



ALDER RESIDENCE HALL HANDBOOK

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Welcome Home!

We are excited that you have chosen to live on campus at Shoreline. By living on campus, you have the unique opportunity to both be a part of and help create a community that will enhance the student experience at Shoreline. You can do this by:

- **MAKING A CONNECTION.** Get to know your housemates and neighbors. Build relationships.
- **GETTING INVOLVED.** Attend hall and campus events. Explore new interests. Use your voice.
- **SETTING YOURSELF UP FOR SUCCESS.** Learn about resources. Get support and assistance when needed.
- **CHALLENGING YOURSELF.** Try something new. Start a conversation. Get a new perspective.

This handbook will provide you with policies and guidelines that will help improve your experience living on campus. It is each student's responsibility to ensure that they have read and understand the handbook contents. If you have any questions or if there is anything the staff can do to make your experience better, please don't hesitate to contact us.

Please Note: New policies and procedures may be implemented after the publishing of this handbook. Residents will receive notice of any policy changes via email and/or posting to the Entrata resident website.

College Mission Statement

Shoreline College offers accessible, high-quality education and workforce training that empowers students for success. Rooted in our commitment to diversity, equity, and community engagement, we foster an educational environment that contributes to the enrichment of both our local and global communities.

Shoreline College Values

- **DIVERSITY & INCLUSION:** Creating an inclusive environment for students and staff that values every individual's unique perspective and contribution.
- **STUDENT-CENTERED:** Placing students at the heart of our actions, prioritizing their needs, aspirations, and well-being in all aspects of the college experience.
- **COMMUNITY ENGAGEMENT:** Fostering collaboration within our wider community to collectively address needs and enhance the overall well-being of our region.
- **QUALITY EDUCATION:** Providing an equitable learning environment and a commitment to teaching excellence that ensures that our students acquire the knowledge and skills needed for success in their careers and as global citizens.
- **ACCESSIBILITY & AFFORDABILITY:** Removing obstacles and providing essential resources to support students along their educational journey.

Residential Life Purpose Statement

The purpose of Residential Life is to provide students with a safe, welcoming, and enriching residential experience. Our staff is committed to fostering an environment that supports the mission of the College through support of residents' academic and holistic well-being and personal growth.

Communications

Student Privacy/FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes that the educational records of students attending or having attended Shoreline College are confidential and can be released only with the written consent of the students, or under limited and clearly defined circumstances. All students admitted and registered at Shoreline College are protected under FERPA. Due to FERPA, staff are unable to discuss a student's room assignment, payment balance, or other information with parents or other individuals without a release of information signed by the student. If you have questions about FERPA or would like to sign a release of information, contact Enrollment Services at (206) 546 – 4613 or email enrollmentservices@shoreline.edu.

Communication from Residential Life

After checking in, Residential Life will primarily send e-mail to a resident's preferred email address as listed in ctcLink and/or the resident portal. For information on how to set your preferred email address, visit the ctcLink tutorials available on Shoreline's website: <https://www.shoreline.edu/ctclink/ctclink-tutorials.aspx#personal>. The Housing Office will communicate through the email that you use for your Entrata account, updating this information to match your preferred email in ctcLink will help you keep all your Shoreline emails in the same place, and stay up to date on relevant information in Alder.

Entrata (Residential Portal)

Entrata is an online resident portal/platform, available both as an app and website, that is intended to help residents with accessing important information and resources. Upon move-in, residents will receive an invite to create an account. Once that is done, they will be able to use the app/site to submit maintenance work orders, receive building updates, contact staff, and more. If you have questions about Entrata, e-mail the housing office at alderhall@blantonturner.com.

Use of Entrata is intended to enhance the residential experience, and the professional staff reserve the right to monitor and remove posts and/or decline to post resident submissions if they do not serve those purposes. Posts may be removed or denied if:

- They contain personal resident information that should not be shared publicly
- They contain concerning or inappropriate language

If your post or comment is denied, staff will reach out to the individual. If inappropriate behavior is egregious or persistent, residents involved may be subject to the Residential Life conduct process.

Social Media

Residents can remain up to date with ongoing events in the building and important announcements by following Alder on Instagram at [@alderresidencehall](https://www.instagram.com/alderresidencehall) and Facebook at Alder Residence Hall and through information posted on flyers and TV screens in the building. While engagement with the social media accounts is encouraged, content that is posted should be appropriate and respectful.

Any content that is deemed inappropriate or not in alignment with community standards will be removed and the individual responsible may be subject to the Residential Life conduct process.

RAVE Alert

RAVE Alert is a FREE e-mail and text-based service allowing the College to proactively notify students, faculty and staff when an emergency, weather related class delay or campus closure, or other urgent event is taking place on or near campus. Residents are automatically enrolled, but if you want to customize the email addresses and phone numbers you want associated with Rave Alerts, you can update your contact info at <https://www.getrave.com/login/shoreline>

Who to Call?

Residential Life Staff

Resident Assistants (RAs) are student staff members who live in the residence hall and serve to promote community, inclusion, learning, and growth for all residents. They are available to connect residents to resources and assist with issues, concerns, and emergencies. Your RA will be your primary contact for any questions or concerns you have living in Alder Residence Hall.

Resident Assistants serve on an on-call rotation from 6:00 pm-8:00 am on weekdays and continuously on weekends beginning at 6:00 pm on Friday and during periods of campus closure.

Workroom Hours: Sunday - Thursday 6-7pm, 9-10pm

Phone: (206) 919-9586

Friday-Saturday 6-7pm

Workroom Location: Alder 2nd Floor

The Assistant Director for Residential Life is a live-in professional that is responsible for implementation of the residential life program, including supervision of the RAs, community events, and coordination of day-to-day operations with the Property Manager.

Office Hours: Monday – Friday 9am-5pm

Phone: (206) 546-4654

Office Location: MAPLE 9301 (9000 BUILDING)

E-mail: mshameem@shoreline.edu

The Director for Student Leadership & Residential Life is responsible for the administrative leadership of the Student Life and Residential Life Office, ensuring that the department is providing a safe and positive experience for all residents through the residential life program.

Office Hours: Monday – Friday 9am-5pm

Phone: (206) 546-6973

Office Location: MAPLE 9301 (9000 BUILDING)

E-mail: lseawright@shoreline.edu

Housing Staff

The Property Manager is responsible for all things related to your housing license agreement. If you need to pick up mail, have questions about the building, or your housing agreement, stop by the housing office, located in the Alder lobby on the 2nd floor or contact staff through the Resident Portal Entrata.

Office Hours: Monday – Friday 9:30am-4:30 pm

Phone: (833)-382-9396

Office Location: Alder Lobby

E-mail: alderhall@blantonturner.com

Security

The Campus Safety team is responsible for keeping campus and the Alder-building safe and secure. Campus Safety always maintains a uniformed patrol presence on campus and may assist the RAs in regular building patrols, policy accountability, or emergency situations.

