A public two-year community college
29 Cougar Court, Taft, CA 93268-2317 (661)763-7700
Call for information and class schedules

2022-2023 INTERNATIONAL RESIDENCE HALL HANDBOOK
Welcome to Taft College! We are pleased you have joined our educational community and hope that the time you spend here is rewarding both personally and educationally. This handbook is provided to assist you while you reside in a TC residence hall. The primary duties of staff members are to look after the safety and well-being of the resident students. You should contact the person on duty if you have a question, problem, or emergency. Please be aware of the regulations in this handbook and those of Taft College. Remember, it is important in any group-living situation to respect the rights of others and to also accept responsibility for your own actions.

ADMITTANCE/CLEARANCE PROCEDURE

Admittance
1. Complete a “Residence Hall Application” (See Page 9)
2. Pay your $150 security deposit and the cashier will provide you with a receipt.
3. Take the receipt and your completed “Residence Hall Application” to the Residence Hall Supervisor. The Residence Hall Supervisor or designee will assign a room and issue a key.
4. Go to the library for your Taft College student identification card.
5. All students will be required to submit a photocopy of their driver’s license or photo I.D. and register their vehicles to the Residence Hall Supervisor upon check-in.
6. See the cashier to pay your fees or make an appointment for a payment plan. (Required for all dorm students regardless of financial aid status).

Clearance (At end of Fall and Spring semester or leaving the Residence Hall mid-semester)
1. Obtain a “TC Clearance Card” from the Residence Hall Supervisor.
2. Complete the information and obtain the required signatures. Students are required to obtain signatures from the Athletic equipment technician, Cafeteria, College Bookstore, and Cashier before they leave. Failure to do so will result in a $50 improper checkout fee.
3. Return the TC Clearance Card along with the room key to the Residence Hall Supervisor. Ash Street Dorm key cards will be replaced for a $10 fee. Cougar Dorm keys will be replaced for a $60 fee.
4. Your room will be checked, and charges will be assessed if there is damage to the room and/or furnishings or if the room is not clean. The Residence Hall Supervisor will sign the card.
5. Return your mailbox key to the Cashier’s Office.

Checking in and out
Check-in hours are from 8:00 a.m. until 5:00 p.m (appointments are preferred). Prior arrangements must be made if a resident plans to arrive at another time. Check-in for the fall semester begins on August 17, 2022. Check-in for the spring semester begins on January 11, 2023. Final checkout is May 21, 2023 (absolutely no exceptions without the approval of the Vice President of Student Services).

* * * * * ADVANCE CHECK-IN WILL NOT BE PERMITTED * * * * *

PARKING PERMIT
Students bringing a vehicle to campus are required to obtain a campus parking permit from the Cashier’s Office.
RESIDENCE HALL ORIENTATION
At the beginning of the academic year, residents will meet staff and go over all rules and regulations. At that time contracts and emergency contact cards are completed and filed by staff.

ROOMS
Each room is equipped with a bed, desk, chair, mattress, and storage space for clothing and personal belongings. Furniture is not to be moved from a room without the permission of the Residence Hall Supervisor.

Residents are expected to cooperate with college employees in the care and maintenance of the resident halls. Roommates are equally responsible for the room and furnishings and are expected to keep the room clean.

The College recognizes the right of privacy of all residents but reserves the right for authorized personnel to enter student rooms for security, management, maintenance, health, and/or safety reasons. Residents will be notified in advance, if possible.

Assignment
Assignment to a room is made after acceptance for admission to the College and is subject to the space available. The College reserves the right to change or cancel assignments in the interest of order, health, safety, and/or discipline.

A resident who wishes to have a change in room assignment must have the approval of the Residence Hall Supervisor. The resident requesting the change is generally the one who moves. Room transfers are based on student need, the availability of space, and the date of the request.

Items to Bring
Residents should bring a bedspread, blanket(s), pillow, laundry bag, study lamp, alarm clock, towels, bathroom items, and bed linens (twin). Residents might want to bring a rug, iron, radio, stereo, television, and/or room decorations.

Room Check
Residence Hall staff will inspect your room bi-weekly and during breaks.

