temperature.
- If your room is too cold, increase the thermostat setting to a warmer temperature.
- NEVER TURN YOUR UNIT OFF!
- Placing furniture and articles next to or on the unit will impede cooling and heating of your room.
- When you think your unit is not working (too warm or too cold) turn the unit off for 30 seconds. Turn your unit back on and wait for 30 minutes for results. If the problem persists contact the Residence Hall Director.

Your heating coil unit is susceptible to freezing when the outside temperature is below 32 degrees and you leave your window open. Students will be held responsible for any damage and clean up.

Smoke Detectors

Covering the smoke detector in your room with any material is considered tampering. If you remove and/or cover the smoke detector, and/or cut/break the wires in the smoke detector in your room and the units stops working, you will be charged for the cost to replace the detector.

Any time smoke is detected in public areas of Wunsch Hall, a search of the surrounding rooms will take place by appropriate college staff. This includes the burning of candles and incense.



Housekeeping

Each student is responsible for keeping his/her own room clean and orderly. If a room becomes a sanitation problem, the college reserves the right to have the room cleaned, and you will be billed the cost of the cleaning. When you check out of the Residence Hall, all of your deposit will be withheld for payment of cleaning if your room is not clean.

Food in Room

To comply with sanitary regulations, all food kept in your room must be appropriately stored in tightly covered metal or plastic containers.

Room Entry

All entries into an occupied dorm room by OJC staff must be made with the Residence Hall Director or their designee present. Exceptions will be made for health, safety, or approved and scheduled maintenance. All exceptions shall require notification after entry to the Residence Hall Director.

Dorm rooms are occupied when the student checks in at the beginning of a semester and checks out at the conclusion of the year. Students who leave at the end of fall semester and will not be returning for the following spring semester will be considered checked out.

Damages

Residents of OJC Housing are responsible for damages, mutilation, destruction or defacing of rooms and furniture in the rooms. Residents will be charged for burns, stains and scratches, breakage, use of nails, thumbtacks, screws, tape, and any other documented damage.

The use of sticky tape or tacky putty to hang materials up in your room is strictly prohibited. **A specialized tape that can be utilized in dorm rooms to hang materials will be made available for purchase in the OJC bookstore.** No drilling of holes in any part of the room is permitted. You will be billed the cost for destruction of college property.

Wunsch Hall Lobby —

Please use the lobby with care and consideration. The lobby closes at 1:00 a.m. each night. Quiet hours begin at 10:00 p.m. and are enforced in the lobby as well as throughout the dorm.

Computer Stations

The Wunsch Hall lobby has six computer stations. These are for the use of Wunsch Hall and South Site residents only. Academic work will take precedence over the use of the computers for games and non-academic activities. Please adhere to this policy.

Any damage to the computers needs to be reported to the Residence Hall Director immediately. Any purposeful damage done to the computers will be prosecuted to the fullest extent of the law and OJC living privileges may be revoked. All computer use will cease at 1:00 a.m.

Lobby Furniture

Furniture may not be taken out of the lobby. A furniture restocking fee may be assessed for furniture taken from lobby and found in dorm room.

Personal Belongings

Personal belongings left in the lobby may be collected and turned over to the Residence Hall Director.

Pool and Ping Pong Tables

Recreational equipment is paid for by you and your fellow students. Any abuse by you destroys the benefits for your fellow students. Please do not sit on the pool or ping pong tables.

Vending Machines

Vending machines are located in the lobby of Wunsch Hall. Report losses to the Residence Hall Director. The destruction of vending machines will be prosecuted to the fullest extent of the law.

OJC Housing Rules —

Behavior—Physical

Causing another student or staff member to feel that they are in danger of bodily harm by actions of another person is prohibited. Inflicting or attempting to harm physically another person is prohibited. A person who instigates or willingly engages in a fight will be subject to college discipline and may be turned over to the police for investigation and possible criminal charges.

Harassment

Verbal, physical or sexual harassment will not be tolerated in OJC Housing or on the campus of OJC. This includes direct or indirect comments or other communications, which may be intimidating, coercive or abusive to another person.

Candles and Incense

The burning of candles and incense is not permitted in OJC Housing. Any time smoke is detected in public areas of Wunsch Hall, a search of the surrounding rooms will take place by appropriate college staff.

Electrical Appliances

Heating, cooking, or air-conditioning equipment may not be used in the rooms. Any such equipment found may be confiscated; this includes Foreman grills, electric skillets, hot plates, open burners, gas cook stoves, full-sized refrigerators, and space heaters. Popcorn poppers, electric coffee pots, dormitory size refrigerators, stereos, VCRs, and televisions are permitted. Microwave ovens are permitted, but they must be mini, dorm-sized microwaves. Standard, kitchen-sized microwaves are not permitted. Keep in mind if you choose to have many electrical appliances in your room, you need to use a surge protector and avoid plugging everything into one outlet. Overloading the outlets will cause a breaker to trip and is considered a fire hazard.

