

RESIDENTIAL LIFE



Blackhawk Technical College provides student housing to support student success, belonging, personal responsibility, and access to College opportunities. Students who live in Blackhawk-supported housing are expected to contribute to a safe, respectful, and inclusive residential community.

Residential housing is located in Peet Hall, a Beloit College residence hall owned and operated by Beloit College and leased by Blackhawk Technical College.

1. Living in the Community

Residential living is a shared community experience. Students are expected to respect the rights, safety, privacy, and property of others while taking personal responsibility for their conduct and the conduct of their visitors or guests.

Community Expectations

- Treat other residents, staff, visitors, and guests with respect.
- Follow all Blackhawk Technical College policies, the Blackhawk Student Code of Conduct, applicable Beloit College residence life policies, and local, state, and federal laws.
- Maintain a living environment that supports student learning, safety, wellness, and personal accountability.
- Respond appropriately to directions from Blackhawk staff, Beloit College staff, emergency personnel, or other authorized officials.
- Use shared spaces responsibly and leave community areas clean and safe for others.
- Report safety concerns, policy violations, maintenance issues, or emergencies in a timely manner.

Respectful Residential Community

Residents are expected to help maintain an environment free from harassment, discrimination, intimidation, threats, disruption, vandalism, and other conduct that interferes with the rights or well-being of others. Conduct that violates Blackhawk policy, Beloit College residential policies, Title IX, the Student Code of Conduct, or law may result in investigation and sanctions.

Responsibility for Visitors and Guests

Residents are responsible for the behavior of their visitors and guests. This includes responsibility for any property damage, excessive cleaning costs, or policy violations caused by visitors or guests. Blackhawk may take disciplinary action against a resident for the conduct of their visitors or guests and may remove guest privileges when appropriate. Residents should refer to the Student Housing Contract for the specific expectations regarding visitors and guests.

2. Housing Policies and Procedures

Contract controls

This section summarizes key housing expectations and procedures. The Blackhawk Student Housing Contract is the official agreement governing a student's housing assignment and participation. Students are responsible for reviewing and complying with the full contract.

Housing Contract and Nature of Occupancy

The Student Housing Contract is a legally binding agreement between Blackhawk Technical College and the student resident. The agreement provides the student with a limited license to occupy assigned residential space. Blackhawk may change room assignments at any time for operational, safety, convenience, or other institutional needs. Students may not sublicense, transfer, or allow another person to occupy their assigned space.

Contract Term and Occupancy Dates

The housing contract applies to the designated academic year or term. Specific occupancy dates are established by Blackhawk and communicated to residents. Winter or summer break housing may be available for an additional fee only with prior written approval from Blackhawk.

Eligibility for Housing

To be eligible for housing, students must:

- Be enrolled at Blackhawk Technical College.
- Remain in good financial standing with the College.
- Comply with Blackhawk policies, Beloit College residential policies, the Student Code of Conduct, and the Student Housing Contract.
- Maintain conduct and eligibility standards established by Blackhawk.

Blackhawk may deny housing or terminate a housing agreement based on factors including but not limited to background check results, student conduct history, academic misconduct, outstanding financial balances, loss of enrollment, or safety concerns. Residents must notify Blackhawk staff of enrollment changes, criminal charges, or violations that may affect housing eligibility.

Background Check Requirement

To promote the health and safety of residents, Blackhawk requires a background check for student housing applicants through a third-party vendor, Choice Screening. Blackhawk may terminate the housing agreement if the background check identifies offenses Blackhawk determines are inconsistent with maintaining a safe residential environment. A nonrefundable \$30 background check fee is required with the housing contract.

Billing, Payment, and Deposit

Housing charges are billed by Blackhawk and applied to the student's account at the rate established for the applicable academic term. Failure to pay may result in fees, account holds, cancellation or termination of the housing agreement, collections, or other remedies available to Blackhawk. A housing deposit of \$250 is required to secure a room and may be withheld in whole or in part to cover costs such as damages beyond normal wear and tear, excessive cleaning, unpaid balances, or other related expenses. Students must have payment arrangements for the housing charges in place no later than four (4) days before the move-in date. The following options are acceptable forms of payment arrangements:

- Financial Aid: Depending on student residents' financial aid eligibility, they may be able to use financial aid for the housing fee. Student residents are highly encouraged to contact the Blackhawk Financial Aid office at 608-757-7764 or orbtcfinancial@blackhawk.edu.

