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RESIDENTIAL LIFE

**POLICIES
AND
PROCEDURES**

August 2024



RESIDENTIAL LIFE

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. All students and guests are 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 policies and procedures have 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: Wi-Fi, parking, laundry facilities, fitness center access, fully furnished units, secure card access to building and rooms, and 24-hour campus security.

Residential Life is staffed by a full-time director, assistant 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.

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 moving in to a residence hall.

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 federal, state, or local 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 others 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 for a violation and a security report is submitted.

The severity of a housing violation is determined after the Director of Residential Life 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 3pm. If the resident is not present at the time the incident is discovered, they will receive a notice of appointment via NTCC's standard communication tools (email, text, or Teams). If the resident does not attend the appointment, it will be considered a "failure to comply" incident and sanctions will be 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 or other disciplinary actions.

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. ***Parents will be notified of alcohol offenses when student is underage.***

The following guidelines are applicable for alcohol violations:

- 1st offense – Fine (\$100), community service (20 hours), and online alcohol education program
- 2nd offense – Fine (\$200), community service (40 hours), and counseling
- 3rd offense – Dorm expulsion

Appliances - The use of toaster ovens, hot plates, or other open-filament items is not allowed. If any prohibited item is found, each roommate is subject to being fined. Microwaves, hot-air popcorn poppers, coffee pots, and crock pots are the ONLY appliances that can be used in dorm rooms.

Students in Residential Housing West (RHW) standard and economy rooms can bring a dorm sized refrigerator and microwave. All other rooms are furnished with both refrigerators and microwaves. If student elects to bring an extra dorm sized refrigerator a \$50 surcharge will be assessed.

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.

Bicycles - Students can ride bicycles on concrete surfaces only. Bicycles must be kept in student's room or in an outside bike rack. 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 and discarded.

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

Thursday (8 am-5 pm) and Friday (8-11 am) prior to the first day of classes. *Students must obtain clearance from the Student Services Center stating that payments have been made and all other obligations met prior to residence hall check-in.* Students will not be allowed to start the move-in process without having received clearance from the Student Services Center.

Students must fill out a Check-In form. 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. Forms should be deposited in the document drop box outside the Resident Assistant (RA) office within one hour of check-in.

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 and student fined for improper checkout. 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.
- Arrange for final walkthrough with ResLife staff.

A \$50 fine will be assessed for improper check-out.

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 also 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 at 903-434-8168.

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 will 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 and other items not generally available for purchase 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.

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. The resident meal plan includes breakfast, lunch, and dinner Monday through Friday and brunch and dinner Saturday and Sunday. 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 at 903-434-8200.

Breakfast	7:30am-9:00 am
Lunch	11:00am-1:30pm
Brunch	11:30am-1:00pm
Dinner	5:30pm-7:00pm

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 Associate Vice President for Student 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, or illegal 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 Associate Vice President for Student 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 will 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
- Candles
- Appliances such as toaster ovens, griddles, air fryers, electric skillet, etc.

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.

Harrassment - 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 Associate Vice President for Student 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 monthly 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 ithelp@ntcc.edu with technical issues.

MyEagle Passport / Student IDs - Every resident is provided with a MyEagle Passport / Student ID. The MyEagle Passport provides electronic access to the dorm and suites. Lost or stolen IDs should be reported immediately to protect the safety of the residents and their belongings. Lost IDs will be replaced at the rate of \$25 each. Residents will be responsible for any additional charges that are a result of lost IDs. Residents may **not** have duplicate IDs made. To ensure the safety of all, residents are not permitted to give their IDs to friends or relatives. If a resident is found in violation, it will result in disciplinary action.

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. Clothes left in the laundry facility will be discarded at the end of each month.

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. (Lock-outs as a result of system/card malfunction are not counted against resident.)

Loitering - Residents should not loiter in residential parking lots after dark. Loitering is defined as lingering idly or without purpose, hanging around in clusters.

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 measure 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- At the beginning of each semester it is encouraged for Student Residents to stop by the College Store to ensure we have proper contact information on file.

The College Store uses a Package Tracking System, which allows us to automatically send notifications to recipients if they have a mail. It is helpful to have correct contact information on file.

The mail is received by 5pm daily during business hours Monday – Thursday. Mail delivered on Fridays or the Weekend will be available the following Monday. Students are able to pick up delivered and processed mail anytime during Business Hours: Monday – Thursday 7:30 a.m. -6:00 p.m. and Friday 8:00 a.m. – 12:00 p.m. Mail is not available for pick up during campus observed holidays and closures.

Residents are required to have a picture id to pick up their mail. Individuals are not allowed to pick up another resident's mail unless the College Store received prior written communication from the student.

At the end of the semester, student residents are highly encouraged to submit a Mail Forwarding form. The Mail Forwarding form will provide the College Store a forwarding address to forward USPS first class mail to. The College Store will forward mail for up to a month from the Mail Forwarding Agreement and/or the last day of the prior semesters, some exclusions apply. If there is no Mail Forwarding form on file the mail will be automatically Returned to Sender, a week following the last day of the semester. See below for returning students.

At the end of the Fall semester, residents planning to return for the Spring semester do not need to complete a mail forwarding form. With the understanding any mail received

between the end of the Fall and the beginning of the Spring semester will be held at the Bookstore. Mail will be held until the second week of the new semester. At this time the mail will be audited and any first-class mail from the prior semester that are not current Student Residents will be Returned to Sender unless a Mail Forwarding form is on file. At the end of the Spring semester all residents will need to submit a mail forwarding form.