Office Hours: Monday – Friday 8am-5pm

Phone: (206) 235-5860

Office Location: FOSS 5102

E-mail: campus.safety@shoreline.edu

Emergency Contacts

Police/Fire Department – Emergency 911

Shoreline Police Department - Non-Emergency 206-296-3311

Shoreline Fire Department - Non-Emergency 206-533-6500

[King County Crisis Connections \(24/7\)](#)1-866-427-4747 | TTY: 206-461-3219

[HearMeWA](#) (24-Hour Crisis Phone and Text Line for youth up to age 25) 888-537-1634 or text HearMeWA to 738477

[National Suicide Prevention Lifeline Chat](#) 1-800-273-8255

[Crisis Text Line](#) Text 741741

[Teen Link](#) Go to 866teenlink.org/ for hotline and text information (evening hours only)

[The Trevor Project|Suicide Prevention for LGBTQ Youth](#) 1-866-488-7386

[Veterans' Suicide Prevention Lifeline](#) 1-800-273-8255, press 1

Community Standards

Shoreline College is a place for students, employees, and the community to pursue excellence in education in an environment dedicated to equity, inclusiveness, and self-reflection. We value respectful, dynamic interactions and lively discussion. We strive to create an environment where everyone is supported and valued. Shoreline College does not tolerate hateful, violent, or discriminatory actions that target any person or group based on their beliefs, customs, identity, or affiliations. When one of us is diminished, all of us are diminished.

Hate or Bias-Related Conduct

Bias-related conduct is behavior that by intent, action and/or outcome may offend, harm or threaten to harm a person or group. Such behavior is usually motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation.

Some bias-related conduct comes in the form of speech that can appear to be offensive, derogatory or demeaning. Although these and other expressions do not align behavior with our *Community Standard* and values, the First Amendment of the U.S. Constitution may protect expressions of this nature. Regardless of whether or not a specific situation is punishable, acts of bias should be

appropriately addressed. In the absence of a disciplinary procedure, an educational response may be warranted.

All members of the Shoreline community should be familiar with Shoreline's policy regarding [nondiscrimination, harassment and Title IX compliance](https://www.shoreline.edu/title-ix/). More information can be found at <https://www.shoreline.edu/title-ix/>

If you have experienced a bias-related incident, the best thing that you can do is to report it. Talking about what happened can be difficult, but it is our hope that you will contact someone who is prepared to assist you. Your willingness to identify and discuss an incident may help you and, at the same time, prevent other students from experiencing similar treatment. Some incidents of bias-related conduct may be addressed through formal disciplinary action. Others might be subject to protection under the provision of the First Amendment of the U.S. Constitution. All such incidents should be addressed in an educational manner. Talking with your RA or another staff member is a great first step to report possible bias-related incidents, or you can use the online reporting form found here: <https://www.shoreline.edu/about-shoreline/bias-incident-response.aspx>

Who can help you deal with a sexual harassment problem?

If you are uncomfortable with another person's behavior, believe you may be being harassed, you can seek help from any of the following College resources:

- Title IX Coordinator - TitleIXCoordinator@shoreline.edu; (206) 533-6746
- Vice President of Student Affairs - (206) 546-6963
- Counseling Center - <https://www.shoreline.edu/counseling-center>; (206) 546-4594

Non-Discrimination Statement

Shoreline College provides equal opportunity in education and employment and does not allow discrimination or harassment on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 and 508 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. Prohibited gender-based discrimination includes sexual harassment. For questions and other languages, visit: <https://www.shoreline.edu/about-shoreline/non-discrimination.aspx>.

Reasonable Accommodations for Students with Disabilities

Shoreline College is committed to providing reasonable accommodations as defined by Title II of the Americans with Disabilities Act (ADA) of 1990 as amended; the Rehabilitation Act of 1973 (P.L. 93-11) and [45 C.F.R. Part 84](#); Fair Housing Act of 1968 [42 U.S.C. Sec. 3601 et seq.](#), [Chapter 49.60 RCW](#); and [Chapter 28B.10 RCW](#). No student, on the basis of disability, will be excluded from participation

in, denied the benefits of, or subjected to discrimination under any program, activity, or service administered by the College. Alder Residence Hall works closely with Student Accessibility Services (SAS). If you are in need of a permanent or temporary accommodation, please contact [Student Accessibility Services](#) at (206) 546 – 4545 or sas@shoreline.edu.

Student Conduct Code

The College may impose disciplinary sanctions against a student who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

- | | |
|--|--|
| (1) Academic Dishonesty | (12) Discriminatory Conduct |
| (2) Other Dishonesty | (13) Sexual Misconduct |
| (3) Obstructive or Disruptive Conduct | (14) Harassment |
| (4) Assault, intimidation, harassment | (15) Retaliation |
| (5) Cyber-Misconduct | (16) Misuse of Electronic Resources |
| (6) Property Violation | (17) Unauthorized Access |
| (7) Failure to Comply with Directive | (18) Safety Violations |
| (8) Weapons | (19) Violation of Other Laws or Policies |
| (9) Hazing | (20) Ethical Violation. |
| (10) Alcohol, Drug, and Tobacco Violations | |
| (11) Lewd Conduct | |

For more information on the Student Conduct Code visit <https://www.shoreline.edu/about-shoreline/policies-procedures/documents/5030StudentConductPolicy.pdf>

Title IX/Sexual Misconduct

Sexual misconduct will not be tolerated in the residence hall. Sexual misconduct includes, but is not limited to, sexual harassment, sexual assault, stalking, dating violence and gender discrimination; it may involve students, college employees or residence hall visitors.

Shoreline College complies with Title IX, a federal law that requires sex equity and nondiscrimination in all College programs, services, and activities. Title IX mandates that the college:

- Provide equal educational opportunity for all persons regardless of their gender or gender identity.
- Respond promptly to reports of sexual misconduct and investigate complaints to determine what, if any, corrective action is needed.
- Provide supportive measures to all parties involved, as needed. These measures may include academic and housing accommodations and referrals to counseling and other resources both on- and off-campus.

If you have been subjected to any form of sexual misconduct or you know of someone who has, please report the incident to a member of the Residential Life staff or contact the Title IX Coordinator (TitleIXCoordinator@shoreline.edu; phone: 206-533-6746). You may also submit a

report online at shoreline.edu/title-ix. Please note: if you wish to speak to someone confidentially, contact the Counseling Center at (206) 546-4594.

Resident Expectations

Living with Roommates

While sharing a space with others, residents will have the opportunity to meet people from a variety of backgrounds and experiences. These interactions can be one of the most interesting aspects of the college experience.

All residents should begin a conversation with their roommates within the first few days of moving in together to discuss living preferences and establish clear expectations for shared living, including boundaries. RAs will assist this process by ensuring and as necessary facilitating completion of roommate agreements for each apartment. The agreement tool helps residents develop shared commitments which if adhered to avoid the most common areas of potential roommate conflict.

If disagreement or conflict should occur, involved parties should consider the following:

- Address your conflict with the person directly *before* approaching a staff member.
- Be assertive AND respectful in your interactions; clearly state issues and their effect on you without judging or blaming the individual.
- Contact your RA if you are having roommate challenges, they are trained to give you tools to help you address things yourself and can also provide third-party mediation if all parties are interested.

Room Transfers

Room changes are not available during the first 3 weeks of each quarter, or during the month of June. After the 3rd week, residents may request a room change by putting in a transfer request through the form on your Resident Portal. This request should include your reason for requesting a transfer, as well as your room type preference (whether or not it is the same as your current space). Your request will be considered by the Assistant Director of Residential Life. If a room change is approved, the Housing Office will place students on a transfer waitlist and attempt to accommodate these requests but cannot guarantee them. Room changes during a resident's contract term changes may incur a non-refundable administrative charge. Roommate requests after housing agreements are signed are only considered as space is available and require both parties to mutually request each other. Administrative transfers are separate from this process and may be coordinated as a result of residential conduct sanctions, safety concerns, and/or summer housing needs.

