



Salish Kootenai College

Short Housing Handbook

**Welcome to SKC Student Dormitory and Family Housing!
We're glad you're here.**

This handbook outlines the rules and requirements of living in Student Housing.
You have agreed to follow these guidelines in your lease.

Important Phone Numbers

SKC Security

If there is an issue of safety or security, call Security to file a report. Be sure to write down the date, time, and who you spoke with regarding the issue.

406-239-6267 Cell
406-275-4751 Office
211 from any SKC Landline

Email: security@skc.edu

Emergencies

Dial 911 first (Lake County has immediate response to 911 calls), then call SKC Security they will escort emergency vehicles to the site of the emergency.

If you believe there is a medical emergency, call 911 immediately.

Tribal Police Emergency	933
Lake County Sheriff Dispatch	406-883-7301
Tribal Police Dispatch	406-675-4700

SKC Student Housing Department

Offices are located in the Robert DePoe III Building.

406-275-4827 or **406-275-4884**

Email: housing@skc.edu

SKC Business Office (Billing)

Offices are located in the Eneas BigKnife Building.

406-275-4967

TABLE OF CONTENTS

Most Important Rules -----	Page 3
Life Tips -----	Page 4
Mail	
Internet	
Cable	
Laundry	
Parking	
Dorm Supplies	
Rent -----	Page 5
How to Pay	
When to Pay	
How Much Is It	
Security Deposits	
Utilities	
Help! -----	Page 6
I Don't Feel Safe	
I Saw A Bear/Dogs On Campus	
My Neighbor Is Bothering Me	
I'm Locked Out!	
I Need Money	
I Need Food	
I Need Help With Registering For Classes	
The Internet Is Not Working	
I Have A Maintenance Problem	
Inspections -----	Page 9
Inspection Standards	
Fire Drills -----	Page 9
Evictions -----	Page 9

Welcome to the Short Housing Handbook!

This Handbook is designed to give you the most important Housing information. The full version can be found on the Housing website, housing.skc.edu, or by contacting the Housing Office. You are obligated to follow the rules and procedures in BOTH handbooks as part of your lease agreement, so please read carefully! **Remember, any guests or people who live with you also have to follow these rules!**

Most Important Rules

Following these rules is the best way to make sure you stay in Housing.

DO:

- Be respectful of your neighbors!
 - This includes quiet hours from 11pm – 7am, cleaning up your trash, picking up your laundry quickly after it's done, and supervising your children
- Keep your unit clean
 - This includes throwing out your trash into the dumpsters, getting rid of moldy food, mopping up spills, and keeping trash/clutter off your porches
- Reply to Housing messages right away, and tell Housing about any changes to your phone number
- Keep the fire lane clear. Cars, bikes, and toys should be cleared away ASAP
- Enroll for at least 12 credits as soon as enrollment opens each quarter
- Maintain good academic standing (academic suspension is an automatic eviction)
- Pay your full rent balance before the end of the quarter
- Report any maintenance issues ASAP, especially water leaks
- Report any safety or security concerns to Housing or Security
- Notify Housing of any changes to Felon status for you or any of your household members
- Sign up for RAVE notices at getrave.com/login/skc

DO NOT:

- Drink or have any drugs or alcohol on campus
 - This includes pipes, butane lighters, beer pong, and all other paraphernalia
 - DRUGS AND ALCOHOL ARE AN AUTOMATIC EVICTION!
- Smoke or vape indoors, or tamper with sprinkler heads/smoke detectors
- Have guns or other weapons on campus
- Have any pets or animals that are not pre-approved by Disability Services
 - Emotional Support Animals MUST be neutered and CANNOT be left outside
- Have fights or violence
 - You can confidentially report assault or domestic violence to our counselors at CPW
 - In an emergency, please call 911
- Keep overnight guests in the Dorm
- Allow friends or visitors to use the laundry machines
 - Remember: Be respectful of your neighbors!
- Allow people who are convicted violent or sexual offenders to visit Housing
- Allow someone to move in to your apartment without letting Housing know
- Paint, put nails in, break, or intentionally damage Housing property