Repair
Rooms will be repaired and maintained by College personnel. Notify Residence Hall staff or leave a message for the room-check team if repairs are needed.

Laundry Room
The laundry room is furnished with coin-operated washers and dryers. Do not leave your clothes unattended. Taft College is not responsible for lost or stolen items. The use of the laundry room is a privilege that can be revoked. Please report problems with washers & dryers rather than trying to fix problem(s).

Charges
Upon arrival, you are required to pay the Residence Hall Room & Board fee of $3,490 per semester as listed in the Residence Hall contract to the Cashier in the Administration Building. All international students are required to pay the full amount due as shown on Page 11.

Security Deposit
A $150 security deposit must accompany the “Residence Hall Application” form.
Room Key
There is a $10 charge for a lost Ash Street Dorm key card and a $60 charge for a lost Cougar Dorm key.

Responsibility for Damage, Loss, and/or Alteration
A resident’s signature on the check-in form establishes acceptance of the condition of the room and contents at the time of occupancy, and therefore, becomes the standard for the condition of the room and contents at check out. The resident agrees to be liable for damage or other loss incurred to the building, room, furniture, and equipment that is not the result of ordinary wear and tear. Rooms found to be altered will be brought back to the original condition by College personnel and the cost will be charged to the resident responsible. If the responsible resident cannot be determined, all room occupants will be charged.

Refunds
Refunds will be made under the following conditions:

1. the student is not admitted to the College;
2. the student is not assigned a room;
3. the student cancels the reservation in writing prior to the first day of the semester or the intercession;
4. circumstances beyond the control of the student that are acceptable to the Residence Hall Supervisor and the Vice President of Student Services.

A student withdrawing after the 10th day of the month will be charged housing and meal fees up to and including the last day of the month. The $150 security deposit will be returned if the clearance procedure is followed, and there are no outstanding bills. If there are fees owed, the security deposit will be applied towards those fees.

RESIDENT LIABILITY
The College assumes no responsibility for the theft, destruction, or loss of money, valuables, or personnel property belonging to or in the custody of residents. This includes residence hall rooms and automobiles, both of which should be locked at all times. This also includes time when they are not in residence. Residents are encouraged to carry personal property insurance and comprehensive auto insurance.

SERVICES
1. The mailroom is located in the cafeteria.
2. The snack bar is located in the cafeteria.
3. A laundry room is located at each residence hall site.
4. A television set is located in each residence hall lobby.
5. A game room is located at each residence hall site.
6. Computers are available in the library.

MAILBOXES
Personal student mailboxes are located in the cafeteria. Students with a personal mailbox may use their assigned mailbox as their mailing address.

INTERNET SERVICE
Taft College campus and residence halls offer free wireless internet.

MAILING ADDRESS
TAFT COLLEGE
29 COUGAR COURT
TAFT, CA  93268-2317
PHONES:  Personal
Students can order personal telephone service by calling Verizon at (800) 483-5000.

PHONES:  College Contacts
Residence Hall Supervisor Angelo Cutrona  Residence  (661) 763-7832
Cell  (661) 428-4032
Evening Security  Office  (661) 763-7774
Cell  (661) 747-3258
Dir. Campus Safety/Security Kevin Altenhofel  Office  (661) 763-7872
Cell  (661) 748-3101
Night Administrator  Cell  (661) 865-8855

RESIDENT REGULATIONS
Residents are expected to conduct themselves in a reasonable and considerate manner observing College and residence hall rules and showing respect for the rights of others. The College has the right to discipline students for off campus behavior considered detrimental to the college’s interests regardless of whether or not legal action has been taken. Law enforcement agencies have the right to investigate cases where local, state, and/or federal law(s) may have been broken.

RESIDENT RIGHTS
Each resident has the following rights:

1. the right of personal privacy in one’s room;
2. the right to study without unreasonable distractions;
3. the right to sleep without undue disturbances;
4. the right to live in a clean environment;
5. the right to host guests, as defined by the visitation rule;
6. the right to be free of physical or emotional harm;
7. the right to be free from sexual harassment;
8. the right to have full access to one’s room;
9. the right to enjoy living areas that are kept safe, clean, and secure.

