



Housing Policy

Purpose:

The purpose of housing at Fond du Lac Tribal and Community College is to provide students with a safe, comfortable, and supportive living environment that enhances their educational experience. On-campus housing aims to foster a sense of community, promote academic success, and support personal growth by offering convenient access to college resources and activities. Housing facilities are designed to accommodate students' needs, offering amenities such as internet access, study areas, and communal spaces to encourage social interaction and engagement.

Policy Language:

Mission

Our mission is to provide a quality living environment at a reasonable cost that enhances educational, social, and personal growth while benefiting from a dynamic and diverse college setting right at your doorstep. Student housing facilities are designed for individual students to enjoy a safe and comfortable home while living on campus.

Welcome

This Housing Handbook is a guide to community living and contains general information about daily life in the residence halls. Additional specifics will be posted on housing bulletin boards, in assigned mailboxes, and through flyers handed out individually to each student. You are responsible for this information just as you are for the contents of this housing handbook. Respect where you live and remember you are sharing this space with others. Keep the residence facilities safe and clean. Avoid behavior that may disturb others. Respect each other's privacy, be tolerant, and be courteous when addressing problems. Following these simple ground rules will help ensure a comfortable and safe living environment. We encourage you to become active residents and informed consumers. If you have questions about a policy or procedure or believe you have unusual circumstances that merit another solution, contact the Director of Housing and Student Activities. The earlier you talk with us, the better we can help you find possible solutions.

Eligibility

Only full-time FDLTCC students are eligible for permanent housing, unless special circumstances are explained to the housing director in advance. Students need a valid FDLTCC student ID and current class registration as proof of eligibility. Placement is at the discretion of the Director of Housing and Student Activities.

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Application Procedures

You can get an official FDLTCC Housing Facilities Application Form from the Office of the Director of Housing and Student Activities or online at <http://fdltcc.edu/campus-life/campus-housing>. Apply for housing anytime. Send the completed application and prepayment fee to:

Director of Housing and Student Activities

Fond du Lac Tribal and Community College

2101 14th St.

Cloquet, MN 55720

Upon receiving your room request and prepayment fee, the Housing Office will confirm your request in writing or through a phone call. Room assignments are based on the date the application is received, so it's best to return the application early to secure your preferences. The Housing Office will try to accommodate your requests. The first step to living on campus is to submit the Housing Application form and prepayment fee (\$150 for first-year students, \$100 for returning students) as soon as possible. Rooms are available on a first-come, first-served basis, so apply early!

Accommodations

The housing complex consists of one building with two wings, accommodating up to 100 residents. Units are spacious and include amenities such as telephone service, internet access, air conditioning, and all utilities. Basic cable access is available on the north and south sides of the dorms. Computer study stations with internet access and popular software applications are available for educational use. A parking lot next to the residence hall is reserved for residents. On-campus housing is a great value, with utility costs included in the room rental fee. No-cost washers and dryers are located in the residence hall laundry room. The housing facility is accessible for students and guests using wheelchairs.

Apartment Style Living

Units come furnished with bedroom, living room, and dining room furniture. Each unit has a kitchen with a full-size refrigerator, stove, sink, and storage areas. All units contain at least one bathroom with a shower. Each resident is provided a bed with a mattress, chest of drawers, and wardrobe closet. Desks for studying are in each living room. Common areas include student lounges and laundry facilities. Reserved parking is available. The entire housing facility is non-smoking and alcohol-free. No single rooms are available; students share bedrooms with other students.

Floor Plan Options

FDLTCC offers three room options:

- Two-bedroom option: Accommodates four students, with two students in each bedroom, and one bathroom inside the apartment. Features a kitchen with a dining area and a living room.

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- Three-bedroom option: Accommodates six students, with two students in each bedroom, and two bathrooms inside the apartment. Features a kitchen with a dining area and a spacious living room, some with vaulted ceilings.
- Quad dorm room: Accommodates up to four students in one large living area. Includes a kitchen and bathroom inside the unit. Four beds are double bunked.

