



CAMPUS HOUSING
HANDBOOK

2016-2017

Ramsey Hall 112

Raina Michael

(662) 720-7311

rjmichael@nemcc.edu

Rod Coggin

(662) 720-7306

rbcoggin@nemcc.edu

The college provides comfortable and safe residence halls for students who wish to live on campus. The college has five multi-level residence halls for men and women students: Murphy Hall, Wood Hall (co-ed) and Mississippi Hall (women's residence); and White Hall, Wood Hall (co-ed) and Yarber Hall (men's residence). Each facility is equipped with furniture and utilities essential for comfortable living. Students must furnish bedspread and bed linens, towels, personal hygiene supplies and other supplies necessary for resident's personal comfort.

Each of the suites in White Hall and Murphy Hall has two bedrooms with connecting bath, accommodating four students. Yarber Hall, Wood Hall, and Mississippi Hall have single units with bath, accommodating two students.

Eligibility for Campus Housing

Students must be enrolled full-time in order to reside in a residential hall. The college will terminate dormitory residency for students who do not maintain full-time status, unless a waiver is approved by the Director of Event Planning and Housing. (Full-time status is twelve or more semester hours).

All residents are required to purchase either a 13 meal per week or a 19 meal per week meal ticket as long as they reside in residence halls.

Application and Deposit Information

Residence hall contracts are for the academic semester. An initial reservation request must be confirmed by a signed contract with a deposit. A deposit of \$100.00 must accompany each application for student housing. This deposit shall remain on file with the college as long as the student occupies the residence hall, and is reduced by the amount of unpaid damages or any other financial obligation due to the college at the time residence hall space is vacated.

Admission to the college does not guarantee the student the reservation of a dormitory room on campus.

Students are encouraged to complete their residence hall applications as early as possible. Receipt of application and deposit is used to establish priority for room assignment.

Room Assignment

Housing assignments are based on the following criteria:

- **Current Students**- Rooms will first be assigned to students who are presently living in a dormitory and who apply by April 1st for fall and November 1st for spring semester.
- **New/Returning Students**- Rooms will be assigned according to the following: 1) special needs 2) students involved in college activities and required to live on campus 3) date of application and 4) roommate preference.

Preferred roommates are required to submit their housing applications together or within seven working days of each other. Should the preferred roommate not request the student, cancel their application, or not apply within the seven-day time restrictions, students will be assigned another roommate without notification, prior to registration. All requests will be honored whenever possible.

Private Assignments

These rooms will be available both semesters based on *availability*.

Before the end of the fall and spring semesters, current residence hall students must update their housing application by indicating if they will be returning or not returning for the next semester. The form is to be completed in the office of the residence hall. Students who fail to notify the Office of Event Planning and Housing of their intent to return for the next semester will be viewed, as "not returning" and their room will be reassigned.

Students may cancel their room reservation by notifying the Office of Event Planning and Housing in writing or by telephone at (662) 720-7311. The college will provide a full refund of the deposit if residence hall space is not available or the student:

- Cancels prior to deadline dates. (July 1 – fall semester; December 15 – spring semester)
- Is denied admission to the college.

- Is prevented from entering the college because of medical reasons, which are confirmed in writing by a licensed physician.

Students who fail to claim an assigned room or notify the Office of Event Planning and Housing of their intentions to cancel their room assignment will automatically forfeit their \$100.00 deposit.

Refund of Room and Board Fees

In order to be eligible for a refund, a student must officially complete the residence hall checkout procedure. The following scale applies to room and board refunds:

- | | |
|--|-----|
| • During the 1 st week - | 90% |
| • During the 2 nd – 3 rd week - | 80% |
| • During the 4 th – 5 th week - | 70% |
| • During the 6 th week - | 60% |
| • During the 7 th – 8 th week - | 50% |
| • During the 9 th - 10 th week - | 40% |
| • During the 11 th week - | 0% |

Meals are refunded on a per-day, pro-rated basis. No refund will be granted until student officially checks out of the residence hall. Refunds will be based on the date entered on the checkout form.

Room Changes

The Office of Event Planning and Housing in Ramsey Hall 112 shall review and approve all room changes. All transfers must be coordinated through the Office of Event Planning and Housing and the residence supervisor. A resident who makes an unauthorized move will pay a \$50.00 penalty and will move back to his/her proper room assignment.

Room Consolidation

The Office of Event Planning and Housing may consolidate rooms. If a student does not have a roommate, or the roommate moves out, the student must either select or be assigned to a new room with a new roommate.

