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# NORTHEAST TEXAS COMMUNITY COLLEGE RESIDENTIAL HOUSING

## POLICIES AND PROCEDURES

*The Northeast Texas Community College (NTCC) Residential Life Policies and Procedures are applicable to all residence facilities. Any student having signed a Residential Housing Policies and Procedures Agreement is expected to abide by these policies. NTCC reserves the right to modify these rules as deemed necessary.*

## INTRODUCTION

The provision of residential housing for students at NTCC is among one of the many services designed to assist each student in the pursuit of his/her educational goals.

Students living in residential housing are a part of a campus environment allowing them opportunities to succeed academically and to associate with students from other communities. Through these associations, students may experience an exchange of



ideas that can broaden each student's horizons. NTCC strives to provide a campus living environment that is safe, healthy, and supportive of academic achievement and individual growth.

The residential housing policy has been developed with consideration of the give and take of group living. Students living in residential housing are expected to conduct themselves in a manner compatible with group living and in accord with the policies related to or in regulation of residential housing.

### **RESIDENTIAL HOUSING FACILITIES/STAFF**

NTCC maintains student housing facilities for 214 full-time students. Residential housing at NTCC offers a variety of options to fit your budget and lifestyle. Students can choose from a traditional dorm experience or newer apartment-style units. In addition to the convenience of living on campus, students enjoy amenities like: free Wi-Fi, cable, parking, laundry access, fitness center access, fully furnished units, secure card access to building, and 24-hour campus security.

Residential Life is staffed by a full-time director, hall directors, and student resident assistants who live within the residence halls, supervise the facilities, implement housing policy, settle disputes between residents when possible, and assist students in adjusting to college life.

### **STUDENT SERVICES**



## **RESIDENTIAL LIFE**

Campus housing is just one of the services provided at NTCC. Some other student services include student activities, admissions, testing, counseling and advisement, financial assistance and tutoring. If you have questions related to student services, you are encouraged to visit with the Office for Student and Outreach Services.

### **GENERAL POLICIES**

**Bacterial Meningitis Vaccination** – Students will not be permitted to move in to the residence halls without submitting a certificate of proof that they have received this vaccination. Proof should be submitted along with the housing application and deposit. Students must have shot a minimum of ten days before their move-in date.

Students must furnish their own personal effects including twin-size sheets (please call and ask if they should be extra-long), pillows, pillow cases, blankets, bed spreads, mattress protectors, towels, soap and other personal hygiene items, bathroom cleaners for counter, shower and commode area, broom, mop, dust pan, trash bags, bathroom tissue and plunger. The facilities have laundry rooms in each wing with free washers and dryers, but students must furnish their own laundry detergent.

**Things to Bring** - Students may bring their own TV's, stereos, and computers.

Students living in Residential Housing West can bring dorm size refrigerators and low wattage (700-800 watt) microwaves. Refrigerators and microwaves are provided in the new Student Housing East facility. (Also see p. 20)

**Student Accountability** - As adults, all residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Lack of knowledge of specific policies will not be an excuse for breaking any NTCC policies or State of Texas laws. Such behavior will result in disciplinary action, which can include,



but is not limited to, monetary fines, required community service activities, probationary periods, and expulsions. A monetary fine is intended to serve as a reminder that such behavior or possession of prohibited items are not acceptable and will not be tolerated in the residence life community. All monetary fines for conduct issues should be paid within 10 days. If fines are not paid it will be considered a “failure to comply” incident and add to the established judicial housing file.

**General Expectations of Conduct** - Residents are expected to take care of and respect the facilities and equipment provided by NTCC. Students are also expected to conduct themselves according to acceptable standards of the NTCC community and the College’s function as an educational institution. Consideration for other is the basic principle to be followed by all residents. Each resident possesses individual rights, which will be respected by roommates, peers, and administration. These rights carry a reciprocal responsibility in that each resident will respect these same rights for all others in return. There is ZERO TOLERANCE for drugs, weapons, and fighting on campus.

**Student Misconduct** - The hall staff is required to submit a written incident report for every violation. These are submitted to the housing office and a resident judicial file is established. In some cases, security is called to the scene or a violation and a security report is submitted.

The severity of a housing violation is determined after the Director of ResLife reviews the report submitted. Video may also be reviewed. A report may or may not result in the resident being summoned for a conduct hearing.