What to bring

Residents need to provide their own cooking and eating dishes, utensils, linens, mattress pad, pillow, towels, and study lamp. Four no-cost washers and dryers are located in the residence hall laundry room. An elevator is centrally located.

Staff and Security

The residence halls are managed and supervised by a Housing Director and student Residence Advisors who assist in operations and plan activities. The facility has a 24-hour security system with video surveillance in public areas inside and outside the building. Per Mar Security Services monitors and secures the dorms and campus during evenings on weekends during the school year.

Activities

Residents can participate in various activities, including movie outings, barbecues, concerts, athletic events, and cultural and community activities. The college is less than 30 minutes from Duluth and five minutes from Jay Cooke State Park and Munger Trail. Students can join college-sponsored activities or form groups to explore common interests.

Room Assignments

FDLTCC reserves all rights related to occupants' eligibility and room assignments. Room assignments are at the discretion of the Director of Housing and Student Activities. As a resident, you have rights and responsibilities, and it's important to treat each other with dignity and respect to maintain a positive environment.

Occupancy

Occupants can choose a lease term for fall and/or spring semester. Limited space is available during summer semester due to camps and academies. Lease termination during an academic session is only allowed under extenuating circumstances or withdrawal from the college with approval from the Director of Housing and Student Activities. Written notice is required for lease termination. Full-time student status is required to stay in student housing. Written notice must be given 30 calendar days before vacating student housing upon graduation or termination.

Rental Charges

FDLTCC reserves the right to change fees and rental charges. All financial debts to FDLTCC must be cleared before graduation. A \$50 charge may be assessed for returned checks. Refunds of housing payments are made on a case-by-case basis by the Director of Housing and Student Activities.

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Use of Housing Facility and Property by Occupant

FDLTCC is not liable for any damages or loss to personal property at the premises and recommends obtaining personal property or renter's insurance. Occupants must follow regulations, including no altering the structure, no pets, no storing flammable materials, and no certain electrical appliances. Garbage must be disposed of properly.

Standards of Conduct

Occupant is responsible for knowing all policies and procedures as specified in the FDLTCC Catalog/Student Handbook. Efforts should be made to keep noise levels down. Sales and solicitation are prohibited. Firearms, weapons, explosives, and hazardous materials are banned. Fire doors must remain closed, and tampering with smoke detectors or fire extinguishers may result in eviction.

Rights of Housing Director

FDLTCC reserves the right to enter any premises for inspection, emergencies, repairs, pest control, or safety purposes. FDLTCC may reassign occupants for repairs or maintenance.

Vacating Dormitory Property

Occupants must fulfill their lease term and give 30 days' written notice before vacating the premises. Premises must be left clean and free of damage. Personal belongings must be removed upon checkout.

Eviction from Dormitory Property

The lease may be terminated by FDLTCC at any time. Immediate termination and removal can occur if the situation warrants such action.

Maintenance

Maintenance requests can be made in writing and dropped off at the RA office or student information center. Maintenance tasks are usually addressed within 24 hours.

Dormitory Key Fob

Key fobs are the property of the college and must be reported immediately if lost or stolen. Unauthorized use of key fobs is a serious breach of facility security.

Changing Room Assignments

Requests to transfer to another accommodation may be placed on a waiting list if the accommodation is not immediately available.

Excessive Noise Complaints

Complaints about excessive noise should be directed to the on-duty RA. Multiple complaints may result in fines or community service.

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Fire Safety

Be aware of fire hazards and cooperate with authorities in fire prevention efforts. Know emergency procedures and phone numbers. Smoking is prohibited inside dorm rooms.

Fire Drills

All occupants must vacate the premises during fire drills and report to the area of refuge. Failure to comply may result in fines.

Sprinkler Policy

Do not hang anything from sprinkler pipes or stack material near sprinkler heads. Fines may be charged for violations.

Parking Regulations for Student Housing

Occupants must obey parking rules and regulations. Inoperable vehicles will be towed at the owner's expense.

Computer Network Information Policy

Internet services are provided via high-speed ethernet and wireless connections. Illegal downloading and setting up personal routers are prohibited.

