

OTERO

COLLEGE



Housing Handbook

Wunsch Hall
Conley Complex
Southside
2024-2025

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Welcome —

The Otero Residence Hall Staff welcomes all students to Otero Housing—Wunsch Hall, Conley Complex, and the South Site. We are committed to creating an environment that provides each resident with the best 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 housing of students at Otero. We urge you to read and become familiar with what services are available to you, as well as what is expected of you.

Residence Halls Purpose Statement

Otero College Residence Halls participate in the mission of Otero College by creating safe, organized, clean, and supportive residential learning communities, which are ideal for holistic student development and enhancing students' sense of belongingness.

Residence Hall Staff—

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

Residence Hall Manager

A full-time Residence Hall Manager (Residence Hall Manager) lives in Wunsch Hall. The primary focus of the Residence Hall Manager is to create a positive learning and living environment. The Residence Hall Manager is responsible for the entire operation of Otero Housing, including training and supervision of Resident Assistants, reporting maintenance related issues, and dealing with violations of policies and procedure. The office is located in Wunsch Hall Lobby. Office phone number 719-384-6875.

Assistant Residence Hall Manager

An Assistant Residence Hall Manager/s lives on site at the Conley Complex to assist the Resident Hall Manager in daily operations of Otero resident halls. This includes dealing with violations of policies and procedures and assisting students as needed. Office is located in Wunsch Hall Lobby. Office phone number 719-384-6875.

Resident Assistants are Otero students who live in Otero Housing. There is one Resident Assistant living on each floor of Wunsch Hall and in each building of the Conley Complex and South Site Housing. 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.

Director of Auxiliary Services

The Director of Auxiliary Services is responsible for coordinating purchasing and the maintenance of housing facilities. His/her office is located in room 105 of the Student Center. Office phone number is 719-384-6890.

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 to day, making Otero Housing an enjoyable place to live.



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 Otero, 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 —

Otero Housing will open two days prior to the beginning of classes for fall and spring semester. Please refer to the most current check-in schedule on the website for check-in dates and times. Otero Housing will be closed for semester break. No students may occupy the residence halls during this time.

Otero Housing will be closed for Thanksgiving break.

Otero housing will be closed for Spring break.

Resident hall rooms are occupied when the student checks in at the beginning of a semester until the student 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.

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.

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 according to check-in schedule prior to classes starting. 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 Otero requires check out from your assigned room the same day. Check out procedures require you to make an appointment with your Resident Assistant. Your room will be checked for damages. A review of the Room Condition Report 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. The room and mailbox key (if applicable) must be turned in at time of inspection. Failure to check out properly may result in forfeit of the \$100.00 deposit. If residents neglect to clean their room before checking out, they may be assessed a minimum \$25.00 fine per resident. All original furniture must be in the room at the time of check-out. Replacement costs for missing furniture are charged to the room resident(s).



Safety—

It is our goal to provide a safe and secure environment to enhance the quality of life that is conducive to learning and is consistent with the educational goals of Otero. It is the residents responsibility to take ordinary safety precautions such as being aware of their surroundings and not propping doors open.

Electronic Locks

Every room is secured with an electronic lock that records the date, time and key that enters the room.

Electronic Key Entry to Lobbies and Halls

All entrances to lobbies and hallways require an electronic room key for entry.

Campus Security

Otero campus security patrols campus nightly. They can be reached at 719-469-2613. City of La Junta Police Department also patrols campus regularly and respond to disturbances and emergencies. They can be reached at 719-384-2525 or by calling 911

Surveillance Cameras

Security cameras record all activity in Wunsch Hall entrances, lobby and hallways as well as all entrances to Conley and South Site rooms. All parking lots on campus have security cameras

Fire Safety

All residence hall rooms have a smoke detector that is monitored at an off site location. In the event that smoke is detected the La Junta Fire Department is automatically notified and will respond within minutes. All Conley Complex halls have fire sprinklers.

Emergency Alert System

Students are encouraged to sign up for alerts from the campus emergency alert system. In the event of an emergency or school closure students will be notified by phone, e-mail and text messaging. To confirm or update your contact information go to: www.Otero.edu and log on to **My Otero**. Go to **STAY CONNECTED** box on right. Click on Sign Up/Update Otero Alert. Complete the form with all the phone numbers you would like to have contacted in case of an emergency. For more information contact Student Services at 719-384-6800.

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 approved in writing by the Residence Hall Manager. If you have problems with a roommate, please contact the Residence Hall Manager to work out the problem or to make a change. Any resident who changes rooms without the written permission of the Residence Hall Director will be fined \$50 and be required to move back to their original room assignment. Neither parents, residents Assistants, athletic coaches, nor most any other staff can authorize a room change except for the Residence Hall Director. Otero reserves the right to change any room assignment without notice.

Room Furnishings

The following furnishings are provided by Otero for the students of Otero Housing:

Wunsch Hall: drapes or blinds, desk and chair (one per room), bed (x-long twin), dresser, and a closet or wardrobe.

Conley Complex: blinds, desk and chair (2 per room), bed (x-long twin), dresser and wardrobe

South Site Housing: drapes or blinds, desk and chair (one per room), bed (x-long twin), wardrobe, kitchenette table and chairs

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.

Removal of Otero Property

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



Your Room - continued

Internet Service

Otero offers all students wireless internet access campus wide. Copies of instructions to connect to the wi-fi will be available at Student Services, located in McBride Hall. You will need a student ID number and password to access the wireless internet. Personal WiFi Routers are prohibited.

Every room has a hard wire internet connection. You will be responsible for supplying any necessary cords to connect to the internet wall jack.

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.

Emergency calls from family may be made to (719) 384-6800.

Room Keys

Electronic card keys are issued to residents at check in and they should access the following locks:

Wunsch Hall: Wunsch lobby entrances, east or west wing doors (depending on which wing your room is in), your room door, Conley B lobby and laundry facility

Conley Complex: Your room door, Conley B lobby and laundry facility, Wunsch lobby

South Site: Your room door, South Site lobby and laundry facilities, Conley B lobby and laundry facilities, Wunsch Lobby

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. Conley Complex and South Site residence—please be aware that propping your door open can allow unwanted pests access to your room.



Other keys

Conley Complex: You will be issued a “hard key” for your mail box.

South Site: You will be issued a “hard key” for your mail box.

Lost Keys

You will be charged \$20.00 to replace any lost key. Lost keys may take eight working hours to replace from the time it is reported to the Residence Hall Director. Lost keys and key cards should always be reported so they can be de-activated to prevent unwanted entry and theft.

Lockouts

If you are locked out of your room or lose your key, the Residence Hall Manager, the Assistant Residence Hall Manager, the Resident Assistant on your floor and Security personnel are the only individuals who can open your door. There is a \$5.00 fee for all lock outs. Fees collected for lock outs are used to fund resident hall activities.

Your Room - continued

Heating and Air Conditioning Units

Wunsch Hall

Your heat and air condition unit must be set on "auto" unless you place it on high for increased heat or cool. Heat and AC are controlled by a large boiler and/or chiller that is used for the entire building.

- **NEVER TURN YOUR UNIT OFF**
- **Placing furniture and articles next to or on the unit will impede cooling and heating of your room.**

Conley Complex and South Site

Each room is heated/cooled by an individual unit in each room. However, there are pre-programmed set points and they will not allow you to cool your room below 68 degree in the fall/spring or heat your room above 78 degree in the winter

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.



Windows

Windows should never be left opened as 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

Your window may be opened for fresh air but should not be used to regulate the temperature in your room

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.

Do not remove window screen. Residents will be charged for screen damage

Moving items in or out the window is not permitted.