Alder Residence Hall Behavioral Expectations

Residents are responsible for maintaining an environment that fosters academic success, safety, and the well-being of the community. Residents (and their guests) are responsible for their actions in compliance with college policies and regulations, including but not limited to those found in the Student Conduct Code, Alder Residence Hall Housing License Agreement, and Alder Residence Hall Handbook.

If it is determined that a resident (or their guest) has violated a policy, they are subject to disciplinary action by Alder Residence Hall up to and including termination of their housing license agreement and/or referral for violation of the Student Conduct Code. Severe, continuous, or repeated violations may be subject to progressive disciplinary action, up to and including dismissal from the College. Campus Safety and/or Shoreline Police may be called for any crime.

Please familiarize yourself with policies listed in your housing license agreement. Additional policies or expanded information about those in the housing license agreement may be found below. If you have any questions, please contact Alder Residence Hall staff.

Policies

Alcohol, Cannabis, & Other Substances

Alder Residence Hall is a substance free residence hall. Regardless of age, possessing, consuming, providing, or being observably under the influence of alcohol, cannabis, or illegal drugs while in the residence hall is a violation. Alcoholic beverage containers, empty or full, may not be used as decorations or openly displayed in any resident's room. Residents will be required to pour out and dispose of any alcoholic beverage containers. Disruptive behavior in the building while under the influence of alcohol will also result in a referral to the conduct process.

While state law permits the recreational use of cannabis, federal law and College policy prohibit such use on College premises or in connection with College activities. Possession of drug and alcohol paraphernalia is also prohibited in student housing. This policy includes the misuse of prescription drugs or other illegal substances.

Bicycles

For students who choose to bring their bicycles with them to campus, there are a few storage options available. Students can either store their bicycles in the secured bike room located near the elevator on the first floor (while space is available), or in the bike racks located between Alder and the 1000 Admin Building or just outside the first floor of the Maple (9000) Building facing Alder. Residents should be courteous when parking their bikes so others can add or remove their bikes without issue. Residents are not permitted to store their bicycles in their apartments or bedrooms as they pose a fire hazard. Residents are responsible for securing their bicycles with a lock; Shoreline College does not assume responsibility for loss or damage to bicycles.

Cleaning and Damages

Residents will cooperatively care for, maintain, clean, and appropriately use the common areas of their apartments and similarly care for their private or shared bedroom. Residents are responsible for promptly reporting all leaking faucets, toilets, damage to windows, appliances not in good working order and/or other potential defects in their apartment to the College. Please note that residents may be held responsible for cost of damages due to any neglect or the attempts to repair any defects on their own. All garbage should be wrapped or placed in plastic bags and boxes crushed before placing in the garbage or recycling containers located in designated areas outside of the of the building. Failure to appropriately dispose of waste may result in a fine at each occurrence. Oversized or hazardous waste disposal cost will be billed directly back to the responsible Resident.

Alder Residence Hall staff will verify apartment cleanliness during quarterly inspections (or observe during apartment occupancy turnover or other appropriate reasons for entry). If unhealthy conditions are identified, residents will be provided opportunity to successfully resolve the concern(s). If upon follow-up inspection, conditions remain of concern, residents may be billed for cost of professional cleaning and may be subject to the residential life student conduct process. Residents are further responsible for any damage or messes they or their guests create and may be billed accordingly for repairs or cleaning; and may be subject to the residential life student conduct process.

These expectations will also apply to community spaces within Alder Residence Hall such as the patio, Great Room, lobby, conference rooms, reflection room, community kitchen, hallways, elevators, etc. By cleaning up after themselves in community spaces, residents help to maintain a welcome space for all.

Commercial Use of Space

The use of any residential space for personal business is prohibited. This includes but is not limited to selling items out of your unit/apartment, using your unit/apartment as a storefront, providing services to other residents or external community for monetary gain, using your unit/apartment as a home base for a physical business, etc. This does not apply to businesses conducted online, such as work from home situations or online shops created, run, or managed by residents, if all business, even with other Alder residents, is conducted through the online platform the way it was intended. If you have questions about this, please contact the Assistant Director.

Reserving Common Areas

The Alder Great Room, community kitchen and outdoor patio are available for Shoreline College clubs, programs and offices to reserve during regular business hours (i.e., Monday-Friday 9 am to 5 pm). A reservation request can be made by emailing the Assistant Director and should be communicated at least a week (or more) in advance to ensure proper consideration. Any residents who are club members and looking to use the common areas for an event are required to make a reservation request as well.

The following guidelines should be followed for reserving the common areas:

- A valid food handler permit is required for use of the community kitchen.
- All food preparation and the use of the community kitchen oven, stove, or other appliances must be supervised, with a club advisor or designated supervisor physically present at all times.
- The Great Room doors facing building exterior should not be propped open under any circumstances. This is for safety reasons, as the building is not accessible to the general public or others who are not guests accompanying a resident in the building.
- To prevent overloading the electrical circuits, only one appliance may be plugged in at a time in the Great Room.
- No portable grills or unauthorized open flames can be used in any common spaces.
- The patio grill may only be used during events organized or hosted by Alder Residence Hall and must be operated by a designated staff member.
- All spaces must be cleaned and restored after use.
- Groups are responsible for bringing their own materials and supplies for use.
- Any decorations used should be temporary and not damage building infrastructure (walls, furniture, etc.). The use of thumbtacks, Scotch, duct, or double-sided tape, or any other heavy, wall-damaging adhesive is prohibited. Only painter's tape should be used to secure decorations.

Spaces in Alder are not available for non-residents, program reservation and/or club usage after 5 pm. Please make sure to vacate the space before or by that time. Failure to comply with the above-mentioned guidelines may result in a loss of privilege to reserve the building's common spaces.

Cooperation with Staff

Residents are responsible for cooperating with reasonable requests of the Alder Residence Hall staff and other college officials, including Safety & Security Officers. Students who verbally abuse or fail to cooperate with college officials acting in the performance of their duties are subject to the conduct process. Failure to comply includes failure to properly identify oneself to such a person, including producing identification, when requested to do so. Additionally, Alder Residence Hall may bring in vendors (maintenance professionals, cleaners, etc.) to address items within the building. Interfering with or preventing these contractors from completing their work, including but not limited to engaging in verbal disputes, or other forms of disruptive behavior, may result in residents being subject to the conduct process.

Courtesy and Quiet Hours

Quiet hours are in effect Sunday through Thursday nights from 10:00 pm – 8:00 am, and Fridays and Saturdays from 12:00 am – 10:00 am. Noise audible from at least two doors away will be considered excessive and in violation of the quiet hours policy. Excessive noise that can be heard through windows or across multiple floors will also be considered a violation. Outside of quiet hours, we ask that residents maintain a courteous atmosphere for those who choose to sleep and study throughout the day.

Decorations & Unit Alterations

Residents are encouraged to personalize and decorate their interior residential unit space to make them feel at home. Decorations need to be temporary, safe, and not fall under the prohibited items or alterations listed below. Attaching or hanging things on walls must be done with Command® products, or thumbtacks (in moderation), following application and removal instructions to avoid damage. No permanent alterations can be made to the room or facility, and any community space decorations need to be agreed upon by all residents using the space. Attaching any items on the inside or outside of windows or on the outside of apartment doors is prohibited, as are any items displayed or visible from windows. If you have questions about this, please contact the Assistant Director for clarification.

