

HOUSING CONTRACT INFORMATION

Application Procedures

The \$100 non-refundable application payment receipt from the Business Office is required along with the housing application when a room is requested. All paperwork must be processed in the Financial Aid and Business Offices prior to the day of move-in. Failure to do so will result in delayed check in or the loss of your room.

Background Checks

All Campus Housing applicants are required to complete a Release of Background Information (RBI) form. A \$5 non-refundable processing fee must be paid to the Business Office. This form and fee will be processed prior to move-in for all new students and on every academic year for returning students. The required documentation that must accompany the form is a front and back photocopy of the student's current driver license state identification card. In the absence of a driver license or state identification card, a passport or military ID may be used. Also, the applicant must include a copy of the processing payment receipt.

Eligibility Requirements

Morton Hall is restricted to full-time CTCD and Texas A&M-Central Texas students. To be eligible, students must be enrolled full-time during the entire semester without dropping below the required semester hours.

Full-time is defined as:

Student Status	Requirements
CTC/TAMU-CT Undergraduates	Minimum of twelve (12) semester hours during the Fall and Spring semester. A minimum of six (6) semester hours during the Summer semester.
TAMU-CT Graduate Students	Minimum of nine semester hours per Fall and Spring and a minimum of six (6) semester hours during the summer semester.
Skill Center (CATE Center)	Minimum of fifteen (15) hours instruction weekly.

Bacterial Meningitis Vaccination - All residents must submit evidence of being immunized against bacterial meningitis to Magnus Health, with an effective date that is a minimum of 30 days prior to residency but not older than five (5) years.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides certain protections for persons with disabilities. If you believe you have a disability requiring an accommodation, please contact the Disabilities Support Services in in Building 111, Room 207, or by phone at (254) 526-1195. Students are encouraged to visit the disability website at www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/ to learn more about disability services and the process that students are required to follow to request classroom accommodations in accordance with state and federal disability laws.

Public Notice

Central Texas College does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age, or veteran's status. Central Texas College has established programs to ensure that a lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. For more information about student rights and grievance procedures, contact Mariceli Santiago in the Student Life office, in building 106, Room 134, (254) 526-1258, or the Director of Disability Support Services in Building 111, Room 207, (254) 526-1195.

Student Housing Contract

Each student must complete and sign a housing contract. The housing contract is a formalized, legal and binding agreement between the student and Central Texas College (CTC). By signing the contract, you are saying you understand and agree to abide by all terms set forth in the contract. All students, parents and guardians are encouraged to read the document carefully before signing it. Housing contracts are effective for one semester unless optional extensions are granted.

The housing contract contains essential information including terms, conditions, responsibilities, policies for payment of fees, cancellations, conditions for release from the agreement, and CTC regulations.

Most of the terms, conditions and responsibilities of this contract are discussed here, but you should thoroughly read the contract and be sure you understand it. The housing contract is subject to change from year to year, so please consult your copy for pertinent information. If you have any questions about the terms of the housing contract, please contact the Residence Hall Manager (RM). The Student Handbook contains additional information and policies for which you are responsible. Please consult the Housing Staff if you have questions.

Residence Hall Closures

The residence hall is closed during the break between Fall and Spring semesters (winter break) and during Spring Break. Residents should make alternative housing arrangements during these periods. The residence hall is open during the Thanksgiving Break.

Terminations/Cancellations

A student may be granted release from the housing contract at the sole discretion of the Residence Hall Manager. A student officially released from the contract will be refunded weekly housing and meal plan charges, prorated from the week of cancellation/termination. Special consideration may be available under extraordinary circumstances such as:

1. Any student or immediate family suffering a catastrophic illness, accident, or death .
2. Active duty military students who receive PCS or deployment orders after the start of classes which require the service member to depart before the classes are completed.
3. Any student with a verifiable financial or life situation that renders continued residence hall living difficult.

A student must present documentation such as a copy of deployment orders, medical certification, death certificate, or published obituary along with the refund request to be eligible for special consideration. Refunds under these conditions will follow the tuition refund schedule listed in the Course Catalog. If a student or potential student exhibits or has exhibited inappropriate behavior according to the CTC Student Handbook, CTCD Morton Hall Handbook, any federal, state and/ or local law(s), this could constitute an impediment to Morton Hall's safe and orderly community living environment. CTCD reserves the right to deny the acceptance of an Application for Housing or terminate an existing housing agreement without refund.