**Resident Notification Process** - When a resident is identified as being involved in a possible violation of rules which required disciplinary action they should meet with the Director of Residential Life as soon as possible. If the resident is present when the incident comes to the attention of a staff member, they will be notified to meet with the



Director no later than the following business day at 10am. If the resident is not present at the time the incident is discovered, they will receive a notice of appointment letter. If the resident does not attend the appointment, it will be considered a “failure to comply” incident. The hearing would then be held and sanctions determined without the resident being present. Residents can appeal decision of expulsion to the Housing Disciplinary Committee; however, this committee will not hear appeals concerning fines.

### **HOUSING RULES AND REGULATIONS**

**Alcohol** - NTCC prohibits the possession and/or consumption of alcoholic beverages and paraphernalia on the college premises. All college policies along with local and state laws with respect or application to the possession and consumption of alcoholic beverages will be strictly enforced. The individuals in violation will be subject to college discipline or civil charges, even if the resident is of legal age. Residents who return to the campus and appear to be in an intoxicated state will be subject to college action. Residents must not keep empty alcoholic containers in their rooms; this indicates possible possession of alcohol. Residents are held liable for their visitors who violate this policy.

The following guidelines are applicable for alcohol violations:

- Fine/community service
- Counseling
- Online alcohol education program
- Dorm expulsion



***Parents will be notified of offense when student is underage.***

**Appliances** - The use of toaster ovens, hot plates, or other open-filament items is prohibited. If any prohibited item is found, each roommate is subject to being fined. Hot-air popcorn poppers, coffee pots, and crock pots are authorized. RHE residents may not bring refrigerators or microwaves.

**Assault** - Any physical abuse, assault, or any conduct that might threaten or endanger the health or safety of any student is prohibited in the residence halls. Any physical altercation and/or verbal threats should be reported to Campus Security as well as to a ResLife staff member.

**Assignment of Rooms** - Every attempt is made to accommodate student preferences for residence hall assignments through the application information provided by students when they apply for housing. Priorities for room assignments are based on the date the application and \$100 application fee are received. The residence hall contract does not guarantee assignment to a particular room.

Room assignments are made for the entire school year, and room changes may only be made with the approval of the Director of Residential Life. Residents making unauthorized room changes will be subject to disciplinary action. NTCC reserves the right to change or consolidate room assignments when it is in the best interest of the institution and reserves the right to make or change room assignments in the interest of order, health, safety or other reasons deemed valid by the college. Any student affected will be notified to make arrangements to move.



## **RESIDENTIAL LIFE**

**Bicycles** - Students can ride bicycles on concrete surfaces only. Bicycles must be kept in student's room or in an outside bike rack, if available. Bicycles are not to be left in the courtyard, hallways, lobby or foyer at any time and must not block any entryway or exit.

**Cancellation of Reservation** - The housing agreement is a binding document, and students are expected to fulfill the obligations. The terms by which the agreement may be terminated by the resident are identified in the agreement, and students should be familiar with them. **Any request for cancellation of this agreement must be submitted in writing or faxed by July 1 for the fall semester or December 1 for the spring semester. Failure to do so will result in forfeiture of security deposit.**

**Candles and Incense** - All candles, incense or potpourri pots together with any items that create embers or ashes are prohibited because of potential fire hazard. Such items will be confiscated from the rooms.

**Check-In-Procedure** - Students should check in the residence halls on

**Thursday (8 am-5 pm), Friday (8-11 am), and Saturday (8-11 am) prior to the Monday of the first day of classes.** *Students must obtain a receipt from the*

*business office stating that payments have been made prior to residence hall check-in.*

Students will not be allowed to start the move-in process without business office clearance and proof of bacterial meningitis vaccination.

**Students must fill out a Check-In form prior to receiving the room key.** This form will allow students to note the condition of their assigned room prior to moving in. It is important that this form be filled out accurately as it will be used at check-out as a tool to evaluate damages when assessing related charges.



Students will receive a room key only after completing the Room Check-In form and signing the Policies and Procedures Agreement.

**Checkout Procedure** - All students must check out of their rooms no later than **5:00 pm of the day following the last scheduled final**. Failure to do so will result in the student being charged \$25.00 per day for each additional day remaining in the residence facility.

Students may not store any items in the housing facility. Any items left after check-out will be disposed of after three days. Students should ensure the following have been completed prior to vacating the halls:

- Clean the room and bathroom.
- Sweep and mop all floors.
- Place trash and unwanted items in dumpster outside the building.
- Complete Check-out form.
- Turn in room key.

**A \$50 fine will be assessed for improper check-out.** The security deposit may be used to cover damages, cleaning charges, or to cover the cost for disposing of any furniture left behind.

**Childcare** - Children under the age of 17 are not allowed in the residence halls. Parents visiting a resident student may visit in the lobby with a child under the age of 17.



