



## Residence Life Handbook

### 2017-2018

#### Department Commitment

The Navarro College Residence Life Department is committed to providing an environment that is conducive to learning. This learning takes place at many different levels. Living on campus will help students learn to socialize and live in a community governed by rules that help to promote the welfare of each individual in the community. We are committed to encompassing a community of staff and residents in which individual rights are defended and differences respected. We are also committed to being a community that will not tolerate discrimination or oppression.

The residence halls provide additional education outside of the classroom experience, and the Residence Life Staff is here to help facilitate this transition from living at home to becoming a responsible adult. The residence halls are part of the Navarro College community and reflect community living with regard to life. Community is achieved by interaction involving people in various degrees of relationships. One of the goals within the Residence Life Department is to support and encourage interaction among people and to promote awareness, understanding, and diversity inside and outside of our community.

#### Campus Police

The Navarro College Police Department is a professional law enforcement organization- not a "security" organization. The College Police Department is committed to providing

professional service to the Navarro College community. Our police officers are Texas State-certified officers and have all the same power and authority as any other sworn police officer in Texas; each officer is empowered by state laws to make arrests, investigate crimes, and carry fire arms. All federal, state, and local laws will be strictly enforced. Campus police officers on duty 24 hours a day, seven days a week. They can be reached at 903-875-7500 or 903-654-3999. Their primary responsibility is the safety of the Navarro College community and the protection of property, as well as the enforcement of College policies.

#### Residence Life Emergency & Contact Information

Now that you are beginning a new life and building a new home here at Navarro College, we want to share some very important phone numbers with you. These are emergency numbers for Navarro College.

<b>Navarro College Office of Residence Life</b>	<b>903-875-7541</b>
<b>Navarro College Campus Police</b>	<b>903-654-3999</b>
<b>Emergencies (requiring immediate assistance)</b>	<b>911</b>
<b><i>Residence Life Dept. after 5p.m. and on weekends</i></b>	<b><i>903-654-2778</i></b>
Van Nelson Area Coordinator Buildings.....1,2,3,10,11	903-467-6356
Keyasha Donaldson Area Coordinator Buildings..... 8,9,19,20,21	903-467-6007
Maggie Tubbs Area Coordinator Buildings.....4,5,6,7,30	903-467-4330
D.J. Manning Buildings 12,13,14,15,16,17	903-467-4335
Brett Manley Assistant Director Building.....18	903-467-4322
Stan Wong Assistant Director Buildings .....31, 32	903-654-0018

#### Residence Hall vs. Dorm

The main mission of a residence hall is to foster an environment of learning and growing outside of the classroom setting. Traditionally, dorms do not provide any social or educational

programming. Students find it difficult to learn outside the classroom. Area Coordinators and Resident Advisors (RAs) in residence halls are trained to deal with situations and to help people with their problems. In traditional dorms, housemothers are there to enforce rules and to carry out disciplinary actions for people who violate the rules. Our main emphasis is to give students a place to learn and grow while living in Navarro College residence halls.

## Residence Life Staff

### Central Offices

The administrative offices of Residence Life Department are located in the Student Center of Gibson Hall. Our philosophy is to assist each resident in experiencing growth to become a fully balanced and mature citizen, as well as attaining academic standards. The office is open from 8a.m. to 5p.m. Monday through Friday. The office phone number is 903-875-7541 or email us [housing@navarrocollege.edu](mailto:housing@navarrocollege.edu)

### Area Coordinators (AC)

Area Coordinators assume primary responsibility for one or more halls. These coordinators are professional, educated administrators, and full-time college employees who have knowledge and expertise with residents living in the college environment. Area coordinators are on duty 24 hours a day, seven days per week. They can be reached at all times via the housing cell phone (903-654-2778). All Residence Life staff are college officials, and their requests must be respected by residents at all times. This is stated in "the Code of Conduct" that is found in the Student Handbook. For assistance in your building, please contact your Area Coordinator at his/her apartment or by cell phone.

### Campus Safety Advisors (CSA)

The Campus Safety Advisors are staff members whose main duties are to ensure a safe and secure environment. They monitor the housing areas from midnight to 8 a.m., during which time they can be seen wearing a security vest on a golf cart patrolling the Residence Life area. They can be contacted via the housing cell phone.

### Resident Advisors (RA)

Resident advisors are returning residents selected for their leadership ability and sensitivity to the needs of other. If you are interested in becoming a resident advisor, you must have a minimum 3.0 G.P.A., a good conduct record, and have demonstrated maturity, responsibility, and the ability to communicate well with individuals and groups. For more information, see the Assistant Director of Residence Life.

## Residence Hall Facilities and Services

Navarro College maintains 24 modern, air-conditioned residence halls with space for approximately 860 full-time students. The traditional-style hall (suite-style) is a two-person room, sharing a bathroom with another two-person room. The apartment-style hall has 2 bedrooms, 2 bathrooms, and a common living room. The suite-style hall has a common area 3 bedrooms and two bathrooms. All rooms have beds and mattresses with covers, chest of drawers, a study desk and chair, closet space, and mini-blinds. **At no times should the mattress covers be removed.** The mattresses are covered to protect them and to help create a healthier living environment. There is also a couch and a side chair in the living room area in the apartment-style halls.

## Residence Hall Community Standards

In order to meet the educational and social needs of the resident, the Department of Residence Life has established a set of community standards for each residence hall community.

You are expected to:

- Live, Learn, and grow.
- Provide the same respect to others that you expect.
- Assist the staff in building a positive community within the residence halls.
- Get involved in activities by becoming active, positive, and contributing community members.
- Abide by all residence life policies and report any such violations to a staff member.
- Take responsibility for your own actions and the action of your guests.
- Take your academics seriously by attending and studying for your classes.
- Aid in creating and maintaining a community in which bigotry, oppression and hatred will not be tolerated.
- Have fun and enjoy the experience of living in the residence halls

**The information in this section is intended to communicate clear expectations regarding personal conduct, contract obligations, and community responsibilities. Residents may be charged with violation of these policies through the Department of Residence Life based on their behavior, actions, or attitudes towards staff or fellow residents.**

## Citations Issued by Residence Life Staff or Campus Police

### 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 Navarro College or State of Texas policy or law.** Such behavior will

result in disciplinary action, which can include, but is not limited to, monetary fines ranging from \$10 to upwards of \$300, and/or suspension, or expulsion. A monetary fine is intended to serve as a reminder that such behavior or actions are not to be tolerated in the Residence Life community.