Your Room - continued

Fire System

Every room has a smoke detector that is monitored at an off site location. Removing, covering or altering a smoke detector in any way is a serious safety violation. If the smoke detector in your room is found to be covered or altered in any way you may be assessed a fine up to \$350 and any replacement costs.

Conley Complex also has heat detectors and a sprinkler system

South Site has a hand held fire extinguisher in every suite



Tampering with the fire equipment or setting off a false alarm is a serious offense and could result in a fine and dismissal.

All fire emergencies should be handled by calling 911 .

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

Housekeeping/Custodial Service

Custodial service is provided in the common areas of all halls. (lobbies, laundry facilities, community bathrooms, corridors). College staff and residents are equally responsible for the cleanliness of the housing facilities.

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, your deposit will be withheld for payment of cleaning if your room is not clean.

Trash

Please dispose of all trash in the appropriate trash facilities.

Wunsch Hall—Trash closets are located on all floors. Large items of trash (i.e.. Boxes, rugs, etc.) should be taken to an exterior dumpster.

Conley Complex—All trash must be taken to dumpsters located in the adjacent parking lots.

South Site—All trash must be disposed of in the dumpsters located southwest of the complex.

Any room that consistently DOES NOT properly dispose of their trash may be fined or required to pick up trash on campus.

Food in Room

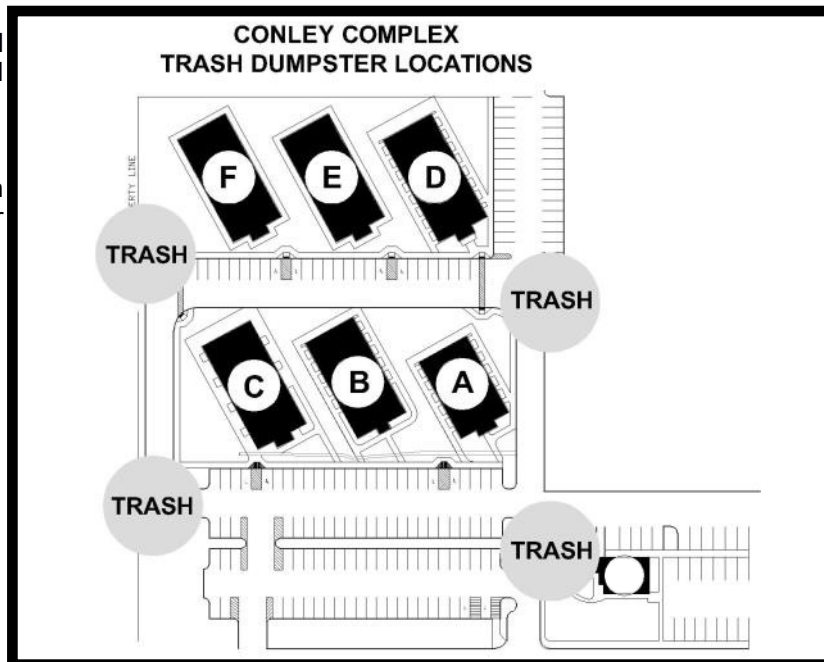
To comply with sanitary regulations, all food kept in your room must be appropriately stored in tightly covered metal or plastic containers.

Food Disposal

Please dispose of food in the appropriate trash facilities—not in the bathroom sinks or water dispensers.

Haircuts

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



Your Room - continued

Room Entry

The College will not enter a student's room unless accompanied by the student, their authorized representative, or a second authorized College representative. However, the College reserves the right to enter a student room for the purpose of inspecting the premises for adherence to fire and life safety guidelines, routine cleanliness inspections, maintenance or necessary repair. The College also reserves the right to enter a students room when an authorized agent has reasonable suspicion of a violation of contract that includes: a) an occupant of the room may be physically harmed or endangered; b) damage is being done to College property; c) College policy is not being adhered to as stated in the Student Handbook.

Damages

Residents of Otero 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. No drilling of holes in any part of the room is permitted. You will be billed the cost for destruction of college property.



General Housing Information

911 Calls

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

Otero EMERGENCY ALERT NOTIFICATION!

In the event of a campus closure due to weather or an imminent threat, you will be notified immediately via phone, text or e-mail.

Go to your Otero Student Portal and click on "Sign Up/Update Otero Alert"

Fire Evacuation Procedures

Complete and immediate evacuation of your residence hall is required once an alarm has sounded. If you do not evacuate the building when an alarm is sounded you could be fined.

In the event of a fire alarm Wunsch Hall residents should evacuate to the basketball court North of the building. Conley Complex residents should evacuate and meet at the greenhouse North of the complex. Please check in with your RA after evacuation.

Do not re-enter the residence halls after an alarm until Otero personnel and/or the fire department determines it is safe to re-enter the building.

The Fire Department will be notified every time an alarm sounds—even when it is a prank!



General Housing Information

Food Court and Rattlers' Den

The Food Court and Rattlers' Den are Located in the Student Center.

Monday-Friday

Breakfast	7:30 am-10:00 am
Lunch	11:00 am-1:30 pm
Dinner	4:30 pm-7pm

Saturday-Sunday

Brunch	11:00 am-12:30pm
Dinner	5:00 pm-6:00 pm

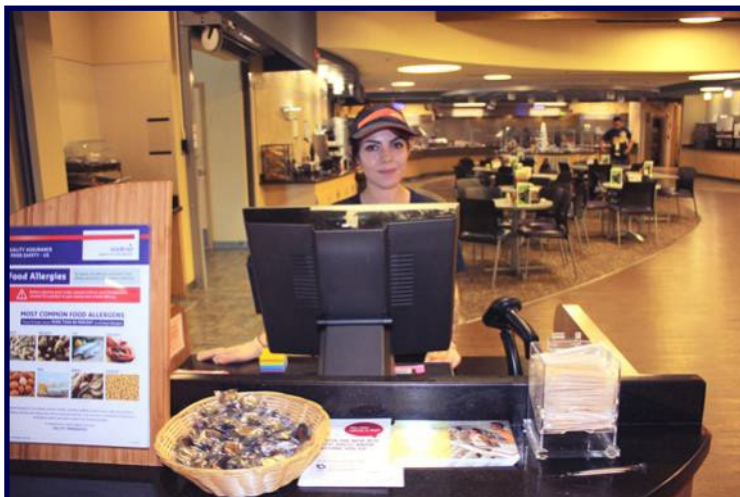
The Food Court and Rattlers' Den hours and services are subject to change.

Meal Plan

All students will be assigned to a meal plan based on their housing application. If students wish to change meal plans, this must be done in writing to Auxiliary Services Director during the first two weeks of the semester.