**Complaints** - Roommate/suitemate conflicts often occur due to a lack of communication between people and a resistance to compromise. Most of the issues that occur are ones that can be easily resolved if only the roommates/suitemates will talk to each other. Here are a few easy steps to help you if you are in a conflict:

1. Complainant discusses problem with staff; staff gives tips on how to talk with roommate.
2. Complainant addresses concern(s) directly with the roommate.
3. Complainant follows up with staff. If problem remains, a mediation meeting is held between the parties involved and the staff. A roommate contract may be formulated to help negotiate a compromise.
4. Staff will follow up on the situation and revise the roommate contract as needed.
5. Only after a staff member feels that the roommate mediation process has been worked through may changes in room assignment be considered.

**Conduct** - Students should conduct themselves in a manner suitable to community living. A student who is serious in their studies, shows consideration for the rights of others, fulfills contractual obligations, obeys the law, and shows respect for other residents and college personnel, will have no difficulty adjusting to student housing life. Residents are accountable for the actions of their visitors.

**Criminal Offenses** - For the safety and protection of our students, NTCC conducts a criminal history check on all prospective residents prior to acceptance into the residence halls. Criminal offenses at the felony level, as well as certain Class A and Class B misdemeanors may result in the denial of on-campus housing. Please note, denial of housing does not affect the acceptance of into NTCC as a student. Offenses that



typically result in the denial of a housing assignment are those that can negatively affect a communal living environment such as drug related offenses, assault, and theft. Individuals may request a copy of the assignment standards by contacting the Office of Residential Life.

**Damages** - Each resident is expected to use the residence hall facilities and furnishings in a responsible manner. Residents will be held accountable for any damages found in their residence and any common areas. Damage charges are not designed to penalize residents, but rather to recoup the actual cost of repair or replacement of the damaged item(s). This policy helps to keep down the overall cost of housing for the majority of residents who manage to avoid damaging their rooms and furnishings. Students who deliberately cause damage or those who cause damage because of an unauthorized activity may also be subject to disciplinary action.

**Decorations/Posters/Wall Hangings** - Students are permitted to decorate as long as they do not create health/fire hazards or cause damage to the room.

- Only thumb tacks, straight pins, or Command Strips should be used on sheet rock walls. **Do not use nails, screws, or adhesive strips!** Any damages caused will be charged to the residents.
- Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and returned to the proper authorities.
- Items must comply with Housing policies, including alcohol, harassment, profanity, etc.
- All decorations are subject to the approval of roommates. Students may be asked to take items down if they are offensive, create a hostile living environment, or are deemed inappropriate by housing staff.



- No items are to be posted to the exterior of the doors and nothing should be posted to the windows which can be seen from outside.

**Application Fee** - To receive a residence hall assignment, a non-refundable \$100 fee must accompany the student's application for housing. The fee is used to cover the cost of the criminal background check, as well as administrative fees associated with processing incoming students.

**Dining Services** - Students in the residence halls are required to have a meal plan. meals are provided Monday breakfast through Friday lunch. No dishes, glasses, utensils, or condiments should be taken out of the dining area. Students should clean up after themselves in the SUB. Questions or comments regarding food services should be directed to the Food Service Director.

Breakfast     7:00am-9:30 am

Lunch            11:00am-1:00pm

Dinner          5:00pm-6:30pm

**Discipline** - NTCC expects all students to abide by student conduct policies and procedures as defined in the Student Handbook. Failure to follow the rules and regulations will lead to appropriate disciplinary action.

There are several types of disciplinary actions that may be imposed. These actions, as well as the appeals procedure and the due-process proceedings, are defined in the Code of Student Conduct section of the Student Handbook.



Disciplinary matters involving residents are addressed by the Director of Residential Life, but recurring discipline problems will be referred to the Vice President for Student and Outreach Services.

**Dress Standards Outside of Room** - Students must be dressed appropriately when entering halls or common areas of the housing facilities. Attire that is generally acceptable on campus or in the classroom is considered appropriate

**Drugs** - NTCC enforces a **zero-tolerance policy** regarding the possession, use, sale or distribution of narcotics, dangerous drugs and related paraphernalia on campus. Students who violate this policy are subject to immediate suspension from residential housing and possible dismissal from school. Residents must report alcohol and/or drug violations to an RA, Hall Director, or Director of Residential Life to avoid disciplinary action. NTCC uses drug dogs to maintain a safe living environment.