### Navarro College Disciplinary Point System

The disciplinary point system is designed to promote consideration and safety for others living in a community. All Residence Life violations are assessed by the disciplinary point system. **If a resident accumulates any combination equaling six or more points in an academic semester (this includes Fall, Spring, Minimesters, Summer sessions, and break periods), he/she will be removed from the Residence Life Program for no less than one academic semester and will be subject to being trespassed from the Residence Life Program.** The disciplinary points issued are valid for one full academic semester. In addition to the infractions listed on the following pages, illegal activities on or off campus maybe grounds for removal form the Residence Halls.

### Appeal Procedures

The appeals procedure is a process that takes place in a college setting and is a community of individuals working together for the benefit of students. Within this framework, the institution embodies the laws of the state and nation, but maintains the authority to govern itself. Any resident who receives a College citation will, under due process, have the right to appeal to Resident Life Authorities.

Students wishing to appeal will be required to adhere to the following steps:

1. Each student, within 1 business day of receiving a College citation, will submit a letter in person to the Assistant Director of Residence Life stating his/her grounds for appeal. The Assistant Director will determine if the appeal has merit to be overturned and issue a written response within 3 business days.
2. If the appeal is not granted, the student must submit a letter of appeal in person within 24 hours to the Director of Residence Life stating his/her grounds for appeal. The Director of Residence Life will determine if the appeal has merit to be overturned and issue a written response.
3. If the resident's appeal is not overturned by the Director of Residence Life, the resident has the right to appeal to the Vice President of Student Services within 24 hours. The Vice President of Student Services will determine if the appeal has merit to be overturned. The decision of the Vice President is final and binding and serves as the final step in the appeal process.

**\*If a student does not request an appeal within the timeline, or does not follow proper procedures, the decision made by the college official shall be regarded as final.**

## Residence Hall Policies and Procedures

### Abandoned Property

Any resident who checks out of Residence Life or is removed administratively will be required to remove all personal items. When items are left in or around campus housing facilities after the owner has vacated, or when there is not ownership indicated on the items, the items will be considered abandoned. Property that is left unclaimed after one week will be disposed of at the expense of the resident.

### Air Conditioning/Windows

Each residence hall is air-conditioned for the comfort of the residents. Controls are located in the living room of the apartment-style residence halls and in each room of the suite-style halls. The Residence Life Staff will resolve all disputes regarding temperature control. The set ranges for the thermostat are approximately 69 to 78 degrees. Tampering with the thermostat could lead to monetary fines.

### Alcohol Policy

Alcohol or alcohol paraphernalia is not allowed on the Navarro College campus. Residents found drinking or in possession of or in the presence of alcoholic beverages, alcoholic containers, or paraphernalia will be reported immediately to Campus Police and will face disciplinary action from the College, as well as any penalties issued in accordance with Texas state law. Any containers found in a residence room will be confiscated. The Department of Residence Life retains the right to have the Navarro College Police Department of the Corsicana Police Department enter any residence hall when deemed necessary. **Residents who return to the residence halls and appear to be intoxicated will be subject to disciplinary action. Determination is left to the discretion of the Residence Life Staff and/or Campus Police.**

### Assault

Any student who is found to have been involved in an assault or violent conduct toward themselves or others will be removed from College housing. If you are the victim of assault or violent behavior please contact the Campus Police department or the Office of Resident Life.

### Cancellation of Housing Contract

All cancellations must be submitted electronically to the Residence Life Office. Please send all refund request to [housing@navarrocollege.edu](mailto:housing@navarrocollege.edu) Any cancellations after the following dates will result in forfeiture of the deposit:

**New and returning Residents** must request their deposit **before Aug. 1 for the Fall Semester.**  
**New and returning Residents** must request their deposit **before Dec. 1 for the Spring Semester.**

**Any resident who exhibits a continual disrespect for the college policies or staff will be preferred to the Assistant Director of Residence Life for disciplinary action which could lead to the loss of student's eligibility to remain on-campus housing or the denial of future housing request.**

### Check-in Procedures

Check-in procedures are crucial. Students must complete all check-in paperwork before occupying a room. Students should arrive on campus during the scheduled times for check-in unless prior arrangements have been made. If you have any questions please feel free to contact us at [housing@navarrocollege.edu](mailto:housing@navarrocollege.edu) or 903-875-7541. Inventory sheets must be turned in within 2 hours after the resident has received the key. If not, the inventory sheet will not be accepted.

### Check-out Procedures

All residents are required to check out of the residence halls on the day of their last final exam by 5pm. Each resident must complete the following action items;

- Attend End of the year Hall Meeting (Mandatory)
- Sign up for a check out time with an Area Coordinator
- Clean occupied living spaces and remove personal items
- Complete check out form and turn in housing keys with an Area Coordinator
- Failure to do will result in a \$150 improper check out fee

***\*Failure to check-out on the day of your last exam will result in a \$100.00 charge for every day past the initial check-out date.***

### College Closure

The Residence Halls officially close during Thanksgiving, Winterbreak, Spring break and Summer breaks, and prior to Summer and Fall semesters. Room payments do not cover periods when classes are not in session. **All students are required to check out during these times** with the exception of student groups who are required to be here by the college. Any resident who has failed to exit the residence halls after 5pm will be assessed a fee of \$100.00 per day. *Students remaining on campus are reminded that all Student Handbook/Residence Life policies are still in effect during this time period and are required to fill out a break waiver with the Office of Residence Life. Visitation/Guest Policies are temporarily suspended during all college closures.*

### Counseling Center

The Counseling Center at Navarro College offers a wide range of services to meet your needs. We want to help you make positive choices about your education and about your life. Staffed by both state-licensed professionals and by experienced advisors, the Counseling Center is located in the Student Services area of the Gooch-One Stop Student Center. The following services are available in the Counseling Center: Academic Advising, Short-Term Personal Counseling, Career Counseling, Early Warning Referral Counseling, and Agency Referrals. The contact number for the Navarro College Counseling Center is (903)875-7379.

Other Important Numbers you can contact if you would like help:

Suicide Hotline (24 hours)	1-800-Suicide (784-2433)
Abuse Hotline (24 hours)	1-800-252-5400
Addiction Helpline	1-800-559-9503
Corsicana Health Services	1-903-872-5625

### Criminal History Check

All prospective students who wish to reside on campus must pass a criminal background check. Each student will be responsible for \$10.00 fee. Criminal background checks help to provide a safe and secure community environment. Background checks will be rerun for returning students each Fall semester. Residence Life reserves the right to deny a Resident a room or immediately remove a student from college housing based on information obtained in a criminal background check, including, without limitation, when the Resident is a registered sex offender. This provision should not be interpreted to impose a duty on the college to run a criminal background check on any resident.