Fighting

No fighting of any kind is allowed in college housing. If you do engage in this type of behavior, the matter is subject to college discipline and may be turned over to the police for further investigation and possible criminal charges.

Food Disposal

Please dispose of food in the garbage container in the bathrooms, NOT in the bathroom sinks.

Guests

A guest is someone not assigned to a particular room but is in the room at the invitation of an occupant.

A guest in a room must have the consent of the roommate(s). While a guest is in the building, the dorm resident is directly responsible for that individual's conduct. If the guest is in violation of a policy or procedure, the dorm resident will be held responsible.

Overnight guests of the opposite sex are NOT permitted in a student's room. No visitor residing outside of OJC Housing will be allowed to stay in a dorm resident's room without prior approval from the Residence Hall Director. OJC Housing is for residents only. Guests must be 18 years of age. Relatives under the age of 18 will be permitted with proper supervision.

Haircuts

No haircuts are allowed outside of an individual's room. Haircuts are not allowed in the bathrooms.

Newspaper Delivery

Individual newspaper delivery is not permitted for the Pueblo Chieftain or Denver Post. Subscriptions that are mailed are permissible.

Parking (See *Wunsch Hall Parking Map in the Appendix*)

Parking is free in all lots on the OJC campus. The expanded concrete sidewalk in front of Wunsch Hall is a 10 minute loading zone. You may NOT park in this location. Violators will be towed. Students may park in the lot east, south or north of Wunsch Hall, or the east and west parking lot next to the Student Center. The east Student Center parking lot is accessible by using either Western or Elizabeth off Colorado Avenue. Limited parking is available on the cul de sac on Western. Parking for students is restricted on the west side of San Juan Avenue, 22nd Avenue and Circle Drive where residential homes are located. Parking or driving on sidewalks and grass is illegal.

Parking in handicap zones is not permitted unless you have a handicap placard. City police will issue tickets for any parking or driving violations. Any parking violations in a non-student area will receive tickets from OJC personnel.

OJC Housing Rules - continued

Pets

No pets of any kind are permitted in OJC Housing. Your housing arrangements can be immediately revoked for having a pet.

Quiet Hours

Quiet hours in OJC Housing will be observed nightly beginning at 10:00 p.m. until 8:00 a.m. the following morning. Quiet hours mean that stereos, visiting, and any activity will be at a level low enough so as not to disturb others. Excessive noise will not be permitted at any time. Violation may result in disciplinary action. If you have a complaint regarding noise on your floor, please contact a Resident Assistant or the Residence Hall Director.

Restroom Facilities

Members of the opposite sex will not be allowed to use the restroom facilities. Men must go to the men's side to use the restroom and women to the women's side. Absolutely no member of the opposite sex will be allowed to take showers in the restroom facilities.

Solicitation

The college prohibits soliciting, selling and distribution of samples in OJC Housing by non-student organizations. Soliciting by authorized representatives is permitted provided they have secured the written approval of the Residence Hall Director or the Director of Housing. If you discover a solicitor is in OJC Housing, please report them to the Residence Hall Director immediately.

Student Vehicles

All students who bring a vehicle to school must register their car with the Residence Hall Director and receive a parking decal to be placed in the rear window of their vehicle.

Transfer of Furniture

It is not permissible to move any furniture from rooms or the lobby. A furniture restocking fee may be assessed per piece of lobby furniture found in a student's room or if furniture is moved from an individual dorm room. Please leave lobby furniture in the lobby and seek proper permission to move furniture from a room!

Visitation Hours

Visitation hours are from noon until 1:00 a.m. Visitation rules apply to all visitors whether or not they reside in the dorm. All visitors must be out of the dorm or resident's room by 1:00 a.m. These hours may be changed at any time at the discretion of the Residence Hall Director.

Weapons and Firearms

Weapons of any kind (knives, pellet guns, firearms, fireworks, ammunition, bows and arrows, paint-ball guns, or explosives of any type) shall not be brought into OJC housing facilities. If such items are found in your room, disciplinary action will be taken.



Additional Information —

Food Court

Your 15 or 19 meal plan allows you that number of meals per week. Meals may not be transferred to anyone else or accumulated for future weeks. If you are sick or unable to eat during food court serving times, to-go plates may be prepared if you have made prior arrangements with the Food Service Director. Feeding of other people on your plan is not allowed. If your guest wishes to eat they must pay for their meal.

The removal of food and utensils from the food court is not allowed. Beverages may be taken out in a refill cup.

Meal ID cards will be required at every meal if you wish to eat. Prior arrangements may be made with the General Manager for Sodexo Food Service if you have a conflict with your schedule and feeding time.

Any changes to either the time or serving dates will be posted one day prior to the event by Sodexo Staff.

(See appendix for Food Court Calendar and daily serving times.)

911 Calls

Call 911 only when you are reporting an emergency. It is a felony to call 911 when an emergency does not exist. If you accidentally dial 911 do not hang up.