A student suspended or expelled from CTCD for disciplinary reasons will forfeit the semester's room and board charges.

Any student who drops below the full-time requirement, defaults on a payment plan, drops out or withdraws from the College, or whose contract is otherwise terminated must immediately cease use of the College's dining facilities and vacate the assigned residential room within 72 hours of notification or take action to meet the eligibility requirement within 24 hours of notification.

GENERAL HOUSING INFORMATION

Check-In Procedures

When moving in, a student must have a receipt for payment of room and board and a class schedule with receipt of payment before a room can be assigned. The student must complete a check-in orientation. Room keys will be issued upon completion of the check-in orientation. Instructions for obtaining a meal card will be given during the orientation.

Occupancy

Students may begin occupancy of Morton Hall on the date designated for the official opening of the residence hall. Students must vacate the residence hall at the end of the semester. Upon providing a written request to the Residence Hall Manager and paying an additional charge, a student may be approved to stay in the residence halls in between the end of the Spring semester and the start of the Summer semester and the end of the Summer semester and start of the Fall semester. **Students are not allowed to stay in the residence hall over Winter or Spring Break.**

Check-Out Procedures

A student should be prepared to leave Morton Hall at the time of check-out. The student will schedule an appointment for check-out at least 48 hours prior to his or her desired move out date. Students must move all personal belongings out of the room and closet. Those students confirmed to be returning the following semester may store items in the hall closet during the break. Students not returning the next semester must take all items with them.

All property left in the residence hall after check-outs are completed and not claimed within 30 days will be considered abandoned and will become the property of CTC. CTC is not responsible for any property left in the room or common areas during check-outs.

Note: CTC is not responsible for the security of or damage to stored property.

Before a student's check-out appointment, the student must clean the room, bathroom and closet. Rooms must be swept, mopped, and ceiling fans dusted. Clean, defrost and dry the refrigerator/freezer. Thoroughly clean the microwave. Each student in the suite must ensure that the entire bathroom is clean prior to check-out, regardless of the housing status of the suitemate. Charges will be assessed to each student in the suite for areas not cleaned.

During the check-out appointment, the student will complete and sign a check-out inventory sheet and initial any charges. A forwarding address

card will be submitted to the mailroom to update your address. All keys must be returned during check-out. There is a \$25 charge for each key not returned.

It is in the student's best interest to fully complete the check-out process. The check-out procedure protects the student from any unnecessary charges.

Emergency Contact Information

CTCD reserves the right to determine what constitutes an emergency and to contact the provided emergency contact persons without the express permission of the resident.

Food Service

Residents are required to participate in the CTC meal plan. The meal plan is included in the dorm fee and includes a five-day weekly meal plan, consisting of three meals per day (breakfast, lunch and dinner) Monday – Friday.

Microfridges are provided for weekend meals in the rooms.

Hospital Visits

Students who return to the dorm following a non-routine emergency hospital visit and/or admittance must provide a note from the physician/hospital

to the Morton Hall staff stating that he/she is fit to return and reside in an independent-living environment. The student will not be permitted to check back into the residence hall without the note.

Missing Person Reporting

In accordance with the Higher Education Opportunity Act (HEOA) and CTCD Reporting Procedures for Missing Residential Students, residential students

18 years and older may opt to waive the designation and release of emergency contact information to police officials for the purposes of investigating a missing person report.

The parents or guardians of a resident under the age of 18 must designate themselves as the emergency contact person and give permission for this information to be released to police officials for the purpose of investigating a missing person report.

The full copy of the policy is available on the Housing webpage or by contacting the Residence Hall Manager at (254) 526-1790. Section 6 of the housing forms and waivers must be completed and kept on file in the housing office. A full copy of this document is also available at the housing website <https://www.ctcd.edu/locations/central-campus/housing/current-residents/>

Vacancies

If after the room changes and consolidation period a vacancy still exists in an occupied room, the Housing Office may use that space at any time. It is imperative that the space is kept clean and available at all times. The Housing Office may not have time to notify you of a new roommate's arrival. Any resident involved in deliberately discouraging a fellow student who is officially applying for or attempting to occupy a legitimate vacancy will be held in violation of their housing agreement and may be billed an additional fee for a single room or reassigned.

Room Changes and Consolidations

It is the philosophy of the Housing Office that room changes are not the answer to all roommate problems. An important aspect of the collegiate experience is living and learning with different types of people with varying interests and traits. Students working together, with the assistance of their Resident Assistant (RA), can help solve problems. This experience can benefit everyone involved. In the end, residents will be better equipped to work with different types of people.