### Damage or Loss of Personal Property

Although reasonable steps are taken to maintain all college facilities and to provide adequate security, the college does not assume responsibility for any loss/ damage of personal property, whether by theft, fire, vandalism, flooding, etc. has occurred. Any missing items should be reported to the Office of Residence Life and Campus Police immediately. Property forms are available during check-in for the resident to fill out. These lists are kept on file in the Housing Office.

### Dress Code

Residents must be appropriately dressed at all times in compliance with the institutional standards. Residents who are not in compliance with these standards could receive verbal

warning or disciplinary sanctions for continual disregard for the dress code policy in the form of uncooperative manner sanction.

## Drug Policy

Any student who possesses or participates in the presence of and/or under the influence of the use, sale, manufacturing, or distribution of illegal drugs and/or mood-enhancing substances will be subject to disciplinary action and/or criminal proceedings. Sanctions will include, but are not limited to be subject to, probation, suspension from on-campus housing, or expulsion. **Drug paraphernalia, including bong, hookah pipes, clips, residue, seeds, needles, a smoke-filled residence hall room, or any other items used in the preparation or consumption of illegal drugs and/or mood-enhancing substances, are not permitted on the Navarro College campus.** These items are subject to confiscation by the College Police Department, Corsicana Police Department, or the Texas Department of Public Safety. Random room inspections by authorized staff accompanied by NC staff with canine or independent contractors with canine units may be conducted periodically to enforce the zero tolerance policy in reference to the unlawful possession, use, sale, or distribution of narcotics, dangerous drugs and related paraphernalia, and any mood-enhancing substances on campus. Navarro College considers the possession, use, sale, or distribution of illegal and/or mood-enhancing substances detrimental to students and the educational process. Students found in possession of prescription drugs not prescribed to the student or who have an abnormal amount of over-the-counter drugs will be sanctioned under the terms of illegal drug possession. Room inspections are subject to but not limited to an individual room, whole apartment, personal items, or entire facility. Students who make a conscious decision to remain present during illegal activities will be disciplined accordingly, which may include cancellation of housing contract and referral to the Office of Student Services for further sanctions. Those who believe they have a problem with drugs are urged to call the Navarro College Counseling Center for assistance at 903-875-7379.

## Exterior Doors

Exterior doors or doors with a deadbolt to the residence halls should be locked at all times to promote safety and limit access by non-residents. These doors should not be left unlocked or propped open at any time. Unlocked doors could lead to fines for all residents of unlocked room. These fines will be assessed at \$25 per resident or \$100 collectively for all residents in that apartment. Front doors and bedroom doors are to remain closed and locked, except for the purpose of entering or exiting a room. Any student, whether resident or non-resident, found trying to enter a room illegally or by force will be removed from College housing.

## Fines

The administrative fine process was established as an alternative way to enforce the policies on campus. Residents who fail to follow the Residence Life policies will be assessed an administrative fine and disciplinary points. See disciplinary point system.

## Fire Code Violation

Halogen lamps are prohibited in the residence halls. Holiday lights, lava lamps, colored light bulbs, and bulbs over 60 watts are also prohibited. Use of these lamps is against the National Electrical Code and The Life Safety Code. Several colleges and universities have experienced residence hall fires due to the amount of heat these lamps produce. Space heaters of any kind are not allowed in residence halls. Candles of any kind (decorative or scented), including candles that not have been lit, wickless candles, incense, and open-flame decorations such as potpourri are hazards; therefore, the burning of candles incense, or potpourri is prohibited. Any cooking/kitchen devices with a heating element, such as coffee pots, Keurigs, crock-pots, hot plates, George Foreman Grills, and toaster ovens, are not allowed. Segways and hoverboards, are not allowed in the residence halls/residence life areas. Extension cords must include a surge protector. Extension cords without a surge protector will be confiscated and disposed of. All these items will be confiscated, and a monetary fine will be issued (this is listed on the fines list as a violation of the fire code). There will be a \$30 charge per item, not exceed \$250. Repeated offences could be subject to termination of the housing contract. Possession of these items will result immediate confiscation, fine and disposal of the items.

## Fire Drills/Emergency Evacuation

Fire drills are conducted every semester to educate residents on how to react in the event of an emergency situation. Staff use various techniques to alert students of such a situation. Examples include using the sound of the fire alarm, staff knocking on a door, using air horns, directing students to the emergency exits, and following the procedure for evacuating the building. During a fire drill, every room will be checked by staff ascertain that all areas have been evacuated. Failure to evacuate in an immediate and cooperative manner during a drill or alarm will result in a \$50 fine and disciplinary action. A fire drill is conducted at least once a semester in each residence hall.

## Fire Evaluation Instructions

If the smoke alarm sounds, students are to evacuate the building IMMEDIATELY following the instructions listed below:

1. **If your door is HOT to the touch (use the back of your hand to touch) do not open it.**
  - A. Turn on lights and unlock your room door. A staff member will check the room.
  - B. Use a secondary means to exit the room.
2. If your door is cool to the touch, open it slowly.
  - A. If the living room or the opposite bedroom is clear, close the door behind you and proceed to the exit. If possible, alert other students on your way to the designated area.
  - B. If you encounter heat and/or pressure in the living room or coming from the opposite bedroom, leave your apartment/suite, carefully closing all doors

behind you, and proceed to the previously designated area to be counted by a staff member. If possible, alert other students on your way to the designated area.

3. If you encounter smoke, take short breaths through your nose and stay close to the floor; crawl, if possible.
4. Once outside the building:
  - A. Move far away from the building and wait until contacted by authorized College official.
  - B. Disabled people who require assistance in evacuating should notify and make prior arrangements with their Resident Advisor.
5. **Do not try to** remove personal items!
6. If your clothing catches fire, **STOP...DROP...AND ROLL!!**
7. **ALWAYS REMEMBER: YOU ARE NOT EXPECTED TO FIGHT A FIRE YOURSELF.**

### Gambling

Any form of gambling is prohibited at all times on the Navarro College Campus (including the Game Room) and at all College-sponsored activities.

### Group Billing for Damages/Vandalism

Residents will receive warnings in the form of hall meetings and letters before billing will occur. Residents are collectively accountable for any special cleaning required or repair of damages occurring as a result of horseplay or vandalism to the hall or apartment. Residents will be billed either individually, as roommates, entire apartment, or building based on the extent of damage or vandalism that has occurred. The Office of Residence Life will determine the amount of loss or damage and notify the resident. If the responsible party comes forward or information is given that leads to the identification of those responsible, then charges will be assessed accordingly. **Missing or broken College property in assigned rooms will be charged to the resident(s) unless property noted on the room inventory sheet during check-in. Residents are not permitted to make any repairs or alterations to their room or suite.** Residents may also be held accountable for any abnormal wear, damages, or cleaning of public areas of their residence hall.