Fire

Fire alarms and equipment are installed for your protection. Smoke detectors are located in each resident room and in specified locations. Tampering with the fire devices (smoke detectors in the hallways and rooms, fire extinguishers, and pull stations) will result in fines, repair costs and disciplinary proceedings.

Fire Extinguishers

Fire extinguishers are not to be removed from their casing unless there is a fire. Discharging a fire extinguisher is a crime and punishable by fines and other penalties.

Additional Information - continued

Illness and Accidents

Any major illness and/or accident should be reported to the Residence Hall Director. If you need immediate assistance contact your RA, Residence Hall Director, OJC Security at 469-2613 or dial 911.

Laundry Facilities

Coin operated automatic washing machines and dryers are available for your use. Read the instructions before you operate the machines. Clothes should not be left soaking or left hanging in the laundry room after they are dry. No dyes are to be used in the washers.

Mail, Packages and Mail Drop Off

Dorm mail is delivered to the campus mail room where the mail is distributed to the individual mailboxes. Advise your friends, family and other correspondents to use the following address:

YOUR NAME
Wunsch Hall #____ (your assigned room number)
Otero Junior College
1802 Colorado Ave
La Junta, CO 81050

Do not give your mailbox combination to anyone or ask anyone to pick up your mail. All UPS, United Postal Service, and Fed-EX packages are delivered to the Student Center. Each day a list is posted in the Student Center and a copy is posted in the dorm showing students that have packages. You may pick up your packages at the bookstore from 7:30 a.m. to 4:00 p.m. Monday through Friday. A picture ID is required to pick up your package.

For mailing correspondence, there is a blue postal drop box located on campus east of the Student Center. Mail pick-up time is 3:00 p.m. daily.

Additional Information - continued

Personal Property Loss and Damage

The college is not responsible for any loss or damage to personal property of residents for any reason (including damage caused by employees in the performance of their work). For the protection of your personal property, keep the door to your room locked.

Stereos, TV Sets, Musical Instruments

Stereos and TV sets should be played softly so they do not disturb occupants of other rooms or neighbors. Speakers should not be placed in windows. Outside antennas are prohibited for safety reasons. If there is excessive noise, the privilege may be forfeited and, if necessary, instruments, stereos, or TV sets will be confiscated and stored by the Residence Hall Director. Any type of noise carries throughout the dorm and is subject to the City of La Junta noise ordinances including city fines.

Repairs

Report all needed repairs (keys, locks, windows, closets, etc.) to the Residence Hall Director. If something in your room needs repaired, report the damage to the Residence Hall Director. The request will be reported immediately to appropriate persons. If you have questions regarding your request, please contact the Residence Hall Director.

Report Damage and Illegal Activity

If you do cause damage accidentally or while engaging in some ill-advised activity, report the incident to a Resident Assistant or the Residence Hall Director.

Video Surveillance

Wunsch Hall lobby, hallways and entrances are monitored for your safety and protection.

Conley Annex A and B & South Site Housing (Annex E) —

Windows

If you choose to open windows in your room make sure that each latch is unlocked. Do not force the crank when opening your window. Make sure that all windows are closed if you are leaving for an extended period of time.

Bathroom Exhaust Fan

When showering make sure that the exhaust fan is operating. This will assist you in reducing the humidity in your rooms.

Removal of OJC Property

The removal of any college property for any reason from the premises is forbidden.

Keys

Electronic keys are issued to students at check in. Your electronic key unlocks your room door. It also allows you access to the lobby at Wunsch Hall as well the Conley B lobby and laundry facility.

Carry your key with you at all times as your roommate or suitemate will have to unlock your door if you do not have your key. Propping your door open will allow other people and unwanted pests access to your room.

If you lock yourself out of your room and cannot locate your roommate, contact the Residence Hall Director, Residence Hall Director Assistant , Resident Assistant.

Fire

Each room has a smoke detector, heat detector, and sprinkler system that is monitored at an off site location. Tampering with the fire equipment or setting off a false alarm is a serious offense and could result in dismissal. All fire emergencies should be handled by calling 911.

Conley Annex & South Site Housing (Annex E) - continued

Guests

You and your roommate are responsible for guests visiting your room. The actions of your guests may cause you to lose your living privileges. Do not have a large group in your room. All alcohol/illegal drug related parties/activities are prohibited. You are responsible for your guests and if their behavior is inappropriate, you must request them to leave. Should they refuse, contact the Residence Hall Director or the on site Resident Assistant.

Mail and Packages

You will be issued a mail key at check-in. Mail will be delivered daily and available for you to pick-up in the mailbox located at the west entrance to the Student Center. You will be charged \$25.00 to replace a lost mail key.

Advise correspondents to use the following address:

YOUR NAME
Otero Junior College
Wunsch Hall Unit _____ (*will be assigned to you*)
1802 Colorado Ave.
La Junta, CO 81050

South Site (Annex E) - Additional Information

The South Site Housing facility is leased by OJC from the City of La Junta. The OJC Housing rules and guidelines apply to South Site along with the following additional items.