With the exception of approved single rooms, during approximately the third week of each semester, after all vacancies have been verified, rooms with a sole occupant may be consolidated.

If a student desires to pay for a single room, requests will be taken and filled on a seniority basis. To have seniority, a student must have resided in Morton Hall for a minimum of one full semester. Payments for single rooms must be made within 24 hours after notification of availability; if proof of payment is not provided within the required timeframe the room will be offered to the next person awaiting notification of availability.

Infections and Contagious Diseases – Duty to Notify

Students are expected to report to the Residence Hall Manager, the Director of Student Life and Activities and/or the Dean for Student Success and Persistence all contagious and infectious diseases including, but specifically not limited to COVID- 19, Mpox Tuberculosis, Methicillin- resistant Staphylococcus Aureus (MRSA) and Bacterial Meningitis they may have or know of another having. Appropriate precautions (including required isolations, absences from class/campus, meal delivery, medical clearances, etc.) will be taken as the circumstances warrant to ensure the safety and well-being of the entire College community. The student will receive written documentation of actions required. Designated staff will work with the student to make this situation as least disruptive as possible.

Health & Safety Inspections

Health and safety inspections may be conducted monthly to ensure that rooms are kept in a manner that promotes good hygienic health and the overall safety of the residents. Residents are encouraged to be present, however; they are not required to be present for the inspection to proceed. Inspections will be conducted by at least two (2) members of Morton Hall Staff. Reasonable notice of inspections will be announced in non-emergency situations. In emergency situations, when it is reasonably believed that a violation of CTCD rules, regulations or local, state or federal laws has occurred, or when it is feared that there is a danger or threat to life, safety, health or property, a student's room may be entered by an authorized staff member without prior notice and/or without the student's presence.

MAINTENANCE OF CTC PROPERTY

Care of Room and Facilities

1. Posters, pictures and other decorative objects (with the exception of dart boards) may be attached to interior surfaces of rooms with the understanding that students will be financially responsible for any

resulting damages. Postings that are vulgar, offensive or defamatory in nature are prohibited and may be subject to disciplinary action.

2. Furniture and equipment in residence halls are inventoried and may not be relocated from a designated area, temporarily or permanently, without prior written authorization from the Residence Hall Manager.
3. Furniture is provided. No additional furniture is allowed unless permission from the RM is obtained.
4. Students are not allowed access to other students' rooms without their explicit permission
5. No one may use personal property belonging to another without the owner's explicit permission. Unidentified or abandoned property must be reported to the Residence Hall Manager for proper disposal. Any items left unclaimed for a minimum of 30 days will be deemed 'abandoned' and disposed of as seen fit by Central Texas College.
6. Students are not allowed to tamper with window mechanisms or remove screens. Students are not allowed to sit in, climb in or out of, lean or hang out of windows.

7. Throwing, bouncing or kicking any object in or from a window ledge, stairwell, hallway or any other common area is prohibited. Students are prohibited from residence hall roofs and ledges.
8. Decorations in the student's room are permitted if local fire codes and Housing Office guidelines are followed.
9. Custodial service is provided for common areas such as corridors, lobbies, and common area bathrooms. It is the student's responsibility to maintain their individual rooms. All trash must be removed by students and placed in the dumpster on a regular basis. Custodians are not expected to take out personal garbage accumulated in a resident's room or in the hallways. Trash from your room is not to be kept in the hallways or discarded in lobby or public bathroom trash cans.
10. Residence Hall exit doors are to be shut and locked at all times. No student or guest is permitted to prop open any building door.
11. Residence Hall keys are not to be duplicated or loaned. Students are prohibited from placing their own locks on individual doors.
12. Beverage containers, signs, posters, flags, and paint on windows that can be seen from outside the building are not permitted on residence hall windows/sills.
13. Beverage containers that do not have a sealed lid or cap are prohibited from carpeted lobby areas.
14. Students must be properly attired, to include shoes of some type, when in all common areas. Common areas include the hallway and lobby. Proper attire is that which you would wear to class.
15. The riding of bicycles, skates, skateboards, etc. is not allowed in the building.
16. Weightlifting equipment is not permitted.
17. No open flame, incense, candles in any form, or smoking is allowed anywhere within Morton Hall.
18. Students are required to abide by other regulations duly imposed by the

Housing Office, Business Services, and by information distributed or posted on bulletin boards.