Rattlers' Den

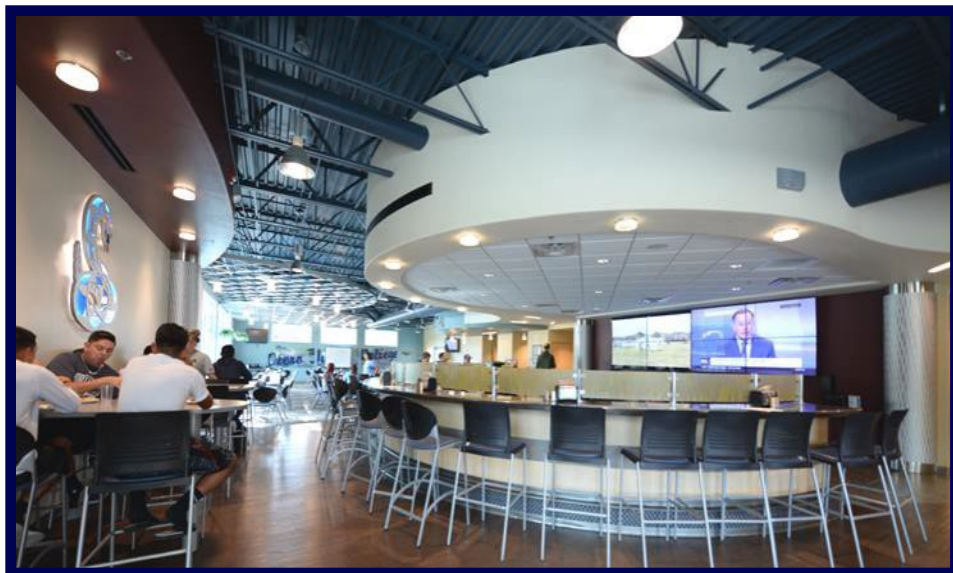
The Rattler's Den is an extension of the food court with extended hours so it is available for resident housing students to assemble or just "hang out". You can Bluetooth into the sound system, watch a movie or play a game on the 8 screen TV wall.



Immunization

Colorado law requires first-time college students to provide proof of adequate immunization against measles. If born on or after January 1, 1957, or if living in the residence hall, students need to submit proof of two MMR shots (measles, mumps, rubella), one given on or after the first birthday and a second dose 30 days later. If the second measles dose came before July 1, 1992, the second mumps and rubella may be waived.

In addition, all students living in campus housing must receive the Meningococcal (meningitis) vaccine and the COVID-19 vaccine, or sign a waiver against them. Students should contact the Student Services Center for more information.



General Housing Information

Illness and Accidents

Any major illness and/or accident should be reported to the Residence Hall Manager at 719-384-6875. If you need immediate assistance contact your RA, Residence Hall Manager, Auxiliary Services Director (719-384-6890), Dean of Student Affairs (719-384-6859), Otero Security (719-469-2613) or dial 911

Laundry Facilities

All laundry facilities (washing machines and driers) are FREE to residents. 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.

Laundry facilities are located on all levels of Wunsch Hall 1st floor east and west wing Conley B & Conley E and South Site Housing.



Any problems with the laundry equipment should be reported to the Director of Auxiliary Services in room 105 of the Student Center or by calling 719-384-6890

Lobbies

Residence Hall lobbies are located in Wunsch Hall, Conley B and South Site Housing. Wunsch Hall and Conley B lobbies are accessible to all resident hall students. Please use the lobby with care and consideration.

Lobby Hours

All residence hall lobbies close at 1:00 a.m. each morning.

Quiet hours begin at 10:00 p.m. and end at 8:00 a.m. the following morning. Quiet hours are enforced in the lobby as well as throughout the halls.

Computer Stations

The Wunsch Hall Lobby has six computer stations. These are for the use of Wunsch Hall, Conley Complex 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 Manager immediately. Any purposeful damage done to the computers will be prosecuted to the fullest extent of the law and Otero 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 a room.

Personal Belongings

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

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 Manager. The destruction of vending machines will be prosecuted to the fullest extent of the law.

Change Machine

A dollar bill to quarter change machine is located in the Wunsch Hall Lobby

General Housing Information

Mail, Packages and Mail Drop Off

All residence hall 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 or Conley # ____ (your assigned room number)
Otero
1802 Colorado Ave
La Junta, CO 81050

Mail Box Locations

Wunsch Hall Residents-Wunsch Hall Lobby
Conley A, B, & C Complex Residents-Conley B Lobby
Conley D, E, & F Complex Residents-Conley E Lobby
South Site Housing Residents-Student Center West entrance

Do not give your mailbox combination or mail key to anyone or ask anyone to pick up your mail.

Package Delivery

All UPS, USPS, and Fed-EX packages are delivered to the Student Center. Each day a list is posted showing students that have packages. Students may pick up their packages by visiting the work study of the Student Center during hours posted. A picture ID is required to pick up your package and you will be required to sign for 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.

Outgoing Packages

United States Postal Service (USPS)
324 Colorado Avenue
La Junta, CO 81050
719-384-9841

United Parcel Service (UPS)
27957 Otero Avenue
La Junta, CO 81050
800-742-5877
Open M-F 4:30 PM to 6:30 PM

Students wishing to ship a package from Otero must first go online to purchase and print a shipping label. Fedex and UPS packages (with label) must be taken to the Maintenance / Physical Plant. USPS packages must be taken to MacDonald Hall.

<http://www.ups.com/>

<http://www.fedex.com/>

<https://www.usps.com/>

Missing Student Notification Policies and Procedures

In the event that an Otero housing student has been missing for 24 hours, the missing student should be reported to one of the following Otero Employees: Housing Director, Assistant Housing Manager, Director of Auxiliary Services, or the Dean of Students. Once a missing person report has been made, local law enforcement as well as campus security will be immediately notified by Otero staff. When the student has been determined missing, Otero staff will notify the student's designated emergency contact person within 24 hours. The option for designating an emergency contact person is given and included in the housing application process and will also be given as an option at the time of check-in. Any contact information shared will be registered confidentially and be accessible only to authorized campus officials and disclosed only to law enforcement personnel in the furtherance of a missing person investigation. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the local law enforcement agency will be informed within 24 hours that the student is missing.

General Housing Information

Noise

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 Manager. Any type of noise carries throughout the complex and is subject to the City of La Junta noise ordinances including city fines. Residence Hall staff will impose a \$5 fine for noise violations. See Quiet Hour Policy.

Parking

Parking is free in all lots on the Otero campus.

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

-The expanded concrete sidewalk in front of Wunsch Hall is a 10 minute loading zone. You may NOT park in this location for extended periods of time. Violators will be towed.

-Parking for students is restricted on the west side of San Juan Avenue, 22nd Street and Circle Drive where residential homes are located.

-Parking or driving on sidewalks and grass is illegal. No parking, loading or unloading is allowed on the sidewalks or outside the door of your room.

-Parking in handicap zones is not permitted unless you have a handicap placard.

-City police will issue tickets for any parking or driving violations.

