

# SSC Housing Handbook

Welcome to Seminole State College Housing. Residence hall living provides students with opportunities for academic success, personal growth, and community engagement. The Housing Office is committed to maintaining a safe, supportive, and inclusive living environment that promotes student development and well-being.

Students residing in campus housing are responsible for understanding and complying with all Housing policies, College regulations, and applicable local, state, and federal laws.

Housing staff are available to assist residents with housing concerns, maintenance requests, roommate conflicts, and other residential needs. Depending on the nature of the issue, responses may be immediate or within 48 hours.

## **Housing Office**

Seminole Nation Residence Hall  
Monday–Friday, 8:00 a.m.–4:00 p.m.  
Phone: (405) 382-9604

## **Resident Assistants (RAs)**

RAs provide after-hours support and serve as resources for residents. Residents may contact the RA on duty through the residence hall front desk or designated communication channels.

*Available in each residence hall:*

- Sunday–Thursday: 7:00 p.m.–12:00 a.m.
- Friday–Saturday: 8:00 p.m.–1:00 a.m.

## **Campus Police (24/7)**

Call or Text: (405) 380-8989

Services include:

- Emergency response
- Vehicle lockout assistance
- Dead battery assistance
- Flat tire assistance
- Housing lockout assistance when Housing staff are unavailable

## **Emergency**

Call 911 immediately.

**For more information about SSC Housing, check out the sections below.**

## **• Living in a Community**

Living in a residence hall means sharing a community with others. Every resident is expected to contribute to a safe, respectful, and positive environment.

### **Residential Student Rights and Responsibilities**

Within the community environment of a residence hall, certain guidelines are necessary to help ensure the rights of every individual.

*Residents have the right to...*

- Access their assigned living space.
- Live in a clean and secure environment.
- Have respect and safety of personal property.
- Study without unreasonable interruption.
- Sleep without excessive noise disturbances.
- Be free from intimidation, harassment, and discrimination.
- Expect enforcement of the Housing Agreement/Contract.
- Access Housing Staff for support and assistance.
- Host visitors within established guidelines.
- Receive fair and equitable treatment.

*Residents have the responsibility to...*

- Follow College and Housing policies.
- Comply with local, state, and federal laws.
- Comply with reasonable requests made by staff or College officials.
- Respect the rights and property of others.
- Maintain building security.
- Meet financial obligations on time.
- Take responsibility for guest behavior.
- Report safety concerns and policy violations.
- Contribute positively to the residential community.

### **The Roommate Experience**

College is filled with new experiences and memories. For most, simply sharing a room may be a new experience. It is not necessary to be best friends or share every aspect of college life, but we expect you to be reasonable, honest, and considerate of one another. Everyone needs to take responsibility for his or her behavior and share the responsibility for a positive roommate relationship.

Successful roommate relationships are built on communication, respect, and compromise.

Students are encouraged to discuss expectations early and maintain open communication throughout the academic year.

*During the first week of living together, roommates should discuss:*

- Cleanliness expectations
- Study habits
- Sleep schedules
- Guests and visitors
- Shared belongings
- Noise preferences

### **The Roommate(s) Agreement**

Establishing a roommate agreement will help you and your roommate(s) set ground rules to start off on the right foot toward an enjoyable roommate experience. Situations should be addressed when they arise throughout the year and if the agreement's content changes, update the contract.

### **Resolving Conflicts**

It will not be uncommon to have a disagreement with a roommate(s). If you are having a disagreement or something is not being upheld in the roommate contract, you are encouraged to sit down and talk together to find a solution.

*If disagreements occur:*

1. Discuss concerns directly and respectfully.
2. Focus on finding solutions rather than assigning blame.
3. Seek assistance from Housing staff if necessary.
4. Participate in mediation if requested.

Room changes are considered only after reasonable efforts to resolve the conflict have been made. Room changes are not guaranteed and are subject to Housing approval and space availability.

## **• Guests and Visitation**

### **Visitation Hours**

Visitation hours are as follows:

- Sunday through Thursday, 10:00 a.m. – 11:00 p.m.

- Friday and Saturday: 10:00 a.m. – 12:00 a.m. (midnight)

Residents that are visiting the other residence hall must adhere to the visitation hours as well.

## **Visitors**

A visitor is any individual who is not assigned to the residence hall being visited.

*Visitors must:*

- Be accompanied by their resident host at all times.
- Let into the building by resident host.
- Check in with the RA on duty when required.
- Carry a valid photo ID.
- Follow all Housing and College policies.

Visitors may not use residence hall laundry facilities or computer labs.