Damages/ Vandalism

Students, or if under 18 years, their parents, are responsible for restitution of any damage caused to personal property, College facilities or grounds.

Damages occurring in the public areas of the residence halls are charged to the individual or group responsible when that can be determined. When this is not possible, all residents, as applicable, of the hall, floor or room will become collectively responsible for the costs involved.

Laundry Facilities

Laundry Rooms contain washers and dryers. Report any malfunctioning machine to the Morton Hall staff. While doing laundry, stay nearby to avoid disruptions or theft.

Unclaimed items left on the laundry room floors or tables will be discarded as trash after seven (7) days. Tampering with the machines or others personal items is a crime and will be reported to Campus Police. Residents are not authorized to remove another resident's property without consent. Property left in the machines unattended will be reported and removed by the Residence Hall Manager or Resident Assistant.

Maintenance and Custodial Services

CTCD employs custodial workers to clean hallways, laundry rooms, lobby and lounges. You are responsible for cleaning up after yourself to include your room. The bathrooms are shared by two to four suitemates. Sanitation is of the utmost importance. Each suitemate is responsible for cleaning the bathroom after each use.

If you have a maintenance problem in your room, please request a work order at the Residence Hall Manager's office or with the on-duty Resident Assistant. Please report repair problems before they become dire emergencies. Maintenance personnel process work orders in as they are received. They are, however, unable to predict the exact day and time the repair will be done to your room. There are limited services on the weekend and during holidays and breaks.

Refrigerator - Microwave Unit

A combination refrigerator-microwave unit (Micro-Fridge) is provided with each room. Due to safety concerns, the following items are not permitted use

in the rooms: coffee pots, hot plates, slow cookers, rice cookers, steamers, toasters, electric grills, refrigerators, and microwaves beyond what is provided in each room. Students who are unsure about a piece of equipment should contact the Residence Hall Manager.

Insurance on Personal Belongings

CTCD is not responsible for loss or damage to any person or personal property from any cause. Students are responsible for carrying their own health care coverage and insurance for personal belongings, such as renter's insurance. Students should check to see if their belongings are covered under their family's homeowner's insurance policy.

If this is not the case, students may wish to buy renter's insurance. Regardless of coverage, it is a good idea to engrave personal items for identification purposes. Engravers are available from the Campus Police.

STUDENTS' RIGHTS AND RESPONSIBILITIES

As a member of the residential community, you possess certain individual rights and responsibilities that must be held in high regard. This document outlines the minimal requirements of your community. You should become familiar with the standards of conduct that are outlined in your housing agreement and student handbook and discuss them with your resident assistant.

Rights

As a valued member of this residential community, you have the right to:

- Read and study free from undue interference, unreasonable noise and other distractions inhibiting the exercise of this right.
- Sleep without undue disturbance from noise and other distractions.
- Have your personal belongings respected by others.
- Have a clean environment in which to live.
- Have free access to your room and to the facilities provided in the residence hall.
- Enjoy personal privacy within limits of the residential setting.
- Host guests, with the expectation that you will explain accepted behavioral standards and those guests will respect the rights of your roommate(s) and fellow residents.
- Consult Morton Hall staff in settling conflicts.
- Be free from fear of intimidation and physical or emotional harm.
- Expect that these rights will be respected.

Responsibilities

As an important member of this residential community, you have the responsibility to:

- Verbally express your views to the person(s) involved, should you feel your rights have been infringed upon.
 - Treat other residents with respect and consideration and guarantee them their individual rights.
 - Understand all policies and regulations necessary for the hall and CTCD communities to function and to abide by those rules.
 - Be responsive to all reasonable requests of fellow residents.
 - Be cooperative in all dealings with residence hall staff members.
 - Accept responsibility for personal and community safety; refrain from misusing safety equipment, propping security doors open or losing or forgetting room keys.
 - Recognize that public areas and their furnishings belong to everyone and that abuse of these areas violates the rights of the community.
- Residents must respond to a posted administrative notice on the board within 24 hours.

Lock-Out Policy

Students are responsible for letting themselves in and out of Morton Hall. Students are responsible for knowing the location of their individual key card at all times. Students are also responsible for the key to their room. If a student should forget their key card and become locked out of the building or their room, the student must contact the Resident Assistant On-Call. If a student should require frequent assistance (three or more incidents) from the Resident Assistant On-Call, the student will be subject to the fee indicated on the Morton Hall Fee Schedule. This count will be renewed each semester.