**Eligibility of Housing** - Only those persons enrolled at NTCC will be allowed to reside in the residence halls. A student must be enrolled in at least 12 hours in each regular semester and at least 6 hours in a single summer session. Resident enrollment is monitored and students who do not maintain full-time status may be removed from the residence hall. Any student under the age of 17 requesting to live in student housing must receive prior approval from the Director of Residential Life and the Vice President for Student and Outreach Services.

**Emergencies** - See Fire, Safety and Security; Maintenance; Tornadoes/Natural Disaster.

**Entrance/Exit** - All Students are expected to use the main entrance into the residence halls. Unauthorized use of the fire exits is prohibited by the fire code. Propping open or otherwise interfering with the intended smoke-barrier purpose of fire doors is prohibited.



**Entry, Search, and Seizure** - NTCC reserves the right to enter a student's living space whenever necessary for inspection of property; to seek missing furnishings; to make improvements or repairs; to control the space in the event of an epidemic or an emergency; to show space to inspectors, fire marshal, or appraiser; or for safety checks. NTCC reserves the right to enter the student's living space whenever necessary if there is a reasonable suspicion that a violation of the NTCC policy is being or has been committed or to allow entry by a law enforcement officer with a warrant.

**Evictions** - Students may be evicted from housing when they fail to meet enrollment requirements, fail to make financial payments, or because of disciplinary action. Residents who have been evicted may return to the residence halls when they meet the terms of eviction; i.e. re-enrollment in the institution, payment of fees and clearance by the institution's disciplinary officer.

**Failure to Identify** - If requested, students must present proper identification to any college representative. Failure to do so could result in serious disciplinary action.

**Fighting** - Physical abuse, assault, or any conduct that might threaten or endanger the health or safety of a any student will result in immediate and serious disciplinary action.

**Fire, Safety, and Security** - It is the responsibility of each resident to be familiar with the policies and procedures designed to ensure safety and security.

Fire alarms signal that all occupants of the building are to evacuate immediately. Residents should follow the instructions of the residence hall staff during the fire alarm/drill procedure. The staff members will evacuate the areas as they deem necessary to ensure the safety of all residents. Any person who fails to comply with the evacuation proceedings is subject to disciplinary action.



Anyone who discovers a fire should (1) Signal an alarm immediately and (2) contact a staff member/security to begin the evacuation procedures.

Fire prevention regulations - The following items are prohibited because of their potential as fire hazards:

- Use or possession of fireworks or explosives
- Christmas trees or other flammable materials
- Flammable liquids or fuels
- Overloaded electrical extension cords or multiple adapters

Anyone who alters a smoke detection/fire prevention device or deliberately sets off a false alarm will be subject to immediate disciplinary action and/or legal sanctions.

**Furniture** - Students will not be allowed to move furniture from their rooms and are never allowed to place furniture (damaged or intact) outside their doors, in hallways, or courtyard. Furniture that has been removed from the common areas for a student's personal use will be considered stolen property.

**Harassment** - Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health and safety of any person. If a resident believes he/she has been a victim of this type of abuse, he/she should report it to the Director of Residential Life immediately.

**Holidays** - The residence halls will be closed for any holidays observed by the college. All students must leave the facility during these times. Any student needing to stay must receive permission from the Director of Residential Life.



**Inability to Adapt** - Students who demonstrate an inability to adapt to residence hall life will be referred to the Director of Residential Life and/or the Vice President for Student and Outreach Services for possible removal.

**Insect Problems** - Residents who discover insect problems should report them to a housing official immediately. Residents should keep in mind that food and an unclean environment attract insects and may cause a health hazard.

The residence halls have a pest control contract and the entire facility is sprayed once a month. Students can check the schedule posted with the Office of Residential Life for the exact dates. Students should be aware that if there are clothes or other articles on the floor or around the walls, their room will not be sprayed.

**Inspections** - Staff members will conduct safety inspections to ensure that safety standards are being met and to check for safety hazards. If safety hazards exist, they will be corrected immediately. If they are the result of the residents' actions, the resident will be charged for the corrections.

Staff members may check rooms if furniture is missing from the common area or to ensure that furniture is still in place and in good condition.

NTCC reserves the right to inspect rooms when there is reasonable suspicion that regulations outlined in the policies and procedures are in violation. (See Entry, Search, and Seizure)

**Internet Connections** - Wireless internet is available for all students. Students may contact MS 103 with technical issues.

**Keys and/or Student IDs** - Every resident is provided with a key and Student ID to his or her room at check-in. Lost or stolen keys/IDs should be reported immediately to



protect the safety of the residents and their belongings. Lost keys and/or IDs will be replaced at the rate of \$25 each. Residents will be responsible for any additional charges that are a result of lost keys and/or IDs. Residents may **not** have duplicate keys made. If duplicates are found, the locks will be re-keyed and the resident will be charged. If a student wants to have additional security devices on his or her space, this must be approved through the housing office. To ensure the safety of all, residents are not permitted to give their keys to friends or relatives. If a resident is found in violation, it will result in disciplinary action.