Life Tips

Mail

You will pick packages at the SKC Bookstore in the Robert DePoe III Building. Packages and mail delivered by FedEx or UPS will use the following address:

(Your Name)
Student Housing #(Unit Number)
58138 US HWY 93
Pablo, MT 59855



For other mail, use these addresses:

FAMILY HOUSING

Family Housing mailboxes and keys are given by the Ronan Post Office for free. You will need your lease and ID to set up your mailbox.

Your mailing address will be:

(Unit #) Hewankorn Loop
Ronan, MT 59864

DORM

Dorm mailing addresses are:

(Your Name)
Dorm #(Room Number)
PO Box 70
Pablo, MT 59855

Internet

All housing is ethernet-ready (wired internet).

- Dorm Wifi is SKC-DORM with password dormwifi.
- The Honor Hall Wifi is SKC-guest, no password.
- Family Housing internet needs you to purchase and set up your own wireless router.

If you need help, submit a Help Ticket at helpdesk.skc.edu/new

Cable

The Dorms are cable-ready. Family Housing tenants can connect to cable at their own expense by contacting the agency of their choice. Satellite is not allowed.

Laundry

Laundry is free for all tenants. It is for TENANTS ONLY.

Family Housing and Honor Hall laundry is located at the laundry facility across from Parking Lot 3.

Parking

Parking permits can be picked up at the SKC Security Office. Housing requires all cars to have permits. Doing maintenance on cars, or keeping broken-down cars, is not allowed.

Dorm Supplies

If you live in the Dorm, you can ask the RAs for help if you have questions or need supplies. They can provide free things like toilet paper, dish soap, extra utensils or pots/pans, or even board games!

Rent

How to Pay

You can see what you owe Housing in your JICS account. You can make payments at the Business Office in the BigKnife Building. You can't pay at the Housing Office.

If you get financial aid or scholarships, they are automatically spent on anything you owe to SKC ("outstanding balance"). Questions about this can go to the Business Office. If your financial aid is less or the same as your rent, ALL of it will go towards paying your rent.

When to Pay

Rent is charged quarterly (in 3-month chunks) to your student account, just like tuition. The final deadline to pay is about two weeks before the end of each quarter.

How Much Is It

<u>Family Housing</u>		<u>Dorms</u>
1-Bedroom Unit: \$350/month	\$1,050/quarter	Standard Pod: \$825/quarter
2-Bedroom Unit: \$400/month	\$1,200/quarter	Private Bath: \$925/quarter
3-Bedroom Unit: \$450/month	\$1,350/quarter	
4-Bedroom Unit: \$500/month	\$1,500/quarter	Summer Rent: \$330/month

Prorated Rent: If you move out after the end of the month, the amount of extra rent you owe will be calculated by the number of extra days you were in Housing. This is called "prorated rent."

Security Deposits

Security deposits are due before move-in and will be refunded to your student account when you move out, minus any expenses for cleaning or damages.

To get your deposit back as a check, you have to give your forwarding address to the Business Office. If you don't give your forwarding address and you do not respond to their messages, your deposit will be forfeited after 90 days.

If you're only leaving for Summer Release of Rent and are coming back for Fall, we do not return your deposit and you don't have to pay it again.

Utilities

Utilities are free for the Dorm. Family Housing tenants have to pay all electric, plus any water and sewer use that exceeds a 5,000-gallon allowance.

Family Housing tenants MUST set up an account with Mission Valley Power before moving in. You will pay electric through your Mission Valley Power account. If you don't pay your account and don't stay connected after two warnings, you may be evicted.

When you move out, make sure to cancel your account with Mission Valley Power or you may be charged for electricity after you leave!

Help!