Wunsch Hall Parking

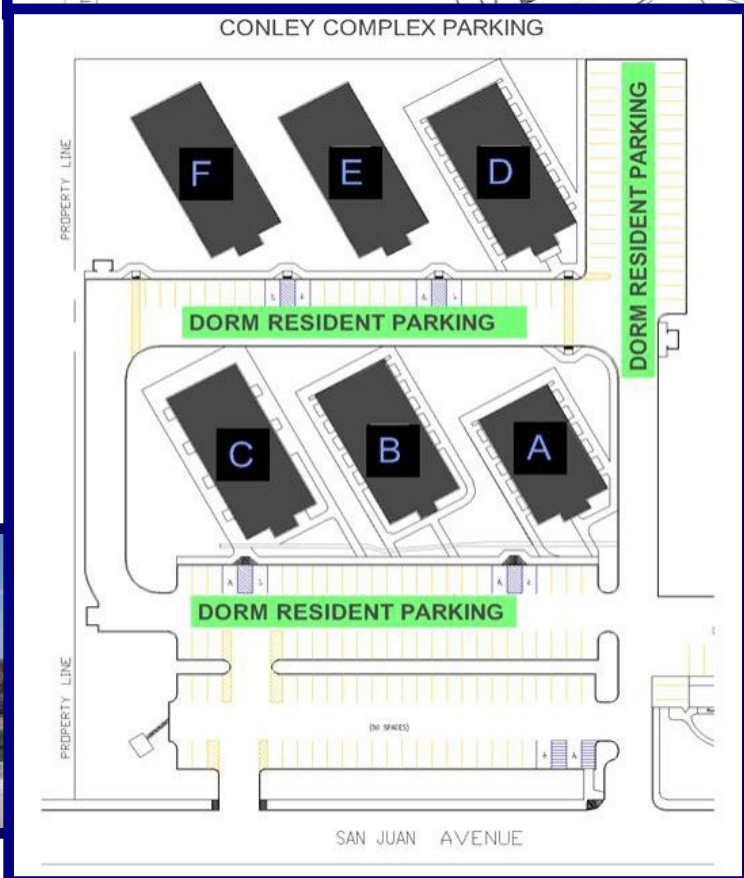
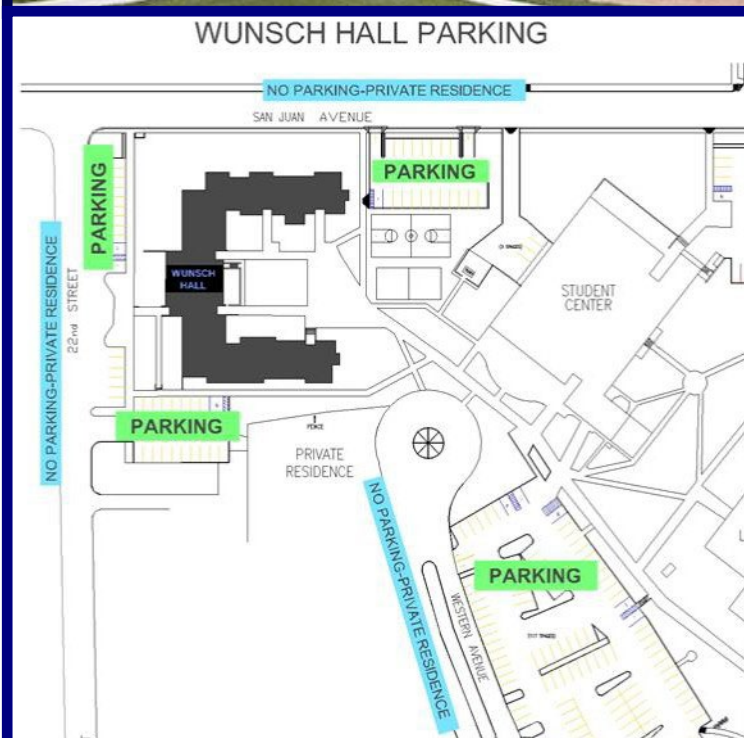
Students may park in the lots east, south or north of Wunsch Hall, or the parking lots next to the Student Center.

Conley Complex Parking

Conley Complex resident parking is adjacent to the buildings.

South Site Parking

Parking is allowed around the perimeter of the complex in designated parking areas.



General Housing Information

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.

Repairs

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



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 Manager.

Security Officer

Otero Security staff is on duty nightly. They can be reached on their cell phone at 719-469-2613

Video Surveillance

Video surveillance is in place for your protection and the protection of your property and Otero property.

Wunsch Hall lobby, hallways and entrances, as well as the Conley Complex entrances and Conley Complex parking lots are under 24 hour video surveillance.



Otero Housing Rules and Regulations

Student Housing seeks to serve the educational objectives of the College by offering facilities which provide a setting in which individual education is furthered. The intent of the rules and regulations of Student Housing is to establish reasonable limits within which the greatest number of residents can work effectively and live pleasantly.

Age Criteria/Occupant Requirement

All single freshman students under 21 years of age who do not live with their parents or relatives while attending Otero are required to live in Otero Housing. Otero provides housing for students ages 18 to 23 years of age. All other requests require a petition to the Residence Hall Manager. All student-athletes who do not live with their parents or relatives while attending Otero are required to live in Otero Housing.

Alcohol in Resident Housing

Alcohol is not allowed in resident housing even if you are 21 years of age. Anyone found in the possession of alcohol or in the presence of alcohol will be subject to the penalties described in the Drug and Alcohol Policy on pages 21-24 of this handbook. In addition, it is a felony to purchase/provide alcohol for anyone under 21 years of age.

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

Alcoholic Beverages, Illegal Drugs and Paraphernalia

Students shall not bring (or arrange to have delivered) alcohol, drugs or paraphernalia on the premises of Otero Housing. The use, consumption, or possession of such by residents or their guests is forbidden in Otero Housing or on the premises. Any student found in the presence of alcohol or drugs, even if not consuming any substance, may still be held accountable for violating the Drug and Alcohol Policy. Violation of this rule will subject the student to arrest by the police and disciplinary action by the Dean of Student Affairs.

Obnoxious Odors

An obnoxious odor is any aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are incense, perfume, air freshening spray, wax warmers, garbage, or large amounts of dirty laundry. When an obnoxious odor can be localized to a particular room or person, the resident(s) and/or guests of that room may be found in violation of residence hall policy.

Obnoxious odors that are the result of persons using or being in the presence of marijuana, alcohol, excessive fragrances, cigarettes, cigars, pipes, or other substances are prohibited because such smells disturb the living-learning environment of the residence hall. Students who smoke marijuana off campus, for example, but come back to the residence hall with a strong odor of marijuana on their person or clothing may be violation of this obnoxious odor policy. Violations will be documented and repeat offenders can be asked to leave the residence hall temporarily or permanently.

Behavioral Misconduct

Physical Harm

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. **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.

Harassment

Verbal, physical or sexual harassment will not be tolerated in Otero Housing or on the campus of Otero. 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 Otero 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.

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

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.

Otero Housing Rules and Regulations

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. You may be charged up to \$350 for covering or removing the smoke detector in your room.

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.

Food Court

Dining room hours will be strictly adhered to unless prior notification from coaches or other Otero staff is received by a member of Sodexo management.

All plates, saucers, silverware, cups, mugs, and any other re-usable items must remain in the Rattler Den Food Court. Personal containers, including beverage containers, are strictly prohibited.

Board meal plans are strictly for your use only. Students found feeding other people from their meal plan will be subject to disciplinary action.

Meal plan participants are welcome to eat as much as you want in the Rattler Den. You will be given a single serving of items, i.e. one hamburger, one vegetable, one starch, one sandwich. If you would like more, you are welcome to come back for seconds.

Furniture Transfer

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 room. Please leave lobby furniture in the lobby. Contact the Resident Hall Manager for permission or to request assistance before removing any furniture from a room.

Guests

A guest is someone not assigned to a particular room but is in the room at the invitation of an occupant. Guests must be 18 years of age or older and have the consent of you and your roommate(s). A resident may not entertain a guest in a room over the objection of a roommate.

While a guest is in the building, the resident is directly responsible for that guest's conduct. If the guest is in violation of a policy or procedure, the resident will be held responsible.

You and your roommate are responsible for guests visiting your room. The actions of your guests may cause you to lose your living privileges. Fire code does not allow for large groups in rooms. No more than 8 people should be in your room at any time. All alcohol/illegal drug related parties/activities are prohibited. Students may not be in the presence of drugs or alcohol, even if the student is not consuming any substance. 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 Manager or the on site Resident Assistant.

Otero Housing is for residents only. Overnight guests of the opposite sex are NOT permitted in a student's room. Overnight guests of the same gender are permissible but 1) must be acceptable to the roommate and 2) need to register with the Residence Hall Manager prior to arrival and 3) stay no more than three (3) consecutive days. Visitors may not take up occupancy in a room.

Relatives under the age of 18 will be permitted with proper supervision and with the advanced approval of the Residence Hall Manager.