Lost Keys

Lost keys should be reported immediately to a Resident Assistant. A charge will be assessed for lost or misplaced keys. All assigned card keys/closet keys must be returned during the check-out. There is a 24-hour grace period for loaner keys.

Theft

If something has been taken from your room, please notify the RA on duty or the Residence Hall Manager. Together, you will make a report to Campus Police.

Please remember to keep your door locked whenever you are out of the room, even for a very short time. It is also a good idea to keep your door locked whenever you are in your room while you are napping during the day and particularly at night while you are watching TV, studying or showering, and especially when you retire for the night. Suitemates are not allowed to enter connecting rooms through the adjoining bathrooms without permission.

Quiet Hours

Quiet hours are in effect from 10pm-10am Sunday through Thursday and Midnight-10am on Friday and Saturday. This allows for students to study and sleep peacefully without interruption or distraction. These hours apply to all areas within the dormitory and its surrounding area. If other students are making enough noise to bother you, you have the right (at any time of day or night) to ask them to be quiet. If the problem persists, feel free to notify your Resident Assistant. Students are encouraged to keep their stereo volume low. As determined by the Housing Office, 24-hour quiet periods are in effect during the examination period of each term and at other times as announced.

*Hours are subject to change as needed. Residents will be notified and changes will be posted in the Residence Hall.

Visitors

Central Texas College strives to promote self-regulation in recognition of the adult status of the residents. To provide residents personal freedom and yet maintain a community environment which promotes healthy living and learning, it is necessary to establish guidelines. Visitors are governed by the same policies as residents. Residents are responsible for the actions of their guests. As a resident host, you are responsible for informing your visitors of all policies and regulations. You are allowed the maximum of two visitors at any given time. You must stay with your visitor at all times. Any resident desiring to have more than two visitors must get approval from the Residence Hall Manager prior to arrival. **If at any time during visitation a guest becomes disruptive in any manner and a roommate or any resident requests that the visitor vacate the premises, the request will be honored.**

Visitors are required to sign in at the front desk of the residence hall. Guests must be 18 years of age or older and are required to show a valid state or federal picture ID that is not expired and indicates the date of birth upon signing in. Guests younger than 18 years of age are restricted to immediate family members with verifiable proof of kinship. The approval of the Residence Hall Manager is required prior to visit. The forms are available at the Residence Hall Office.

*Visiting hours are: Monday – Thursday: 10 am – 10 pm

Friday – Saturday: 12 pm – 12 am

Sunday: 12 pm – 10 pm

Escort your visitors at all times, including authorized overnight guests. Do not leave your visitors in your room alone, and do not give them a key to the room. Ensure that your visitors do not disturb the privacy of roommates or suitemates. Visitors must vacate the residence hall (including lobby area) once visitation hours have ended.

Overnight Guests

Overnight guests may be permitted. Students must provide a written request to the Residence Hall Manager at least 24 hours prior to the expected arrival of the guest. All guests are subject to Central Texas College regulations and policies.

Residents are responsible for the actions of their guest(s) and must escort them at all times. Residents with a roommate must have their signed approval before a visitor is authorized an overnight stay. Overnight guests are limited to a three consecutive night stay. All requests may be approved or rejected at the manager's discretion.

Upon written approval from the Residence Hall Manager, overnight guests under the age of 18 may be allowed and are restricted to immediate family members with verifiable proof of kinship and written permission from a parent.

PROHIBITED ACTIVITIES

Alcohol-Free Residence Hall

Morton Hall is an alcohol-free residence hall. No resident or guest, regardless of age, is permitted to consume or possess any alcohol or alcoholic containers in the residence hall. This includes individual rooms and public areas.

In the event illegal or excessive consumption of alcohol occurs off-campus and the resident returns to the dorm or brings a guest to the dorm, under the influence of alcohol, the resident will face disciplinary action.

The commitment of all residents to maintain an alcohol-free environment forms the basis of a respectful and safe community.

Drugs and Narcotics

Drugs and narcotics of any kind are not permitted in Morton Hall, except those drugs prescribed by a physician and in their original labeled container. Reasonable evidence of traffic or use of illegal drugs will result in immediate notification to vacate Morton Hall within 72 hours.

Residents are obligated to report to Housing Staff any knowledge of the possession and/or use of alcohol or drugs in Morton Hall Residence. Residents failing to report this knowledge will be considered a participant and will be subject to disciplinary action.