Prohibited items and alterations include:

- Removing or permanently altering college provided furniture.
- Other permanent or damaging items (including paint, nails, strong adhesives, museum putty, wallpaper, darts, adhesive LED light strips, adhesive-backed mirrors and frames
- etc.); If an item is marketed as removable, but requires heat (i.e., a hairdryer or heat gun) or solvents to remove, it is not permitted.
- Excessive thumbtack holes (20 or less in a room is considered natural wear and tear).
- Fire hazards (items placed too close to heaters, extension cords plugged into other extension cords, etc.).
- Flammable Materials & Explosives (candles with wicks, incense, heat lamps and lightbulbs, camp stoves, charcoal or gas grills, fireworks, gasoline or dangerous chemicals, any open-flame device, etc.)
- Open flames, hot plates, or heated coils.
- Any alterations to smoke detectors or sprinkler systems.
- Any items that are dangerous, weapon related, or potentially harmful to another person.
- Any drugs or alcohol (or related paraphernalia).
- Obscene, pornographic, drug, or alcohol related décor.
- Bidets and other plumbing alterations
- Showerheads
 - Self-installing showerheads is not permitted. However, if you purchase one and put in a work order, our maintenance will install the showerhead for you.
 - Residents are required to ensure that the unit is vacated in its original condition (minus natural wear and tear) and will be expected to put in a second work order prior to move-out so maintenance can return the original showerhead to the bathroom.

Door Propping

The propping of exterior building doors and apartment doors within the building is not permitted as it poses a safety risk. Residents found responsible for propping any doors may be subject to the conduct process.

Emotional Support Animals (ESAs)

Residents are required to work with Student Accessibility Services (SAS) and get approval for an ESA prior to bringing any animals into the building.

Applying for an ESA:

- Follow the directions provided on the SAS website to apply for an accommodation, or email them with questions: <https://www.shoreline.edu/oss/students-with-disabilities/default.aspx>
- From there, staff from SAS will reach out to you and help you through the process.
- Once you are approved to have an ESA through SAS, the Housing Office, Director, and Assistant Director will be notified of your approval. After this approval is received (and no earlier) you will be able to move your ESA into the building.

Residents are wholly responsible for the care and upkeep of these animals. ESAs must remain in the resident's unit, and the behavior of the ESA is the responsibility of the resident, as are all damages caused by the ESA. Any time the ESA is outside of the approved unit, it must be on a leash or otherwise contained. ESAs cannot visit other units or community spaces in Alder, and if the resident is planning to leave the building without the ESA for any period of time, the ESA must either be 1) contained in the resident's unit, 2) Brought with the resident, or 3) Boarded at an appropriate 3rd party service that offers animal boarding. Other residents, even residents of that apartment are not responsible for the care of your ESA. Residents with approved ESAs are required to adhere to all the stipulations and requirements provided to them by the SAS Office. Failure to do so, or gross negligence of the ESA may result in disciplinary action, up to, but not limited to, ESA permissions being revoked.

Furniture

Resident spaces are furnished with beds, wardrobes, couches, dining tables, desks, and chairs. If a resident chooses to rearrange their furniture, they are expected to return all items to the original state upon move out. No furniture is to be disassembled or removed from the residence hall. For your safety, do not stack furniture. No additional large furniture (including but not limited to water beds, outside mattresses, etc.) is permitted. Small items (side tables, chairs, dressers, etc.) are acceptable but their placement should not create a fire safety hazard. College-owned furniture in apartments must remain in their designated spaces (beds and wardrobes in private units, couches, tables, etc. in common spaces). College-owned furniture from publicly accessed common areas may only be removed or moved with the permission of the Assistant Director.

Gambling

Gambling in the residence hall is prohibited. This includes, but is not limited to activities played for money, checks, credit, or any other item representative of value (e.g., chips or markers to be traded in later for cash) for which individuals must pay or invest to participate. The simulation of gambling using associated devices (such as poker tables, chips, or similar items), is also prohibited, regardless of whether real money or items of value are involved.

Guests

Residents are welcome to have friends, family, and visitors within the residence hall. However, they are responsible for the behavior of their guests and informing them of policies during their time in the building/on campus. Residents must meet all guests in the main lobby and cannot leave them unattended (24 hours a day, 7 days a week). Guests who conduct themselves in a disorderly or disturbing manner will be asked to leave the premises immediately and the resident may be subject to disciplinary action based on their guest's behavior. Violations by residents of residence hall policies related to noise, alcohol and/or drugs, or other behavior may also result in directive for guest(s) to leave immediately.

Residents under the age of 18 may only host immediate family members as guests. Any overnight guest who is a minor, including siblings or other family members under 18, must be accompanied by a parent or legal guardian for the duration of the stay. Residents under 18 may only have overnight guests who are also under 18, while residents aged 18 or older may only host overnight guests who are 18 or older.

Overnight guests are limited to three (3) consecutive nights per quarter. Guests are only permitted in resident's rooms and common areas. Unoccupied rooms within the residence hall are not to be entered/used at any time.

Hazing

Hazing is defined as any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student group, or any pastime with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student. Examples include:

- Compelling someone to consume alcohol/drugs or damage property
- Subjecting someone to pranks or any form of degrading treatment
- Activities that jeopardize someone's health life or safety

The college has adopted an anti-hazing policy that applies to all associated organizations, groups, and individuals for activities that take place on or off campus during the academic year as well as during breaks.

For more information about the College's hazing prevention program or to report a hazing incident, go to <https://www.shoreline.edu/about-shoreline/hazing-prevention.aspx>.

Internet

Wireless internet is available in all apartments as well as community spaces located on the 2nd/main floor. Students may not attach or install satellite dishes or antennas, modify the interior of their space by drilling holes or installing anything that permanently changes the facility, or affix any equipment to the exterior of the building. If a resident wishes to alter their internet plan, please contact the Housing Office.

In addition to wireless internet, each apartment is equipped with ethernet ports in the bedrooms, and in some cases, common spaces. Please do not connect ethernet cables directly to the router. When using bedroom ethernet ports, please note that cables need to be against the wall, and cannot extend across floors, as this is a tripping hazard. Cables can be secured to the wall with cord control Command® hooks (see the section on prohibited items for information on removable adhesives).

Keys

Keys should never be loaned out, duplicated, or left unattended. Allowing non-residents to use a fob and/or keys is considered a serious violation that jeopardizes the safety and security of all residents and their personal property. Students who are found to have duplicated, misused, or loaned out their keys may be subject to the conduct process, including potential fines for the replacement of keys or locks.

Laundry

Residents are strongly encouraged to pick up their laundry within 15 minutes of the washer or dryer cycle being complete to ensure machines are available for others. Unattended or abandoned laundry may be removed and bagged by the Housing Office and stored for up to 30 days from the date of removal. Residents are required to bring photo identification to retrieve their belongings from the Housing office. Failure to promptly retrieve items may result in associated charges being resident responsibility.