RULES AND POLICIES

1. Quiet Hours
   a. Quiet hours are from 10:00 p.m. until 10:00 a.m.
   b. Guidelines for behavior during this time include but are not limited to the following: a radio, stereo, TV, computer games, or conversations should not be heard outside the room.
   c. Also, the right of a roommate or neighbor to study or to sleep has priority over another resident’s right to entertain.

2. Visitation
Visitation is defined as the privilege of having another residence hall student, a significant other, member of the opposite sex or a non-resident of the residence hall in your room. Visitation is allowed on a restricted basis. No person under 18 years of age, except a TC Residence Hall resident, is allowed in the Residence Hall area unless the Residence Hall Supervisor grants permission. Visitation begins each morning at 10:00 a.m. Visitation ends Sunday through Thursday evenings at 11:00 p.m. and on Friday and Saturday evenings at 1:00 a.m. the next morning.

Residents are responsible for the conduct of their guests. Guests will adhere to College rules and regulations and will be told to leave the residence hall site if they are found to be in violation. A continual and/or major problem may result in a guest being restricted from a residence hall site.
3. **Overnight Guests**  
Residents may have overnight guest(s) up to three (3) times a semester. The resident and his/her guest(s) must register with a staff member. No more than two guests can stay with a resident at a time.

4. **Health and Safety**
   a. Smoking and other tobacco products are prohibited in the room, lobby, and laundry areas.
   b. Alcoholic beverage containers, drug paraphernalia, and related materials are not allowed.
   c. Cooking appliances (hot plate, wok, frying pan, etc.) are not allowed except for a microwave oven, small refrigerator, coffee pot, and/or blender.
   d. Pets or other animals are not allowed.
   e. Flammable liquids are not allowed in the room.
   f. Extension cords are not allowed in the room.
   g. Candles, incense, etc., are not allowed in the room.
   h. Tampering with fire alarms, heaters, smoke detectors, and/or fire-fighting equipment is not permitted.
   i. Trash must be picked up in laundry and lounge areas.
   j. Rooms must be kept clean to prevent problems with insects and pests.

5. **Room Alteration**
   The alteration and/or movement of furniture, fixtures, and/or other property without permission from the Residence Hall Supervisor and Vice President of Student Services are not permitted. Certain fixtures are required by state and local fire codes. Removal of these is strictly prohibited.

   Painting or writing on walls or furniture is not allowed. Tape or nails are not allowed on the walls. The use of thumbtacks is permitted for posters.

6. **Games**
   Footballs, baseballs, baseball bats, softballs, softball bats, golf balls, golf clubs, soccer balls, and volleyballs are not to be thrown, hit, or swung in the residence hall area at any time. Severe injury could result. Damage may also occur to the residence halls. Replacement costs will be assessed to the students violating the rules.

**RESIDENCE HALL VIOLATIONS**

Violations of regulations that result in disciplinary action include but are not limited to the following:

1. failure to comply with quiet hour, visitation, health and safety, room alterations, and/or game rules as defined above
2. failure to comply with the directions of or to identify oneself when requested to do so by College officials acting in the performance of their duties
3. admission of unauthorized guest to a room
4. illegal gambling
5. obscene posters or those advertising alcohol or drugs
6. removal of dishes, silverware, drinking glasses, etc. from the cafeteria without prior approval
7. unauthorized or illegal use of campus telephones
8. unauthorized entry to or use of College supplies, equipment, and facilities and/or unauthorized possession, use, or sale of keys to College facilities
9. physical abuse, harassment, a threat to another person, or conduct or expression that is disorderly, disruptive, lewd, indecent, loud, or obscene
10. theft of or damage to property of the College, of a member of the College community, or of a visitor
11. possession or use of fireworks, dangerous chemicals, and poisons on district-owned or controlled property
12. storing, keeping, or being in possession of any weapon which could cause bodily harm. This includes but is not limited to guns (hand, rifle, shot, sawed off, BB, pellet, air powered, etc.), ammunition, knives, martial arts devices, and/or any other device which could cause bodily harm
possession, use, distribution, and/or being under the influence of alcoholic beverages, narcotics, and/or dangerous drugs on district-owned or controlled property or at college-sponsored events

Minor infractions (violations #1-5) are generally handled according to the following three-step process (the process may vary depending on the circumstances): 1) A warning for the first offense, 2) probation for the second, and 3) dismissal from the residence halls for the third. Major infractions (violations #6-14) will normally result in either probation or dismissal. Probation will normally include (required counseling, workshop or course attendance). The College reserves the right to confiscate items listed under Health and Safety or any other item being used inappropriately to violate the rights of residents.