Pets

Pets are not allowed in the residence hall. This includes fish. Failure to abide by this policy may result in cancellation of your housing agreement.

Loitering on Campus

For the safety of the students, loitering is not allowed in any restricted areas on campus, including parking lots, housing, all parks, duck ponds or any other rural property owned or under control of the college district between the campus quiet hours of 11:00 p.m. and 6:30 a.m.

Weapons

1.
All weapons are prohibited in the Morton Residence Hall, whether operable or not, to include, but specifically not limited to knives, handguns, rifles, shotguns, BB guns, slingshots, bows and arrows, pellet guns, pepper spray or mace, or anything that has the power to propel an object through the air and explosives (bullets, ammunition in any form, smoke bombs, fire crackers, etc.). This includes any and all weapons prohibited by law or lethal in nature. If you have any questions regarding weapons, call the Campus Police at 254-526-1427.

Smoking and Fire Safety

2. Central Texas College is a smoke-free campus. Smoking is prohibited in all areas of Morton Hall and on campus. Students are allowed to smoke in private owned vehicles.
3. No student is allowed to store or ignite combustible materials in the residence hall. Candles, wall plug-ins, incense, and halogen lamps are strictly prohibited in all areas of the residence hall to include rooms.
4. Barbecuing is permitted with staff supervision in designated outdoor areas. No barbecue grills may be stored in residence hall rooms.
5. Fire drills are conducted periodically to familiarize students with emergency evacuation procedures. All residents must evacuate immediately **within 2 minutes of the alarm**. Residence hall staff members will enter rooms to ensure cooperation. Tampering with fire equipment or failure to evacuate will result in a fine and/or termination of the housing contract. Students needing special assistance during fire alarms or emergencies are requested to notify the RM or RA during their initial check-in to Morton Hall.

Misconduct

6. Use of profanity, rude or offensive language and lewd remarks in public areas of Morton Hall such as the lobby, study rooms, laundry rooms, and hallways will result in disciplinary action.

Soliciting and Advertising

Clubs, organizations, residence hall associations and authorized individuals or

entities are the only groups authorized to sell items in the residence hall

with written permission from the Housing Office. Unauthorized solicitation or

advertising is not permitted in the residence hall. Notify the Residence Hall

Manager or Resident Assistant if you see or are approached by a salesperson.

ENFORCEMENT OF HOUSING POLICIES

Residential students are expected to abide by all rules and regulations established by Student Housing, the College, and local, state, and federal laws. Residential students who fail to meet these responsibilities can be referred for possible administrative housing action based on a violation of the housing contract and/or for possible disciplinary action based on a violation the Student Code of Conduct. Refer to the Student Handbook for more information: <https://www.ctcd.edu/sites/ctcd/assets/File/StudentLife/studenthandbook.pdf>

Residential students are required to adhere to the policies & procedures as set forth in the Student Handbook for Central Texas College. Residential students who violate College policies or local, state, or federal laws may be subject to disciplinary action as outlined in the Student Handbook and could be required to participate in assessment and mediation meetings.

Additionally, students could face restitution, revocation of guest and visitor privileges, and room reassignment as determined by the Residence Hall Manager.

Disciplinary sanctions, such as campus suspension and/or expulsion, can also result in eviction from housing or denial of future campus housing. This will be determined by the Conduct Officer overseeing the specific case. Any housing administrative action can be in addition to disciplinary action imposed by Student Life.

Any individual involved in flagrant violations of campus housing policies causing disruption, tension, or threats or danger to the order, safety, or well-being of the institution or persons, is subject to immediate removal from Campus Housing by the Dean for Student Success and Persistence pursuant to the Emergency Disciplinary Procedures as set forth in the Student Handbook.

Disciplinary actions will be in accordance with the guidelines of the Morton Hall Handbook, the posted dorm fine schedule and the CTCD Student Handbook and can subject the student to disciplinary action up to and including termination of the housing contract. A student's prior infractions, the frequency of infractions and previous disciplinary actions taken will be reviewed and considered when determining whether further discipline is warranted.