The Office of Event Planning and Housing reserves all rights in connection with assignments and reassignments of all rooms, as well as, the termination of the occupancy.

Off Campus Housing

Northeast Mississippi Community College has no policy regarding off-campus housing. It is the responsibility of the individual student to secure off-campus housing.

Opening and Closing of Residence Halls

The student may occupy the assigned room from the date and time designated for official opening and closing of the residence hall as described in the college handbook/planner. The residence halls will be closed during all vacation periods as stated in the College Calendar. Students must make plans to be off campus during all holidays, Easter, Thanksgiving, Christmas, and Spring Break unless waiver is approved by the Director of Event Planning and Housing in Haney Union.

At the end of each semester, all residents are required to vacate his/her room after completion of his/her final exams unless he/she is graduating and has permission from the Director of Event Planning and Housing to remain in residence hall. At the end of the fall semester, students who plan to return to the same room in the spring may leave their belongings in their assigned room over the holidays. However, the students must check out and turn keys in to the residence hall supervisor. If a student is changing rooms and/or residence hall, he/she must move out and follow regular checkout and check-in procedures before leaving for the Christmas break.

Residence Hall Check-In Procedure

- The student must have a receipt of fees paid from the Business Office.
- The student must present this receipt to the Event Planning and Housing Office in Ramsey Hall 112 in order to receive an “Admission to Student Housing Form.”
- The student will take the admission form to the residential hall supervisor.
- The student will fill out a residential hall check-in form.
- The residential hall supervisor will issue a key when all the above steps are completed.

Residence Hall Check-out Procedure

The student must see their residence hall supervisor, fill out a residence hall checkout form, and turn in keys when moving out of the residence halls. Students will be charged for meals on a pro-rata basis until the checkout form is completed.

Assessment of Damages

When damage occurs in a resident's room or an area adjacent to it, (suites, hallways, bathroom, and lobbies), it is the responsibility of the occupants to pay the cost to replace or repair the damaged property. Residents will be assessed cost of damage repair at the time damage occurs.

All occupants of a residential hall are financially responsible for their pro-rated share of loss or damages that occur in the public area of their unit, if damages cannot be attributed to a known individual. Damage charges will be actual cost of material and labor.

Occupants are required to report any repairs needed in their room to the residence hall supervisor. Any damages that go unreported will become the responsibility of the occupants upon departure.

General Housing Rules and Regulations

To request a room, students must complete an application for student housing, and submit a \$100 deposit, which may be sent to the following address:

Northeast Mississippi Community College
Office of Residential Student Services
101 Cunningham Blvd.
Booneville, MS 38829

The housing deposit is non-refundable after the published cancellation dates for the semester but will be refunded (minus charges for damages or other bills owed to the college) when a student properly checks out of the halls at the completion of their occupancy.

All residence hall students must complete the registration process by the published date listed in the college catalog.

All residence halls open on a designated date prior to or during the week of registration.

Check-in

To check-in, students should report to the housing office with a paid fees receipt from the Business Office and pick up admit sheet. Students will carry the housing admit form to the residence hall supervisor then they will be given a key to their room and complete the check-in procedure sheet. If assistance is needed, check with your resident hall supervisor.

Check-out

Checkout procedures are the reverse of check-in procedures. Students should remove all personal items, clean the room, complete the check-out sheet with residence hall staff and return the key. Failure to properly check out of the residence hall will result in the loss of the \$100 deposit.

Lost Keys

The resident hall supervisor should be contacted as soon as possible when a room key has been lost. Housing personnel will ensure the room locks are changed and the individual who lost the key will be charged \$85. A replacement key costs \$20. If a key is misplaced or left at home, a duplicate key can be checked out at the residence hall for a period of three days. If at the end of this time period the key is not returned, the room lock will be changed and the student charged \$85. There is a \$10 charge to open a student's room.

Residence Hall Violations

Refer to **Student Handbook**

Tobacco Free Environment

Northeast Mississippi Community College is designated a "tobacco free" environment. To this end, smoking and/or tobacco use is prohibited on all Northeast Campuses. The use of electronic-cigarettes is also prohibited on campus. NEMCC seeks to foster a healthy environment for its students. For this reason, smoking, vaping, chewing, dipping or any other form of tobacco use is prohibited on all NE Campuses.

College Property

Students are responsible for college property. Any damages that occur in a student's room will be charged to the occupants of that room. Common areas (lounges, restrooms, vending, laundry, hallway or suites) damages may be assessed to the students living in that area unless the party responsible can be identified.

Room Furniture

Room furniture is not to be relocated to another room or floor of the residence hall. No outside furniture is allowed (sofas, recliners, etc.)