Room Furnishings

The following items are provided by OJC for the students at the South Site: drapes and mini blinds, desk/chair, twin or bunk beds, closet, kitchenette, table and chairs.

Laundry Facilities

Your room key will allow you access into the hallway where the washer and dryer is located. Do not prop open the doors leading to the laundry

room. If doors are found propped open, locks will be changed, denying residents access to the laundry room.

South Site (Annex E) - Additional Information

Parking for South Site Residents

Students must register their vehicle with the Residence Hall director. All South Site students must have a parking decal placed in their vehicles rear window.

Parking is allowed around the perimeter of the complex in marked areas. Parking in handicap zones is not permitted unless you have a handicap placard. No parking, loading or unloading is allowed on the sidewalks or rock areas around the South Site or the grass area north of the complex.

Campus parking for classes and eating at the Student Center will require you to follow current campus policies. Parking on city streets illegally may cause you to receive a parking ticket and fine from the La Junta city police. Parking lots for students are located east and west of the Student Center. Please take your parking privileges seriously and adhere to the rules.

The La Junta Police Department monitors San Juan Avenue and all streets around the South Site. Please obey the speed limit and stop signs ensuring your safety and the safety of others.

When visiting Wunsch Hall, please do not park in the 10 minute loading zone.

Fire Extinguishers

Each South Site unit is equipped with a hand held fire extinguisher .

Custodial Service

Custodial service is provided in the corridor and laundry room only at South Site. Resident assistants and South Site residents are equally responsible for the appearance and condition of the above areas and the outside of each unit. South Site residents are responsible for the cleanliness of their room, bathroom, and kitchen area. All trash must be disposed of in the dumpsters located southwest of the complex.

Conley Annex - Additional Information

Room Furnishings

The following items are provided by OJC for the students at the Annex: blinds, desk/chair, twin bed, mattress pad and wardrobe.

Wardrobe Key

In addition to the electronic key to your room and your mail key, you will also receive a key to lock/unlock one of the wardrobes in your room. Cost to replace a lost wardrobe key is \$25.00.

Laundry Facilities

Your room key will allow you access into the Conley B Lobby where the laundry facility is located.

Parking

Students must register their vehicle with the Residence Hall director. All Annex students with a vehicle must have a parking decal placed in their vehicles rear window.

The parking lot east of the Annex is for resident parking. Parking in handicap zones is not permitted unless you have a handicap placard. No parking, loading or unloading is allowed on the sidewalks or outside the door of your room.

Please do not park in the 10 minute loading zone in front of Wunsch Hall.



Disciplinary Action —

Disciplinary action may involve one or a combination of the alternatives listed below:

WARNING - Notice to students indicating that they have violated a rule and reminding them of their responsibility to comply with all pertinent rules.

PROBATION - Status of students indicating that their relationship with the college is tenuous and that their record will be reviewed periodically to determine suitability to remain enrolled. Specific limitations and restrictions on the student's privileges may accompany probation.

SUMMARY SUSPENSION - An immediate action by the college to separate the student from the college or part of the college to ensure the safety and well-being of members of the college community.

SUSPENSION - Separation of students from the college for a specific length of time.

DISMISSAL - Separation of students from the college on a permanent basis.

Students are expected to adhere to the College's General Regulations and Resident Hall Handbook. If students are charged with violating the College's code, they are entitled to have these procedures followed in the consideration of the charge. Copies of the Student Disciplinary Procedure are available from the Vice President of Student Services.

OJC Regulations —

Age Criteria

All single freshman students under 21 years of age who do not live with their parents or relatives while attending OJC are required to live in OJC Housing. OJC provides housing for students up to 23 years of age. All other requests require a petition to the Residence Hall Director.

OJC Regulations —

Alcoholic Beverages, Illegal Drugs and Paraphernalia

Students shall not bring (or arrange to have delivered) alcohol, drugs or paraphernalia on the premises of OJC Housing. The use, consumption, or possession of such by residents or their guests is forbidden in OJC Housing or on the premises. Violation of this rule will subject the student to arrest by the police and disciplinary action by the Vice President for Student Services.

Policy:

Unlawful possession, use or distribution of illicit drugs and alcohol by students in the dorm is prohibited.

Procedure:

1. Information alleging a violation of this policy (or student conduct code) received by a college employee. Employee shall refer the information to employee authorized to investigate the allegations. If the investigation results in a finding that the conduct occurred and such conduct constitutes a violation of this policy, the student shall be subject to the following sanction(s).
2. Immediately upon suspecting an alcohol or illegal drug related incident occurring in OJC Housing, the Otero Junior College official in charge will contact the police to investigate the premises for suspicion and proceed as they deem necessary. A student will be charged with an alcohol incident if they are found in a room with alcohol being served or available whether they are drinking it or not. If you are found in a room in the dorm with alcohol, whether it is in your possession or not, you have now been involved in an alcohol incident and will be subject to legal and college prosecution for violation of policy.