### Hazardous Weather

When weather conditions are sufficiently hazardous to warrant limited activities at Navarro College, residents and staff will be advised by the Watchdog Alert System. Residents and staff will be given instructions as to the status of Navarro College operations via the system. Only under emergency or threatening conditions will Navarro College be closed during normal operating hours.

### Inspection of Rooms

College employees retains the right to enter assigned rooms of residents in the performance of legitimate functions, including, but not limited to, maintenance, emergency situations, and possible violations of College policy or civil or criminal law, and to ensure that safety and sanitation standards are being observed,. Illegal or unauthorized items may be confiscated, and appropriate citations may be issued to the residents involved. **Inspections may take place at any time and without warning to the resident.** Area coordinators will conduct health and safety inspections on a weekly basis. The Department of Residence Life retains the right to inspect closets, storage trunks, and refrigerators during any health and safety inspection. Any resident found in possession of another person's personal items will be subject to disciplinary actions. Student are not allowed to store items of any nature that do not belong to them. Random room inspections by authorized staff accompanied by NC Staff or independent contractors with canine units may be conducted periodically to enforce the Navarro College **zero tolerance policy** in reference to the unlawful possession, use, sale, or distribution of narcotics, dangerous drugs, and related paraphernalia on campus.

### Keys

Keys issued by housing are considered College property and must be returned to the Residence Life Department. Duplication of these keys are prohibited. Residents are required to have their key on them at all times. Residents are to NEVER lend their key to another person allowing them entry into their room or building. Any resident who gives another individual their room key will receive an improper key usage fine of \$75 and a three point violation, as well as subject to expulsion from the Residence Life Program. Lost keys are to be reported to the Office of Residence Life. A charge of \$50 will be assessed for any lost key; a \$25 charge for a lost mailbox key will be applied to the students account. Any student returning keys after the checkout process will be charged \$50 for the housing key and \$12.50 mailbox key.

### Lockout Policy

It is the resident's responsibility to keep their room key and NC Id on their person at all times. If a resident should find themselves locked out of their room they should contact their roommate first. If the roommate is not available contact the housing cell phone and let a staff member know you are locked out. Please notify the staff member of your exact location so they know where to meet you. The staff member will verify his/her housing assignment and will only allow that resident access to the room they are assigned to. Entry will not be granted to suitemates, friends or relatives. Residents will be required to produce and id upon entry into the room to ensure the safety and security of all residents on campus. **The first lockout is free and each additional lockout will result in a \$10 fee.** Lost or stolen keys will be replaced at the expense of the student and charged to their student account.

## Loitering

For Navarro College, loitering means a congregation of students outside a residence hall, Gibson Student Center, any College building, or parking lots associated with the buildings. Loitering is also defined as “to wander or be idle in the Residence Life area without a valid purpose or destination.” All porch areas, sidewalks, parking lots, and stairwells must stay free of loitering at all times. Residents are allowed to sit on the benches in front of the residence halls in **groups of six (6) or less students** during the hours between **10 am and 10 pm**. Students who are in groups of six or more will be asked to disperse at the discretion of the Residence Life Staff. Quiet Hours are enforced from **10pm to 10am**, which means that the resident/guest must be inside a campus building or off campus. Any student that violates this policy will be subject to disciplinary action. Campus visitors that violate this policy are subject to being trespassed from the college campus. Inside the residence halls, there should be no more than **four (4)** people in a room or **eight (8)** people in a suite at any time, due to the size of the residence halls. **If a group becomes excessively loud or unruly, the group will be asked to disperse. If the group continually shows a disregard for their fellow resident’s visitation privileges may be revoked either temporarily or permanently.**

## Lying

Providing false information to College officials or Campus Police, lying in a disciplinary hearing or lying to Residence Life Staff will result in disciplinary action. This can lead to removal from Residence Life and administrative fines.

## Mandatory Residence Life Meetings

Mandatory Residence Life Meetings are conducted at the start, middle, and end of each semester. Residents will be notified by Residence Life via NC Mail, signs, and student mailbox. Attendance is required and roll will be taken. A \$25 fine will be assessed for failure to attend. At each designated meeting residence hall procedures and college policies are explained. Residents who are absent from the meeting are still responsible for the information discussed. Residents who are unable to attend the meeting must notify the Assistant Director of Residence Life at least 24 hours in advance. Any resident who is late to a Mandatory Hall Meeting will not be allowed to enter and will not receive credit for attending the hall meeting.

## Noise Policy

The College expects all residents to respect this right and to be aware of the impact their activities may have on neighbors 24 hours a day. Social gatherings are an essential part of campus life, but when you have guests be considerate of your neighbors. Any noise that disturbs others at any time of the day/night may be considered a noise violation. If you are bothered by excessive noise, contact the person(s) responsible. If a satisfactory solution is not reached, call the housing cell phone for assistance. Residence Life reserves the right to enact

or extend quiet hours if deemed necessary at any point during the semester. Residents are expected to monitor their behavior, regardless of the time of day.

Residents are held to the following guidelines:

- Quiet hours are observed from 10am – 10pm
- During Dead Week/ Finals Week - 24 Hour quiet hours observed
- Loud Noises that can be heard outside/inside of the apartment or room are prohibited at all times.

Any member of the Residence Life staff or Campus Police Department can issue a citation for noise if a resident is infringing on the rights of others. After a warning, items can be confiscated to help ensure the quality of the living environment. Items include, but are not limited to, radios, speakers, TV’s, large groups, etc. Excessive noise coming from car stereos can result in having parking privileges revoked and no longer being allowed to park in the housing area for a set time period.

## Official Summons

Failure to respond to an official College summons will result in additional disciplinary action by the Residence Life Office, Student Services, or Business Office.

## Pet Policy

Pets of any kind are not allowed at any time in or around the Residence Halls, including porch areas, and Gibson Hall. This is for cleanliness as well as to safeguard the health of those who have allergies. Students who require a service animal will be accommodated. (See the Student Handbook for an [overview of Disability Services](#) and [procedures for applying for assistance animals in Housing](#).) Any resident(s) found in violation of this policy will be subject to an administrative fine and removal of the pet.

## Physical/Verbal Abuse/Profanity

Physical or verbal abuse of any person on college property or disregard for the physical well-being, property, or rights of any person on College-owned property or any conduct that threatens or endangers the health, safety, or well-being of any such person is subject to disciplinary action. Navarro College specifically prohibits the use of profanity and obscenity on College-owned property or at College-sponsored events. Use of profanity and obscenity may result in one or more disciplinary measures, ranging from a warning to a fine. Music containing profanity or obscenity that can be heard by others may be confiscated.