- Payment Plan: Payment plans can be set up through TouchNet (online through MyBTC) or by contacting the Accounting Office at 608-757-7777. Deadlines apply to payment plan arrangements.
- Payment in Full: The payment can be made through TouchNet (online through MyBTC) or by contacting the Registration & Records Office at 608-757-7660 or registration@blackhawk.edu.

Cancellation and Termination

Students who wish to cancel the housing contract must submit a written cancellation request to Blackhawk at housing@blackhawk.edu. Cancellation requests must be approved by Blackhawk. Students remain financially responsible for housing fees after the 14th day of the academic semester, regardless of the circumstances. Blackhawk may terminate the housing agreement for reasons including, but not limited to:

- Non-payment.
- Violation of Blackhawk or Beloit College policies.
- Violation of the Student Code of Conduct.
- Loss of eligibility.
- Safety or health concerns.

If the housing agreement is terminated, the resident may be required to vacate immediately.

Visitors and Guests

Housing is limited to the assigned resident only. Visitors and guests, including dependents, family members, and friends, may not reside in or regularly occupy the residence hall. Residents must follow Blackhawk's Visitors and Guests Policy and Procedures, E-270. Blackhawk may remove a visitor or guest from the residence hall and may revoke a resident's guest privileges.

Keys and Access

Residents are issued a key to their assigned space and fob access to Peet Hall. Keys and fobs may not be loaned, copied, or transferred to another person. Residents must return assigned keys and fobs when vacating housing. Residents are responsible for replacement or rekeying costs associated with lost or damaged keys and fobs.

Room Care and Prohibited Alterations

Residents must maintain their assigned space in good order and condition. Residents may not:

- Paint or apply wallpaper.
- Alter or redecorate the assigned room without approval.

- Drive nails, tacks, screws, or other fasteners into walls, ceilings, floors, or woodwork.
- Attach items to the exterior or interior of the residence hall without prior written approval.
- Damage, misuse, or commit waste in the assigned room or residence hall.

Residents are responsible for damages they cause beyond normal wear.

Utilities and Prohibited High-Draw Activities

Residents may not conduct or permit high-draw, commercial, or abusive utility activities in individual rooms. Prohibited activities include, but are not limited to, cryptocurrency mining, data server hosting, unauthorized space heaters, or portable air conditioning units.

Property and Personal Belongings

Blackhawk and Beloit College are not responsible for loss or damage to residents' personal property, including loss caused by theft, water damage, vandalism, or other perils. Residents are encouraged to obtain personal property or renter's insurance.

Room Entry

Authorized Blackhawk and Beloit College staff may enter rooms for safety, maintenance, inspection, emergency response, or other institutional needs. Reasonable notice will be provided when possible. Entry without prior notice may occur in cases involving imminent threat, safety, health, public wellness, maintenance, or emergency concerns.

Service Animals and Animals on Campus

Residents must follow Blackhawk's Animals on Campus policy and procedure, E-350, when requesting an animal in the residence hall. Unauthorized animals are not permitted.

Official Communication

Blackhawk email is the official means of communication for housing matters. Residents are responsible for checking their Blackhawk email regularly and responding to official communications when required.

Vacating Housing

Residents must vacate and remove all personal belongings at the end of the contract term or upon termination of the housing agreement. Failure to properly check out may result in additional charges. Personal belongings left behind may be considered abandoned and may be stored or disposed of by Blackhawk, except prescription medication or prescription medical equipment, which will be held for seven days from discovery.

3. Safety and Security

Student safety is a shared responsibility among residents, Blackhawk Technical College, Beloit College, and emergency response personnel.

Residents are expected to follow all safety instructions, emergency procedures, and public health directives.

General Safety Expectations

- Follow all applicable safety, health, and public health directives.
- Comply with emergency instructions from Blackhawk, Beloit College, law enforcement, fire, or emergency personnel.
- Report unsafe conditions, maintenance concerns, hazards, or emergencies promptly.
- Maintain rooms and common areas in a safe condition.
- Avoid behavior that creates risk to self, others, property, or the residential community.