Keys are to be returned as part of the check-out procedure. Residents will be considered occupants of the space and charges will be accrued until keys are turned in. Failure to turn in keys will result in the automatic forfeiture of the deposit.

**Laundry Facilities** - Laundry facilities are in both residential hall facilities. Laundry rooms are for resident use only. We ask that you cooperate by helping us keep them clean.

**Lobby Furniture** - **Lobby furniture is not to be moved within or out of the lobby area.** Feet are not to be placed on tables and chairs. Residents/visitors are not permitted to sit on tables.

**Lock Outs** - Residents who become locked out of their rooms can contact the housing office during the normal working hours or the housing staff on duty after hours. For your protection, identification will be required prior to students regaining access to space.

After 3 lock-outs between 8am-midnight, a resident will be charged in multiples of \$20 each time they are let into the room. Opening doors between midnight and 8am results in an automatic charge to the resident's account.



**Loitering** - Residents should not loiter in residential parking lots after dark. Loitering is defined as lingering idly or without purpose, hanging around in clusters, creating or causing unusually loud noises or disruptions.

**Loss of Property**- Residents are responsible for the security of their own property. The college does not accept responsibility nor is it liable for theft, damage, or loss of money, valuables, or personal effects of the students. Residents should take preventative measures to ensure items are not stolen, such as using a safe. If a resident has items stolen from their car or room, they are encouraged to file a report with campus security.

**Mail** - Students who wish to receive mail on campus may do so through the campus mail service. Mail is available for pick-up in the College Bookstore Monday-Thursday from 8 a.m. - 6 p.m. and Friday from 8 a.m. - noon. Students should be aware that the campus mail service can sometimes be delayed as many as three days. Stamps and envelopes may be purchased from the campus bookstore; letters and packages can also be mailed there. The bookstore also provides fax service for a small fee.

**The following addresses should be used for student mail.**

<p><i>Regular mailing address:</i></p> <p>NTCC Residential Life Your Name PO Box 1307, Mt. Pleasant, TX 75456</p>	<p><i>Physical address UPS or FedEx Deliveries:</i></p> <p>NTCC Residential Housing Your name 2886 FM 1735, Chapel Hill Road, Mt. Pleasant, TX 75455</p>
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**Maintenance of Rooms** - It is the student's responsibility to maintain his or her individual room. Students must provide their own cleaning and toilet



supplies. Students should report any maintenance problems to the RA on duty or other ResLife Staff. After hours maintenance will be for emergencies only.

**Mattress Protector** - The mattress must have a mattress cover to protect it and to create a healthier living environment for residents. All students must have a mattress protector on his/her bed **at move-in**.

**Messages** - Due to limited personnel, we are unable to provide a message service for students. However, students may advise relatives that in case of an emergency, we will make every effort to contact students.

**Music/Sounds** - Radios, televisions, video games, computer music or other sound equipment shall be lowered to a level that does not annoy or interfere with the quiet enjoyment of other residents. In general, music cannot be played in the lobby or courtyard area. Volume on music played from parked cars should be low.

**Non-Compliance** - Failure to comply with reasonable directions and requests of Residential Life staff or failure to heed an official summons by the office of Residential Life will result in immediate disciplinary action by the Director of Residential Life.

**Parking** - Students are not permitted to loiter in the parking lots of RHW, RHE, or the FIT. All students are required to park in the student housing parking lots located next to the student housing facilities. Parking in the grass, on the sidewalk, in front of trash dumpsters, or any area marked restricted is prohibited. Those in violation will be fined and/or towed at owners' expense.

All residents are required to have a regular student parking permit on their vehicle. Any vehicle on campus after midnight, not having a permit, will be towed at the owner's expense.



## **RESIDENTIAL LIFE**

Due to the lack of parking space, trailers are prohibited in the student housing parking lots. Students with trailers, including boat trailers, are to make special parking arrangements with the Rodeo Coach.