Room Decorations

Room decorations should be nonflammable, and not destructive to walls and furniture. Decorations which hinder exiting in case of fire are prohibited. Residents who damage walls, including paint damages, with tape or

other adhesives, are assessed the cost of repainting their room. Rugs and carpet are allowed but must not be attached to the floor in any way. Nails, tacks, and screws must not be driven into any part of the room.

Use of Incense, Candles, and Tobacco

The burning of candles, use of incense, and tobacco in any form in the residence halls is prohibited.

Appliances

Students may bring irons, radios, televisions, microwaves and refrigerators (not to exceed 6.0 cubic feet). Hot plates, coffee pots, or any type of open flame cooking appliances are not allowed.

Overnight Guests

Students are allowed to have three overnight guests (same gender) per semester. Student must register guest with Dormitory Supervisor before 10 pm. If after hours notify Campus Police. A fee of \$20 is charged for an overnight guest. Anyone abusing overnight guest regulations will forfeit room deposit and be dismissed from campus housing. All other visitors must leave the residence hall by 10 p.m. Someone of the opposite sex is not allowed to be in the room.

Quiet Hours

Quiet hours shall begin at 8 p.m. and continue until 8 a.m. the next day. During this period, students should be able to study in their rooms without loud noise or disturbance. Reasonable quietness is expected at all times.

Curfew

After 11 p.m., students must be in transit to or from buildings on campus. Loitering is prohibited on campus.

Room Inspection

Residence hall rooms are subject to inspection by appropriate college officials. During the inspection, the room will be inspected for room damages and unsanitary conditions. Students will be subject to a warning, fine, suspension and removal from the dorm for failing room inspections. **The following procedures have been put in place for rooms that do not pass inspections:**

Students will have until 2:00pm the following day to get their room cleaned.

First offense – a warning will be issued to students occupying the room. If it is a suite style bathroom issue, students sharing the suite will be responsible.

Second offense – each student within the room or suite will be assessed a \$50 fine

Third offense – each student occupying the room or suite will be suspended from the dorm for a period of two weeks.

Fourth offense – each student occupying the room or suite will be removed from campus housing for the remainder of the semester. For additional information concerning room inspections, see below:

Room Inspection Procedures

1. Bathtub/showers, lavatory, and commode will be cleaned.
2. Floors vacuumed/swept and mopped. All clothes, books, etc. must be removed from the floor.
3. Beds, bedspreads, and sheets straightened and uncluttered.
4. All trash removed from the room including balconies.
5. Trash stored in the bathroom ceiling.
6. If you have any questions about room inspections talk to your hall director before the first room inspection.

Care and Cleaning of Residence Halls

Northeast Mississippi Community College is committed to providing modern well-kept facilities for students who choose to live on campus. This commitment extends to providing quick response to maintenance concerns and ensuring the facilities are clean and presentable. The residence hall is the student's "home away from home". Assistance with maintenance and cleaning is required. Students are responsible for cleaning their room, bathrooms, common areas, patios, and balconies. Each week the Hall Director will conduct a room inspection to ensure the rooms are clean.

Residents should not sweep trash into the hallways or balcony areas.

To report a maintenance problem, contact the Residence Hall Director.

Search of a Student's Room

NEMCC is firmly committed to the principles of complete respect for the constitutional and human rights of all students. At the same time, as has been confirmed in many court cases, the institution has the authority to enforce reasonable Rules of Conduct. It is the policy of NEMCC that arbitrary and capricious searches of a student's room may not be conducted unless a reasonable cause exists to infer that serious violations of college regulation's or state federal law are occurring or have occurred.

Dormitory Room Search

Guidelines

The College reserves the right to conduct unannounced dormitory room health and safety inspections.

The following guidelines are followed in the determination of need and execution of a dormitory room search.

- I. College personnel who have responsibilities for supervising residence halls and the compliance of the student residents to college housing policies have a responsibility to inspect dormitory rooms. The purpose of a room inspection or other entrance(s) to a dormitory room by college personnel is to address health, safety, and behavior issues toward providing an environment conducive to a learning environment.
- II. In the course of a health and safety room inspection, the determining factor which could lead to the decision to conduct a room search is *probable cause*. *Probable cause* is defined as physical evidence openly visible which denotes the presence/use of contraband, or other activities which violate school policy. Examples are alcoholic beverage containers in garbage cans, drug paraphernalia in open sight, the smell of marijuana smoke, and towels under doors.

Should *probable cause* be determined, dormitory supervisor's/law enforcement personnel should inform administrative directors to determine the appropriateness of a dormitory room search.