## **Minors**

Individuals under 18 years of age who are not enrolled at Seminole State College are considered minors.

Minors must be accompanied by a parent or legal guardian. Minors may not stay overnight in campus housing even if their parent or legal guardian is a current residential student.

## **Overnight Guests**

Overnight guests are generally prohibited. Under rare circumstances, students may request permission in writing. Written approval may be granted by the Director of Residential Life.

*Approved guests:*

- Must be registered with the Housing Office.
- May stay no more than two consecutive nights.
- Must comply with all College and Housing policies.

Significant others are not permitted to stay overnight.

## **Cohabitation**

Cohabitation is prohibited.

Cohabitation occurs when an individual not assigned to a residence hall room uses the space in a manner consistent with residency.

*Examples include:*

- Regular overnight stays
- Storage of personal belongings
- Use of residence hall facilities as a resident
- Possession or use of building access privileges

Excessive visitation that interferes with a resident's ability to study, sleep, or use assigned space may constitute cohabitation.

## • Community Standards

### **Quiet/Courtesy Hours**

Students are expected to respect the rights of other students to be able to study and sleep in their rooms. Excessive noise or rude disorderly conduct is unacceptable at any time. If students are asked to be quiet by a student or staff member, they are expected to cooperate and meet the request.

*Quiet Hours:*

- Sunday–Thursday: 11:00 p.m.–10:00 a.m.
- Friday–Saturday: Midnight–10:00 a.m.

*Courtesy hours:* are in effect 24 hours a day. Residents should be respectful of others' need to study and sleep.

During final exam week, quiet hours begin at 9:00 p.m. each evening until exams conclude.

### **Cleanliness**

Residents must maintain rooms, suites, pods, bathrooms, and shared spaces in a clean and sanitary condition.

Conditions that create health or safety concerns, including excessive trash, food waste, unsanitary bathrooms, or blocked exits, are prohibited.

### **Animals**

Only approved service animals and emotional support animals are permitted in the residence halls. Approval must be obtained through SSC's Office of Student Disability Services at least 30 days before arrival on campus.

**Personal pets are prohibited.**

# • Emergency Procedures

## Emergency Contacts

- Emergency: 911
- Campus Police: (405) 380-8989
- Housing Office: (405) 382-9604
- Hall Manager/Staff or Student RA: designated communication channels

Residents should provide their name, location, room number, and details of the emergency when seeking assistance.

## Fire Safety Equipment

Residence halls are equipped with smoke detection systems, fire alarms, emergency notification systems, and sprinkler systems.

## Fire Response Procedures

*If you discover or suspect a fire:* Call 911 immediately and report this to Residence Life Staff

*When a fire alarm sounds: Residents MUST*

1. Close your room door.
2. Exit the building immediately.
3. Proceed to the designated assembly area.
4. Remain outside until authorized personnel provide an all-clear.

## Fire Prevention

*Residents may not:*

- Smoke or vape in residence halls.
- Use candles, incense, or open flames.
- Tamper with fire safety equipment.
- Cover sprinkler heads or smoke detectors.
- Overload electrical outlets/ or use extension cords. Must Use power strips/surge protectors.

**Tampering with fire safety equipment may result in fines, disciplinary action, and removal from housing.**

## Tornado Procedures

Residents will be notified through RAVE alerts, housing communications, and College campus siren.

- **Tornado Watch:** Weather conditions are favorable for tornado development. Remain alert and monitor conditions.
- **Tornado Warning:** A tornado has been detected or indicated by radar. Residents must proceed immediately to the designated shelter located in the Dan and Andrea Boren Center.

## Earthquake Procedures

*If indoors:*

- Drop, Cover, and Hold On.
- Stay away from windows and falling objects.
- Remain indoors until shaking stops.

*If outdoors:*

- Move away from buildings, utility lines, and streetlights.
- Stay in an open area until shaking stops.

Do not use elevators during or immediately after an earthquake.

# • Residential Health and Safety Information

## Personal Safety

The safety and well-being of all residents are a primary priority of Campus Housing. Seminole State College Residential Life works closely with the SSC Campus Police and the Maintenance Department to provide a safe and secure living environment within the residence halls. Policies are in place to improve your personal safety and security in the residence halls.

Residents share responsibility for maintaining a secure environment.

*Residents should:*

- Keep room doors locked.
- Carry room keys at all times.
- Do not prop open exterior doors.
- Do not allow unauthorized individuals into residence halls.
- Report Suspicious activity.

