



RESIDENTIAL LIFE

**POLICIES
AND
PROCEDURES**

August 2026



NORTHEAST TEXAS COMMUNITY COLLEGE

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

Welcome to Northeast Texas Community College Residential Life! Living on campus is a unique opportunity to become part of a community that supports academic success, personal growth, leadership, and lifelong friendships. Residential living provides an environment where students learn not only in the classroom, but also through shared experiences and daily interaction with others.

The purpose of these Policies and Procedures is to promote a safe, healthy, respectful, and inclusive living environment for all residents. Every member of the residential community shares responsibility for treating others with courtesy, respecting College property, and contributing to an atmosphere that supports learning and personal responsibility.

Students who choose to live in campus housing accept the responsibility of knowing and following these policies, as well as all applicable College policies and federal, state, and local laws. Residents are also responsible for the actions of their guests while on campus.

While no handbook can anticipate every situation that may arise, these policies provide the framework for maintaining a positive residential community. Students are encouraged to seek guidance from Residential Life staff whenever questions or concerns arise.

Whenever possible, Residential Life staff will seek to educate and develop students through the conduct process while maintaining accountability for behavior that affects the safety, rights, or well-being of others.

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.

Community Expectations

Living on campus requires respect for the rights, privacy, safety, and property of others. Residents are expected to exercise good judgment, communicate respectfully, and contribute to a living environment that supports academic success and personal well-being.

Administrative Discretion

The College recognizes that no policy manual can address every circumstance that may occur within a residential community. Accordingly, the College reserves the right to interpret, apply, and enforce these policies in a manner that promotes the safety, security, health, welfare, and orderly operation of the residence halls.

The College may take appropriate administrative action regarding conduct that is inconsistent with the mission of the institution or the safe and effective operation of Residential Life, even when the specific behavior is not expressly described within these policies. Such actions will be reasonable, consistent with applicable law and College policy, and based upon the facts and circumstances of each situation.

The College further reserves the right to modify these policies and procedures at any time when deemed necessary. Changes become effective upon publication or other notice provided by the College.

GENERAL POLICIES

Housing Communication – Residents are expected to use housing@ntcc.edu for all Residence Life communications, including maintenance requests, room concerns, housing questions, check-in/check-out matters, lock or key issues, roommate concerns, policy questions and other housing-related requests. Using this email helps ensure requests are documented, routed to the appropriate staff member, and responded to as quickly as possible.

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

Animals and Wildlife – Residents and guests may not feed, attract, harbor, or intentionally encourage wildlife or stray animals on College property.

Food or other materials intended for animals may not be left outside residence halls, on sidewalks, parking lots, landscaped areas, courtyards, or other common areas.

Residents should promptly report injured, aggressive, or nuisance wildlife to Residential Life or Campus Police. Students should not attempt to capture, relocate, or otherwise handle wildlife.

This policy does not apply to approved service animals or other accommodations authorized by the College.

Appliances - The use of air fryers, pressure cookers (Instapot), 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.

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.

Artificial Intelligence – See Technology Misuse / Artificial Intelligence

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, Scooters, Skateboards, and Personal Mobility Devices – The use of bicycles, scooters (manual or electric), skateboards, rollerblades, and other personal mobility devices within campus housing is subject to the College's **Use of Bicycles, Scooters, Skateboards, and Similar Devices on Campus** policy.

In addition, the following Residence Life requirements apply:

- Personal mobility devices may not be operated inside residence halls.
- Bicycles must be stored in the resident's assigned room or in designated outdoor bicycle racks.
- Skateboards, scooters, rollerblades, and other personal mobility devices may be stored within the resident's assigned room when they do not create a safety hazard or obstruct access.
- Bicycles, scooters, skateboards, rollerblades, and other personal mobility devices may not be stored in hallways, stairwells, lobbies, foyers, courtyards, laundry rooms, or other common areas, nor may they obstruct entrances, exits, sidewalks, or accessible routes.

- Personal mobility devices with rechargeable batteries must comply with the College's **Electronic Devices and Batteries** policy, including all charging and fire safety requirements.