## Prohibited Activities

Residence Life prohibits certain activities in the residence life areas due to the possible damage to college/resident property. Any resident who engages in these activities could be

subject to disciplinary sanctions, administrative fines, property damages, or suspension. Water guns, water balloons, balloon launcher, water fights, and horseplay associated with these activities are not allowed. Toy guns, dart guns, and plastic guns are not allowed in the residence life areas. Horseplay including wrestling, shadow boxing/slap boxing, roommate/suitemate pranks are prohibited. Throwing objects from windows and stairwells is prohibited. Throwing objects, such as, but not limited to, footballs, baseballs, Frisbees, etc., is prohibited. Playing golf in or near the residence halls or close to windows is prohibited. You are responsible for your guests and for the actions of other residents in your room.

### Residence Life Early Removal Process

Once removed you are no longer a resident at NC housing and will be required to adhere to the following guidelines.

1. Must check out officially with a staff member and submit your student ID.
2. Possible Criminal Trespass based on the nature of policy violation.
3. Not allowed to visit residents for extended periods of time, use their facilities, and be left unattended by the resident. Any host found in violation of this will receive disciplinary action from the Office of Residence Life.
4. Remove all personal items in the residence halls. Once removed you are not allowed to store personal items in the residence halls.
5. If found living on campus the student will either be trespassed on sight or arrested.

A resident's facility is not to be used by any other individual other than the resident to whom a key has been issued to.

### Resident Identification

During the registration process, each student is required to obtain a current student identification card from the Registrar's Office. This ID card must be validated with a color-coded sticker for the current semester. An ID card is non-transferable; only the student to whom it was issued can use it. ID's must be worn and visible at all times to help promote safety on campus, and readily shown upon the request of any College official, faculty member, or person of authority. It should be attached to a lanyard worn around the neck or on a clip visible from your shirt or jacket collar. The I.D. should never be clipped to pockets where it cannot be easily seen or in a wallet. Residents could receive a verbal warning, written warning, or disciplinary sanction for not displaying their student identification card properly. A student should never lend his or her ID card to another student and may not use another student's card for any function. Lost ID cards should be reported immediately to the appropriate campus location, where they can be replaced at a cost of \$10 (first two are free). Failure to comply with policy can result in a Failure to Show I.D. sanction to the resident.

### Restriction of Housing

The Residence Life Department reserves the right to refuse a request for campus residency to any student who has been charged or convicted of a felony, offenses involving moral wrongdoing, other offenses of a serious nature, or who exhibits serious psychological problems. Any resident who continually exhibits a continual disrespect for the college policies or staff will be referred to the Director of Residence Life for disciplinary action which could lead to the loss of the resident's eligibility to remain in on-campus housing or future housing requests.

### Retail Services

Residents are not allowed to solicit, sell, offer services, or purchase items in the residence halls. This includes any services including an exchange of money for services rendered. Students found violating this policy will be subject to disciplinary actions or removal from Residence Life.

### Room Change Requests

There is a two-week freeze on room changes at the beginning of each semester.

We acknowledge that conflict may at time arise, so we ask that students utilize our trained staff members to help them work towards a resolution. We believe that roommates should develop open, communicative relationships. Our staff is available to assist with this process. Students are expected to maintain mutual respect towards one another during this process. Housing will work with the residents to resolve the situation in a timely manner, **this process may take up to three weeks.** Any resident requesting a new roommate will usually be required to move rooms. Any resident found not residing in his/her assigned room will be subject to disciplinary actions. The host of the guest will be held responsible and disciplinary sanctions administered.

### Room Change Process

Step 1: Speak with the roommate/suitemate

- Identify the issues that need to be resolved.
- Talk about concerns and listen to concerns of the other party.

Step 2: Ask your Area Coordinator for assistance

- Review areas of concern.
- Set up a Roommate Contract with the assistance of the Area Coordinator.



Step 3: If issues are not resolved set up a meeting with the Assistant Director of Residence Life and the Area Coordinator.

- Both parties will need to be present during the meeting with the Assistant Director and Area Coordinator.

\*Any resident that chooses to move rooms without following these guidelines will be charged a \$100/2pts and required to move back to their original assigned room. One or both parties may be required to move as an attempt to alleviate the conflict. Residents are moved at the discretion of the Residence Life Department.

### Room Decoration

No screws, nails, bolts, double-stick tape, masking tape, pins, or tacks are to be used in residence hall rooms (walls, ceiling, or floors). Plastic, adhesive putty “hold it” may be used to attach decorative pictures to walls. Black light, **Christmas lights**, colored bulbs, lava lamps, and bulbs over 60 watts are also prohibited. Please do not bring couches or love seats. The College furnishes all living room and common areas with the furniture. College property including furniture, may not be moved within the apartment or removed from the apartment

### Room Maintenance

#### Cleanliness

Cleanliness of each unit is the shared responsibility of all residents assigned to that unit. All public areas of the unit are to be kept clean and in good condition. Individual bedrooms are the responsibility of the individuals assigned to that room and are to be kept clean at all times. Room inspections occur once a week. Cleaning supplies are available in both the Residence Life Office and in building 13 room 147. Mops, brooms, vacuums, dust pans, various chemical cleaners, and trash bags are available. Residents will receive a written warning for their first failed room check, and disciplinary fines for each additional failed room check thereafter.

#### Trash

Trash is to be disposed of properly. Trash receptacles are located at various points around the residence halls for residence use. Trash left outside the front door and porch areas, or that is disposed of in an inappropriate manner will be identified and charged to the responsible resident. Athletic equipment/clothing is not to be stored outside of the building.

#### Maintenance

Residents are responsible for reporting all maintenance needs in a quick and timely manner. This can be done in one of the following ways:

#### Residence Life Office (Monday- Friday) 8am- 5pm

- Report to your Area Coordinator
- Email: [housing@navarrocollege.edu](mailto:housing@navarrocollege.edu)
- Phone: 903-875-7541

#### Emergency Maintenance Issues after 5pm and weekends

- Report to your Area Coordinator
- Housing Cell Phone: 903-654-2778

### Safety Tips for Residents

1. Keep your doors/windows locked at all times.
2. If someone is at the door, ask who it is and look out of the peephole to be sure, even if your roommate is in the room.
3. If someone harasses you on the street or you think someone is following you, contact campus police at 903-654-3999 or 903-875-7500
4. If you see someone wandering around who look as if they don't belong here, call your area coordinator or campus police immediately.
5. If something serious happens, call your RA, Area Coordinator or Campus Police.
6. Protect your personal items. Always ID your belongings including your books.