FedEx, UPS, DHL, USPS non-first-class mail, and International Mail forwarding is not available without additional postage charges. The student will be notified of the package delivery and the amount it would cost to forward. If mail forwarding or Returning to Sender is not available due to extra postage charges, and we have received no communication from the student, the mail will be held for a maximum of three months. Any unclaimed packages will be disposed of.

Address for student mail

NTCC Res Life
Attn: Your Name (Include First and Last Name)
2886 FM 1735
Mt. Pleasant, TX 75455

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 are expected to keep their assigned area clean and sanitary. In addition to being required to bring into compliance, residents will be charged for rooms found to be excessively messy or bathrooms that appear unsanitary.

Students should report any maintenance problems to housing@ntcc.edu. The email must include your building, room number, and details of problem. If the matter is urgent in addition to the email, contact 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, security personnel, 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 reserved or restricted is prohibited. Those in violation will be fined and/or towed at owners' expense.

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

Trailers are prohibited in the student housing parking lots. Students with trailers of any kind, are to make special parking arrangements with the Director of Residential Life.

CAMPUS PARKING VIOLATIONS

FINE SCHEDULE

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

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 will 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 suite/room 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 room charges 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%

Monetary refunds are made according to the refund designation selected by student. *Please note, application fees 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 initiated as soon as practical after 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 monthly. 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 immediately.

Security of Rooms - The ultimate responsibility for personal security rests with each resident. To maintain security, the doors should be closed 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 closed behind them**. Carry your MyEagle Passport 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/MyEagle Passport - ID cards, known as the MyEagle Passport, will serve as an electronic key to gain access to assigned dorm building, room and fitness center. MyEagle Passport cards must be presented and scanned in the dining hall prior to meals. MyEagle Passport can also be used for admission to college activities and events and for discounts at select local businesses.

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 \$200 fine. **2nd offense** - written warning, return of items or compensation for value of items, \$300 fine, and expulsion from residence hall.

Tornadoes/Natural Disaster – Students are encouraged to download local weather applications and allow alerts in order to receive immediate notifications in the event of severe weather warnings. i.e. The Weather Channel and KLTV Weather. Campus administrators monitor severe weather conditions and takes steps to communicate threats to the campus community via Microsoft Teams and campus email. If there is a known imminent threat to campus, residents will be instructed to move to a shelter location. If such directive is given, all persons in the residence halls shall move to the designated tornado shelter as quickly as possible and follow the instructions of ResLife staff, security personnel, and emergency responders.

Primary Tornado Shelter Locations

RHW – 6-700 Hall

RHE – 1st Floor Long Hall

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 being fined.

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.

HOUSING FACILITY VIOLATION PROCEDURES

Note: All fines must be paid within 10 school days

<u>VIOLATION</u>	<u>1st OFFENSE</u>	<u>2nd OFFENSE</u>	<u>3rd OFFENSE</u>
Use or possession of unauthorized weapons	\$200 and/or Dorm Suspension or Expulsion	Dorm Expulsion	
Use or possession of explosives or volatile materials	\$200 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	\$100 + written reprimand	\$250 + written reprimand	Dorm Expulsion
Drugs or drug paraphernalia	Dorm Expulsion		
Alcohol	\$100 + See Alcohol page 5	\$200 + See Alcohol page 5	Dorm Expulsion
Use of tobacco in restricted areas	\$100 + written reprimand	\$200 + written reprimand	Dorm Expulsion
Pets	\$100 + warning	\$200 + written reprimand	Dorm Expulsion
Visitation, including opposite sex visitors, before or after hours.	\$75 + warning	\$150 + written reprimand	Dorm Expulsion
Trash/Room Cleanliness	\$50 + written reprimand	\$75 + written reprimand	\$100 + community service (20 hours)
Noise	\$25 + written reprimand	\$50 + written reprimand	Dorm Expulsion
Unlocked Dorm Rooms	Written reprimand	\$10 + written reprimand	\$20, etc.
Improper Checkout	\$50 + damages and other violations	n/a	n/a

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

ITEMS TO BRING

Suggested Items to Bring:

ALL STUDENTS

- Surge Protectors (only allowable extension cords. Extension cords without surge protectors will be confiscated).
- Small trash can
- 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)
- Clothes hangers
- Towels/washcloths
- Study lamp
- Plastic plates, bowls, cups and eating utensils
- Scentsys are allowed
- Coffee pot/crock pot

Residential Housing West (RHW) - Standard and Economy Units

- Small dorm style refrigerator (4.6 cubic feet or less)
- Microwave oven
- Area rug/carpet 10' x 20' (no carpet tape)
- Twin XL Bedding
- Television (cannot be mounted to wall)

Residential Housing West (RHW) Deluxe Unit

- Area rug/carpet 10' x 20' (no carpet tape)
- Full Size Bedding

Residential Housing East (RHE)

- Twin XL Bedding
- Television (cannot be mounted to wall)
- \$50 surcharge will be assessed for additional refrigerator

Items NOT to Bring:

- Candles/lighters
- Extension cords (surge protector allowed)
- Microwave oven (provided in RHE and RHW Deluxe)
- Incense
- Pets
- Toasters/toaster ovens
- Hot plates/griddles/electric skillet
- George Foremans
- Halogen lamps
- Inappropriate posters or signs that create a hostile living environment
- Alcohol, tobacco products, drugs, or paraphernalia
- Any type of toy gun or other weapon
- 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)

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RESIDENTIAL LIFE
