

Table of Contents

RESIDENCE HALL GUIDE	3
Residential Living Requirements.	3
2014-2015 Residence Hall Schedule	4
Housing Staff	4
Resident Assistants	4
Dining Services Information	4
Residence Halls Amenities and Services	5
Safety and Security	7
Residence Hall Policies	11
Assignment of Housing or Rooms	11
Bicycles/Motorcycles/Scooters/Skateboards/Sports	11
Building Entry	12
Cans/Bottle Collections	12
Check-in Procedures	12
Check-out Procedures	12
Common Areas	12
Complicity	13
Conduct of Residents	13
Consolidation Policy	13
Damage to Rooms & Common Areas	13
Decorations	13
Default	13
Disorderly Conduct	14
Disrespect of College Personnel	14
Electrical Appliances	14
Explosives/Fireworks	14
False Fire Alarms in College Housing Violations	15
Failure to Evacuate During Fire Drills	15
Fire/Security Equipment	15
Firearms Violations	15
Keys	15
Littering	16
Overnight Guests	16

Painting	16
Pets	16
Physical Assault Violations.....	17
Possession or Use of Controlled Drugs and Alcohol.....	17
Propping Doors.....	17
Quiet Hours	18
Relocating NCCC Property/Room Furnishings.....	18
Residence Hall Expense Listing for Repair and Replacement	18
Room Changes.....	19
Room Cleanliness/Room Inspections	19
Sexual Offense or Assault.....	19
Single Rooms.....	20
Storage	20
Television/Stereos	20
Theft.....	20
Tobacco Free Facilities	20
Tornadoes/Severe Weather	20
Trash.....	21
Vacation/Breaks.....	21
Vandalism.....	21
Visitation in College Housing.....	21
Final Note	21

RESIDENCE HALL GUIDE

The contents of this handbook were gathered and compiled by the Dean of Student Services and the Director of Residence and Student Life for residents' use and information. **All information in this publication is subject to change.** It is your responsibility as a resident to read and understand all information in this manual. This manual is provided to help you become familiar with our residence halls, services, programs, facilities, policies, procedures, and staff as well as to understand our philosophy and goals while living at Neosho County Community College. Each resident of NCCC's residence halls must realize that they have not only certain rights as a resident but also responsibilities. The Director of Residence and Student Life, the Coordinator of Residence and Student Life, and the Resident Assistants will be available to answer any questions or concerns. Office hours are posted outside the Bideau Office. The Director and Coordinator of Residence and Student Life are Neosho County Community College staff members who live within the residence halls. They can unlock doors when residents forget their keys, answer questions about the residence halls, and also enforce all the rules and regulations as detailed in this handbook. The College also contracts with an outside security company that provides evening and overnight security services for residents. There are two residence halls at the Chanute campus of Neosho County Community College. Bideau Hall, built in 2000, houses 213 men and women in a two-to-a-room and four-to-a-suite format (same sex). NeoKan houses 81 residents in a two-to-a-room format. As a member of either of these buildings, your school community will consist of you, your roommates, all residents on your floor, and all the residents on campus.

The number one, most important way to have a successful year is to have mutual respect and consideration for others. Before you act, consider the impact of your behavior on the rest of your fellow residents. Consider them and ask that they do the same for you. Everyone on campus has a different lifestyle and background. Your interactions with them will help increase your knowledge of others and can lead to new and lasting friendships. Friends made in college often last a lifetime.

Residential Living Requirements

Unmarried students under 21 years of age who are enrolled full-time and are taking classes on the Chanute campus and not living with parent(s)/legal guardian(s) are required to live in college housing when space is available. Unmarried students under 21 years of age with dependents who live with them are not required to live in college housing. Students living in college housing must participate in the regular meal plan offered by food service. Students with special circumstances who wish exemption from the housing requirement may apply in writing to the Director of Residence and Student Life. Generally, exemptions are limited to physical disability, medical needs, emotional problems, or cultural factors relating to international students. The Director of Residence and Student Life or designee will respond in writing within five (5) business days. If the request is denied, the request may be appealed to the Dean of Student Services who will respond within five (5) business days. This decision will be final. The housing requirement will not apply to exchange students required to reside with a host family by the exchange program.

2014-2015 Residence Hall Schedule

Move In Day	August 23	Residence Halls open at 9 am
Thanksgiving Break	November 21 - 30	Residence Halls Closed
Christmas Break	December 19 - January 18	Residence Halls Closed
Spring Break	March 13 - 22	Residence Halls Closed
Move Out Day	May 15	Residence Halls close at 5 pm

The residence halls are closed during Thanksgiving, Christmas, and Spring Breaks. All residents are required to find other housing arrangements during this time. Only students living in the residence halls who are required to participate in college activities at these times will be granted permission to remain in the residence halls.