Alcohol in Resident Housing

Anyone found to be involved in an alcohol incident will be subject to the following penalties:

1. Disciplinary probation for the remainder of the school year.
2. Possible arrest and prosecution to the fullest extent of the law
3. A repeat offense will lead to possible suspension of OJC Housing privileges.

OJC Regulations - continued

Alcohol Paraphernalia Room Decorations

- You will not be allowed to decorate your rooms with empty beer cans, bottles, kegs etc.
- Any alcohol paraphernalia found in a room will be subject to disciplinary action and have the paraphernalia confiscated immediately

Smoking in Resident Housing

Smoking in the rooms of Wunsch Hall and the South Site is strictly prohibited. No smoking is allowed in common areas (hallways, restrooms, lobbies, doorways, laundry room, stairwells, etc). Anyone found to be smoking in these areas will be subject to the following penalties:

1. Disciplinary probation for the remainder of the school year.
2. A repeat offense will lead to possible suspension of OJC Housing privileges.

Illegal Drugs in Resident Housing

Immediately upon having suspicion of a drug incident, including possession of drug paraphernalia, actual drugs or the cultivation (growing), possibly happening in OJC Housing, the Otero Junior College official in charge will contact the police to have them come up to investigate the premises for suspicion and proceed as they deem necessary. Anyone found to be in violation of housing code involving illegal drugs will be subject to the following penalties:

1. The finding of violations of any illegal drugs in the dormitory will be subject to immediate proceedings of dismissal from the dormitory per the college discipline procedure. Illegal drugs will not be tolerated in the dorm. If you have information about illegal drug activity, contact the Residence Hall Director immediately.

Destruction of College Property

Anyone found to be involved in an incident involving destruction of college property will be subject to the following penalties:

1. Disciplinary probation for the remainder of the school year
2. Possible arrest and prosecution to the fullest extent of the law
3. Complete re-payment for all destruction of property.

General Regulations of the College —

(Also on page 17 of 2006-2008 OJC Catalog available at www.ojc.edu)

Students are expected to conduct themselves in a responsible manner both on and off campus and to maintain a high standard of moral conduct. Students are expected to manifest attributes required of good citizens, both within and outside the precincts of the college: respect for order, morality, personal honor, and the rights of others.

It is understood that students who enroll at Otero Junior College will assume the responsibilities involved by adhering to the regulations of the college. Improper conduct for which students are subject to discipline is described below:

1. Dishonesty in any form, including plagiarism and knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents/records of identification.
3. Failure to comply with written or verbal directives of duly authorized college officials who are performing assigned duties.
4. Interference with the academic or administrative processes of the College or any of its approved activities.
5. Hazing in any form (defined as any activity which injures, degrades or disgraces another person or tends to injure, degrade or disgrace another person).
6. Theft or damage to property on campus.
7. Violation of civil or criminal codes of local, state, or federal governments when such violations interfere with campus order or with the college's educational goals.
8. Unauthorized use of or entry to college facilities.
9. Violation of any stated policies or regulations governing student relationships to the college.
10. Use, possession, cultivation, or distribution of non-prescribed drugs on campus.
11. Radically motivated acts or sexual harassment including verbal, physical or written form to include but not limited to: unwelcome sexual advances, requests for sexual favors, unwelcome verbal or physical conduct of a sexual nature.
12. Use, possession, or distribution of alcoholic beverages on campus.
13. Disorderly, lewd, obscene, or vulgar conduct, including profanity or gambling on campus.
14. Violation of existing local, state, and federal statutes when such violations interfere with campus order or with Otero Junior College's educational goals.

These regulations apply to any student enrolled at Otero Junior College. Fair and consistent enforcement of these rules can be expected.

OJC Housing Calendar —

Fall Semester 2011

Friday, August 19	Resident Assistants report OJC Housing
Saturday, August 20	OJC Housing opens at 11:00 a.m.
Sunday, August 21	OJC Housing opens at 9:00 a.m.
Monday, August 22	Classes Begin
Tuesday, November 22	Thanksgiving Break
	OJC Housing closes at 5:00 p.m.
Sunday, November 27	OJC Housing re-opens at Noon
Friday, December 9	End of Fall Semester
	OJC Housing closes at 5:00 p.m.

Spring Semester 2012

Sunday, January 8	OJC Housing opens at Noon
Monday, January 9	Classes Begin
Friday, March 16	Spring Break
	OJC Housing closes at 5:00 p.m.
Sunday, March 25	OJC Housing re-opens at Noon
Friday, April 27	End of Spring Semester
	OJC Housing closes at 3:00 p.m.



Food Court Calendar —

Fall Semester 2011

Sunday, August 21	Student Event 1-11pm
Monday, August 22	Open for breakfast
Tuesday, November 2	Thanksgiving break, closes at 1:00 p.m.
Monday, November 28	Open for breakfast
Friday, December 9	End of Fall Semester Closes at 1:00 p.m.

Spring Semester 2012

Monday, January 9	Open for breakfast
Friday, March 16	Begin Spring Break, closes at 1:00 p.m.
Monday, March 26	Open for breakfast
Friday, April 27	End of Spring Semester Closes at 6:00 p.m.