### Satisfactory Attendance and Academic Progress Requirements for Residence Life

Navarro College Administration has adopted the following requirements for all students residing in residence halls. The intent of these procedures is to enhance student success by maintaining sufficient enrollment throughout the semester. The fifteen (15) semester credit hour minimum enrollment is designed to allow a student to maintain twelve (12) semester credit hours if it becomes necessary to drop a course so that a student may continue to be eligible to reside in the residence hall, maintain financial aid eligibility, and progress in a timely, cost-effective fashion towards graduation.

Academic advisors, academic support professionals, and other staff are available to assist students throughout the semester in reaching their fullest potential as they follow these standards.

1. **Enrollment in 15 Semester Credit Hours while Maintaining 12 Semester Credit Hours** All students living in residence halls are required to enroll in at least fifteen (15) semester credit hours and maintain twelve (12) semester credit hours during the sixteen-week fall and spring semesters. Enrollment in at least three (3) semester credit hours is required for residents enrolled in a mini-semester or summer term, and at least six (6) semester credit hours is required for residents enrolled in an eight (8) week fall/spring term.

2. **Attendance Requirement** Attendance of Residence Life students is monitored to ensure they are in strict compliance with the Navarro College Attendance Policy as cited in the Navarro College Catalog. Excessive absenteeism is defined “as being equivalent to two (2) weeks of instruction in a sixteen (16) week semester.” Faculty are encouraged to submit Early Warning referrals for students who are approaching this excessive absenteeism. Exceptions to this procedure will be excused absence due to athletic or other performance competition, illness verified by medical doctor, or excused absence by the faculty member. Students residing in residence halls who are in non-compliance with these procedures will be informed they are subject to removal from Residence Life if they drop or are dropped below 12 credit hours for the semester and are not able to provide adequate justification based on other circumstances (i.e., extenuating circumstances and remaining coursework progress).
3. **Grade Point Average (GPA) Requirement** Any student who fails to achieve a 2.0 GPA may jeopardize status as a student through loss of scholarship, athletic, financial aid, residence life program eligibility, and/or not achieving academic success (graduating or transferring successfully). Students need to make Satisfactory Academic Progress (SAP) towards achieving a degree or certificate. Standards of satisfactory academic progress are required of all students who wish to establish or maintain financial aid eligibility at Navarro College and are encouraged of all students, including those residing in the Residence Halls, in order to attain success in achieving academic goals within a reasonable timeframe. These academic standards are described in greater detail in the Catalog as well as on the Financial Aid website.
4. **Course Load Requirement** A student residing in residence halls must ensure his/her course load includes at least two-thirds of a traditional lecture/laboratory format (12 out of 18 semester credit hours) with a face-to-face teacher-student relationship in a classroom on one of the Navarro College campus sites. All developmental coursework must fall into this traditional lecture/laboratory format. This face-to-face teacher-student relationship must prevail throughout the full sixteen (16) week semester.

If the student course load fails to meet these requirements at any time during a long semester and the student has been permitted to participate in the residence life program, the student may be removed from the residence life program within one week following notice of this violation of College procedure.

These procedures will be administered by the Director of Residence Life and may be appealed through the Vice President of Student Services whose decision will be final and binding. As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

### Securing Personal Items

Navarro College does not allow a student to add personal locks to any part of the residence hall in order to secure personal items. Students are encouraged to bring a foot locker storage bins, locking file cabinets or small safe. Please note that any storage device is subject to being searched by professional staff or campus police

### Single Occupancy Rooms

If a resident is occupying a double room without a roommate, the resident must keep the unoccupied half of the room in a condition that would allow another resident to move into the room on short notice. Any resident using the unoccupied half of the room will be documented and required to remove his/her belongings from the unoccupied half of the room immediately. **The College reserves the right to periodically inspect half-filled rooms.** Failure to comply with this policy could lead to monetary fines and disciplinary action. Navarro College reserves the right to consolidate residents living in a in a room without a roommate. All room changes are decided by Residence Life Office.

### Smoking/E-cigarette On Campus

All Navarro College Campuses are smoke/tobacco free.

### Student Grievance Policy

The student is advised to discuss the grievance informally with the person who is the source of grievance. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolve at this level, the student may request an informal review by the Assistant Director. A formal written complaint must be submitted in order to initiate the process. If the complaint is on a College Employee, either the Administrator who directly supervises the employee or the Administrator’s designee will oversee the complaint. (To promote a fair and swift resolution of their concerns, students are advised to consult with only those administrator designated by the procedure, unless there are compelling reasons to do otherwise). A written response will be given to the initiator within 5 business days of the submission.

### Tampering With Safety Equipment

Any resident found relocating, removing, disabling, tampering with, or destroying smoke detectors or fire-fighting equipment is strictly prohibited. Any Resident found in violation of these policies will result in serious disciplinary actions, because such an act may endanger the lives of other residents. If batteries are needed, please speak to the Office of Residence Life or your Area Coordinator.

### Temporary 24-Hour Quiet Hours

Temporary quiet hours may be enacted to ensure the safety of all residents on campus. Residence Life staff members will announce to all residents that they need to be in their

rooms or leaving the Residence Life areas. Residents are not to loiter outside in the Residence Life area during this period. Disciplinary actions can be assessed to the residents who are in violation of this policy.

### **Termination of Housing Contract**

**The room rent portion of the room is due in full when a student signs the Residence Life contract and takes possession of a room key.** If a resident moves out of College Housing voluntarily or is removed for discipline reasons, he/she is responsible for the room rent charges for the remainder of the term. The unused portion of the meal plan will be pro-rated and refunded.

### **Theft**

Theft or possession without permission of any property of the college, any member of the college community, or any campus visitor is subject to disciplinary action. Each resident will be issued a property form during the check-in process. Any resident in possession of stolen property will be subject to removal from the Residence Life Program. Navarro College is not responsible for personal items that are stolen or damaged. All students are encouraged to obtain insurance coverage for all personal belongings. The Residence Life Office has information on companies who offer insurance coverage to students.

### **Threats/Harassment/Bullying**

Any act or threat, including profane or abusive language, used for the purpose of harassing or submitting any member of the College to pain, discomfort, or indignity, whether in or on College property, is subject to disciplinary action. This includes racial, ethnic, or sexual harassment. It is the responsibility of the student to report any type of threat, bullying, or harassment to either campus police or the Residence Life Office. Cyberbullying and cyber harassment include, but are not limited to, harsh text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. This type of behavior will not be tolerated and will be referred to Student Services Offices.

### **Tornadoes**

1. Tornadoes require immediate action.
2. Stay away from WINDOWS, DOORS AND OUTSIDE WALLS.
3. Pre-select the safest ground floor area (usually a first-floor apartment or lobby area) within the building. Immediately go to interior spaces, such as bathrooms, closets, or hallways. Stay away from glassed areas. Cover your head and body. If time permits residents will be relocated to the basement of the Gooch One Stop building.
4. If there is no shelter nearby, lie flat in the nearest ditch or ravine, using your hands to shield your head.