Agreement to Abide by FDLTCC Dormitory Policies

See the agreement form in the appendix.

Missing Student Policy

Procedures are in place for responding to reports of missing students. Contact the Housing Director, RA's, or VP of Student Services and Enrollment Management if a student has gone missing for more than 24 hours.

Drug and Alcohol Policy

Alcohol consumption, possession of illegal drugs, or drug paraphernalia in the residence will result in sanctions. Non-residents found with these items will have their access to housing suspended.

Smoke-Free Campus

Smoking or using tobacco products is not permitted in any college building except designated smoking areas.

Marijuana Policy

Cannabis possession, use, and transport are prohibited on campus.

Fighting and Physical Assault Policy

Involvement in physical fights may result in fines, written letters, formal meetings, removal from dorms, and possibly the college.

Conduct and Criminal Background Policy

FDLTCC reserves the right to deny or cancel a resident hall contract to individuals whose conduct or criminal record poses a threat to the community.

Sexual Harassment, Sexual Assault, and Bullying Policy

These actions are not tolerated. Victims should contact the Housing Director or VP of Student Services and Enrollment Management immediately. Offenders may face fines, removal from dorms, removal from college, and prosecution.

Visitor Policy

All visitors must sign in at the RA Office. Visiting time is until 10:00 p.m. No one under 18 is allowed unless approved by the housing director. No overnight visitors are allowed.

Updated by Jesse Stirewalt on August 7, 2024

Appendix:

Maintenance Request Form

Student making request: _____ Room number: _____
_____ Contact number: _____ Date of request: _____
_____ Time of request: _____ Submitted by: Print or
Email (Please circle one) Brief description of the repairs needed:

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_____ Is this request being submitted in regards to a safety concern? If yes, contact the on-duty RA immediately for assistance. *Please allow 24-36 hours for your request to be processed and contact to be made.

Student Agreement 2024 - 2025

I hereby acknowledge that I fully understand the policies and procedures contained within the Residential Life Policy and Procedures Manual for Academic Year 2024-2025 found online at the link below and which was provided to me during housing orientation. I understand it is a privilege to live in the Fond du Lac Tribal and Community College (FDLTCC) student housing complex. As a student living in FDLTCC's residence hall, I agree to the following: I understand I must not violate the Residential Life Policy and Procedures, the college Student Conduct Code, the Alcohol and Drug Policy, and all other college policies in order to remain in FDLTCC student housing. 1. The College believes in student success/retention, and I understand that as a student at FDLTCC, my academic progress will be monitored. I am aware the College uses an Academic Alert process and other reporting systems, which allows FDLTCC instructors to notify the college's Retention Specialist, Housing Director, and VP of Student Services and Enrollment Management if I am not attending class or making academic progress in each class. 2. I understand that if I am not attending classes regularly, FDLTCC's Housing Director and the college's Retention Specialist will be reaching out to me to share college support services in an effort to help me succeed in my classes. 3. I am aware I must submit my homework regularly and take exams as required by my instructors. If I am not meeting academic progress the Housing Director and the college's Retention Specialist will be reaching out to me to share support services to help me succeed in my classes. 4. Each semester, I am aware I am expected to register for a minimum of 12 credits. 5. At the end of each semester, I understand I must meet satisfactory academic progress by maintaining an overall 2.0 GPA, and a 67% credit completion rate. Failure to meet satisfactory academic progress requirements and failure to attend classes regularly may result in me being asked to leave student housing. By signing this document, I acknowledge that I will abide by all college policies and procedures set forth by FDLTCC. I was provided information during

housing and/or New Student Orientation. I am hereby bound by this agreement and all penalties associated therein. Student Signature and Date

_____ Print

Name_____ To view policies online, please go to <https://fdltcc.edu/admissions/campus-housing/>. At the bottom of the page, there is a copy of the Residential Life Policy and Procedures Manual Academic Year 2024 - 2025 that must be read in order for you to sign and return this agreement.

Date Policy was Originally Adopted:
Responsible Division/Author:
Revision Date(s):