Otero Housing Rules and Regulations

Illegal Drugs in Resident Housing

Immediately upon having suspicion of a drug incident, including possession of drug paraphernalia, obnoxious odors resulting from drug use, actual drugs, or the cultivation (growing), possibly happening in Otero Housing, the Otero official in charge will contact the police to have them 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 penalties described in the Drug and Alcohol Policy on page 18 of this handbook. Illegal drugs will not be tolerated. Students may not be in the presence of illegal drugs, even if not consuming any substance themselves. If you have information about illegal drug activity, contact the Residence Hall Director immediately.

Lobby Hours, Courtyards, Volleyball Pit, and Basketball Court

All residence hall lobbies close at 1:00 a.m. each morning. Courtyards, volleyball pit, and basketball court observe quiet hours from 10 p.m. and 8 a.m. daily. [Outside facilities on Otero campus close nightly at 10 p.m.](#)

Marijuana

Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles. Obnoxious odors that are the result of persons using or being in the presence of marijuana are prohibited because such smells disturb the living-learning environment of the college campus. Anyone found in the possession of marijuana will be subject to the penalties described in the Drug and Alcohol Policy on pages 21-24 of this handbook.

Misrepresentation of your Identity

When asked by Otero personnel, you must properly identify yourself; for this reason, residents especially, are required to carry their college issued identification card with them at all times while in the residence halls. If locked out, students can only be given entry back into their residence hall room with proper student identification. On campus, your student identification number (S#) may be required for identification.

Pets and Support Animals

No unauthorized pets of any kind are permitted in Otero Housing. Your housing arrangements can be immediately revoked for having a pet. Live-in faculty and professional staff may be granted permission to have a dog or cat live in their own apartment. Emotional Support Animals and Service Animals are permitted only **after** a student has provided the college with appropriate documentation and has received written approval from the Residence Hall Manager. A fine of \$25 per day can be imposed on students who bring any unauthorized animal into Otero Housing.

Public Assembly

No parties or large group gatherings involving alcohol or illegal drugs will be allowed in resident housing at any time. All persons present at a group gathering involving alcohol or illegal drugs will be subject to the penalties described in the Drug and Alcohol Policy on pages 21-24 of this handbook.

Residents wishing to gather as a large group should do so in one of the lobbies, outside or in the Rattlers' Den located in the Student Center. Arrangements to use other campus facilities can be coordinated with the RA's and the Residence Hall Manager prior to assembly. It is a violation of fire code for more than 8 people to be in any one residence hall room at one time. For your safety and the safety of your guests, please limit the number of guests in your room to 8 people or less. The occupants of the room will be responsible for all guests in their room.

No public assembly will be allowed between midnight and 6:00 a.m. Any group of 5 or more people gathered in the halls, lobbies or outside will be asked to disperse and may receive disciplinary action.

Courtesy Hours and Quiet Hours

To ensure a quality experience for all residents, residence halls observe Courtesy Hours 24 hours a day, 7 days a week. All residents are required to keep themselves and guests from any unreasonable behavior that would greatly interrupt the living-learning environment. Additionally, quiet hours in Otero Housing will be observed nightly beginning at 10:00 p.m. until 8:00 a.m. the following morning. When quiet hours are in effect, residents are expected to keep themselves and guests from any behavior that would even minimally interrupt the living-learning environment. During quiet hours, residents are encouraged to close their room door and / or lower the volume of electronics or talking so that sound is not audible more than one door away. Noise from talking, radios, electronic devices, phone conversations, etc. is strictly prohibited in the hallways and outdoor courtyards during quiet hours.

Violations will result in a \$5 fine. Repeat violations may result in disciplinary action. If you have a complaint regarding noise on your floor, please contact a Resident Assistant or the residence hall manager.

Restroom Facilities

In Wunsch Hall, members of the opposite sex will not be allowed to use the community 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 community restroom facilities in Wunsch Hall.

Otero Housing Rules and Regulations

Room Change

You are expected to reside in the residence hall room assigned to you by the residence hall manager at the beginning of the semester. If you are unhappy with your room assignment or have conflict with your roommate contact the Residence Hall Manager. Any resident who changes rooms without the written permission of the Residence Hall Manager will be fined \$50 and be required to move back to their original room assignment. Neither parents, residents Assistants, athletic coaches, nor any other staff can authorize a room change except for the Residence Hall Manager.

Under no circumstances should you change rooms without the prior written approval of the Residence Hall Director.

Room Occupancy

When you check in at the beginning of the semester until you check out you are considered the occupant of the room. You will be responsible for all personal possessions, college furnishings and activities within the room. You will not be allowed to stay in your room between fall semester and spring semester.

Roommate Ready

Residents who are assigned to a shared room and who are not given a roommate (or the roommate moves out) may receive a new roommate at any time during the term of the contract (school year). Residents in a shared room are expected to have the room 'roommate ready' by having half the room clear of personal belongings and clean for any new potential roommate. Unused room furniture should be positioned in the room so that it is accessible to any new roommate, preferably in the original position. Residents who brought in their own furniture may be required to remove the excess furniture if it creates an appearance of overcrowding in the room. Finally, half of the room's wall space and floor space should be clean and clear of any personal belongings. Residents are also expected to respond positively to a new roommate through an attitude of welcoming. Failure to have rooms 'roommate ready' or the refusal of a roommate to move in because of cleanliness, lack of space, etc., can result in a \$50 fine to the offending resident. In addition to the fine, the resident will be charged the single-private rate for the room if the space is not 'roommate ready' within 24 hours. Residence Hall staff will regularly be attentive to and document 'roommate ready' violations. Roster verifications will take place at the beginning of each semester as well as at mid-semester each year.

Smoking

It is illegal to smoke in any State of Colorado owned building. Otero College is a State of Colorado facility. **SMOKING IS PROHIBITED IN ALL STUDENT HOUSING FACILITIES!** Smoking includes but is not limited to cigarettes, pipes, bongos and hukas. If you smoke in student housing you may receive disciplinary action and be charged for the cost to clean or repaint your room.

Solicitation

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

Urinating in Undesignated Area

Urinating in student housing outside the restroom facilities is prohibited. If you are caught urinating any place other than the restrooms you may be asked to clean college facilities, be charged for clean up and received disciplinary action.

Vandalism and Graffiti

Vandalism and Graffiti are strictly prohibited on the Otero College campus. If you are found to have defaced any college property you will be prosecuted to the full extent of the law and will be charged for damages.

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 halls. All visitors must be out of the resident's room by 1:00 a.m. These hours may be changed at any time at the discretion of the Residence Hall Manager. No one under the age of 18 is allowed in resident housing.

Weapons and Firearms

Weapons of any kind shall not be brought into Otero housing facilities. Weapon include but are not limited to the following: knives, pellet guns, firearms, fireworks, ammunition, bows and arrows, paint-ball guns, air soft guns, bb guns, explosives of any type. If such items are found in your room or in your possession disciplinary action will be taken. Any resident discharging a firearm on campus will be removed from resident housing.

WiFi Connection and Use

At Otero College, students are allowed to connect their personal devices to the Otero Guest network to access the Internet. Students living in the residence halls will **not be allowed to bring their own WiFi routers**, or any other type of device which would allow other devices to wirelessly connect behind them to access the Internet. Examples of such devices include but are not limited to home routers from Linksys, ASUS, Netgear, etc. These devices interfere with the WiFi devices already in place in the residence halls, and cause disruption in connectivity to other devices in the vicinity. For personally owned devices such as laptops, tablets, cell phones, students will be allowed to connect to the wireless access points already in place in the residence halls. The networking equipment used by Otero is capable of detecting wireless routers, and if discovered, will be blocked from accessing the network. Students will be asked to power off these devices, as they will still be generating radio frequencies that will interfere with the campus wireless access points. For hard-wired connections, there is one port available in each room. If students need to connect more than one hard-wired device, they will be allowed to bring an unmanaged switch with up to eight ports. Otero recommends using the Netgear 4 or 8 port unmanaged switches. These switches are inexpensive, and can be purchased online, or at outlets such as Best Buy.