### **CAMPUS PARKING VIOLATIONS**

#### **FINE SCHEDULE**

<b>Visitors area (circle drive)</b>	<b>\$15.00</b>
<b>Blocking trash receptacles</b>	<b>\$15.00</b>
<b>Blocking driveway</b>	<b>\$15.00</b>
<b>Parked, taking two spaces</b>	<b>\$15.00</b>
<b>Parked on walkways or grass areas</b>	<b>\$15.00</b>
<b>Parked on No Parking areas</b>	<b>\$15.00</b>
<b>Parked in or blocking fire lanes</b>	<b>\$30.00</b>
<b>Parked with trailer attached</b>	<b>\$15.00</b>
<b>No parking permit</b>	<b>\$15.00</b>
<b>Parked in handicapped space</b>	<b>\$180.00</b>



**Payment of Account** - It is the resident's responsibility to make payment of fees on time. Failure to do so will result in action that may include eviction.

**Pets** - Absolutely no pets will be allowed in the student housing facility at any time. Unauthorized pets will be removed by the proper authorities and students will be fined for any expense incurred or damage done by the animal.

**Prohibited Conduct** - The following conduct is prohibited at NTCC and in the residence halls and can result in immediate disciplinary action.

1. Disruptive behavior (yelling, running, wrestling, roughhousing, etc.) in or around the residence hall.
2. Using vulgar, profane, or obscene language or gestures.
3. Fighting is forbidden and can result in immediate suspension from the residence hall.
4. Discrimination or hazing of residents is prohibited, as is racial or sexual harassment. Any of these can result in immediate suspension from the hall.
5. Disregard for the physical well-being, rights, and property of others.
6. Physical abuse or the threat thereof against any person or persons. Conduct which threatens or endangers the health or safety of any such person or persons.
7. Vandalism, malicious destruction, damage, defacing, or misuse of NTCC public or private property.
8. Gambling is not permitted on college property.
9. Failure to attend meetings called by the Director of Residential Life.



10. Possession of and/or use of any mechanism and/or substance which may cause a disturbance to the normal atmosphere of the residence hall (smoke bombs, stink bombs, water balloons, etc.). This includes substances used for purposes not intended by the manufacturer (i.e., shampoo, toothpaste, shaving cream, etc.).

11. Residence hall entry doors or emergency exit doors must not be propped open for any reason.

12. Creating a mess in the hallways, lobby, or laundry rooms.

13. Throwing balls, Frisbees, or other such objects and bouncing balls of any kind in the residence halls is not permitted.

14. Opposite sex entering a restricted area or wing of the residence halls outside of visiting hours.

15. Putting room freshener, carpet freshener, etc. in air conditioner unit.

**Prohibited Items** - All unauthorized items will be confiscated by NTCC staff. The following items are strictly prohibited and subject to residence hall fines:

- Weapons\* of any kind: knives (fixed-blade or over 5in.), and knife boards, clubs, ammunition, etc.
- Illegal drugs and paraphernalia
- Alcoholic beverages and paraphernalia
- Cables and/or cords running from room to room or across the halls
- Candles



- Cooking appliances (excluding crockpots)
- Darts and Dart Boards
- Electric or gas space heaters
- Fireworks
- Inoperable vehicles
- Personal beds/waterbeds
- Pets

\*NTCC adheres to SB 11, or, 'campus carry' as required by law. The details by which a student can legally possess and carry a firearm are spelled out in the NTCC Campus Carry Policy that can be found here:

<https://www.ntcc.edu/campuscarry/ApprovedCampusCarryPolicy.pdf>

**Quiet Hours** - Quiet hours are designated from 9 p.m. until the following morning at 9 a.m. At all times radios, stereos, and televisions must be played in such a manner that they can be heard only in the same room. Students' actions should not interrupt a person studying or sleeping. The Director of Residential Life has the authority to require the removal of radios, stereos, and televisions if a student continues to violate quiet hour policy. During Quiet Hours, the outside areas immediately adjacent to the residence facility must be clear of students and noise.

**Recreational Activities** - Playing of sports including but not limited to: roping, baseball, softball, football, Frisbee throwing, is prohibited in the residence hallways and lobbies.



**Refund** - Students who officially drop or withdraw from NTCC shall have their housing refunded according to the following schedule:

During the first 15 class days	70%
From the 16th through 20th	25%
After the 20th class day	0%

Refunds are deposited on the student's My Eagle Passport card. For courses dropped prior to the first-class day, a 100% refund will be made. *Please note, deposits and meal plan fees will be forfeited in the case of a withdrawal.*

**Reports** - Any staff member and/or security officer has the authority to file a Notice of Policies and Procedures Violation form. Reports will be written and initialed by the student when an infraction is committed. All records are cumulative and will be part of a student's Discipline File. A history of incident reports will be a factor in determining whether a student is invited to return for another semester. The history will influence the degree or type of sanction imposed for repeat violations.