## **Injury Reporting**

In the case of a life-threatening emergency or injury, dial 9-1-1. Report injuries and unsafe conditions immediately to Housing staff or Campus Police.

## **Exterior Doors**

Exterior residence hall doors remain locked 24 hours per day for the safety of all our residents.

Residents may not prop doors open or permit unauthorized people into residence halls.

## **Keys and Lockouts**

Lost keys must be **reported immediately**. Replacement charges for key(s) and/or door core will be placed on the student's account.

*Residents locked out of their rooms should:*

1. Contact their roommate.
2. Contact Housing staff or the RA.
3. Contact Campus Police if Housing staff or RA cannot be reached.

Identification is required before room access will be granted.

## **Personal Belongings**

The College assumes no responsibility for loss, theft, or damage to personal property.

Residents are strongly encouraged to obtain renter's insurance or verify coverage through his/hers parents/guardians homeowner's policy.

If you need help finding rental insurance for your room stop by the housing office, there is information available.

## **Room Entry**

*The College reserves the right to allow authorized college personnel to enter a student's room for:*

- Health and safety concerns
- Maintenance and repairs
- Policy enforcement
- Emergency Situations
- Scheduled inspections

## Health and Safety Checks

Health and Safety Checks are conducted periodically throughout each semester to ensure that the room/suite/pod is in a safe condition and for general cleanliness. In most cases, notice is posted at least twenty-four (24) hours in advance. In preparation for Health and Safety Checks, residents should clean their entire room/suite/pod, including shared areas and bathrooms, and take out their trash.

Unsanitary conditions and policy violations noticed in rooms, suites, pods, and/or shared areas will be documented. The resident(s) will have three (3) days to remedy the situation. Prohibited items, including, but not limited to, candles, and prohibited appliances, will be removed immediately. Upon follow-up by a staff member, if the conditions have not improved, then the resident(s) responsible will be fined.

## • Room Personalization

Residents are encouraged to personalize their rooms responsibly.

### Furniture

College-owned furniture must remain in assigned rooms.

*Additional furniture is permitted if it:*

- Fits safely within the room.
- Does not create health or safety concerns.
- Is approved by roommates.

Personal furniture left in rooms/suites/pods after a resident moves out will be discarded, and a charge will be added to the resident's account.

Any College furniture not in rooms/suites/pods at move out will result in a charge added to resident's account.

### Walls

The use of tape, tacks, screws, or nails is not allowed because of damage to surface materials and finishes. Masking tape, white poster putty, 3M Command strips, or other temporary mounting devices are recommended for hanging posters and other decorations. Although recommended, these mounting devices do not excuse any damage done to the room. Residents will be charged for any damage left on walls or the surface of their rooms.

### Decorations

*Residents may decorate rooms provided decorations:*

- Do not create fire hazards.

- Do not damage College property/walls/furniture.
- Do not cover smoke detectors or sprinkler heads.

Painting walls or permanent alterations are prohibited.

### **Window Screens**

Window screens must remain installed. Residents may be charged for damaged or missing screens.

### **Darts and Dartboards**

Due to the potential for personal injury and property damage, darts and dartboards are not permitted at any time in hallways or resident's rooms, suites, or pods.

### **Exercise and Fitness Equipment**

Exercise/Fitness equipment more than twenty-five (25) pounds is not permitted in residence halls. Students are responsible for any damage caused by their exercise and fitness equipment.

### **Candles and Candle Warmers**

The possession and use of candles, candle warmers, electrical potpourri pots, Scentsy's, incense, and wax burners is prohibited. Housing staff reserves the right to confiscate and dispose of all such items due to the potential fire hazard candles and incense pose. Open flames of any kind are prohibited.

### **Electrical Appliances**

*Permitted appliances include:*

- Microwaves
- Air fryers
- Keurig coffee makers
- Refrigerators (4.5 cubic feet or smaller)
- Surge protectors
- Curling irons
- Irons
- Heating blankets

*Prohibited appliances include:*

- Hot plates

- Space heaters
- Crock pots
- Rice cookers
- Pressure cookers
- Deep fryers
- Electric grills/griddle/skillet
- Extension cords
- Air conditioners
- Halogen lamps
- LED Lights
- Toaster Oven

### **Alcohol, Tobacco (vapes/cigarettes/marijuana/chew or dip) and Drugs**

Alcohol, tobacco products, vaping devices, marijuana, and illegal drugs are prohibited on College property.

Advertising or promotional materials related to alcohol or tobacco are also prohibited.

## • Room or Roommate Changes

A room or roommate change may be requested in writing to the Director of Residential Life only in circumstances that warrant a room change.

