

NEMCC Campus Housing Handbook

Important Note

This handbook was recreated from provided source materials and should be reviewed against current NEMCC housing policies before official use. For more information, review Section 500 of the Policy and Procedures Manual located under Publications and Manuals on the NEMCC website.

Housing Office Contact Information

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Campus Housing Overview

NEMCC provides residence halls designed to offer students a safe and comfortable campus living environment. Residence halls include Murphy Hall, Wood Hall, Mississippi Hall, White Hall, and Yarber Hall. Rooms are furnished with bed, desk, chair, and cabinet.

White Hall and Murphy Hall have suites with two bedrooms connected by a shared bathroom, housing four students. Yarber Hall, Wood Hall, and Mississippi Hall include single units with baths accommodating two students.

Eligibility for Campus Housing

- Students must be enrolled full-time to live in campus housing.
- Full-time status is defined as 12 or more semester hours. **A minimum of 9 hours must be in seated classes.**
- Students who fail to keep full-time status may lose housing eligibility unless a waiver is approved.
- Residents must buy either a 13-meal or 19-meal-per-week meal plan.
- Students must keep at least a 2.00 GPA each semester or may be placed on probation and risk losing housing privileges.

Application and Deposit Information

Residence hall contracts are issued per academic semester. A signed housing contract and a \$100 deposit are required to confirm housing requests. The deposit stays on file while the student lives in campus housing and may be reduced for unpaid charges or damages.

Admission to the college does not guarantee a dormitory reservation. Students are encouraged to apply early, as room assignments are prioritized by application and deposit date.

Before the end of the fall and spring semesters, current dorm students must update their housing application by indicating if they will be returning or not returning for the next semester. The form is sent to students via Canvas inbox with instructions and deadlines for completion. Students who fail to update their application for the following semester will be viewed as “not returning” and their room will be reassigned.

Students may cancel their room reservation by notifying the Office of Housing and Event Planning. The college will provide a full refund of the deposit if dorm space is not available or the student:

- Cancels prior to deadline dates
- 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 Housing Office of their intentions to cancel their room assignment will automatically forfeit their \$100 deposit.

Room Assignments

Housing assignments are based on:

- Current students applying by established deadlines.
- Special needs and campus participation requirements.
- Date of application and deposit.
- Roommate preferences, when possible.

Preferred roommates should send applications together or within seven working days of each other. Requests will be honored whenever possible.

Private Rooms

Private room assignments are available for male and female students based on availability. Documentation must be provided from physicians when requesting private rooms.

Room Changes and Consolidation

All room changes must be approved through the Office of Event Planning and Housing and coordinated with residence hall supervisors. Unauthorized moves may result in penalties and reassignment to the original room.

Housing administration may combine rooms when vacancies occur. Students without roommates may be reassigned.

The Office of Event Planning and Housing reserves the right to make room assignments, reassignments, and stop occupancy when necessary.

Residence Hall Check-In Procedure

1. Students will receive an email or letter notifying them of their move-in date.
2. Students are expected to arrive during the hours for that date. (If they cannot move-in on that date, students must notify the Housing Office to make other arrangements.)
3. Students meet with dorm hall supervisor and complete a check-in form verifying the condition of the dorm room and furniture.
4. Students are given their room key and reminded to view the Campus Housing Handbook on their Canvas and/or on the Housing page on the NEMCC website.

Residence Hall Check-Out Procedure

1. Students must meet with their dorm hall supervisor.
2. Move all personal items out of the room.
3. Complete a check-out form and return all keys.

Meal charges may continue a prorated basis until checkout is complete.

Assessment of Damages

Residents are responsible for damages occurring in their rooms or nearby shared areas, including hallways, bathrooms, suites, and lobbies. Damage costs will be assessed when incidents occur.

Lost Keys

Dorm hall supervisors should be contacted as soon as possible when a room key is lost. Replacement keys cost \$20 and will be charged to your student account.

Residence Hall Visitation

Dorm lobbies and common areas are the only approved areas for visitors. Dorm hall supervisors must be present and notified of any visitors. Visitors must leave by 10 PM.

Visitation within residence halls is restricted to individuals of the same sex as the residents assigned to that specific dorm. Only dorm students residing in the dorm are allowed within the dorm room(s) unless moving in or out.

Visitation Violations

Dorm students who bring visitors to their rooms without approval or after approved times will be subject to violations. Students will be issued citations and must contact the VP of Students office. A fine may also be placed on the student's account.

