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# NORTHEAST TEXAS COMMUNITY COLLEGE RESIDENTIAL HOUSING

## POLICIES AND PROCEDURES

*The Northeast Texas Community College (NTCC) Residential Life Policies and Procedures are applicable to all residence facilities. All students and guests are expected to abide by these policies. NTCC reserves the right to modify these rules as deemed necessary.*

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

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– 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.

Students must furnish their own personal effects including sheets, pillows, pillow cases, blankets, bed spreads, mattress protectors, towels, soap and other personal hygiene items, bathroom cleaners for counter, shower and commode area, broom, mop, dust pan, trash bags, bathroom tissue and plunger. The facilities have laundry rooms with free washers and dryers, but students must furnish their own laundry detergent.

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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.

- 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.

- 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.

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\_\_\_\_\_ - NTCC prohibits the possession and/or consumption of alcoholic beverages and paraphernalia on the college premises. All college policies along with local and state laws with respect or application to the possession and consumption of alcoholic beverages will be strictly enforced. The individuals in violation will be subject to college discipline or civil charges, even if the resident is of legal age. Residents who return to

the campus and appear to be in an intoxicated state will be subject to college action. Residents must not keep empty alcoholic containers in their rooms; this indicates possible possession of alcohol. Residents are held liable for their visitors who violate this policy.

The following guidelines are applicable for alcohol violations:

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

\_\_\_\_\_ - The use of air fryers, 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 a

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.

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

\_\_\_\_\_ - The housing agreement is a binding document, and students are expected to fulfill the obligations. The terms by which the agreement may be terminated bgly.

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.

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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:



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.

\_\_\_\_\_ - 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



Breakfast 7:30am-9:00 am

Lunch 11:00am-1:30pm

Brunch 11:30am-1:00pm

Dinner 5:00pm-6:30pm

\_\_\_\_\_ - 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

monitored and students who do not maintain full-time status may be removed from the residence hall. Any student under the age of 17 requesting to live in student housing must receive prior approval from the Director of Residential Life and the Associate Vice President for Student Services.

\_\_\_\_\_ - See Fire, Safety and Security; Maintenance; Tornadoes/Natural Disaster.

\_\_\_\_\_ - All Students are expected to use the main entrance into the residence hadltgveiy/C,

\_\_\_\_\_ - It is the responsibility of each resident to be familiar with the policies and procedures designed to ensure safety and security.

Fire alarms signal that all occupants of the building are to evacuate immediately. Residents should follow the instructions of the residence hall staff during the fire alarm/drill procedure. The staff members will evacuate the areas as they deem necessary to

\_\_\_\_\_ - 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.

\_\_\_\_\_ - 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.

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

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

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

\_\_\_\_\_ - 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.

\_\_\_\_\_ - Wireless internet is available for all students. Students may contact [ithelp@ntcc.edu](mailto:ithelp@ntcc.edu) with technical issues.

- Every resident is provided with a MyEagle Passport





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14. Opposite sex entering suite/room outside of visiting hours.

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

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

- Weapons\* of any kind: knives (fixed-blade or over 5in.), and knife boards, clubs, ammunition, etc.
- Illegal drugs and paraphernalia
- Alcoholic beverages and paraphernalia
- Cables and/or cords running from room to room or across the halls
- Candles
- Cooking appliances (excluding crockpots)
- Darts and Dart Boards
- Electric or gas space heaters
- Fireworks
- Inoperable vehicles
- Personal beds/waterbeds
- Pets

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

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

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

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\_\_\_\_\_ - 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.

\_\_\_\_\_ - ID cards, known as the MyEagle Passport, will serve as an electronic key to gain access to assigned dorm building, room and fitness center. MyEagle Passport cards must be presented and scanned in the dining hall prior to meals. MyEagle Passport can also be used for admission to college





visitors. To maintain the spirit of a community-living environment, we ask that residents abide by the following visitation hours in all residences:

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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.

\_\_\_\_\_ - 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.

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Any violation of Policies and Procedures is subject to

Residential Housing West (RHW) Deluxe Unit

Area rug/carpet 10' x 20' (no carpet tape)