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.

Residence Hall Discipline Policy

Student Housing seeks to serve the educational objectives of the College by offering facilities which provide a setting in which individual education is furthered. The intent of the rules and regulations of Student Housing is to establish reasonable limits within which the greatest number of residents can work effectively and live pleasantly.

Disciplinary Action

The Dean of Student Affairs and his/her designate have the authority to issue disciplinary action for any policy violation. Refer to SP4-30a Student Behavioral Expectations & Responsibilities Policy & Procedure Common Student Code of Conduct Student Disciplinary action.

Campus Community Service (CCS)

Defined as a service provided to the college as disciplinary action for violating Student Housing Rules, as defined in SP4-30a and the student housing handbook. CCS for level one & two violations will be assigned and monitored by the Dean of Student Affairs. Records of CCS will be shared between the Dean of Student Affairs & the Housing Manager. Residents have 2 weeks (10 school days) to complete assigned CCS or the original assigned hours of CCS doubles and they have an additional 2 weeks (10 school days) to complete. If they do not do the CCS within the designated time frame their housing privileges could be suspended. If it is not possible to complete the assigned CCS by the end of the semester a fine equal to the hours of CCS they have left to complete will be charged to their student account at a rate of \$10 per day.

Residence Hall Drug and Alcohol Policy:

Unlawful possession, use or distribution of illicit drugs and alcohol by students in the residence's halls is prohibited.

A. Statement of Compliance

Otero recognizes the social and personal consequences of drinking alcohol and the pressure to drink as part of the college rite of passage as a young adult. We also recognize the college's responsibility to enforce the state law, which limits legal consumption of Alcohol to person over twenty-one years of age, and the Drug and Alcohol Free Campus Federal Law, which restricts any alcohol or drugs on campus or associated with a college activity. As a local, state and federally funded college, we must abide by all legal regulations and then realistically deal with the student behaviors related to alcohol use/abuse.

Police: The College will notify police when students are in possession of Alcohol and/or drugs in a residence hall room or any other location on campus. This procedure applies to all discipline levels including level one.

B. Philosophy of Enforcement

Otero will respond to all known incidents of alcohol possession on campus property or any college activity and any other violations of the Student Code of Conduct. Strictly punitive measures as required by law do not serve the needs of our students. Violations of the alcohol policy will be dealt with at the education and behavior change level first. The goal of the Alcohol/Drug Education Procedure is to inform, educate and seek behavior change. The college assumes each student is developmentally normal and will respond to reasonable educational sanctions regarding alcohol use. Otero will abide by all laws while providing alcohol/drug education and will enforce appropriate disciplinary consequences of all alcohol use.

Note: Situations where excessive quantities of alcohol are found may result in the disciplinary level /sanction being enforced at a higher level.

Level One - Educational Sanctions

A student who has been reported for a first violation of the alcohol policy will be required to complete the following educational sanctions:

A. Explanation of Procedure

A Residence Hall Director, Assistant Residence Hall Manager, or Dean of Student Affairs will review the procedure and potential consequences of alcohol use as a student and will explain the required sanctions and will conduct assessment of need. The student has seven days to complete an appeal through appropriate due process if deemed necessary.

B. Assessment of Need

The student will be required to participate in an assessment process (conducted by a Resident Hall manager/ Assistant Residence Hall Manager) to determining appropriate educational sanctions. Completion of all sanctions is required before any future enrollment at the college. The Dean of Student Affairs will monitor the completion of all educational sanctions. First level violations will be assigned one or more of the following sanctions:

C. Required Educational Sanctions

A Residence Hall Manager/Assistant Residence Hall Manager or the Dean of Student Affairs will assign the student Educational Sanctions. Completion is required before any future enrollment at the college. (The student may be required to complete a Substance Abuse Class; cost paid by the student. Completion is required before any future enrollment at the college.)

D. Disciplinary Warning

A student who has been reported for a first violation of the alcohol procedure will be placed on Disciplinary Warning for thirty (30) days; additional violations will result in Disciplinary Probation. Violations during the warning period will result in additional disciplinary action.

Drug and Alcohol Policy—Continued

Level Two - Alcohol/Drug Education Class

1. Alcohol/Drug Education Class

A student who has been reported for a second violation of the alcohol procedure within four (4) enrolled semesters will be required to enroll in an Alcohol/Drug Education Class. This class addresses participant's knowledge, attitudes, and behaviors concerning alcohol and other drugs; encourages low risk decision making, positive life style changes and provides appropriate referral for those in need of further services. The student will be required to show proof of completion of this class prior to the next enrollment period. The student will pay the cost of the class.

2. Disciplinary Probation

A student who has been reported for a second violation of the alcohol policy within four (4) enrolled semesters will be placed on Disciplinary Probation for the remainder of the four semester time period.

Level Three – Suspension of Otero Housing Privileges

1. A student who has been reported for a third violation of the alcohol procedure within four (4) enrolled semesters could have their Otero housing privileges suspended for the remainder of the school year. Students that are suspended have seven days to vacate the residence halls.

Otero will enforce the Alcohol and Drug Educational Sanctions for all enrolled students as written and we presume each student is developmentally normal and capable of responding to all reasonable sanctions. Otero is not a treatment facility for Alcohol/drug abuse; we are an educational institution promoting responsible personal behaviors and understanding of Alcohol/drug use through an effective and reasonable Alcohol/Drug Education Procedure.

Substance Abuse Involving any Illegal Controlled Substance:

Otero strives to educate students as well as preserve a positive educational environment for all learners and active participants in the learning process. In order to provide a consistent and fair judicial process for all students, the following policy is based upon four main criteria. 1. Repeat violations by the student; 2. By type of controlled substance (i.e.: marijuana-cocaine-heroin); 3. The legal amount of controlled substance present; 4. The possible intent of the violator to use or distribute.

Marijuana Violation Judicial Levels

Level One – Possession and Use

Level One is Possession only with no intent to sell or distribute. Possession may involve more than one person (student or non-student) and is confined to a contracted room. Amount and type of illegal substance in possession does not exceed a misdemeanor legal summons. Being physically present in a room where an illegal-controlled substance is visibly/physically being used and distributed implicates the observer as a violator. All people present will be subject to Level One Sanctions. An amount of controlled-illegal substance that is excessive beyond a misdemeanor level will cause Level Two or Level Three sanctions.

Sanctions for Level One

An illegal possession will result in a police call for summons. The college judicial action will follow the current Level Two educational Level for Alcohol. This requires educational sanctions to be assigned. The student will be required to enroll in an Alcohol/Drug education class which will be paid for by the student. It will be the room occupant's responsibility to pay for the cost of repairing and/or cleaning the room in which the marijuana was found in. The Disciplinary Probation is for thirty to sixty days. A repeat offense involving substance abuse within a four (4) semester time frame will result in a Level Two College Sanction of Interim Suspension.

Level Two – Possession and Use

A student who has been reported for a second violation of the marijuana policy with four (4) enrolled semesters will face Level Two Sanctions.

Sanctions for Level Two

An illegal possession/use of a controlled substance will result in a police call for a possible summons. The college judicial action is eviction (within seven days) and complete restriction from any residence hall and cafeteria. Disciplinary Probation is assigned for one (1) semester or eighty (80) days.

Level Three - Possession with Intent to Sell or Distribute

Possession in an excessive amount is interpreted as intent to sell or distribute. There has been observed behavior of selling, distributing of an illegal-controlled substance. This activity may be confined to one room or expanded to more than one area on campus. Amount and type of controlled substance exceeds the misdemeanor level.