Residents are responsible for the safe storage and security of their personal mobility devices. The College is not responsible for loss, theft, or damage to these items.

Candles and Incense - All candles, wax burners, 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.

Children/Childcare - Children under the age of 17 are not allowed in the residence halls. If accompanied by a parent visiting a resident student, children under 17 may remain in the lobby but are not allowed in residence hallways or rooms.

Cleanliness and Health Standards – Residents are expected to maintain their assigned rooms in a clean and sanitary condition. Conditions that create health or safety hazards—including excessive trash accumulation, spoiled food, insect or pest attraction, mold resulting from resident negligence, or other unsanitary conditions—must be corrected promptly when directed by Residential Life staff.

Failure to maintain acceptable health and sanitation standards may result in cleaning charges, disciplinary action (including expulsion from student housing), or other appropriate administrative measures,

Community Courtesy – Residents are expected to conduct themselves in a manner that demonstrates respect and consideration for others living in the residential community. While Quiet Hours establish designated times for reduced noise, residents are expected to exercise courtesy at all times.

Examples of conduct that may be considered disruptive include, but are not limited to:

- Excessive or repeated noise
- Slamming doors or intentionally creating loud disturbances.
- Running, horseplay, or roughhousing in hallways or common areas.
- Behavior that repeatedly interferes with another resident's ability to study, sleep, or peacefully enjoy the residence halls.

Residents are expected to comply with reasonable requests from Residential Life staff to reduce disruptions or address behaviors that negatively affect the residential community.

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, 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 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, theft, or behaviors that could cause harm to people or property. *NTCC reserves the right to conduct a criminal history check on all current and prospective residents.*

Damages - Residents are not charged for normal wear and tear. However, residents will be billed for repairing damage caused by decorations, including but not limited to torn drywall paper, excessive holes, adhesive residue, paint damage, broken furniture or fixtures, or other repairs required to restore the room to its original condition.

Residents who deliberately cause damage or those who cause damage because of an unauthorized activity will also be subject to disciplinary action.

Damage charges will reflect the anticipated cost to repair or replace damaged property beyond normal wear and tear. Normal aging and ordinary use will not result in charges.

Decorations/Posters/Wall Hangings - Residents are encouraged to personalize their living space provided decorations do not damage College property, create a fire or safety hazard, or interfere with the rights of others.

Residents are financially responsible for any damage caused by decorations, mounting hardware, or the removal of decorations.

The following guidelines apply:

- Small nails, picture hangers, thumb tacks, and push pins may be used **only on painted drywall walls** for lightweight decorative items.
- **Do not use** screws, wall anchors, drills, large nails, or any mounting method intended for heavy objects.
- Adhesive products (including command strips, mounting tape, foam tape, putty, glue, and similar products) may damage painted surfaces. Any resulting damage will be repaired at the resident's expense.
- Decorations may not be attached to ceilings, sprinkler heads, fire alarm devices, smoke detectors, emergency equipment, HVAC vents, windows, or light fixtures.
- Decorations may not block doors, exits, windows, or room numbers.
- Nothing may be hung from pipes, conduit, sprinkler piping, or ceiling grids.
- Items displayed in student rooms must comply with College policies and may not promote illegal activity

or create a hostile, threatening, or discriminatory living environment.

- Decorations visible from outside the room (including those displayed in windows or on the exterior of doors) must comply with Housing policies.
- Nothing may be attached to the exterior of room doors except items approved by Housing or those secured with magnets (where applicable).
- Housing staff may require the removal of any decoration that presents a safety concern, causes damage, violates College policy, or unreasonably interferes with a roommate's use and enjoyment of the room.

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 (and other non-class days). 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 7:30 am-9:00 am

Lunch 11:00 am-1:30 pm

Brunch 11:30 am-1:00 pm

Dinner 5:30 pm-7:00 pm

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 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 may utilize trained search dogs to maintain a safe living environment.