**Room Appearance** - Residents must keep their rooms clean and safe. Waste baskets should be emptied regularly and trash should be deposited in the dumpster on the housing parking lot. Random room inspections will be conducted. Safety checks will be conducted quarterly. Failure to respond to warnings concerning poor room conditions could result in the resident being asked to move from campus housing or not being permitted to return for another semester.



**Safety Regulations** - Halls and doorways must be kept free of obstacles.

Unauthorized entry into restricted areas such as mechanical rooms, as well as venturing onto roofs or ledges, is prohibited.

Keep doors and windows locked. Report any damages or repairs to locking devices or lost keys immediately.

**Security of Rooms** - The ultimate responsibility for personal security rests with each resident. To maintain security, the doors should be locked when the resident is not home (this includes when resident is just down the hall to visit a friend), or while resident is sleeping. When housing or maintenance staff is working in the residence hall **all doors will be shut and locked behind them**. Carry your key and /or fob with you at all times when you leave your room. If rooms are found not to be secure by the Director of Residential Life, housing staff, or security personnel a fine may be assessed to each student assigned to the room.

**Smoking/Tobacco Products** - Tobacco products are prohibited in any campus building or outside area except in personal vehicles or the two smoking huts located in the northeast parking areas. Students may not have spit cups in the housing facility including lobby, personal rooms, hallways and other common areas. Electronic cigarettes, hookahs, and lighters are included in prohibited items.

**Standards of Decency** - Obscene language and activities that are offensive to modesty or decency, as judged according to the average person in the NTCC community, are prohibited on the college campus. Displaying indecent pictures or writings in public areas or residence hall rooms is also prohibited.

**Sexual Harassment** - Sexual Harassment in any form will NOT be tolerated at NTCC. Students sexually harassing others, through word or action, can be suspended



from the residence hall and/or Northeast Texas Community College. Violators may also face more serious consequences, since sexual harassment is a violation of state and federal law, and is prohibited by college policy.

**Student Identification Card** - Students are issued ID cards during registration and during the first two weeks of school. ID cards can be used for admission to some college activities and events, for Student Housing common door access and for discounts at certain restaurants in town. Students living in the residence hall must present proper identification prior to receiving meals in the dining hall.

**Termination of Contract/Removal from Housing** - Student residents may be removed from their housing assignment through College action for the following reasons:

- Violation of College policy or criminal law
- Failure to complete payments for room and board
- Failure to maintain full-time student status
- Disruptive or violent conduct
- Failure to adjust to community living

**Theft/Vandalism** - Any student found guilty of stealing or vandalism is subject to removal from housing and dismissal from the college. Any theft should be reported to the residential life staff immediately. NTCC is not responsible for lost or stolen personal items. Suite mates should keep room doors locked at all times to protect fellow students' property. In addition to possible criminal charges, the following penalties for theft will be enforced: **1st offense** - written warning, return of items or compensation for value of items, and \$50 fine. **2nd offense** - written warning, return of items or



compensation for value of items, and \$125 fine. **3rd offense** - expulsion from residence hall.

**Tornadoes/Natural Disaster** - Tornado warnings are sounded with the Residence Hall Fire Alarm and are identified as such by three short blasts followed by a long blast. In the event the alarm system is inoperative, the warning will be given by the residence hall staff. All those in the residence hall should move to the designated tornado shelter as quickly as possible and report to your designated staff

**Trash** - The residence halls have trash dumpsters located in the residence hall parking lots. Residents are responsible for disposing of their own trash and should not set trash outside their doors or in trash cans in the courtyard, lobby, or laundry rooms. Personal trash found in these areas could result in all students sharing the fine.

**Visitors** - All visitors must sign in at the housing office and state who they are visiting. First and last names of the visitor and the resident are required, as well as proper picture identification. It is the responsibility of the resident to see that their visitors are signed in correctly. Failure to do so will result in the student being subject to fines and loss of visitation privileges. Visitation is a privilege and therefore, residents should not take advantage of it.

Residents should feel safe and comfortable in their room, so at any time a resident makes a request for any visitor to leave the room this must be honored.

Residents have paid for the educational support campus housing provides. Visitors of residents are subject to the same rules and regulations. Visitors should not impede on the rights of other residents. Residents will be held responsible for the actions of their visitors. To maintain the spirit of a community-living environment, we ask that residents abide by the following visitation hours in all residences:



## **VISITATION HOURS**

The residence hall facilities are open from 10:00 am to midnight, Sunday through Saturday. Visitors should be considerate and not disturb other residents. All visitors are required to sign the visitor's sheet next to the residence hall Office and must leave the residence hall facilities at closing.