A residential student may appeal to the Dean of Student Success & Persistence for any administrative housing action resulting in a written warning, probation, revocation of guest and visitor privileges, restitution, room reassignment, termination of the housing

contract/eviction, or denial of future campus housing. An appeal must meet the following criteria to be considered:

1. Received in writing by the Dean of Student Success and Persistence no later than three (3) calendar days following receipt of the qualifying discipline. Upon written request, the Dean of Student Success and Persistence has the authority to grant a brief extension of time to receive the appeal, not to exceed three (3) calendar days.
2. State with specificity the basis for the appeal, list all witnesses [including contact information] and include all documentation that supports the student's position.
3. The Dean of Student Success and Persistence will review all appropriate evidence submitted from the residential student and from the Residence Hall Manager and undertake an appropriate investigation.

4. The Dean of Student Success and Persistence's decision whether to defer, uphold, modify or remove the administrative housing action is final and will be provided to the residence hall student within five (5) business days. In the case of an ongoing disciplinary misconduct investigation, the Dean of Student Success and Persistence may choose to defer the administrative housing decision until the disciplinary misconduct case is concluded. During deferment, the student may remain in the residence hall until a decision is made by the Dean of Student Success and Persistence.
5. Following review and investigation, the Dean of Student Success and Persistence will make a final determination as soon as possible and no longer than five (5) calendar days following receipt of the appeal or in the case of deferment, finalized disciplinary action. The decision made by the Dean of Student Success and Persistence is final.
6. Any appeal for disciplinary action as a result of a Student Conduct code violation must follow the appeal procedures as outlined in the Student Handbook.

COLLEGE CALENDAR

Fall 2024

Registration	Jun 3-Aug 18
Class Begins	Aug 19
Labor Day Holiday	Sep 2
Last Day to Apply for Fall Graduation	Oct 1
Indigenous People's Day	Oct 14
1 st 8-week Final Exams	Oct 7-11
Veterans Day	Nov 11
Thanksgiving	Nov 25-29
Class Ends/Final Exams	Dec 9-15
Fall Graduation	Dec 13
Christmas Break	Dec 23-Jan 3

Spring 2025

Registration	Oct 28-Dec 18, Jan 2-10
Class Begins	January 13
Martin L. King Day	January 20
Last Day to Apply for Spring Graduation	February 3
President's Day	February 17
1 st 8-week Final Exams	March 3-7
Spring Break	March 17-21
Class Ends/Final Exams	May 5-11
Graduation	May 9

IMPORTANT PHONE NUMBERS

Bookstore	526-1575
Business Office	526-1217
Residence Hall Office/Residence Hall Manager	526-1790
Financial Aid	526-1508
Gym & Natatorium	526-1588
International Student Services	526-1107
Library	526-1237
Substance Abuse Resource Center	526-1166
Student Life	526-1258
Texas A&M University - Central Texas	519-5400
Campus Police	526-1427

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Welcome

Welcome to Morton Hall at Central Texas College. Of the many changes you will encounter as you make the transition to college life, perhaps the most significant one involves moving away from home and into a community of your peers.

These peers have come from all over the world, each bringing different values, lifestyles, and cultures. As a member of our community, you will learn to balance individual freedom with community responsibility and to respect and appreciate individual differences. Living on campus will prove to be a rewarding experience.

Residential living is an integral part of the collegiate experience. Students are encouraged to take advantage of the opportunities offered by campus housing. National studies have found that students who live on campus participate in a greater number of co-curricular activities, interact more frequently with faculty, staff and peers in informal settings, illustrate higher graduation rates, and are more significantly satisfied with their institution and collegiate experience.

Welcome to the beginning of a new and exciting phase of your educational journey!

Statement of Community



Living in Morton Hall at Central Texas College means living in a community of students. This community is a dynamic place composed of various people with different values, cultures, lifestyles and attitudes. As members of the community we must strive to understand the individuality and life choices of those among us.