Food Court Serving Times —

Monday through Friday

Breakfast: Open at 7:00 a.m. for hot and continental breakfast. Hot breakfast will not be served after 10:00 a.m.

Lunch: Open from 11:00 a.m. to 2:00 p.m. Hot lunch bar closes at 1:00 p.m. and the grill closes at 1:30 p.m.

Dinner: Opens at 4:30 p.m. and closes promptly at 6:15 p.m.

Saturday

Breakfast/Lunch: Open at 11:30 a.m. and closes promptly at 12:45 p.m.

Dinner: Served from 5:30 p.m. to 6:00 p.m.

Sunday

Breakfast/Lunch: Open at 11:30 a.m. and closes promptly at 12:45 p.m.

Dinner: Served from 5:00 p.m. to 6:15 p.m.

Meal Plan —

All students will be assigned to a 19 meal plan at the beginning of fall semester. If students would prefer a 15 meal plan, request for it to be changed at check in or any time during the 2 weeks of the semester.

Application for Accommodations in OJC Housing

STUDENT INFORMATION Academic Year 2009-2010 OJC S# _____

Name _____ SS# _____
Last First M.

Permanent Address _____
Street City State Zip

Permanent Phone Number (_____) _____ Cell Phone (_____) _____

Emergency Notification (Parents/Guardian/Other)
Name _____ Phone Number (_____) _____

Program of Study: LEA (Fall or Spring – circle one) Nursing Other _____

Recruited for: _____

ROOM ASSIGNMENT INFORMATION

The year I wish to live in the dorm, I will be a: Freshman Sophomore Sex: Male Female

Age: _____ Date of Birth: _____

I prefer to be assigned to: Wunsch Hall South Site Conley Complex (\$250 more per semester)

Floor Preference in Wunsch Hall Dormitory: 1 2 3 (Men's side only)

Room Type: Single room (If available, \$400 more per semester)
Double room – Roommate Preference _____
Triple room – Roommate Preferences _____

I prefer: twin beds bunk beds loft bed (\$100 rental fee, limited quantity available)

Do you smoke? Yes No Do you mind if your roommate smokes? Yes No
(Smoking is not allowed in OJC Housing.)

Do you go to bed: Early (before 10:00 p.m.) Late (after 10:00 p.m.)

Do you consider yourself: Very tidy Average Very untidy

Student Signature _____ Date _____

Please return this form with your \$100 deposit to:

Otero Junior College
Attn: Student Services
1802 Colorado Avenue
La Junta CO 81050



Otero Junior College Housing Contract

Residents must be 17 years of age or older at the time of the start of the contract that the resident will be living in the dorm.

You must answer the following question or your application will be delayed.


Have you ever been convicted of a crime, made a plea guilty, accepted a deferred judgments adjudicated, or been requested to register as a sex offender? (Minor traffic offenses are exempt) _____ .
If yes provide an explanation or attach a separate letter. _____

Student Signature _____

I agree to pay the charges regularly fixed by the College for accommodations assigned to me.

If I fail to occupy the assigned accommodations on or before the first day of classes of the period covered by this Application-Contract without having given the Housing Office prior notification of my delayed arrival, I agree that the accommodations may be assigned to another student. Furthermore, delayed arrival shall not relieve me of responsibility for accepting other available accommodations assigned to me.

Terms Controlling Use and Rights of Occupancy of Rooms in College Residence Hall

1. The college reserves the right to refuse any application for accommodations in the College Residence Hall upon the return of the deposit.
2. CANCELLATION OF APPLICATION-CONTRACT BY APPLICANT: This Application-Contract may be canceled and the one hundred dollar (\$100.00) deposit and any other payments on the Contract will be refunded provided request for such cancellation is received in the College Housing Office on or before AUGUST 1st of the current year. *This Application-Contract cannot be cancelled by the applicant after the above-mentioned date if the applicant attends Otero Junior College during any part of the period for which accommodations are requested.* If the applicant is officially denied admission to the college prior to the beginning of the period for which accommodations are requested, the deposit of one hundred dollars (\$100.00) will be refunded.
3. APPLICATION OF DEPOSIT: If the Contract is fully completed by the applicant, hereinafter referred to as **“student”**, the deposit will be refunded upon surrender of the room at the end of the Contract year or graduation.
4. PERIOD OF CONTRACT: The Contract is for the entire academic year, or, if the student applied for accommodations after the beginning of the academic year, for that part of the academic year remaining after the effective date of the Contract. I agree that if I have not requested cancellation of the Contract on or before the date stated on the Contract, and if I attend Otero Junior College, I will live in OJC Housing during the entire academic year for which this Contract is made. If I fail to fulfill the terms of the Contract, I understand one of the following conditions will apply and that financial penalty will be imposed.
Moving from OJC Housing, I understand that my housing deposit will be forfeited.
Moving from OJC Housing prior to mid-term (8 weeks into semester) will result in room and 

board charges being prorated. This proration will be applied in weekly increments. For example, if the student checks out on Tuesday, he or she will be charged through Thursday of that same week. After the eighth week, students will be charged for the entire semester.