Animals

Only aquarium bound fish (up to a maximum of a five-gallon tank) are permitted in the residence hall. The only exception is a service animal or emotional support animal (ESA) (please see information in this Handbook on *Reasonable Accommodations for Students with Disabilities*, in addition to the information about *Emotional Support Animals*). ESA is a designation that only applies to an animal owned by someone paying to reside in Alder and does not apply to guests or visitors. Possession or temporary housing of an unauthorized animal is prohibited and may result in disciplinary action up to termination of the resident's housing license agreement.

Posting/Advertising

Any posting or advertising done inside Alder Residence Hall must be pre-approved by the Alder Residence Hall staff. Per College Policy 1005 under Distribution of Materials: "College groups may post information on bulletin boards, kiosks, and other display areas designated for that purpose, following the relevant college procedure, and may distribute materials throughout the open areas of campus. Non-college groups may distribute materials only on the grounds and outside spaces of the campus." College groups may submit posters for Alder posting approval at the Student Life and Residential Life front desk in Maple 9301 (9000) building). Please include contact information in case follow-up is needed. Any unauthorized postings will be removed.

Smoking (Tobacco)

Smoking is not permitted inside or around Alder Residence Hall. This includes the use of cigarettes, electronic cigarettes, vaporizers, pipes, cigars, hookahs, etc. There are designated smoking shelters (the nearest is by visitor parking) for smoking use or vaping. Note that cannabis is not allowed anywhere on campus, including the smoking shelters, per federal law. The use of smokeless or chewing tobacco is prohibited on campus.

Sports

The playing of sports in the residence hall is prohibited. No games or equipment designed for outdoor use (e.g., bicycle riding, footballs, frisbees, rollerblading, skateboards, scooters, or wheeled shoes) are permitted to be used indoors. Residents may not store or use any weightlifting equipment in a manner that blocks fire exits or creates excessive noise that disrupts the community. Residents are responsible for any damage to the apartment, furnishings, or facilities resulting from the use or storage of weightlifting or other sports equipment and may be charged for associated repair costs. Radio or remote-controlled aerial devices, including drones, are not allowed to be used in the residence hall.

Vacant Rooms

Occasionally there may be unoccupied/vacant rooms within the building. Residents may not enter or store their belongings in a vacant space. Any resident utilizing the space in a vacant room will be charged for the use of the space as well as any fees associated with cleaning or damages incurred and may be subject to the conduct process. In the case of an apartment with multiple bathrooms, if an entire side is vacant, use of the vacant side bathroom will result in residents being charged for any cleaning or damages incurred after that space's move-out inspection, unless otherwise documented.

Waste Disposal

Each resident is responsible for disposing of their own trash and recycling. Recycling must be clean of food or other waste and cannot be disposed of in plastic bags. All trash should be contained in bags and placed in designated receptacles. Do not leave trash or recycle on the ground. All trash and recycling should be taken to the dumpsters behind the building for proper disposal. The trash and recycling dumpsters are located outside the first-floor entrance facing the Maple (9000) building and down the hill. Students should notify the housing office if the dumpsters are full and take their trash to the compactor (further down the road to the right). Any inappropriate dumping or disposal of trash or recycling in inappropriate locations may result in the responsible parties being assessed a fine.

Weapons

Possession, carrying, wearing, transporting, storage or presence of any firearm, dagger, sword, knife with a blade over 3" unless used for cooking, or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited anywhere on the college campus. If you have questions pertaining to weapons, contact Campus Safety & .

Windows

For reasons of health and safety, nothing is to be thrown or hung from any residence hall window. Individuals are not allowed to lean out of windows, sit on windowsills, climb the exterior of buildings, or remove screens. Speaking or yelling out of windows is prohibited. Such behavior may result in disciplinary action against those involved and those responsible for the room in question.

Removal of screens will result in charges for repair or replacement.

Parking Permits

Residents who own vehicles are required to purchase housing resident parking permits at the start of each quarter in order to park on campus 24 hours a day. Permits are available through the Cashier's office located on the second floor of the FOSS (5000) building. The cost of the permit is paid up front and reflected on the resident's ctclink account. Residents who do not purchase a permit may receive parking tickets and will have to pay fines accordingly. Unlike commuter student permits, all residents with a valid housing resident parking permit may park in all lots across campus (including employee lots). The one exception is students, including residents, may not park in the Visitors Lot, located in front of the Alder Residence Hall.

Student Rights & Responsibilities

All residents living on campus at Shoreline College have the RIGHT to:

- Live, study, and socialize within the residence hall with limited impact from distraction or nuisance
- Share access and use all residence hall common spaces with other residents
- Report incidents and concerns to appropriate Alder Residence Hall staff without fear of retaliation
- Note that behavioral conduct cases will be investigated and assessed by Alder Residence Hall staff. If behavior is severe, repeated, or continuous, the matter may be referred to the college's conduct system under the Student Conduct Code
- A learning environment which is free from unlawful discrimination, inappropriate, and disrespectful conduct, and any and all harassment, including sexual harassment.

All residents living on campus at Shoreline (and their guests) have the RESPONSIBILITY to:

- Help promote and maintain an environment that supports residents' academic and holistic well-being and personal growth
- Contribute to the fostering of a courteous and respectful community
- Self-regulate their behavior in and around the residence hall
- Understand and comply with all Shoreline College policies, including the Student Conduct Code (WAC 132G-121), Alder Residence Hall Housing License Agreement, this handbook, and applicable local, state, and federal laws
- Do no harm to others or their property
- Proactively report concerns to appropriate Alder Residence Hall staff and/or Campus Safety.

Residential Life Conduct Process

The purpose of the Residential Life Student Conduct Process is to maintain a healthy community where shared values, expectations and behavioral standards set by the residence hall community are embraced. The goal of the conduct process is to provide all residents with a fair, prompt, and just system of resolving housing concerns.

Residential Life staff members (Staff Member) who work with the conduct process have a major role in educating residents regarding what is expected of them as members of a civil and responsible community. Residents are expected to participate in shaping and supporting community values, norms and expectations.

Please read your Alder Residence Hall *Housing License Agreement* and *Handbook* carefully. You are expected to know and observe the rules and regulations covered in your Agreement, the handbook, other Alder Residence Hall publications, and Shoreline College's Student Conduct Code. If anything is unclear, please contact the Residential Life staff. You are also expected to observe all city, state and federal laws.

Investigation Process

Information regarding alleged violation of the Housing License Agreement may be submitted by Resident Assistants or other Alder Residence Hall staff members, other residents, Shoreline College's Campus Safety department, or other members of the College community. If it has been determined by a Staff Member that a violation may have occurred, Residential Life will commence an investigation into the matter.

1. For incidents involving alleged violation of the sexual misconduct provisions of the Student Conduct Code (132G-121 WAC), Residential Life may refer the incident directly to the Title IX Coordinator (<https://www.shoreline.edu/title-ix/>) for investigation. This decision shall be the sole discretion of the Director of Student Leadership & Residential Life and the Title IX Coordinator, or their delegates.
2. For incidents involving other alleged violations of the Student Conduct Code (132G-121 WAC) or violations of other non-housing college policies or rules, Residential Life may refer the incident to the appropriate college department for addressing the incident.

As part of an investigation of an alleged violation, the resident¹ is contacted for the purpose of arranging a meeting with a Residential Life staff member. No special notice is required for such meetings. The resident is required to attend the meeting; however, they shall not be compelled to give self-incriminating information at the meeting.