5. Stay informed by listening to the radio (KAND 1340) or watching TV (channel 3) for the latest weather advisories, if possible.

6. Report any injuries to the Campus Police Department.

7. Report any property damage to the Residence Life Department or the Campus Police Department.

8. DO NOT run to another building. You may be inviting serious injuries.

### **Trash**

Trash is to be disposed of properly. Trash receptacles are located at various points around the residence halls for residence use. Trash left outside the front door and porch areas, hallways, lobbies, stairwells, or that is disposed of in an inappropriate manner will be identified and charged to the responsible individual, apartment, or building. Individual/Group billing will be charged to the students account for removal.

### **Trespass Policy**

A "Notice of No Trespass" means that an individual by law is not permitted nor privileged to visit upon, occupy, or enter any apartment, resident structure, or property in the immediate area surrounding the residence halls of Navarro College. This Notice is issued to individuals who have committed serious College/Residence Life offenses and/or violations of the law or who have their Residence Hall Contract terminated by the Office of Residence Life. A student is required to receive written "Notice of No Trespass" when the Residence Hall Contract is terminated. A Notice of "No Trespass" may also be issued upon immediate removal from the residence halls and is required pending the investigation of serious violations as deemed such by the Office of Residence Life. This is a precautionary measure for all involved, including the residential community, and does not assume responsibility. This may be done for nonresident students and non-students alike. A student may be required to continue abiding by this notice from the Office of Residence Life until a decision is made regarding the violation. A review of a student's disciplinary file will be initiated upon the student's request once the sanction has been completed or a decision has been reached. The Office of Residence Life reserves the right to extend the suspension of housing, deny an application for housing, or complete placement for housing based upon the severity of the violations/sanctions in the disciplinary file.

### **Uncooperative Manner/Disorderly Conduct**

A student is expected to comply with the reasonable request of a College official.

Examples of Uncooperative Manner would include, but are not limited to;

- Failure to present his/her ID when requested to do so by a college official.
- Conduct that is disorderly, lewd, profane, or indecent.

- Intimidation is using words or gestures or committing acts with the intended or actual result that a reasonable person feels bullied or fearful, where such words, gestures or acts serve no legitimate purpose.
- Threatening another individual physically, verbally or by any other means in a manner to make that individual reasonably believe that there is an immediate threat.
- Failure to participate in emergency drills or emergency situations.

### Visitation Privileges/Guest Policy

Residence Life welcomes guests to our campus and asks that they respect the privacy of our residents and the policies while visiting the residence halls. Non-resident guests (including family members) must be escorted by a host at all times. Residents may find it helpful to explain this policy to friends and family prior to their arrival on campus. Please communicate with your roommates about guest visitation expectations for your specific room or apartment. Residents may not leave their guests unattended in their rooms while away for an extended period of time (to attend class, go to a cafeteria, etc.). The host (resident of the hall in which the guest is visiting) will be held accountable for the actions of his/her nonresident and/or resident guest within the residence halls. Residents are responsible for any and all violations that occur within their rooms, regardless of whether or not they are physically present in the room at the time of approach by a residence services staff member. Residents are not allowed to have guest under the age of 17. Guests are expected to leave the premises in a timely fashion in order to ensure that the privacy of the remaining community is respected. Guests/students found in the opposite sex area before or after visitation hours will be issued a citation. Guests found to be staying an extended period of time will be criminally trespassed from all of housing and the host(s) will be held accountable. Non-student visitors who are found in the residence halls after hours can be subject to criminally trespass. In order to ensure that all residents have the opportunity to study, sleep, relax, or prepare for the upcoming day, Residence Life applies the hours of visitation to all guests including same sex and on campus residents.

#### Visitation Privileges

Sunday – Thursday	10am – 11pm
Friday – Saturday	10am – 1am

Inside the residence halls, there should be no more than **four (4)** people in a room or **eight (8)** people in a suite at any time, due to the size of the residence halls. **If a group becomes excessively loud or unruly, the group will be asked to disperse. If the group continually shows a disregard for their fellow resident’s visitation privileges may be revoked either temporarily or permanently.**

### Weapons

No weapons, ammunition or empty shell casings, or explosives of any kind are allowed in the Residence Life areas (front entryways, rooms, hallways, lounges, parking lots, and grassy areas). This includes but is not limited to the following: firearms/guns, BB guns, airsoft guns, paintball guns, rifles, handguns, slingshots, martial arts equipment, darts, knives, swords, bows, crossbows, arrows, fireworks, and decorative weapons. The Residence Life Department retains the right to have the Navarro College Police Department and/or the Corsicana Police Department enter any room for the purpose of search and seizure.

### Additional College Services

#### Apogee Internet Services:

Apogee is the internet service provider for Navarro College. Each resident will be required to create an account, register your online devices, and utilize the Apogee team for all customer service trouble tickets.

Create an account:

When WIFI is available, choose the network named “MYRESNET” including your apartment or suite letter/number

Open a browser and go to [www.myresnet.com](http://www.myresnet.com)

Start by clicking “create my account”

Fill in your information and click “next”

SUBMIT by clicking on “Create my Account”

LOG IN, restart your computer and you’re connected.

If you already have an account:

Open a browser

Log in using the ResNet username and password you created during sign-up  
Restart your computer and you’re connected.

Connecting a device:

Go to [www.myresnet.com](http://www.myresnet.com) and click on "Connect a device"  
Follow the prompts to connect a new device  
Apogee Support Line: 24 hours a day at 1.855.813.7011 or email Apogee directly at [www.resnet.com](http://www.resnet.com).

### **Violation of City, State and Local Laws:**

Any student found in violation of state, federal, or city law or ordinance governing criminal activity, property copyright, harassment, or electronic commerce will be prosecuted to the fullest extent of the law.

### **Actions for Violations of Acceptable Use Policy**

Failure to follow this acceptable use policy can result in suspension or termination of access to the Apogee Network and/or other disciplinary actions by the College. Navarro College reserves the right to investigate unauthorized or improper use of College information technology.

### **Campus Dining Services**

Food Service at Navarro College is provided by Campus Dining Services. Campus Dining Services strives to provide quality food service programs that reflect the varied lifestyles of today's college student. Students are expected to adhere to College policy and act in a manner that is appropriate for the Dining Hall setting. Students who do not adhere could be subject to removal from the dining hall or restricted to carry-out meals only. In the event that this takes place, the College will assume the cost of the to-go containers.

What meal options are there to choose from?