NOTE: All room occupants (residents) will be considered guilty of a violation if no one claims responsibility for the infraction. In cases involving alcohol and drug abuse, all individuals in the room will be considered guilty of the relevant violation.

CONSENT TO TEST FOR DRUGS AND ALCOHOL
Residents give their consent to be tested for alcohol and drug use in situations involving reasonable suspicion.

RESIDENCE REQUIREMENTS
1. A resident must be enrolled in 12 units Fall and Spring semester and earn a semester G.P.A. of 2.0.
2. Residents must participate in the Food Service Program.
3. Residents may live in the residence halls for a maximum of four semesters.
**The above may be appealed to the Vice President of Student Services.

STATUS OF RESIDENCE HALL CONTRACT
Students who fail to meet the minimum standards as described above will be subject to probation or dismissal. The College may terminate the contract and take possession of a room at any time for violations that result in disciplinary action by giving not less than one day’s written notice to the resident. If the resident is not available to receive the notice, it will be posted on the door of the resident’s room. The return of a resident to the residence hall will depend on an individual evaluation conducted at the end of each semester or intercession by the Residence Hall Supervisor and the Vice President of Student Services.

FOOD SERVICE – MEALS AND DAYS OF SERVICE
The cafeteria is open for 3 meals per day Monday-Friday and 2 meals per day on Saturday and Sunday. Changes in this routine will be posted. Cafeteria hours for Monday – Friday are: breakfast 7 a.m. – 8:30 a.m.; lunch, 11 a.m. – 1 p.m.; and dinner, 5 p.m. – 6:30 p.m. EXCEPTION: Friday dinner is 5 p.m. – 6 p.m. and weekend breakfast hours are 9 a.m. – 10 a.m. with dinner at 3 p.m. to 3:45 p.m. Food services are not provided during the designated Winter Break (12/17/22 – 1/16/23) and Spring Break (4/3/23 – 4/7/23).

FOOD SERVICE - GENERAL RULES
1. Appropriate language is appreciated. Use of profanity could be grounds for suspension of cafeteria privileges.
2. Appropriate attire is expected. Shoes and shirts must be worn at all times in the cafeteria.
3. Second portions will be served to those asking for them. It is necessary to go through the line again for second servings – you cannot crowd through the line to pass your plate across to the food service staff. Please do not waste food.
4. Eating in the service line is not allowed.
5. Smoking is prohibited in the dining area at all times.
6. The cashier will oversee the meal swiping cards. Do not sign for anyone else. Swipe your card before you get your meal, not after.
7. A student cannot use his/her meal plan to purchase anyone’s meal but their own.
8. When a student finishes a meal, the area should be cleaned and the tray should be taken to the counter. Each student is expected to bus his or her tray.
9. No food or drink is served after serving hours without prior arrangement.
10. Residence hall students who are ill will be served meals in their room on disposable plastic plates with plastic utensils. Prior staff arrangement will be needed.
11. Food is allowed on the patio area. If you take a tray out, please bring it back.
12. No student is to enter the service area or kitchen unless working.

**Minor Infractions:** Violations 1 & 2 are generally handled in the following 3 step process; 1) a warning for the first offense, 2) probation for the second offense, and 3) loss of cafeteria privileges for the third offense.