- Moving from OJC Housing prior to mid-term (8 weeks into semester) will result in room and board charges being prorated. After the 8 weeks, students will be charged for the entire semester.

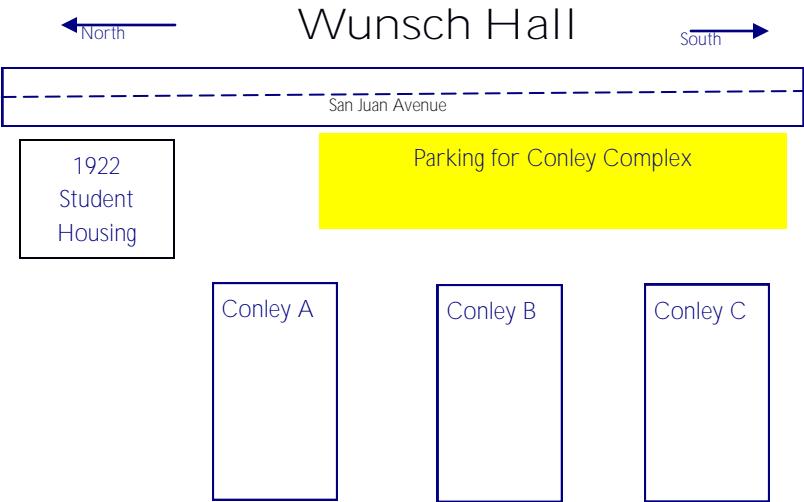
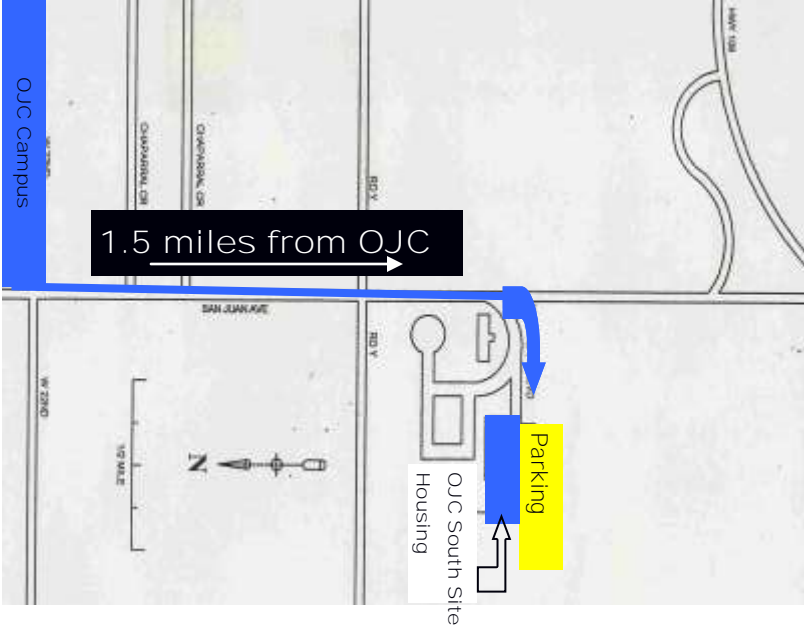
5. FULL-TIME STUDENT: Students living in OJC Housing are required to be of full-time status carrying 12 or more credit hours.
6. OCCUPANCY OF HALL: Rooms may be occupied two days prior to the first day of classes. Rooms may not be occupied by students when the Residence Hall is closed during vacation periods and must be vacated at the close of the academic year. All personal property must be removed from College property on the last day of the period of occupancy. The college does not offer any **storage for belongings outside the occupants' assigned room.**
7. ROOM ASSIGNMENT, DORM PARKING, CHARGES, AND PAYMENTS: After a room has been assigned to the student the College will notify the student of their room assignment. The College reserves the right to change the room assignment and to require the student to move to different **accommodations when the College deems it expedient, in which event the student's account will be credited, or charged, with any difference in the charges.** I agree that should I bring a vehicle to OJC, while in attendance, I will obtain a parking permit for the window, display it and park in the designated areas for housing students.
8. FIRE, THEFT OR DAMAGE: The College will not be responsible for the loss of or damage to any of the **student's personal property.** The student shall reimburse the College for all damage to the structure in which he is housed and damage to, or loss of, any College fixtures, furnishings or personal property furnished under this Contract caused by any negligence on the part of the student.

In the event that the accommodations assigned to the student are destroyed or otherwise made unavailable and the College does not furnish other accommodations in the same or another Residence Hall, the Contract shall terminate any and all rights and liabilities of the parties hereto shall cease and the right of the College and student to payments previously made by the student shall be prorated on the basis of the period for which accommodations were made available to the student.