Blackhawk may relocate or remove residents with reasonable prior notice, except in emergency situations, due to safety or health concerns.

Emergency Conditions

In emergencies or urgent safety situations, Blackhawk and/or Beloit College may take immediate action to protect residents, property, and the broader community. This may include room entry, relocation, removal from housing, contacting emergency contacts, contacting law enforcement, or initiating student conduct or Title IX processes.

Emergency Contact Information

Residents must provide Blackhawk with emergency contact information. Residents authorize Blackhawk to contact the emergency contact when Blackhawk determines it is necessary.

Fire, Health, and Facility Safety

Residents are expected to comply with all posted fire safety, facilities, and emergency procedures. Residents must comply with the following:

- Fire drills and evacuation expectations.
- Severe weather shelter locations.
- Prohibited items.
- Emergency notification procedures.
- Hazard reporting.
- Maintenance emergency reporting.
- Expectations for keeping hallways, exits, and shared spaces clear.

Personal Security

- Lock room doors.
- Do not prop exterior doors.
- Do not allow unauthorized individuals into the building.
- Report suspicious activity or safety concerns.
- Maintain control of assigned keys and access credentials.

4. Student Conduct and Accountability

Residents are subject to Blackhawk Technical College policies, Blackhawk's Student Code of Conduct, applicable Beloit College's Student Handbook policies related to residential life, housing rules, campus safety regulations, and applicable laws. In the event of a conflict between Blackhawk and Beloit College conduct policies, decisions will be made in alignment with Blackhawk's Student Code of Conduct.

Conduct Expectations

Residents may be held accountable for behavior that occurs in or around the residence hall, on Beloit College property, on Blackhawk property, or in connection with college-related activities. Conduct concerns may include, but are not limited to:

- Disruptive behavior.
- Noncompliance with staff directions.
- Damage to property.
- Unauthorized guests or occupancy.
- Harassment, discrimination, or threatening behavior.
- Alcohol, drug, or weapons violations.
- Safety violations.
- Unauthorized room changes or misuse of facilities.
- Violations of the Student Housing Contract.
- Violations of Blackhawk or Beloit College policy.

Investigation and Resolution

Violations of the Student Code of Conduct, Title IX, or unlawful activity may result in an investigation by Blackhawk staff, including, but not limited to: Residence Life Specialist, Student Code of Conduct Officer,

Security Officer, Title IX Investigator, and/or other staff. Blackhawk staff may file a police report when necessary.

Investigations may result in possible sanctions. The following is a list of possible, but not all-inclusive, sanctions.

- Verbal warning.
- Written warning.
- Monetary fine.
- Restitution or damage charges.
- Loss of visitor or guest privileges.
- Housing probation.
- Interim suspension.
- Removal from housing.
- Eviction or termination of the housing agreement.
- Other sanctions determined by Blackhawk.

Immediate Removal or Relocation

Blackhawk may require a resident to immediately vacate the residence hall if the resident no longer meets eligibility requirements, poses a safety concern, violates applicable policy or law, fails to comply with the housing agreement, or otherwise creates a risk to the residential community.

Information Sharing

Residents authorize information sharing between Blackhawk and Beloit College for purposes related to residence life, safety, conduct, health, and wellness. Residents may complete a Release of Information form if they wish to authorize communication with a parent, guardian, or other third party.

5. Resources and Support Services

Residential students are encouraged to seek support early when they have questions, concerns, or challenges. Residents are encouraged to use available college resources to support their academic success, personal well-being, and sense of belonging. Residential life is intended to support students not only as residents, but also as learners and members of the Blackhawk community.

The Careers, Advocacy, Resources, and Engagement (CARE) Center provides a number of support services to students, including but not limited to: Counseling/Case Management, Student Cupboard, Access and Accommodations, Career Services, Student Life/Engagement. Students

are encouraged to refer to the Blackhawk Resource Guide for a list of staff contact information.

Examples of When to Seek Help

- Have a roommate, community, or safety concern.
- Need help understanding housing expectations.
- Experience harassment, discrimination, or threatening behavior.
- Need to report a maintenance issue.
- Have questions about billing, deposits, or housing charges.
- Experience a mental health, medical, or personal emergency.
- Need accommodations related to housing.
- Are considering cancellation or withdrawal.
- Have experienced or witnessed a policy violation.