**Major Infractions:** Violations 3-10 will normally result in either probation or loss of cafeteria privileges.
TO: TAFT COLLEGE ADMISSIONS
29 COUGAR COURT
TAFT, CA 93268-2317

Fall Semester Only ____ Spring Semester Only ____ Fall & Spring Semesters ____
(Check only one)

2022/2023 RESIDENCE HALL APPLICATION

1. Name: ___________________________________________________________________________
   Last               First    Middle Initial

2. Assigned Taft College Student ID#: __________________________________

3. Home Address: ___________________________________________________________________
   Street   City     State  Zip
   Telephone: (___) ________________

4. Parent/Guardian: ___________________________________________________________________
   Name       Relationship

5. Address: ___________________________________________________________________________
   Street   City  State  Zip
   Telephone: (___) ___________

6. Gender: _______________________             7. Date of Birth: _____________________

8. Check the class to which you will belong during the year for which this application is made:
   Freshmen: _______________    Sophomore: _______________    

9. Major field of study?  ___________________________________

10. When do you plan to enter Taft College?     Month:  ___________ Year:  ____________

11. Do you have any chronic ailments or physical disabilities which will affect your room assignment?
   If yes, please attach a doctor’s statement giving the nature of your disability.
   Yes:  ____________       No:  ____________

12. Roommate preference: _____________________________________________________________
   (For consideration, students must request each other)

13. I understand that if I am assigned a room in the hall I will abide by the Residence Hall Rules and  
    Regulations that have been established by the college administration and the Board of Trustees.

14. A refundable $150.00 security deposit is required.  I understand my application will not be processed until the 
    $150.00 security deposit is received by Taft College.

15. Payment of charges will be made when due.

16. If there is any other information about yourself that you feel would be helpful to the college in making a 
    satisfactory room assignment, please provide it in the space below:

   Comments:  ________________________________________________________________________________
   __________________________________________________________________________________________

Signature: __________________________________________  Date: _________________________________

Taft College Residence Hall
Medical History/Emergency/Insurance Form

Emergency or Illness Procedures:
In case of emergency, illness, or injury, the College is authorized to call paramedics and—if deemed necessary—to allow them to transport the student to a local hospital by ambulance. _____Yes _____No

Emergency Contact Information:
Mother’s Name:______________________________ AM Phone:  (_____)___________________
Address :_________________________________ PM Phone: (_____)___________________

Father’s Name:______________________________ AM Phone:  (_____)___________________
Address :_________________________________ PM Phone: (_____)___________________

Other Contact :______________________________ AM Phone:  (_____)___________________
Relationship :______________________________ PM Phone:  (_____)___________________

Family Physician:____________________________ Best Phone:(_____)___________________

Check all that apply and explain all checked items:
_____Medication taken regularly
_____Drug/Medication sensitivity or reaction
_____Asthma  _____Heart Disorder  _____Allergies
_____Other medical or physical conditions of which the college should be aware

Explanations:_____________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Name of Insurance Carrier:______________________________________  Group #:  ___________________
(Please attach a copy of the front and the back of the Insurance Card)

Student’s Name (Please Print):  _____________________________  TC assigned #:____________________

Student’s Signature:  ______________________________________ Date:  _______________________

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If the student is under 18 years of age as of the date the student signs the application, then this form MUST BE SIGNED by a parent or a guardian.

I hereby give my consent for medical or surgical care to be given to my son or my daughter should the need arise. In the event that cannot be reached, I authorize the College to proceed as indicated above.

Parent’s Name (Please Print):  __________________________________

Parent’s Signature:  ___________________________________________ Date:  ____________________

TAFT COLLEGE
WEST KERN COMMUNITY COLLEGE DISTRICT

Updated 3/17/22 (mb)
INTERNATIONAL STUDENTS

2022/2023 LICENSE FOR USE OF RESIDENCE HALL FACILITIES AND FOOD SERVICE

The cost for Residence Hall Room & Board is $3,490 for a shared room in the Cougar Dorms or Ash Street Dorms per semester. The College reserves the right to fill all vacancies. In addition, a $150 security deposit is required. When a student leaves the residence hall, all or any part of the security deposit not due to the College for loss or damage of property will be refunded.