Looking inside drawers or other containers without *probable cause* is invasion of privacy that is implied in the Dormitory Rental Agreement.

- III. When *probable cause* is established and a search is deemed appropriate by administrators responsible for housing or security, a search should be conducted by a minimum of two college personnel.
- IV. Items uncovered during a search without a warrant may be questioned as evidence in legal proceeding. Therefore, if it is suspected that sufficient contraband is present, officials should secure a search warrant prior to continuing or executing a room search. Contraband secured during a search with a warrant may be used as evidence in legal proceedings.
- V. The room should be secured and monitored while a search warrant

is being generated to prevent evidence from being removed or destroyed.

Updating Housing Contract

Current housing residents must update their housing application by indicating if they will be returning or canceling for the next semester. Students can complete this process with their Hall Supervisor during or after mid-term week of each semester. Students who fail to update will be advised as *not returning*, and his/her room will be reassigned.

Pets

Pets such as dogs, cats, birds, fish, or any other animal or reptile may not be kept in the residence halls.

Parking

Parking is available on campus and assigned adjacent to each residence hall. All vehicles that are kept on campus must have a parking decal, which costs \$30. The decal is to be affixed to the driver's side of the back window within 48 hours after registration. Refer to the *Student Handbook* for additional parking regulations.

After Hours

Disciplinary action will be taken against any student assisting someone of the opposite sex or someone that has been banned from campus housing in gaining entry into a residence hall. Someone of the opposite sex is not permitted to be in the room.

Vehicles

Car parts or motorcycles or their parts may not be kept in the residence halls. Boats and other recreational motor vehicles may not be kept at residence hall parking lots.

Dress Code

Refer to **Student Handbook**

Sales and Solicitations

Sales and solicitations are prohibited on campus.

Firearms

Any type of firearms, bows, large knives, ammunition or any other type of explosives is strictly prohibited. MS Code 97-37-17

Weightlifting Equipment

Weightlifting equipment is prohibited in the residence halls.

Personal Property

The college is not responsible for loss or damage of any and all personal items or valuables regardless of cause. Students should consider purchasing renter's insurance or insuring these items is covered by the parent's homeowner's policy. Any personal items left in a residence hall room/lobby area will be donated to charity.

Visitors during School Hours

Only residents will be permitted to enter the residence halls during school hours unless the Hall Director grants permission. ALL visitors must report to the Residence Hall Supervisor. Visitors after school hours must leave by 10 p.m. when all lobbies close.

Safety Equipment

Smoke detectors, fire extinguishers and alarms are installed in the residence halls for safety. Discharging, tampering or abusing this safety equipment will result in expulsion from the residence hall. Additional disciplinary action and legal action may also result.

Digital Cable

Free digital cable service is provided in each residence hall room. The student's television must have a digital quam tuner in order to pick up channels. The college is not responsible for providing digital boxes. These boxes can be leased through MaxxSouth Broadband which is our area provider of digital cable.

Academic Guidelines for Residence Hall Students

In order to maintain residence in NEMCC Dormitory, each student must maintain full time enrollment (12 or more core semester hours). Only 3 hours of **LLS classes** will be eligible to count toward the 12 hours.

To continue to reside in a NEMCC Dormitory on a continuing basis, each student must maintain at least a 1.75 GPA the first semester of full time attendance. If a student fails to maintain a 1.75 GPA during their first semester of residence, they will be placed on probation for the following semester. During the probation period of one semester, each student must achieve a 2.00 GPA during that semester of full time enrollment. If a GPA of 2.00 is achieved during the semester of probation, they will be removed from probation and regain full dorm privileges. Each student will then be required to maintain at

least a 2.00 GPA each semester or be placed back on probation for one semester. If student fails to achieve a 2.00 GPA during the probationary period of one semester, they will lose dormitory privileges until they achieve a 2.00 GPA for a full time semester of enrollment.

Internet Classes and Housing Eligibility

All residence hall students must take a minimum of 12 hours of on-campus classes to be eligible for campus housing.

Closure for Breaks

Several times during the year it will be necessary to close the residence halls. Refer to the list below when halls will be closed.

- Christmas break closed
- Spring break closed
- Thanksgiving closed
- Easter & Good Friday closed

The residence halls will be open during all other holidays.

Summer Housing

Residence halls will be available for students attending summer school. Food service is not available on campus during the summer.

Fire Escape Plan

Fire escape plans are posted in each lobby and on every floor in the dorms. Please familiarize yourself with exits and your plan for escape in the event of a fire.