Care and Cleaning of Residence Halls

Northeast is committed to providing well-kept facilities for students who choose to live on campus. This commitment extends to providing quick response to any maintenance or facility concerns by students or dorm hall supervisor. Assistance with maintenance and cleaning is available upon request. Students are responsible for cleaning their room, bathrooms, common areas, and balconies/hallway. **Report any maintenance problem immediately to the dorm hall supervisor or the Housing Office.**

Room Inspection

Dorm rooms are subject to inspections by appropriate college officials. Weekly or bi-weekly room inspections will be done by the dorm hall supervisor and/or Housing Director (as needed). During inspections, the room will be inspected for damages and unsanitary conditions. Students will be subject to fines beginning at \$25. For additional information concerning dorm inspections, see below:

(No Warnings)

1. Bathtub/shower, sink, and toilet must be clean.
2. Floors vacuumed or swept. All clothes, bags, boxes, etc. picked up off the floor.
3. Beds, bedspreads, and sheets straightened and uncluttered.
4. All trash removed from room including bathroom and hallway.

Any questions about inspections should be asked to dorm hall supervisor or Housing Office before the first room inspection.

Search of Student's Dorm 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 full 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 regulations or state/federal law are occurring or have occurred.

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

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

I. College personnel who have responsibilities for supervising dormitory 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 dorm room by college personnel is to address health, safety, and behavior issues toward providing an environment conducive to a learning environment.

II. During a health and safety 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 beverages in garbage containers or left on desk, drug paraphernalia in open sight, the smell of marijuana, and/or towels under doors.

Should *probable cause* be determined, dorm hall supervisor and/or campus police should inform administrative directors to determine the appropriateness of a dormitory room search.

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.

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

Pets

Emotional Support Animals must be **registered and approved** through the Director of Counseling Services, Leigh Ann Stewart, and the Housing Office before they are allowed in dorms. Due to student allergies and pet dander, Murphy Hall (female) and White Hall (male) are the two dorms approved for ESA. Students are expected to clean up after their ESA and practice sanitary living conditions.

Any damage to college property, furniture, walls, common areas, etc. by ESA will result in fines and/or removal from the dorm room.

Room Furniture

Room furniture is not to be moved out of the dorm room or into other rooms. Verbal and written warnings will be issued if furniture is placed in hallways or common areas. Fines will be issued if any other incidents occur.

Room Decoration

Room decorations should not be flammable and not destructive to walls and/or furniture.

- 3M Command Strips are the **only** permitted hanging wall decoration (**see photo**).



Nails, tacks, and screws are not allowed in any walls, doors, or furniture. Any damage done to walls, including paint damage, with tape or other adhesives, are assessed and added to the student's account.

Appliances

Students are permitted to bring small microwaves, televisions, irons/steamers, air fryers, Keurig's, and refrigerators (cannot exceed 4.0 cubic feet).

Hot plates, fryers, grills, or any type of open flame cooking appliances are not permitted within dorms.

Internet Classes and Housing Eligibility

Residence hall students must enroll in a minimum of 9 hours of **seated, on-campus** classes to remain eligible for housing. Students must be enrolled in a minimum of 12 hours to be considered full-time.

Summer Housing

Residence halls may be available for students attending summer school. Food service may not be available during summer terms.

Opening and Closing of Residence Halls

Students may occupy assigned rooms only during official opening and closing periods published by the college. Residence halls close during scheduled breaks unless waivers are approved. At the end of each semester, students must vacate rooms following final examinations unless authorized otherwise.

Residence Hall Closures and Breaks

Residence halls may close during the following periods:

- Fall Break
- Thanksgiving Break
- Christmas Break
- Spring Break
- Good Friday

Residence halls typically stay open during other holidays unless otherwise announced.

Residence Hall Quiet Hours

Students are expected to be in their dorms by 10:00 PM nightly. Common areas and lobbies are expected to be vacant after 10:00 PM until 7:00 AM. Students are expected to keep all noises down at all times.

Fire Safety and Emergency Planning

Fire escape plans are posted in residence halls. Students should familiarize themselves with exits and evacuation procedures.

Tiger Alert-Emergency Notifications

NEMCC uses rapid alert and notification system called Tiger Alert. Tiger Alert provides students, faculty, and staff members with an advanced rapid communication solution to be used by the college during emergency situations.

Tiger Alert notifies students, faculty, and staff of weather-related events and other emergencies that may occur on campus. Through this, NEMCC keeps everyone informed of important decisions and safety procedures in the event of an emergency on campus.

These notifications are sent as text messages and phone calls to numbers listed on student and staff accounts. These can be updated or enabled/disabled through MyNEMCC dashboard.

Safety

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

Please refer to the list below for helpful safety tips:

- Students should keep dorm room and vehicles always locked.
- Students should not prop doors or entrances open.
- Students should not allow strangers to enter their rooms.
- Never share NEMCC ID, students are
- Report any crimes or suspicious activity to NEMCC Police immediately.
- Students should take appropriate steps to secure personal property.
- Report any maintenance issues as soon as possible to dorm supervisor or Housing Office.
- Never cover or disconnect smoke detectors.