Electronic Devices and Batteries – Residents may possess and use personal electronic devices provided they are operated safely and do not interfere with the rights of others or the operation of College systems.

The following are prohibited:

- Charging, storing, or using devices or batteries in a manner that creates a fire or safety hazard.
- Unauthorized modification of electrical or electronic devices.
- Tampering with or interfering with College technology, electronic door access systems, security equipment, or wireless networks.

- Personal wireless equipment that disrupts or interferes with the College's network or electronic systems.
- Electric scooters, electric bicycles, hoverboards, or other large lithium-ion battery-powered devices may not be charged or stored inside residence hall buildings unless specifically authorized by the College.

Residents are responsible for any damage resulting from the use or misuse of electronic devices.

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 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 the space to inspectors, the fire marshal, or an appraiser; for safety

checks; or to inspect refrigerators (including personal units) for health, safety, or policy compliance.

NTCC also reserves the right to enter the student's living space whenever necessary if there is a reasonable suspicion that a violation of NTCC policy is being or has been committed, or to allow entry by a law enforcement officer with a warrant or other qualifying situation (see Room Entry: Housing Staff vs. Law Enforcement).

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 any student will result in immediate removal from student housing 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 emergency/alarm/drill. 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 and evacuate immediately, (2) Call 911, and (3) Contact Res Life staff to assist with 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 skillets, etc.

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

Furniture - Students will not be allowed to remove 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 Services for possible removal.

Insect Problems - Residents who discover insect problems should report them to a housing official immediately via email to *housing@ntcc.edu*. 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. Notice will be posted on residence hall bulletin boards 48 hours prior to treatment.

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 should contact ithelp@ntcc.edu (from campus email) with technical issues.

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 two (2) 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. – Noon. 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 immediately 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.

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, alarm clocks, 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 or Vic

e President for Student Services.

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/restricted 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 - 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.

Privacy, Photography, and Recording – Residents are expected to respect the privacy of others within the residential community.

Residents and guests may not:

- Photograph, audio record, or video record another individual in areas where there is a reasonable expectation of privacy without that person's knowledge and consent.
- Share or distribute photographs, recordings, or images of another person in a manner that harasses, intimidates, embarrasses, or violates College policy or applicable law.
- Install cameras or other recording devices in common areas or outside residence hall rooms without College authorization.

Nothing in this policy prohibits the use of personal security devices located entirely within a resident's assigned living space, provided the device does not record areas outside the assigned room or otherwise infringe upon the privacy rights of others. In shared rooms, all assigned occupants must provide **written consent in a manner approved by Residential Life** before a personal security device may be installed or operated. If consent is withdrawn by any assigned occupant, the device must be removed or disabled immediately. A change in room assignment or occupancy automatically terminates the consent, and a new approval must be obtained before the device may continue to be used.

Failure to comply with this policy may result in removal of the device and disciplinary action.

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 and/or removal from student housing:

- Weapons* of any kind: knives (fixed-blade or over 5in.), knife boards, swords, martial arts tools, clubs, ammunition, etc.
- Dangerous chemicals or combustables: Such as gasoline, propane, or any other flammable substance.
- Novelty or Replica Items: Including toy grenades, fake bombs, or any item that resembles and weapon or explosive device.
- Books or materials that provide instructions for creating prohibited or hazardous items, conducting dangerous activities, or engaging in extremist behavior.
- 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
- Explosives and 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: www.ntcc.edu/security.

Quiet Hours - Quiet hours are designated from 10 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 police/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 Eagle ID 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/Nicotine Products – The use or possession of Zyn, nicotine pouches, smokeless tobacco, e-cigarettes, vaping devices, and all other tobacco or nicotine products are strictly prohibited in all residence halls, campus buildings or outside areas 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. Possession or use may result in confiscation and disciplinary action.

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 (Eagle ID) - Every resident is issued an **Eagle ID**, which serves as the student's official college identification card and electronic access credential.

The Eagle ID provides electronic access to the resident's assigned housing building, room, and the campus fitness center. It must also be presented and scanned in the dining hall prior to meals. In addition, the Eagle ID may be used for admission to college activities and events and for discounts at participating local businesses.