Here's a list of campus resources for common problems. If you can't find what you need here, call or e-mail the Housing office!

I Don't Feel Safe

If you think there is an immediate risk to someone's health and safety, please call 911 right away!

If you or someone you know is experiencing bullying, discrimination, harassment, domestic violence, stalking, or assault, SKC is here to help. **Students who report or are targets of domestic violence WILL NOT be punished by SKC for telling us.**

Here are a couple options:

1. The Center for Prevention and Wellness (CPW) is confidential, meaning they will not tell Housing or anyone else. Call 406-275-4744 or e-mail kellie_caldbeck@skc.edu.
2. The Title IX Coordinator for SKC is Teresa Wall-McDonald (teresa_wallmcdonald@skc.edu, 406-275-4977). She is able to help you find school accommodations and other resources.
3. Housing is a private, but not confidential, office. We will only tell people who need to know in order to help you; we will not tell other students or staff.
4. Security will be able to respond to immediate safety problems and help connect you with police.
5. Tribal Police will be able to help with safety issues.
6. SAFE Harbor is an off-campus advocacy center in Ronan (406-676-0800). They can help you get safety, financial, and legal advice.

If you live in Family Housing and the person harming you lives with you, Housing will remove that person; you will be able to stay. That person will not be allowed to return to Housing and you will be given information for safety, legal, and financial resources. *However*, if you continue to invite the person back to Housing, you will both be evicted for the safety and wellbeing of the community. If they come back without being invited, let Housing and Security know and we can help.

There's A Bear/Dogs On Campus

Bears

If you see a bear, please call Security right away and tell them where you saw it! They will send a campus-wide alert to keep everyone safe.

NEVER approach a bear!

Dogs

Sometimes, stray dogs wander onto campus from Pablo. There is no dog catcher in the valley, so there's no way for SKC to get rid of them. The best way to stay safe with strange dogs is:

- Do not approach
- Do not feed
- Do not leave kids, emotional support animals, or trash outside unattended

My Neighbor Is Bothering Me

Sometimes living with other people can be challenging! But it is important that Student Housing is safe, clean, and positive for the whole community.

If your roommate or neighbor is doing something that annoys you (being too loud or messy, for example), we recommend the following steps:

1. Take a minute to calm down if you are upset.
2. Talk to them in person and let them know what is bothering you and why. Sometimes it helps to come up with a compromise ahead of time. For example, if they are playing loud music, maybe they could wear headphones after 10pm. Try to come at the conversation with the goal of working together to solve the problem!
3. If you don't want to talk to them one-on-one, you can contact our Center for Prevention and Wellness or an RA and see if you could schedule a mediation. This will give you a third, neutral person to hear both sides.
4. If the problem continues, please notify Housing and we'll help! If you can save text messages or pictures of the issue, that will help us.

If your roommate or neighbor is breaking an important Housing rule, remember that these rules are for everyone's safety! We will not tell the person that you contacted us. We recommend that you:

1. Take pictures or video of the problem if you can. This will help Housing take effective action.
2. Call Security if it's a loud party, alcohol, or argument. They will be able to break it up and take a report.
3. Contact Housing and let us know what's going on.

If your roommate or neighbor is doing something dangerous or harmful, please notify Housing, Security, or the police ASAP! You should:

1. Make sure you are in a safe place first.
2. Call 911 if there is an immediate threat to someone's safety, such as violence, weapons, fire, or a medical emergency.
3. Call Security or Tribal Police right away.
4. Once you have contacted Security or Tribal Police, contact Housing.

I'm Locked Out!

If you are locked out of your unit, call SKC Security. You may need your ID.

Malfunctioning key fobs may be replaced at the Housing office.
You will be charged \$35 for lost fobs and \$100 for lost keys.



I Need Money

There's lots of financial aid if you need help covering your Housing or school expenses! Call or e-mail the Academic Success Office and they will be able to tell you about scholarships, grants, and other aid that you can apply for.