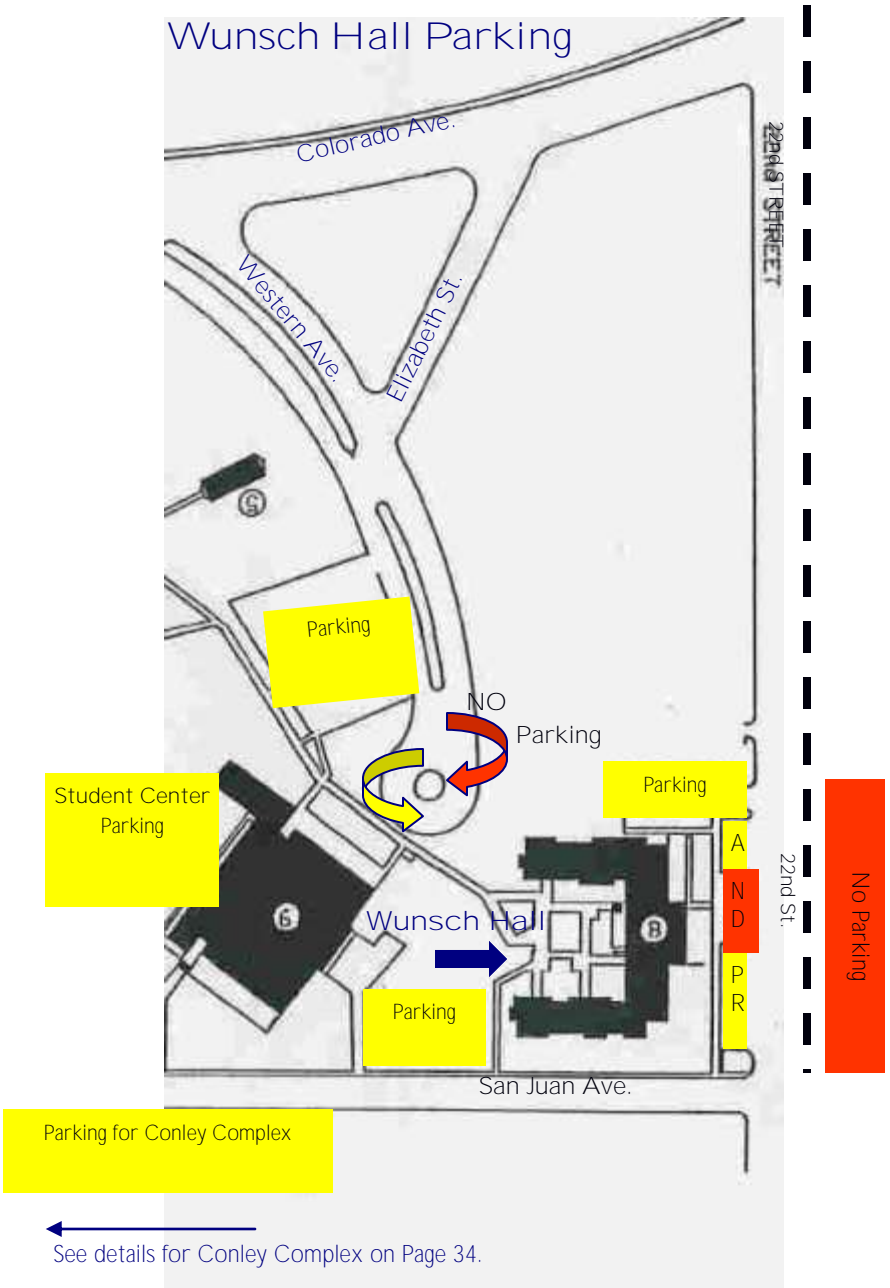
9. RULES AND REGULATIONS: The student shall comply with all rules and regulations of OJC Housing and of the College which are now, or are hereafter, in effect, which rules and regulations specifically made a part of the Contract reference. By affixing my signature I agree to comply with all disciplinary rules set forth in the Housing Handbook and general regulations of the college.
10. COMPLETION OF APPLICATION: Current application must be completed with current housing application and deposit paid in full.

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS, CONDITIONS

South Site Map —



Wunsch Hall Parking



See details for Conley Complex on Page 34.



1802 Colorado Ave.
La Junta, CO 81050

IMPORTANT NUMBERS

OJC Housing:	719-384-6875
Residence Hall Director	
Student Services:	
Admissions	384-6831
Cashier	384-6843
Counseling	384-6869
Financial Aid	384-6834
Testing	384-6832
VP of Student Services	384-6833
Educational Assistance Center	384-6862
Coaches:	
Soccer	384-6808
Baseball	384-6973
Basketball, Men's	384-6828
Basketball, Women's	384-6829
Softball	384-6928
Volleyball and Golf	384-6927
Rodeo	384-6876
After-hours Security	469-2613

Otero Junior College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state, or local law. Inquiries should be directed to : Affirmative Action Officer, Otero Junior College, 1802 Colorado Ave. Macdonald Hall Room 221, La Junta, CO 81050 719-384-6824.