Drug and Alcohol Policy—Continued

Sanctions for Level Three

An illegal possession/use and distribution of a controlled substance could result in a police call for summons. The college judicial action is immediate eviction (within 2 hours) and an Interim Suspension from college. Complete removal from campus property will take place within two (2 hours) with police escort and total restriction from returning to campus until further notice.

Illegal Controlled Substance (other than marijuana) Violation

An illegal possession/use of a controlled substance other than marijuana could result in a police call summons. The college judicial action is immediate eviction (within 7 days) and complete restriction from any residence hall and cafeteria.

Psychological Risks:	
Some of the leading psychological risks of Alcohol/drug use are:	
Lateness to work or class	Temper tantrums
Attendance Problems	Domestic violence
Inattentive-short attention	False confidence
Sluggish physically	Safety hazard
Criminal Activity to Support Abuse	Distortion of reality
Hallucinations	Memory blackouts
Hyperactive to depression	Addiction
Medical Risks:	
Some of the leading medical risks are:	
Damage to lungs	Addiction
Damage to the reproductive system	Malnutrition
Damage to the immune system	Brain seizure
Permanent loss of brain function	Overdose-death
Serious kidney/liver damage	

Procedure:

1. Information alleging a violation of this policy (or SP4-30a the student conduct code) received by a college employee. Employee shall refer the information to the Dean of Student Affairs 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 Otero Housing, the Otero College staff official 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 in the residence halls with alcohol being served or available whether they are drinking it or not. All students involved in an alcohol incident will be subject to legal and college prosecution for violation of policy.

Drug/Alcohol Treatment:

Otero encourages all students who have identified drug or alcohol problems to seek rehabilitation treatment before disciplinary sanctions have to be implemented as outlined in the student procedures. Most treatment programs which are supervised by professional doctors, psychologists are covered under most student health insurance programs.

Local Resources:**Southeast Health Services**

Southeast Health Group provides comprehensive outpatient healthcare services, including mental health, substance use disorder, primary care and wellness services.

711 Barnes Ave, La Junta, CO 81050

719-384-5446

Mental Health Emergency: 800-511-5446

RESADA – Region Six Alcohol and Drug Abuse Inc. Alcohol and Drug Treatment Services

RESADA provides DUI Education/Therapy, Residential Treatment, and Outpatient Treatment.

11,000 County Rd. GG.5, Las Animas, CO 80154

719-456-2600

Alcoholic Anonymous

4035 Club Manor Drive, Pueblo, CO 81008

1-800-574-9096

Al-Anon/Al-Ateen Family Groups

719-564-0200

Resources for Victims of Sexual Misconduct

Under Colorado law, public colleges are required to provide the following information for students who are victims of sexual assault.

If you are a victim of a sexual assault, you may request a medical forensic exam. This is important if you think you want to seek legal action. It is vital that a victim obtains medical treatment as soon as possible and does not bathe, shower, douche, or change clothes until given permission by medical personnel. You can have the exam without having to report the assault to law enforcement. You will not be charged for the cost of the exam.

Resources for Medical Exams are:

Ryon Medical Center 1420 East 3rd Street La Junta, CO 81050 phone: 719-383-0303

Parkview Medical Center 400 West 16th Street Pueblo, CO 81003 phone: 719-584-4400

If you do not have transportation to the facility, you may contact a friend or family member, or Arkansas Valley Resource Center at 719-384-7764. Any cost for transportation is the responsibility of the student.

On Campus Resources

Dean of Student Affairs

1802 Colorado Avenue

McBride Hall Room 132

La Junta, CO 81050

719-384-6859

Title IX Coordinator

Director of Human Resources

1802 Colorado Avenue

Macdonald Hall Room 221

La Junta, CO 81050

719-384-6824

The Title IX Coordinator provides information about the student conduct process, legal and criminal options, and other possible remedies.

Off Campus Resources

Southeast Health Services

711 Barnes Avenue

La Junta, CO 81050

(719) 384-5446

www.semhs.org

Arkansas Valley Resource Center

10 West 4th Street

La Junta, CO 81050

(719) 384-7764

Medical Amnesty Policy -

Student health and safety are of primary concern at Otero College. As such, in cases of significant intoxication as a result of alcohol or other substances, the College encourages individuals to seek medical assistance for themselves or others.

If medical assistance is sought, the Dean of Student Affairs will not pursue conduct charges against the following individuals for violations of the College's alcohol or drug policies:

- The intoxicated student and
- Student(s) actively assisting the intoxicated student.

Actively assisting requires that an individual:

- Call La Junta Police Department (719-384-2525 or 911) or seek another individual qualified to assess the student's condition such as a Resident Hall Manager or other Resident Hall professional and
- Monitor the intoxicated student's condition.

The following are not covered by the Medical Amnesty Policy:

- Students waiting until the police or other authorities arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the alcohol/drugs policy
- Possession with the intent to distribute drugs.

Actions by the College Staff:

- The intoxicated student (and possibly those who were attending to/assisting the student) will be required to meet with the Dean of Student Affairs or designee who may issue education requirements that may include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment.
- Serious or repeated incidents will prompt a higher degree of concern/response. - Failure to complete the educational assignments or treatment recommendations normally will result in disciplinary action.
- The student will be responsible for any costs associated with drug or alcohol education interventions.
- No individual may receive amnesty under this section more than once in a two-year period. Records of all requests for assistance under this policy shall be maintained by the Dean of Student Affairs. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the Medical Amnesty Policy is involved in a subsequent alcohol-related incident this incident and any resulting charges shall be treated as an alleged second offense.
- The Medical Amnesty Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Student Conduct. In cases where repeated violations of the Code of Student Conduct occur, the College reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

Medical amnesty applies only to alcohol or other drug-related emergencies *but does not apply to other conduct violations such as assault, property damage, or distribution of illicit substances.*

If other violations occur, then a student will face disciplinary charges for those violations. The use/or abuse of alcohol or drugs is never considered a mitigating circumstance for any other violations of the Student Code of Conduct.

- 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 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 College's educational goals.

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

Appendix

Otero 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 residence halls.

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 judgment 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 dollars (\$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.
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 dates of the Contract.
5. BOARD PLAN: All Otero housing applicants will be registered for the meal board plan they selected on the online housing application.
6. ROOM RATES: Otero housing students will have two weeks upon commencement of the semester to change their room status from a single room to a double room rates will apply accordingly.
7. FULL-TIME STUDENT: Students living in Otero Housing are required to be of full-time status carrying 12 or more credit hours.
8. OCCUPANCY OF HALL: Rooms may be occupied before the semester based on the current check-in schedule.
9. ROOM ASSIGNMENT, PARKING, CHARGES, and PAYMENTS: After a room has been assigned to the student the College will notify the student of their room assignment.
10. The college reserves the right to have college personnel enter a student's room for safety or maintenance/service issues.
11. FIRE, THEFT, OR DAMAGE: The College will not be responsible for the loss of or damage to any of the student's personal property.
12. WEAPONS/FIREARMS: Students may not bring any weapon or firearm, including handgun(s) carried in accordance with the Colorado Concealed Carry Act, 18-12-201, et. seq., C.R.S., into any residence hall.
13. RULES AND REGULATIONS: The student shall comply with all rules and regulations of Otero 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.
14. COMPLETION OF APPLICATION: The current application must be completed with the current housing application and deposit paid in full.