The Food Service Program consists of a 19 meal per week plan. The cafeteria is open for 3 meals per day Monday through Friday and 2 meals per day on Saturday and Sunday. The cost for the mandatory meal plan is included in the total Residence Hall Room & Board fees per semester. Food services are not provided during the designated Winter Break (12/17/22 – 1/16/23) and Spring Break (4/3/23 – 4/7/23).

EXCEPTION: Athletes involved in fall or winter sports may be required to pay residence hall and/or food service fees during intercessions, breaks, and other periods of time beyond the check-in and check-out periods defined in this handbook. Fees will be determined at a later date by the Vice President of Student Services.

**NOTE: A $150 security deposit must accompany the dorm application to be placed on the list for consideration of a residence hall room.**

**ALL FEES MUST BE PAID UPON ARRIVAL DATE: $3490 OR $3640 IN ADVANCE WHICH INCLUDES THE SECURITY DEPOSIT**

The undersigned, herein called the Licensee, in consideration of the assignment to him or to her of housing facilities by Taft College, hereby agrees to occupy a room in the Residence Halls and to subscribe to the Food Service Program for the period beginning August 22, 2022, and ending May 19, 2023, at the rate herein specified, payable in accordance with the payment plan herein specified. The Licensee further agrees to the Terms and Conditions of Occupancy attached to this license and understands that the use of housing facilities and participation in the Food Service Program is subject to the regulations of the Governing Board and agrees to abide therewith.

I hereby agree to assume and to be primarily responsible for all charges specified herein, payable at the times and in the amounts indicated, and I hereby acknowledge that I have read and understand that the use of housing facilities and participation in the Food Service Program is subject to the regulations of the Board of Trustees, and I agree to abide therewith.

__________________________________________        _____________________________
Print Name/Student's Signature     Date

Taft College Student ID#: ____________________________

Students under 18 years of age must have this license signed by the parent, guardian, or person legally responsible.

__________________________________________      _____________________________
Print Name/Signature of Parent, Guardian,  Date
or Person Legally Responsible

TAFT COLLEGE
Handbook Acknowledgment

Updated 3/17/22 (mb)
I, ____________________________, have read the Taft College Residence Hall Handbook.

I understand that if I am in violation of any of the rules, I will be subject to a warning, probation, or dismissal as determined by the Residence Hall Supervisor and/or the Vice President of Student Services.

__________________________________________  ______________________________
Print Name/Student Signature                        Date

Taft College Student ID#: A________________________

__________________________________________  ______________________________
Print Name/Residence Hall Supervisor Signature        Date

All students are required to sign and to submit this form to the Residence Hall Supervisor.

COVID-19 DISCLOSURE/AGREEMENT

Taft College Residence Hall prioritizes the health and safety of our students and is focused on minimizing the potential spread of disease within our community. As a resident in TC Housing, the 2019 Novel Coronavirus (COVID-19) will
impact your housing experience. TC Housing will continue to make public health-informed decisions that align with college and local officials’ guidance.

Residential students are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by Taft Community College as it relates to public health crises, including COVID-19.

This guidance will evolve as the public health crisis evolves and may include, but is not limited to, physical distancing, limitations on mass gatherings, access to common spaces, wearing a face covering, COVID-19 diagnostic and surveillance testing (including upon arrival to campus), contact tracing, disinfection protocols, no guests on any residence hall property, and quarantine/isolation requirements.

Adherence to health and safety requirements applies to all residents and staff, extends to all aspects of residential life, including bedrooms, bathrooms, kitchens, outside spaces and other common spaces.

You acknowledge that by moving into your assigned room in TC Housing, you choose to assume the risks associated with communal living and, as in any shared living environment. Those risks include potential exposure to contagious viruses, including the coronavirus.

I (we) have read and understand the entire Covid-19 Disclosure/Agreement and supplemental information and I (we) agree to the terms of the occupancy Agreement.

STUDENT’S SIGNATURE __________________________ DATE __________________

IF STUDENT IS UNDER 18 YEARS OF AGE, PARENT OR GUARDIAN MUST SIGN THIS CONTRACT. I WILL BE LEGALLY AND FINANCIALLY RESPONSIBLE FOR THE CONTRACT.

SIGNATURE OF PARENT, OR GUARDIAN __________________ DATE __________________