#### **Option 1: 18-Meal Plan**

Seven days a week for 18 meals: For students who will spend most weekends on campus or miss only a few meals.

#### **Option 2: 15-Meal Plan**

Five days a week for 15 meals for students who will miss most weekends. This option provides students an opportunity to eat every meal during weekdays.

The Dining Hall hours are as follows:

#### Monday through Friday

Breakfast: 7:00 a.m. to 10:00 a.m.

Lunch: 11:00 a.m. to 2:00 p.m.

Dinner: 4:30 p.m. to 7:00p.m. (Friday Dinner hours are from 4:30 p.m. to 6:30 p.m.)

#### Saturday

Lunch: 11:30 a.m. to 1:30 p.m.

Dinner: 4:30 p.m. to 5:30 p.m.

#### Sunday

Lunch: 11:30 a.m. to 1:30 p.m.

The hours for the Deli are as follows:

Monday – Thursday 7:00 p.m. to 8 p.m.

Friday 7:00 a.m. to 4:00 p.m.

### **Email**

Navarro College students are issued an email account when they are admitted to the College. It is highly encouraged that each student check his/her email account on a regular basis, as this is often the way our office will communicate with students. All student email is now being sent to BeauMail. In order to access your active BeauMail account, you will need to follow the link below:

<http://mail.nc.navarrocollege.edu>.

Your user name has not changed: Example user name: [jessica.gray](mailto:jessica.gray)

Your password HAS changed: year of your birth (four digits) and the last four digits of your social security number.

Example password:

If you were born in 1982 and your social security number is 123-45-6789, then your new password would be 19826789.

You will be able to log in to your old Navarro Webmail Account with your previous information in the event you want to transfer your old email to your new account.

### **Intramurals**

The Intramural Sports Program at Navarro College is committed to providing quality programs and service to all our students and employees. The overall aim is to provide widespread opportunities for the student population to participate and have fun with their peers in an athletic environment. During the fall and spring semesters, students will be able to participate in both recreational and leisure activities. These activities consist of flag football, indoor/outdoor volleyball, basketball, softball, and other team sport events. More information is available in Gibson Hall Student Center, where the Intramural Sports Department is located. <http://www.navarrocollege.edu/athletics/intramurals/>

### **Laundry Facilities**

The laundry room is located in the Student Center of Gibson Hall. Washers and dryers are provided for residents living on campus at no charge. The laundry facility is available for the use of residents ONLY. Any problems related to the operation of the laundry facility can be reported to the student center workers or the Residence Life Office.

Monday – Thursday	8am – 11pm
Friday	8am – 12 midnight
Saturday	10am – 12 midnight
Sundays	1pm – 10pm

### **Mail Service**

All Residents receive mail at the Student Mailroom, which is located in the Gibson Hall Student Center. When you check in, you will be assigned a resident mailbox number and receive a key to your mailbox. If you lose a mail box key, there is a \$25 charge for the replacement.

Your mail should be addressed as follows:

Navarro College

Your Name

3000 Waller Drive Box # \_\_\_\_\_

Corsicana, Texas 75110-3856

### **Parking Permits**

Parking permits can be picked up free of charge at the Registrar's Office, located in the Gooch One-Stop Center. Parking permits are valid for one full academic year, from August 9 until August 9 of the following year.

### **Programming**

Residence Life presents residents with an opportunity to participate in multiple program opportunities. These programs embrace social, recreational, emotional, and educational activities, diversity and multi-culturalism, and community service. Not only are you encouraged to attend, but you are invited to participate and take an active role in planning programs. See the Assistant Director of Housing to assist in event planning.

### **The Watchdog Alert System**

The Watchdog Alert System is an emergency notification system whereby you will be contacted by telephone, e-mail, and text message in the event that a weather- related or other emergency situation should develop on any of our five campuses.

## Disciplinary Restitution and Points

Violation	Restitution	Points Assessed
Alcohol & Paraphernalia 1st time	\$80 & Res. Life Counseling	3
Alcohol & Paraphernalia 2nd time	\$100 & Removal from the Residence Life Program	3
Assault (fighting)/Disruptive or Violent Conduct toward yourself and/or others	\$100 Immediate removal from Residence Life Program	6
Drugs (usage, presence, paraphernalia)	\$150 Immediate removal from Residence Life Program	6
Failure to evacuate during a Fire Drill	\$50	2
Failure to display ID properly	\$25	0
Failure to respond to College summons	\$50	1
Fire Code Violation 1st time	\$30 per item, not to exceed \$250	2
Fire Code Violation 2nd time	\$50 & Res. Life Counseling	2
Gambling	\$20	1
Horseplay/Shadow boxing	\$100 + possible expulsion	3

Violation	Restitution	Points Assessed
Improper change of room 1st time	\$100	2
Lockouts	\$10	0
(1st time-written warning, 2nd time \$10)		
Loitering 1st time	\$30	1
Loitering 2nd time	\$40 & Residence Life Counseling	2
Loitering 3rd time	\$50 & Counseling Center Sessions	2
Mail Key Replacement	\$25	0
Noise 1st time	\$20	1
Noise 2nd time	\$30 & Residence Life Counseling	2
Noise 3rd time	\$40 & Counseling Center Sessions	2
Open Window	\$10	1
Pet Violation 1st time	\$50 & Pet removed	2

Violation	Restitution	Points Assessed
Pet Violation 2nd time	\$75 & Pet removed & Counseling	2
Profanity 1st time	\$20	1
Profanity 2nd time	\$40 & Residence Life Counseling	2
Profanity 3rd time	\$50 & Counseling Center Sessions	2
Room Key Replacement & Core Replacement	\$50	0
Room Key improper usage	\$75 + Possible expulsion	3
Smoking 1st time	\$30	2
Smoking 2nd time	\$40	2
Smoking 3rd time	\$50 + Removal from Residence Life Program	2
Tampering with security/fire equipment	\$50	3
Theft	\$150 + Immediate removal from Residence Life Program	

Violation	Restitution	Points Assessed
Uncooperative manner	\$50	2
Unlocked Door(s)	\$25	0
Unregistered Guest	\$150 & probation	3
Unsanitary Living 1st time	Written warning	0
Unsanitary Living 2nd time	\$50	1
Unsanitary Living 3rd time	\$75	1
Visitations / Unattended Guest 1st time	\$50 & Residence Life Counseling	2
Visitations / Unattended Guest 2nd time	\$75 & Residence Life Probation	2
Visitations / Unattended Guest 3rd time	\$100 & Removal from Residence Life Program	2
Weapons	\$100 + Immediate removal from Residence Life Program	6

**Repetitive Offenses may lead to dismissal from the Residence Life Program**