¹ Unless otherwise indicated, all references to "the resident" in this section refer to the person suspected or accused of violating the Housing License Agreement.

Investigations may include collection of any physical or electronic evidence as well as conversations with the Responding Resident Student, the Complainant ²(if any), witnesses, staff members, or any others who may provide information related to the alleged violation.

As a result of the Staff Member's investigation and/or meeting with the resident, one of the following may occur:

1. The staff member may dismiss the allegation as unsubstantiated based upon the investigation determination, or;
2. If the allegation has been substantiated based on the investigation results, the Staff Member may:
 - Offer the resident the option to resolve the matter through the Informal Resolution Process (See Section B.); or
 - If the resident's situation involves repeated, multiple, or serious violation of the Agreement, Residential Life may impose a sanction on the resident (See Sections C and D) at the discretion of the Director of Student Leadership & Residential Life.

Residential Life may, in its sole discretion, take immediate interim action when the continuing presence of the resident may pose a risk to the health, safety, and/or welfare of the residential community.

Informal Resolution Process

The Informal Resolution Process provides a resident with the ability to resolve a conduct matter with a Staff Member outside of the process of imposing a sanction on the resident and providing an opportunity to review the decision, and when the terms of resolution are mutually agreed upon. Through the Informal Resolution Process:

1. The Staff Member may conclude that, based upon the investigation evidence, the resident violated the Agreement and offer them a Disposition letter outlining the violation(s) and corresponding sanctions. The resident may choose to accept the Informal Resolution by (1) not disputing the alleged violation(s), (2) waiving the right to a review of the decision, and (3) accepting the sanction(s) outlined. Decisions reached through the Informal Resolution Process are final and the right to any review is waived based upon the resident's acceptance of the resolution.
2. The resident may choose not to accept the terms of an Informal Resolution. In such situations, the resident chooses to have responsibility for the violation(s) determined and, if indicated, appropriate sanctions imposed (see Section C). Decisions rendered through the imposition of sanctions process are subject to review as outlined in Section E.

² Within the Residential Life Student Conduct Process, the term "Complainant" means any person who, directly or indirectly, submits a report to Residential Life alleging that they have been a victim of another resident's misconduct as described in the Agreement. If the Director of Student Leadership & Residential Life determines that an investigation should be initiated against a student, the individual who alleges that they were adversely affected by the Responding Resident's conduct may be designated as the Complainant

Imposing Sanctions on Residents

Sanctions may be imposed in any of the following circumstances:

1. When a resident does not accept the Informal Resolution as described in Section B.
2. When a resident fails to comply with requests of College officials made within the Informal Resolution Process (e.g., failure to comply with summons letters, failure to attend conduct meetings, incomplete sanctions).
3. When a resident has been found to have committed an agreement violation.

The resident will be provided written notice of the violation(s) that occurred and the sanction that is being imposed. The written notice will be provided to the resident by hand delivery, mail, or by email. The potential sanctions are listed in Section D.

Sanctions

Sanctions imposed as the result of housing violation(s) may include one or more of the following:

- Written Warning
- Residence Hall Probation
- Housing License Agreement in Jeopardy
- Administrative Transfer
- Termination of Housing License Agreement and requirement to vacate
- Non-Renewal of Housing License Agreement
- Initial Disciplinary Meeting with a designee from the Office of the Vice President of Student Affairs
- Loss of Privileges
- Protective measures to prevent future violations or protect others
- Restitution
- Referrals (to a variety of College offices/services)
- Educational Workshops, Education/Community Service Projects, Activities, or Assignments
- Any other appropriate remedy, including remedies in the Housing License Agreement.

Review

A resident may request review of a decision that a housing violation occurred and/or the level of sanction imposed.

The request for review must be sent via email to studentaffairs@shoreline.edu, no later than 5 p.m. on the third business day following the date of the written notice informing the resident of the violation and sanction imposed, at which time it will be reviewed by a designee. The requestor must include the specific grounds for requesting review with a full explanation and any supporting documentation. It shall be up to the Vice President (or designee) to make a decision on the resident's request for review.

The resident shall be notified of the review decision within five (5) business days after the receipt of the written request for review. The decision on review may uphold, reverse, or modify the initial decision. The decision on the request for review will be the final decision.

A request for review submitted according to the above guidelines suspends the imposition of sanctions until the appeal is decided; however, Residential Life may take interim action when the continuing presence of the resident may pose a risk to the health, safety, or welfare of the residential community or a member of the residential community.

Revisions

These procedures are subject to periodic review and revision as deemed appropriate by Residential Life.

Alder Residence Hall Housing License Information

This section will provide an overview of administrative processes related to the residence, including housing license agreement terms, billing, and move in/move out. It is the responsibility of each resident to ensure that they understand these procedures. For additional information or clarification, please contact the Housing Office at hello@alderresidencehall.com or by phone at (206) 542-8779.

Eligibility

All students who meet the below criteria are eligible to live on campus at Shoreline College.

- Applicants must be 16 years old by the time they move into the residence hall.
- Residents must remain in good standing with the college as defined in the Student Conduct Code (WAC 132G-121). Agreements can be terminated at the college's discretion.
- Applicants enrolled at Shoreline College are given priority over all other accredited institutions for initial applications and housing agreement renewals.
- First priority for initial housing assignment or renewal of housing assignment will be given to students enrolled at Shoreline College. Students attending other accredited institutions will be considered for placement or renewal as space is available.
- Residents must be enrolled in at least 10 college credits at any accredited college at time of move in to be eligible and maintain enrollment during their period of residence. For maximum financial aid award eligibility, you must be enrolled in 12 or more credits/quarter.
 - Staff will conduct quarterly enrollment checks to verify this information.
 - If a Resident is enrolled in an outside institution, the burden to provide proper documentation upon request is on the resident in order to maintain their eligibility.
- Applicants' conduct history at the College will be reviewed and considered when approving their application.
- Applicants must pass a criminal background check review.

Housing License Agreement

Agreement Terms

Students are urged to carefully consider their circumstances prior to signing the Housing License Agreement as it is a legally binding contract between the student and Shoreline College. By signing the Housing License Agreement, residents are obligated to comply with all areas of the Agreement. Please refer to your Housing License Agreement and if you have any questions regarding the agreement terms contact the Housing Office.

Renters Insurance

Renters insurance is strongly recommended for all residents living in student housing. For a relatively low cost, with many policies starting around \$10 per month, renters' insurance can provide valuable financial protection and peace of mind. A policy may help cover the cost of replacing personal belongings lost due to theft, fire, water damage, or other covered events. It may also provide liability coverage if you are responsible for accidental damage to property or injury to another person. Additionally, many renters' insurance policies include coverage for temporary housing and related living expenses if your unit becomes uninhabitable because of a covered loss. While Shoreline College is not responsible for loss or damage to residents' personal property, renters' insurance can help protect you from unexpected expenses during your time in campus housing.

Agreement Breakage Fee

In the event that a resident vacates prior to the conclusion of their Housing License the resident shall be responsible for liquidated damages:

1. The agreement break fee (as noted in the Housing agreement) is due upon vacating the unit. Resident is responsible for coordinating this with the housing office no less than twenty (20) days prior to vacating. Should a resident not provide the required twenty (20) days' notice, they will be charged continued fees for occupancy twenty (20) days from the point at which notice was provided in addition to the agreement breakage fee.
2. Without Penalty: the resident may be released from their Housing License without penalty for select reasons, including (but not limited to): withdrawal from the College, moving out of state, or participation in study abroad/internship program. Residents must submit a [request for early cancellation](#) no less than twenty (20) days prior to vacating. Should a resident not provide the required twenty (20) days' notice, they will be charged continued fees for occupancy twenty (20) days from the point at which notice was provided.