## • Know Your Housing Contract

Students are responsible for understanding and complying with all terms outlined in the Housing Contract once signed.

### **Contract Period**

Housing contracts generally cover the academic year identified on the student's housing application.

This contract is for room and board during those periods of the academic year when College classes are in session, or when the student is required by the College academic calendar or sports schedule to be on campus.

Residents must vacate their rooms by the designated closing date unless other arrangements have been approved.

## **Break Periods**

*Residence halls close during:*

- Fall Break
- Thanksgiving Break
- Winter Break
- Spring Break

Residents must vacate during these periods unless otherwise authorized.

## **Room Assignments & Consolidation**

Housing is defined as a furnished space with a bed and mattress in college-owned housing and not a specific room or space in a specific residence hall.

Housing assignments are based on application completion and available space.

*The College reserves the right to:*

- Reassign rooms
- Consolidate occupancy
- Relocate residents for operational, safety, or disciplinary reasons

Additional fees will apply when residents occupy rooms alone.

**Contract Termination** The contract is for the full period indicated and a student cannot be released or refunded any part of the payment

*The College may terminate a Housing Contract for reasons including:*

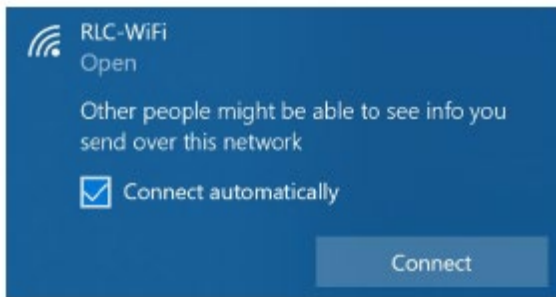
- Failure to maintain enrollment requirements
- Non-payment of financial obligations
- Housing policy violations
- Criminal conduct
- Health and safety concerns
- Facility emergencies or operational needs

## • Getting Connected Wi-Fi

### Connecting to SSC Wi-Fi

The WiFi in the residence halls requires that you acknowledge the “terms of use” to work properly. The process will be slightly different for each device you wish to connect. These instructions are based on Windows 10 PC, but you should be able to adapt them to other devices, including TVs, tablets, etc.

Find RLC-WiFi and connect to it.

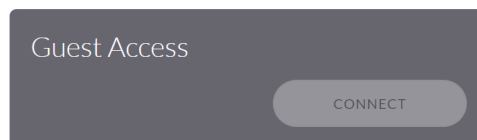


With laptops and Window 10 you are typically taken straight to the sign-in page (shown below). If you are not taken to the sign-in page automatically then you must open your web browser and try to load any website. This is especially true with TVs. Although the TV will say WiFi is connected, you MUST open the TV’s web browser and get to this page. Carefully read the terms of use and if you agree to them check the box and click connect. This agreement is good for 60 days after which you will be required to repeat this process to remain connected.



B. Users must respect copyright and other intellectual-property rights. Observe the copyright law as it applies to music, videos, games, Images, texts and other media in both personal use and in production of electronic information. Illegal use of files (whether downloading, copying, playing, sharing, or displaying of music, video, images, documents, etc.) is strictly prohibited. An example of this would be downloading a pirated music file.

☐ I accept the [terms of use](#)



## • Maintenance Services

The Maintenance Team is responsible for all general repairs in the residence halls, as well as overseeing the contracted pest control and housekeeping services provided in our buildings. All these services come at no expense to the student.

To place a maintenance request, students can inform a RA of the maintenance need or email the Director of Residential Life at [m.sims@sscok.edu](mailto:m.sims@sscok.edu) so a work order can be submitted.

## • Mail Services

Residents, when receiving mail, should have their mail addressed:

Seminole State College  
2701 Boren Blvd.  
Student's Name and Residence Hall Name  
Seminole, OK 74868

All incoming mail/packages for student residents is distributed through the housing office located in Seminole Nation Residence Hall. If ordering from Amazon, please put the following delivery instructions: deliver Monday – Friday 7am – 3pm to the Maintenance Building.

Students will receive an email notification from the housing office or work study when mail or packages arrived to the office.

*Mail pickup hours:*

- Monday–Friday
- 8:30 a.m.–4:00 p.m.

A Student ID or driver's license is required for pickup

## • Laundry

Laundry facilities are available 24 hours a day in each residence hall.

Residents are charged a \$30 laundry fee per semester through their student account.

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By living in SSC Housing, residents agree to comply with all these policies and contribute to a respectful, safe, and supportive residential community.