I HEREBY CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS, CONDITIONS, AND PROVISIONS SET FORTH IN THIS CONTRACT

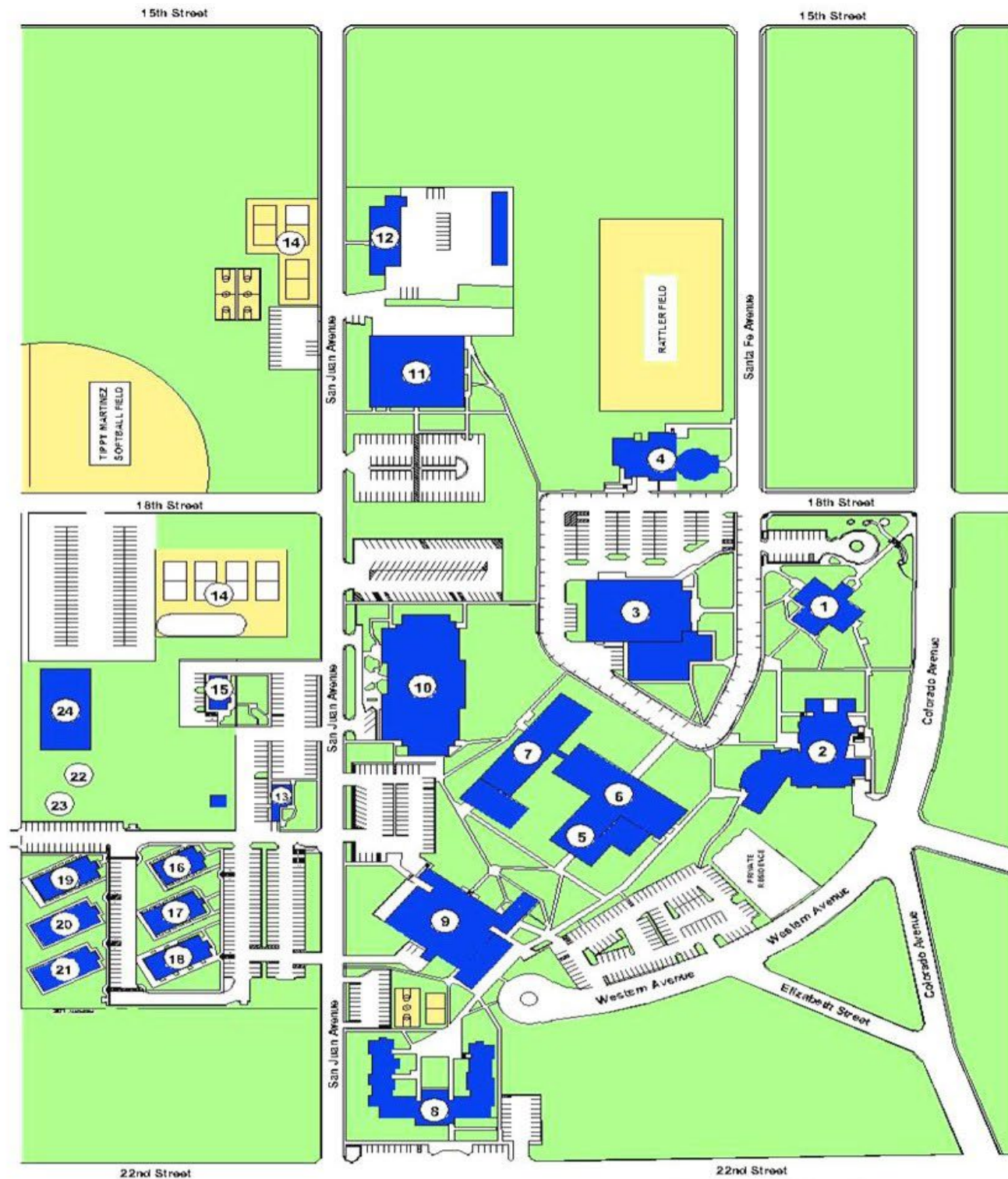
Student Signature _____ Date _____

If under 18 a parent signature is required.
Parent Signature: _____ Date: _____

Student Housing Replacement/Repair Costs

Keys	
Room Key	\$25.00
Mailbox Key	\$20.00
Room Door	
Replace complete door	\$1,000.00
Replace electronic door lock	\$1,500.00
Remove tape/glue	\$10-\$50
Paint door	\$50.00
Paint door jamb	\$50.00
Furniture	
Desk chair	\$65.00
Desk	\$200.00
Bed Frame	\$300.00
Mattress	\$200.00
48" Wardrobe	\$800.00
34" Wardrobe with casters	\$650.00
24" Wardrobe with casters	\$550.00
24" Shelf unit with casters	\$450.00
Dresser	\$260.00
Room	
Paint Room	\$500.00
Remove tape/glue	\$10-\$50
Blinds/shades	\$150.00
Light fixture	\$200.00
Light fixture lens	\$50.00
Wunsch Heater/AC unit grill (each)	\$10.00
Towel Bar (each)	\$40.00
Sink/Countertop (Conley & South Site)	\$500.00
Sink Faucet (Conley & South Site)	\$150.00
Room mirror	\$75.00
Shower stall (Conley)	\$700.00
Shower head (Conley & South Site)	\$20.00
Toilet (Conley & South Site)	\$250.00
Bathroom door handle and lock	\$75.00
Wunsch Hall window	\$400.00
Wunsch Hall window screen	\$50.00
Conley Complex window (each pane)	\$300.00
Conley Complex window screen	\$40.00
Cleaning Fee	\$25-200

Additional fees may be placed on students accounts based on room conditions accessed by the Residence Hall Manager or other Otero College staff.



- 1 Macdonald Hall & Administration
- 2 Humanities Center & Theatre
- 3 McDivitt Center Gym & Fitness Center
- 4 Koshare Indian Museum & Kiva
- 5 Wheeler Library
- 6 Wheeler Hall
- 7 Life Sciences
- 8 Wunsch Hall Dormitory
- 9 Student Center & Food Court
- 10 McBride Hall & Student Services
- 11 McDivitt Hall - Cosmetology & Automotive
- 12 Maintenance

- 13 Student Housing
- 14 Outdoor Recreation Areas
- 15 Forestry Building
- 16 EJ Conley Dorm A
- 17 EJ Conley Dorm B
- 18 EJ Conley Dorm C
- 19 EJ Conley Dorm D
- 20 EJ Conley Dorm E
- 21 EJ Conley Dorm F
- 22 Telescope Facility
- 23 Greenhouse Facility
- 24 Auxiliary Gym



This Student Housing Handbook contains pertinent information affecting students, current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President's Procedures (SP's), the BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this Handbook.

To access BPs and SPs, see <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract or to guarantee for any term or to promise that any specific process, procedures or practice will be followed or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this .



**We're Focused
on
Your Future!**



1802 Colorado Ave.
La Junta, CO 81050

IMPORTANT NUMBERS

Otero Housing: 719-384-6875
Residence Hall Manager

Student Services:

Admissions	719-384-6800
Cashier	719-384-6843
Auxiliary Services Director	719-384-6890
Financial Aid	719-384-6834
Testing	719-384-6948
Dean of Student Affairs	719-384-6859
Learning Commons	719-384-6946

Coaches:

Soccer, Men's	719-384-6808
Soccer, Women's	719-384-6956
Baseball	719-384-6953
Basketball, Men's	719-384-6828
Basketball, Women's	719-384-6829
Softball	719-384-6928
Volleyball	719-384-6927
Rodeo	719-384-6876
Wrestling	719-384-6974
Golf	719-384-6959

After-hours Security 719-469-2613

Otero 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, 1802 Colorado Ave. Macdonald Hall Room 221, La Junta, CO 81050 719-384-6824.**