Severe Weather Warning

The City of Booneville has a severe weather warning system, which will be activated in the event of a tornado. Please be familiar with the information below as how to proceed in case of a tornado.

1. Tornado warning – Siren blast for 3 minutes, 30 seconds of silence, siren blast for an additional 3 minutes.
2. Once a warning has been sounded (**seek shelter immediately**) as directed by the college staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, proceed to the lowest floor of the building, interior room or hallway. Stay away from windows.
3. Campus Law Enforcement will give the “All Clear” when the threat of a tornado has passed.

Title IX

Title IX is part of the Education Amendments of 1972 to the 1964 Civil Rights Act and is enforced by the U.S. Department of Education. This federal law prohibits discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance. Title IX applies to all participants of such programs, including students, parents and faculty/staff members. The purpose of Title IX is to help foster safe and respectful environments that better protect students, faculty and staff from incidents of sex-based discrimination and sexual harassment, including sexual violence, relationship violence and stalking.

Title IX Contact Person

Angie Langley, *Associate Vice-President of Student Services/Title IX Coordinator* Phone: 662.720.7409 email adlangley@nemcc.edu

Any student, faculty or staff member, or applicant who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of the Title IX Coordinator.

Mailing Address for Dorms

Student's Name
NEMCC
101 Cunningham Boulevard
Dorm Name with room number
Booneville, MS 38829

Tiger Alert-Emergency Notifications

Northeast Mississippi Community College is pleased to announce the use of a state-of-the-art, rapid alert and notification system called Tiger Alert. Tiger Alert will provide students, faculty, and staff members with an advanced rapid communication solution to be used by the college during emergency situations.

The Tiger Alert system will be used to notify students, faculty, and staff of weather related events and other emergencies that may occur on campus. Through the use of Tiger Alert, Northeast will be able to reach all members of our college community, whether on campus or not, within moments of an alert being sent. Tiger Alert will allow Northeast to keep **You** informed of important decisions and safety procedures in the event of an emergency on campus.

Students should sign up for the Tiger Alert system. Tiger Alert messages will be sent via email. Additional information on the Tiger Alert system may be obtained at www.nemcc.edu/tigeralert. If you need assistance, visit the Chief of Campus Police in the Haney Union Building.

Safety

The personal safety of students and staff at Northeast Mississippi Community College is a high priority. It is also a shared responsibility between the students, staff, and administration to notify the police department of any and all safety concerns.

Please refer to the list below for helpful safety tips:

1. Students should lock the doors to their rooms at all times.
2. Students should not prop doors or entrances.
3. Students should not allow strangers to enter their rooms.
4. Walk in groups at night.
5. Report crimes immediately to Campus Law Enforcement.
6. Students should take appropriate steps to secure personal property like bikes, cars, jewelry, etc.
7. Students should report suspicious individuals to the resident hall staff or campus law enforcement.
8. Provide insurance coverage for personal belongings.
9. Report all maintenance needs as soon as possible.
10. Do not leave valuables in plain view.
11. Never cover or disconnect a smoke detector.

RESIDENCE HALL DIRECTORY

Mississippi Hall – (Women)

Susan Childers – Residence Hall Supervisor

Office Phone – (662) 720-7590

Murphy Hall – (Women)

Lynn Roberts – Residence Hall Supervisor

Office Phone – (662) 720-7800

Wood Hall – (Women and Men)

Graple Duncan – Residence Hall Supervisor

Office Phone – (662) 720-7100

White Hall – (Men)

Maurice Weatherall – Residence Hall Supervisor

Office Phone – (662) 720-7600

Yarber Hall – (Men)

Kathryn Chaffin – Residence Hall Supervisor

Office Phone – (662) 720-7700

Important Dates for Residential Students

- **July 1st**- Deadline to cancel housing applications for fall semester and still receive a full refund of \$100.00.
- **July 15th** – Deadline for Fall housing students to pay their tuition, fees, dormitory and meal charges. Assigned dorm students will lose their room if not paid.
- **December 15th**- Deadline to cancel housing application for spring semester.
- **Mid-week October**- Currently enrolled students must inform the Office of Event Planning and Housing of their intentions of reserving or canceling a room for the spring semester by notifying the dorm supervisor.
- **Mid-week March**- Currently enrolled students must inform the Office of Event Planning and Housing of their intentions to reserve or cancel a room for the fall semester by notifying the dorm supervisor.
- **First week June**- Students will be notified of dorm assignments for the fall semester by mail.
- **Third week December**- Students will be notified of dorm assignments for the spring semester by mail.
- **Third week each semester**- Students may apply for room or dorm changes.