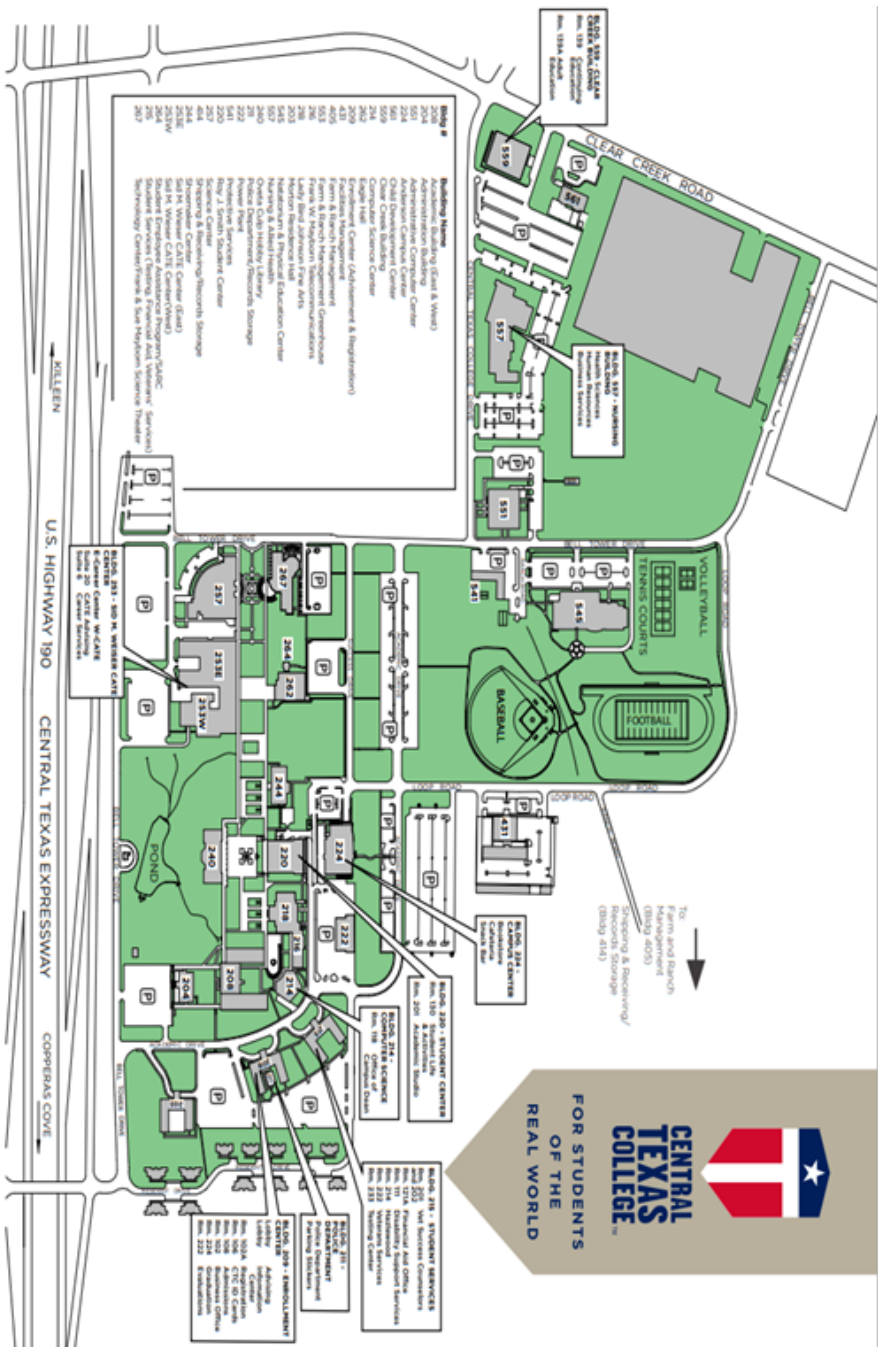
We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us as well as give others the respect and tolerance we desire. Each person has a role to play in our residence hall community and should be allowed to do so.

Your rights in our community include:

To read and study free from undue interference, unreasonable noise and other distractions inhibiting the exercise of this right; sleep without undue disturbance from noise and other distractions; have your personal belongings respected by others; have a clean environment in which to live; have free access to your room and to facilities provided by the residence hall; enjoy personal privacy within limits of the residential setting; host guests in accordance with the prescribed Morton Hall policies; consult residence hall staff in settling conflicts; be free from fear of intimidation and physical or emotional harm; expect that these privileges will be respected.

Your responsibilities in our community include:

To verbally express your views to the person(s) involved, should you feel your rights have been infringed upon; treat other residents with respect and consideration and guarantee them their individual rights; understand all policies and regulations necessary for the Morton Hall and CTCD communities to function and to abide by those rules; be responsive to all reasonable requests of fellow students; be cooperative in all dealings with residence hall staff members; accept responsibility for personal and community safety; refrain from misusing safety equipment, propping security doors open or losing or forgetting keys; recognize that public areas and their furnishings belong to everyone and that abuse of these areas violates the rights of the community.





FOR STUDENTS OF
THE **REAL WORLD**