Residents are responsible for the security and proper use of their Eagle ID. Lost or stolen cards must be reported immediately to Residential Life or the appropriate college office to help protect the safety and security of the residential community. Replacement Eagle IDs are available for a **\$25 fee**, and residents are responsible for any additional costs resulting from lost or stolen cards.

Residents may not:

- Lend, share, or allow another person to use their Eagle ID.
- Possess duplicate or unauthorized Eagle IDs.
- Alter, duplicate, or misuse an Eagle ID in any manner.

Unauthorized use or possession of an Eagle ID, including providing access to unauthorized individuals, may result in disciplinary action and, when applicable, financial responsibility for any resulting damages or losses.

Technology Misuse – Residents are expected to use technology responsibly and respectfully.

Prohibited conduct includes, but is not limited to:

- Using artificial intelligence, software, or electronic devices to harass, threaten, intimidate, impersonate, or defraud another person.
- Creating, possessing, or distributing altered or fabricated images, audio, or video intended to deceive, embarrass, harass, or harm another person.
- Attempting to gain unauthorized access to another person's accounts, devices, or electronic information.
- Using technology in a manner that violates College policy, federal or state law, or another person's privacy or security.

The use of emerging technologies, including artificial intelligence, does not excuse conduct that would otherwise violate College policies.

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.

Visitors Overnight - 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.

ROOM ENTRY

College/Housing Staff Entry - Staff may enter student rooms without a warrant in the following circumstances:

- To conduct routine inspections, including safety, maintenance, or pest control.
- To locate missing or damaged furnishings.
- To make necessary repairs or improvements.
- To manage the space during emergencies, including health or epidemic situations.
- When there is reasonable suspicion of a policy violation, including violations of housing rules or campus regulations.

Law Enforcement Entry

- Law enforcement officers generally may not enter student rooms without a warrant.
- Exceptions occur only in situations authorized by law, such as exigent circumstances (immediate threat to life or property), consent by the resident, or other legally recognized exceptions.
- Housing staff are not required to provide consent for law enforcement entry unless a warrant or legal exception applies.

Resident Rights - Students have the right to privacy in their residence hall rooms, subject to the institution's **policies**

and legal requirements. Residents are encouraged to report any concerns regarding room entry to the Director of Residential Life.

HOUSING VIOLATION PROCEDURES

<u>VIOLATION</u>	<u>1st</u> <u>OFFENSE</u>	<u>2nd</u> <u>OFFENSE</u>	<u>3rd</u> <u>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	\$100 Up to amount of damage + written disciplinary action	Damage + Dorm Expulsion	
Theft	See Theft and Vandalism under Housing Rules and Regulations		
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 under Housing Rules and Regulations	\$200 - See Alcohol under Housing Rules and Regulations	Dorm Expulsion
Use or possession of tobacco/nicotine/vapes 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 Suite Doors	Written reprimand	\$10 + written reprimand	\$20, etc.
Improper Checkout	\$50 + damages and other violations	n/a	n/a

Tampering with doors or locking mechanism (lock, strike plate, etc.)	\$1000-\$2000 + written reprimand	\$1000-\$2000 + Dorm Expulsion	n/a
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Note: All fines must be paid within 10 school days

Any violation of Policies and Procedures is subject to fines, community service, and/or disciplinary action. Multiple violations in different categories or repeat offenses could result in dorm expulsion.

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 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 skillets
- Halogen lamps
- Inappropriate posters or signs that create a hostile living environment
- Alcohol, tobacco, vapes, and nicotine products, drugs, or paraphernalia
- Any type of toy gun, sword, 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)



CAMPUS SAFETY AND SECURITY IS EVERYONE'S BUSINESS

SECURELY REPORT SAFETY CONCERNS TO PROTECT INDIVIDUALS
AT RISK OF HARM TO THEMSELVES OR OTHERS



903-434-8194

EMERGENCIES - DIAL 911 or 903-563-1417



eagleassist