Credit Load Exceptions

Exceptions to the 10-credit eligibility limit are as follows:

- International students who are utilizing their approved vacation quarter may continue to reside in Alder.
- Domestic students in good academic for a minimum of three (3) consecutive quarters may take one quarter off from academics and remain eligible for housing if they are enrolled for the following quarter prior to the add/drop date (see Shoreline College's academic calendar here). If a domestic student begins studying at Shoreline College during Winter or Spring quarters, they are eligible to take Summer as a vacation quarter instead of meeting the three (3) quarter minimum.

- Students enrolled at Shoreline College who are within one (1) quarter of graduation may take a lower course load upon providing verification from an advisor that they need under 12 credits to graduate.

In order to qualify, students must request an exception by contacting the Assistant Director of Residential Life or the Housing office. Requests must be submitted no less than ten (10) days prior to the add/drop date.

Renewing Housing Agreement

Residents will be contacted by the Housing office as their agreement end date draws close to determine if the resident wants to renew for another agreement term or move out at the end of their agreement.

Move In & Move Out

Moving In

Residents will be provided a date/time to pick up their keys and move their belongings in. Residents will receive a welcome packet which includes their Resident Assistant's name, contact information, and information for campus/community resources.

What to Bring

Students sometimes over-pack when they move onto campus. Below is a list of recommended items that students will need for their unit.

- Bedding (including extra-long twin/twin XL sheets)
- Toiletries (shampoo, soap, toothbrush, etc.)
- Shower Curtain/Liner*
- Towels
- Alarm Clock
- Hangers
- Prescription Medicine (if applicable)
- Toilet paper
- Cleaning Supplies (broom, mop, soaps, etc.) *
- Cookware/small appliances (microwave, blender, pots & pans) *
- Clothing (including rain gear)
- First Aid/Emergency Kit
- Laundry Supplies (hamper, basket, detergent)
- Re-Useable Dishes/Utensils*
- UL-Rated Power Strip and Device Chargers
- Backpack
- Radio/Small Television/Computer
- Desk Lamp
- Small Decorations
- Food

- Health Insurance Information
- Important Documents (ID, Passport/Visa)

**Some items may be sharable with roommates, so communication prior to move in is encouraged!*

Room Condition Reports

As part of the move in/move out process, a Residential Life or Housing Office staff member conducts an inspection of each room/unit to assess its condition and determine if repairs need to be made. These items will be noted on a Room Condition Report (RCR), a copy of which will be provided to all residents upon move in. Upon move out, the RCR will be updated with any changes to the condition of the space, and residents will be held responsible for any damages found that were not noted upon move in.

Check in and Check out Procedures

Upon checking-in, students will receive their keys, and a Room Condition Report will be available to them in the resident portal. Residents are required to turn in the completed Room Condition Report within a week. Residents are further required to meet with their Resident Assistant (RA) to complete and sign a Roommate Agreement shortly after moving in.

Closing/move out information will be provided via email prior to the end of your housing agreement. For questions about your Housing License Agreement, moving out, or loading/unloading, contact the Housing Office. Step-by-step move-out guidelines can be found in your resident portal.

Billing

Timeline

Housing fees are billed quarterly and are due on or before the first day of the month in which each quarter begins. Residents may alternatively pay their rent monthly each quarter via ctcLink. Housing fee charges will be reflected on ctcLink, and residents are responsible for ensuring payments are received by the College on time. Payments are not considered received when mailed and will only be considered paid once the College has received the funds, which would be reflected in a credit on your ctcLink account. Housing fee payments may be made in advance. You may specify which charges you are paying in ctcLink.

Please note that all initial upfront costs such as security deposits, non-refundable fees, and application fees are separate from the quarterly housing payments and will need to be paid as per usual with the Housing office.

How to Pay

Housing fee payments must be made payable to “**Shoreline College**”. When submitting a check, money order, or cashier's check, be sure to include the resident's full name and unit number to ensure timely processing. Residents must also indicate that the payment is for “ON CAMPUS HOUSING”. Payments may be made through one of the following methods:

- Check, money order, or cashier's check delivered to the Cashiers' Office, Foss Building 5000, Room 5227.

- Phone payment using Visa or Mastercard by calling (206) 546-7852.
- Online through ctcLink at: <https://www.shoreline.edu/apply-and-aid/cashiering/payment-methods.aspx>

The College reserves the right to require a specific form of payment, including money order, credit card, e-check, check, or other approved methods, with at least fifteen (15) days advance notice. The College may also refuse cash payments at any time.

Late Fees & Non-Payment

Any check returned for insufficient funds (NSF) will result in a \$40 returned payment fee. This fee is due immediately and must be paid with certified funds. Additional late fees may also apply if the returned payment causes the housing fee to become delinquent. Repeated returned payments may result in restrictions requiring the resident to use specific payment methods in the future.

Residents may not withhold or deduct housing fees for any reason. Acceptance of late payments does not waive any rights or remedies available to the College under the Housing License Agreement. If a payment does not cover the full amount owed, the remaining balance must be paid immediately, along with any applicable late fees. Outstanding balances may result in:

- A registration hold being placed on the resident's student account.
- Referral of the account to a third-party collection agency.
- Additional collection fees and interest as permitted by law.
- Reporting of account information to credit reporting agencies.

Residents experiencing difficulty making a housing payment should contact the Housing Office as soon as possible to discuss available options and avoid additional charges or collection activity.

Break Housing

Current residents are eligible to stay in the residence hall during all holidays/breaks during the period of your housing license agreement at no additional cost. Services will be limited during all breaks; however, staff will be on call in case of emergency to provide assistance. All Shoreline College and Alder Residence Hall policies remain in effect during break periods.

Building Access

Keys

Residents will be provided with a room key and a fob for exterior access upon move in. These are the sole responsibility of the resident and should be always carried on their person. Keys should never be loaned out, duplicated, or left unattended. Allowing non-residents to use a fob and/or keys is considered a serious violation that jeopardizes the safety and security of all residents and their personal property and may result in a referral to the conduct process.

If a resident has lost their fob and/or key or is experiencing issues with them, they should contact the Housing Office or a Residential Life staff member for assistance.

Lockouts

If a resident is locked out of their room, they should:

- From 6:00 pm-8:00 am: Contact the Resident Assistant (RA) On-Call
- From 9:30 am-4:30 pm: Contact the Housing Office (located in the Alder lobby)

Photo identification along with resident's keys must be shown either prior to and/or immediately following being given access to your space.

The College and Housing Office will provide assistance to residents locked out of their apartment and/or unit free of charge for the first two (2) weeks of each academic quarter. After this grace period, two (2) lockouts will be provided each quarter free of charge. Any subsequent lockouts may result in a fee of \$10 per lockout, which will be applied to Resident's ledger at the end of each academic quarter. Residents who have misplaced their keys should contact the Housing Office immediately for replacement.

