**Number: SS-416**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Student Affairs**

**Effective Date: August 2021**

**Purpose:**

Hocking College is committed to the safety of students, faculty, staff, and the community. **Lost keys/combination codes create a safety risk.** This procedure establishes guidelines for maintaining the essential operations for the College to ensure safety and security in the Residence Halls.

**Procedures:**

**Main Campus Residence Halls**

**Lock Out**

1. Find a roommate, if applicable, so that he/she can let you in to retrieve your key.
2. Go to Hocking College Police Department (HCPD). Once it has been verified that you live in the dorm, you will be given a temporary key to your room.
3. You have 24 hours to return the temporary key to HCPD. HCPD will submit an incident report for failure to return the temporary key which is a violation of the Judicial Code of Conduct and will result in disciplinary action. It will also be considered a lost key. As a result, the Housing Office will send a request to the Cashiers Office to have a $100 fee added your account for the new key and replacement of the core.
4. You will not receive a fee for the first lockout. Continued lockouts throughout the academic year will result in the Housing Office sending a request to the Cashiers Office to have the following fees added to your account: 2nd lockout = $25 service fee. HCPD will submit an incident report for each additional lockout which is considered a violation of the Judicial Code of Conduct and will result in disciplinary action.

**Lost Key**

1. Go to HCPD. Once it has been verified that you live in the dorm, you will be given a replacement key to your room and the Housing Office will send a request to the Cashiers Office to have a $100 fee added to your account for the new key and replacement of the core.
2. HCPD will submit an incident report for additional lost keys throughout the academic year which is considered a violation of the Judicial Code of Conduct and will result in disciplinary action and the Housing Office will send a request to the Cashiers Office to have a $100 fee added to your account for each incident for the new key and replacement of the core.

**Room Change**

1. Room changes will only be made in extraordinary circumstances and approved by the Vice President of Student Affairs. Issues with roommate will be referred to mediation with the Vice President of Student Affairs.
2. If approved for a room change, both HCPD and you will be emailed a form with the information pertaining to your room change with a date/time for you to complete your move. A request for an extension must be submitted to the Housing Office @ [housing@hocking.edu](mailto:housing@hocking.edu) before the date/time indicated above. HCPD will submit an incident report for failure to meet this deadline which is a violation of the Judicial Code of Conduct and will result in disciplinary action.
3. Before moving into your new room you must go to HCPD to return your room key and receive a new key for your new room. You may not receive a new key until you return your former key. If you have lost your room key, you will be charged $100 for a new key and replacement of the core (see “Lost Key” above).
4. Once your move it complete After moving into your new room, you need to notify Housing that you have officially moved into your new room.

**Move Out**

1. If you are leaving Hocking College Residence Halls early, you need to notify the Housing Office at [housing@hocking.edu](mailto:housing@hocking.edu) including they day/time and the reason why i.e., withdrew.
2. Make sure to collect and remove all your belongings from the Residence Halls.
3. Return your mailbox key to HCPD by the day/time identified in step #1 (above). Failure to return your mailbox key by the date/time will result in forfeiture of your security deposit.
4. Notify the Housing Office at [housing@hocking.edu](mailto:housing@hocking.edu) when you have returned your key to HCPD.
5. The refund policy can be found here: <https://www.hocking.edu/the-cashiers-office#refund>

**Summit and Sycamore Residence Halls**

**Lost Combination Code**

1. Summit and Sycamore have combination codes to enter the student rooms. You will be given your code upon check in. You may have your door code changed one time at no cost.
2. The Housing Office will submit an incident report for future combination changes which is considered a violation of the Judicial Code of Conduct and will result in disciplinary action.

**Lost Mailbox Key**

1. Go to the Housing Office. Once it has been verified that you live in the dorm, you will be given a replacement mail box key and the Housing Office will send a request to the Cashiers Office to have a $25 fee added to your account.
2. The Housing Office will submit an incident report for additional lost mailbox keys throughout the academic year which is considered a violation of the Judicial Code of Conduct and will result in disciplinary action and the Housing Office will send a request to the Cashiers Office to have a $25 fee added to your account for each incident for the new mailbox.

**Room Change**

1. Room changes will only be made in extraordinary circumstances and approved by the Vice President of Student Affairs. Issues with roommate will be referred to mediation with the Vice President of Student Affairs.
2. If approved for a room change, both HCPD and you will be emailed a form with the information pertaining to your room change with a date/time for you to complete your move. A request for an extension must be submitted to the Housing Office @ [housing@hocking.edu](mailto:housing@hocking.edu) before the due date/time indicated above. HCPD will submit an incident report for failure to meet this deadline which is a violation of the Judicial Code of Conduct and will result in disciplinary action.
3. Before moving into your new room you must go to HCPD to return your mailbox key and receive a new key for your new room. You may not receive a new key until you return your former key. If you have lost your mailbox key, you will be charged $25 for a new key.
4. Once your move it complete After moving into your new room, you need to notify Housing that you have officially moved into your new room.

**Move Out**

1. If you are leaving Hocking College Residence Halls early, you need to notify the Housing Office at [housing@hocking.edu](mailto:housing@hocking.edu) including they day/time and the reason why i.e., withdrew.
2. Make sure to collect and remove all your belongings from the Residence Halls.
3. Return your mailbox key to HCPD by the day/time identified in step #1 (above). Failure to return your mailbox key by the date/time will result in forfeiture of your security deposit.
4. Notify the Housing Office at [housing@hocking.edu](mailto:housing@hocking.edu) when you have returned your key to HCPD.
5. The refund policy can be found here: <https://www.hocking.edu/the-cashiers-office#refund>