I Need Food

SKC has resources to help students get the food they need. A couple options include:

- **Free Food Box Fridays**: Food boxes with local produce, milk, meat, and cheese are handed out behind Three Wolves on campus every other Friday. Keep an eye out for flyers and e-mails to the Student Bulletin. E-mail Housing if you need more information.
- **SKC Food Pantry**: The campus food pantry is open every other Friday at the same time as Food Box Fridays. These are bags of pre-planned meal ingredients. For more information, e-mail Community Health at communityhealth@skc.edu.
- **Ronan Bread Basket**: SKC works with Ronan's local food pantry to help supply students. We can provide transportation or help coordinate a pickup time for food boxes. They are open Tuesdays and Fridays from 10:00am to 2:00pm. E-mail Housing for help reaching the Bread Basket.

I Need Help With Registering For Classes

All Housing tenants have to be registered for at least 12 credits every quarter, except for Summer. You should register as soon as you can. Once the new quarter starts, you WILL NOT BE ABLE TO REGISTER! So get it done early!

If you're having trouble, or if you are not getting a response from your advisor, please contact the Academic Success Office and they can help you get registered.

The Internet Is Not Working

If you're having internet problems, submit a Help Ticket to SKC's IT Department at helpdesk.skc.edu/new

I Have A Maintenance Problem

E-mail housing@skc.edu for all of your maintenance concerns. If you do not get help within 48 hours, please e-mail us again. We usually have a lot of projects going at once!

Here are a couple examples of maintenance problems that should be reported right away:

- Leaking water of any kind
- Pests such as mice, cockroaches, and wasps
- Fire damage OR if you use your fire extinguisher
- Any problems with your smoke detector
- Mold or mildew
- Broken doors, windows, or locks
- Any problems with the Housing laundry machines



Inspections

About once a quarter, Housing will enter all units to make sure they are up to safety and cleanliness standards. As part of your lease, you must allow Housing to enter your unit for these inspections. We also may occasionally perform random inspections.

If you live in the Dorm, ALL roommates are responsible for keeping the unit clean.

Inspection Standards

Your unit needs to meet these expectations.

- No prohibited items are allowed.
 - Prohibited items include alcohol, drugs, guns, fireworks, or animals that haven't been approved by Disability Services
- The unit must be clean. Clean means:
 - All trash is disposed of in trash cans
 - Floors, countertops, walls, and fridges are wiped down with no spills on them
 - No rotting or moldy food
 - Pests such as mice or cockroaches must be reported ASAP
 - Leaks, mold, or mildew must be reported ASAP
 - Floors must be clear of clutter, with a clear path to the exits
- Heaters must not be blocked
- Sprinkler heads and smoke detectors must be working and not blocked
- Window screens may not be removed
- In Winter, the thermostat must be at least 60 degrees (to prevent freezing pipes)
- Porches must be clear. Clear means:
 - No trash, loose cigarette butts, or broken items
 - No clutter, such as boxes, garbage cans, sporting equipment, or indoor furniture

Fire Drills

Housing does quarterly fire drills for the Dorm. We also do annual inspections of fire extinguishers.

You **MUST** leave the Dorm when the fire alarm goes off. Everyone will go to the safety in the field across the parking lot. Please let us know if your alarm does not go off when the drill starts.

Evictions

You can get evicted for serious rule violations OR for repeatedly violating minor rules. For major violations, you will not be able to appeal and will have to move out. The main reasons for evictions are:

- Drugs, alcohol, or weapons on campus
- Violence, domestic violence, assault, stalking, harassment, or child abuse/neglect
- Intentionally damaging Housing property
- Theft
- Inviting felons or violent/sexual offenders to visit Housing
- Repeatedly disrupting neighbors
- Not cleaning up units/porches after repeated warnings
- Not registering for classes, or being on academic suspension (unable to register)
- Not paying rent for multiple quarters