Lost or Stolen Keys

Alder Residence Hall staff must be informed immediately if a resident loses their fob and/or key so they can be deactivated/replaced. The resident will be charged a fee of \$25 per key, \$75 per fob and, if necessary, an additional fee of up to \$300 for rekeying locks.

Room Entry

Alder Residence Hall and Campus Safety staff reserve the right to make periodic room inspections. Rooms may be entered under the following conditions:

- To provide room maintenance and cleanliness inspection, repair service, or fire/life/health safety inspection and protection.
- To enter a student's room for emergency situations.
- To maintain a scholarly, residential environment (unattended stereo, alarm clock, telephone, etc.).
- To ensure that room-closing procedures have been followed for a break period.

In case of emergency, emergency personnel including the Fire Department and/or King County Sheriff's office have the right to enter the Campus Living Building including hallways, Units, and Bedrooms without prior notice or Resident's permission. Such entry will not be for purposes of law enforcement criminal investigations or arrests without lawful search and/or arrest warrants. A student's failure to follow applicable fire/life/health safety directives may result in conduct action, cancellation of their Housing License Agreement, and/or imposition of all applicable fees.

Other residents are not permitted entry to a resident's room or apartment unless the resident is present or gives their verbal and/or written consent.

Mail

Mail is delivered to Alder Residence Hall Monday through Friday. Letter mail can be picked up from the Alder Mailroom by visiting the Housing Office during business hours in the day and during RA office hours in the afternoon. Please bring a photo ID with you to pick up any letter mail.

Envelopes and packages that do not fit in residents' mail storage in the housing office will be deposited into the package lockers located on the 2nd floor of the Maple (9000) building. Students will be notified via e-mail about any packages delivered to PUB lockers. Mail and packages cannot be delivered on weekends. Residents are responsible for completing an address change with the U.S. Postal Service upon move out. Mail for residents who have vacated their space will be returned to sender.

Emergency Preparedness

General Safety Tips

- In case of fire or other emergency, know the building's evacuation procedures (located on the back of your apartment door).
- Secure doors and windows when you are alone, when you are asleep at night, and when you leave the room or apartment—even if it's just for a minute.
- Look through the peephole to make sure it is someone you know before opening the door.
- Only let a resident you know into the residence hall when the exterior doors are locked.
- Immediately report any obscene, harassing or threatening phone calls, emails and messages and any suspicious circumstances or activity to your RA or Campus Safety at (206) 546-4633 during business hours or (206) 235-5860 after hours.
- Keep emergency telephone numbers readily available, including your roommates' contact information.
- If you see a firearm or hear gunfire, go somewhere safe and secure. Call 911. Do not investigate the situation.
- Keep your building fob and room key secure. Don't lose or loan them.
- Know where to go for help when you need it.
- Be cautious when walking outside after dark. Travel in groups whenever possible.
- Abide by the regulations stated in your Housing License Agreement.
- Keep in touch. Always let someone know where you are going and when you will return.
- Keep your emergency contact information up to date.
- Do not store large amounts of cash inside your living area. Always secure passports and valuables.

The Clery Report provides campus crime and safety statistics, which residents can use to stay informed and make decisions. Additionally, the College's Campus Safety Department provides up-to-date information through daily logs related to both criminal activity and fire-related events on or

near campus to ensure residents are informed. More information can be found on the [Safety and Security Logs](#) page of the College website.

Evacuation Information

In the event of an emergency requiring evacuation from the building, residents should use the nearest stairwell to exit the building when possible. If a resident needs assistance evacuating, they should move to the area of refuge (the elevator area). The evacuation location for the building is the Visitor Parking Lot. Residents should move away from the building to allow space for emergency responders to access the building, being sure to stay clear of roads and moving cars. In the event of an evacuation during inclement weather, the building staff will work with Campus Safety Officers to get residents access to Maple (9000) building.

Stryker Chair

For residents and guests with mobility issues, a Stryker chair is available for use. The Stryker chair is stored in the south stairwell on the 6th floor and is available for use to transport individuals. For more information or if you have any questions/concerns, please call Campus Safety at 206-235-5860.

Fire Safety

Fire safety is of the utmost importance in community living. To prevent fires, be mindful of what is prohibited in our facilities and always watch your food when cooking. Your agreement articulates these restrictions and guidelines.

If the building goes into alarm, all residents are required to exit immediately and quickly. Treat all alarms as real. Please wear shoes and appropriate wrap for the weather. When you exit the building, staff will guide you to the evacuation assembly point. Do not reenter the building until you are given permission by police, fire officials or Residential Life staff. The silencing of the alarm does not indicate that the building is safe to reenter.

Tampering with fire alarms or other safety/security equipment (smoke detectors, fire sprinklers, pull stations, window screens and fire extinguishers) is strictly prohibited. Doing so may result in disciplinary action and fines.

Earthquake

In case of an earthquake: DROP, COVER and HOLD ON. Do not evacuate your building unless instructed to do so. In the event of an earthquake, you should take the following steps:

- Stay calm
- If you're indoors, stay there and take cover under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
- If no protection is available, drop to the floor and cover your head with your hands.

Severe Weather

If you are concerned about impending weather, check your Shoreline Email address for official emergency notifications from the College.

If threatening weather is about to affect the campus with limited advance warning:

- Close all windows and doors in your room and apartment.
- Go to an inner hallway or room as close to the center of the building as possible.
- Sit on the floor away from doors and windows.
- Do not attempt to leave the building.

Active Threat on Campus

In the event of an active shooter incident on campus, residents should take the following steps:

- If not on campus, do not come to campus and do not contact anyone on campus. While you may want to warn or check-in on others, refrain from doing so as your call/message notification may give away someone's location who is sheltering in place.
- If on campus and not inside the Alder building, evacuate campus as quickly as possible if you are able and it is safe to do so.
 - Use the shortest and fastest route available; even if that is walking off campus to a nearby neighborhood, business, or park.
 - The safest place to be when a threat is present, is wherever the threat is not.
 - When safe, call 9-1-1 and provide all information that you have.
- If on campus and not inside of the Alder building, but unable to safely evacuate campus, find a location to shelter in place.
 - Lock the door, turn out lights, turn off tv's/music/etc., stay away from windows and below the windowsills, close curtains/blinds if able, turn phones/smart watches/etc. to silent, and barricade the door. Arm yourself in the event you have to defend yourself.
 - When safe, text 911 and provide all information that you have.
- If on campus and inside of the Alder building, return to your apartment as quickly and safely as possible.
 - Lock the door, turn out lights, turn off tv's/music/etc., stay away from windows and below the windowsills, turn phones/smart watches/etc. to silent, and barricade the apartment door with furniture. Arm yourself in the event you have to defend yourself.
 - When safe, text 911 and provide all information that you have.

Pandemic or Community Health Emergency

It is a shared responsibility of those working and living in Alder Residence Hall to take appropriate steps to protect one's own and others' health and safety. The College and Alder Residence Hall staff regularly monitor and update practices and protocols to be in compliance with [Washington State Department of Health](#) and [Public Health – Seattle & King County](#) guidelines. Updates may be provided to residents through a variety of communications, such as emails or other correspondence, [RAVE Alerts](#), messages posted on the Alder Residence Hall [Entrata portal](#), updates to building television monitors, or other methods. Residents are responsible for adhering to required health and safety practices and protocols. For more information, please visit the links above, or contact the Housing office or Residential Life staff.

****Last Updated on 8/25/26****