## **Overnight Visitors**

Residents must give the Director of Residential Life at least 24 hours' notice of an expected overnight visitor.

- Overnight visitors of the opposite sex are not allowed at any time.
- Individuals currently enrolled at Northeast cannot be overnight visitors.
- All visitors are subject to the same rules and procedures as are regular residents.
- Unauthorized visitors will be asked to leave immediately by a staff member or campus security.
- Residents may not have a guest for more than two consecutive nights and/or a total of four nights per semester.

**Weapons** - A student shall not knowingly, intentionally, or recklessly go onto school property with any prohibited weapon. Prohibited weapons include but are not limited to:

1. Firearms, BB, or pellet guns
2. An illegal knife (knife with a blade over 5 inches, or any knife with a



blade that retracts into the handle or sheath or that opens automatically by pressing a button or by the force of gravity or centrifugal force).

3. Slingshots, bows and arrows, or anything that can propel an object through the air.

4. Explosives, ammunition in any form, smoke bombs, firecrackers, etc. are also prohibited.

5. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles).

6. A club (an instrument specially designed, made, or adapted for inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack and nightstick).

7. Throwing stars and other martial arts weapons are prohibited.

No unauthorized weapons of any kind, whether operable or not, are allowed in the residence hall, unless the student meets the legal threshold as set forth in <https://www.ntcc.edu/campuscarry/ApprovedCampusCarryPolicy.pdf>. Possession of any of the above-mentioned weapons either on the person or stored anywhere on campus may result in suspension from the residence hall and/or the College.



## RESIDENTIAL LIFE

### HOUSING FACILITY VIOLATION PROCEDURES

*Note: All fines must be paid within 10 school days*

<u>VIOLATION</u>	<u>1<sup>st</sup> OFFENSE</u>	<u>2<sup>nd</sup> OFFENSE</u>	<u>3<sup>rd</sup> OFFENSE</u>
Use or possession of unauthorized weapons	\$100 and/or Dorm Suspension or Expulsion	Dorm Expulsion	
Use or possession of explosives or volatile materials	\$100 and/or Dorm Suspension and/or Expulsion	Dorm Expulsion	
Vandalism	Up to amount of damage + written disciplinary action	Dorm Expulsion	
Breach of Fire Hazard Prevention Rules including alteration of smoke/fire prevention devices	\$50 + written reprimand	\$100 + written reprimand	Dorm Expulsion
Alcohol	\$100 + See Alcohol page 5	\$200 & Dorm Suspension	
Use of tobacco in restricted areas	\$50 + written reprimand	\$100 + written reprimand	Dorm Expulsion
Pets	\$25 + warning	\$50 + written reprimand	Dorm Expulsion
Visitation, including opposite sex visitors, before or after hours.	\$75 + warning	\$150 + written reprimand	Dorm Expulsion
Trash/Room Cleanliness	\$40 + written reprimand	\$60 + written reprimand	Dorm Expulsion
Noise	\$25 + written reprimand	\$50 + written reprimand	Dorm Expulsion
Unlocked Dorm Rooms	Written reprimand	\$10 + written reprimand	\$20, etc.



Any violation of Policies and Procedures is subject to one and/or disciplinary action. Multiple violations in different categories could result in dorm expulsion. See THEFT policy on page 30.

### **ITEMS TO BRING TO RHW/RHE HALLS**

#### ***Suggested Items to Bring:***

#### **Both RHW/RHE**

- Surge Protectors (only allowable extension cords. Extension cords without surge protectors will be confiscated).
- Small trash can
- TVs
- Bathroom toiletries
- Cleaning supplies (vacuum cleaners and mops are available for checking out through the dorm RA with a valid student ID)
- Laundry detergent
- Bed linens (mattress cover, pillow, sheets, blankets, bedspreads- extra-long twin or full)
- Coat hangers
- Towels/washcloths
- Study lamp
- Plastic plates, bowls, cups and eating utensils
- Scentsys are allowed
- Coffee pot/crock pot



## RHW ONLY

- Small refrigerator (4.6 cubic feet or less)
- Microwave oven
- Area rug/carpet 10' x 20' (no carpet tape)

### ***Items NOT to Bring:***

- Candles
- Incense
- Pets
- Toasters/toaster ovens
- Extension cords
- Hot plates
- George Foremans
- Halogen lamps
- Inappropriate posters or signs that create a hostile living environment
- Alcohol, drugs or paraphernalia
- Unauthorized weapons (including, but not limited to firearms, fireworks, ammunition, explosives, BB guns, martial arts equipment, swords, bows, arrows, slingshots, rifles, hand guns, knives or decorative weapons)