STUDENTS ARE NOT PERMITTED TO STAY IN THE HALLS TO WORK OFF CAMPUS.

Housing Staff

Director of Residence and Student Life #: 1-913-396-9704

The Director of Residence and Student Life resides in Bideau Hall. The Director is the resource person for students with questions or concerns about housing and residence and student life activities. The Director supervises the residence hall staff and provides leadership for the overall residence hall operation. The Coordinator of Residence and Student Life resides in NeoKan. The Coordinator assists the Director in all residence and student life operations.

Resident Assistants

Resident Assistants (RAs) live in the residence halls and are there to ensure a positive living experience for residents while encouraging student achievement both in and out of the classroom. RAs will ensure the safety of all residents by following the Emergency Action Plan guidelines. RA positions are open to all incoming sophomores. Residents may apply for this position in the spring semester by filling out an application which is available in the office of the Director of Residence and Student Life.

Dining Services Information

All residents must purchase the 19-meal plan as part of their room and board package. All meals are served in the cafeteria located in the Student Union. A valid student ID card **must** be presented upon entrance to the cafeteria. Cafeteria property including glasses, cups, plates, and tableware must remain in the cafeteria. It is also Great Western Dining policy that no food or drink may leave the cafeteria without specific permission.

Cafeteria Attire: Appropriate dress is expected in the cafeteria. Shirts and shoes must be worn at all times. Great Western Dining Staff regulates what is considered appropriate attire and may suggest changes in consultation with college officials.

Food Service Committee: If you have any suggestions or concerns about the food service, the food committee is available to hear your concerns. The committee meets once a month

throughout the school year. Contact the Director of Residence and Student Life for more information.

Guests: Guests may eat in the dining hall. Meal charges are posted at the cashier and online via the Housing page. Guests may purchase a multiple meal card or pay cash for individual meals.

Meal Times

	Monday-Friday
Breakfast	7:00am – 9:00am
Lunch	11:30am - 1:15pm
Dinner	5:30pm - 7:30pm
	Saturday
Brunch	12:00pm – 1:00 pm
Dinner	5:00pm – 6:00pm
	Sunday
Brunch	11:30am – 1:30pm
Dinner	5:00pm – 6:00pm

***Meal times are subject to change and will be posted in the dining hall and in both residence halls each semester. Two meals are served on days when the college is closed. No food service is available during Thanksgiving, Christmas, and Spring Breaks.**

Residence Hall Housing Contract and Application Fee

A \$125, non-refundable, application fee is required at the time of a signed contract in order to reserve a room in the residence hall. Housing contracts are available in the office of the Director of Residence and Student Life.

Residence Halls Amenities and Services

Bulletin Boards

Bulletin boards are located in the lobby and on each wing of the residence halls. Announcements and upcoming events will be posted so please check the bulletin boards frequently. All advertisements must be approved and posted by residence hall staff. Residents are responsible for all posted information.

Cable TV

Basic cable is provided for residents free of charge. Residents must provide their own cable adaptor. Each residence hall room is provided with only one cable connection. Problems with this service should be reported via e-mail to housing@neosho.edu.

Internet Service

High-speed wireless internet service is provided free of charge to all residents. To report problems with internet service, contact help@neosho.edu. Depending on usage times, online game play may be affected by regular internet traffic. If you need a dedicated internet connection for gaming, please contact AT&T. Keep in mind that there is a 24-hour gaming lounge on the 2nd floor of Bideau, specifically for online gaming.

Laundry

Laundry is free across campus and those facilities are located on each wing in both residence halls. Residents are not limited to the use of the laundry facilities on their own hallway.

Lost and Found

All found items should be turned in to the Director and/or Coordinator of Residence and Student Life.

Mail Service

Each room in Bideau has an assigned mailbox. The mailbox number corresponds with the resident's room number. Mail will be delivered each weekday. NeoKan residents will have their mail delivered by the residence hall staff. Any packages received that do not fit in the mailbox, will be placed in a locked cabinet and a package slip will be placed in the resident's mailbox. Package pick-up times and procedures will be posted. To ensure timely mail delivery, please encourage friends and family to use the following address format:

STUDENT NAME
801 West 10th Street
Residence Hall & Room #
Chanute, KS 66720

Maintenance Requests

Residents are encouraged to report all maintenance problems promptly. Residents may submit a maintenance request online via www.neosho.edu/Departments/Housing under Forms and Information. Residents' rooms and their furnishings are property of the College; therefore, appropriate personnel will be assigned to make the necessary repairs. **Residents are not allowed to make their own repairs. Maintenance emergencies should be reported to the Residence Life staff immediately.**

Parking

Parking for residents is parking lot P4, located on the east side of Bideau Hall, and overflow parking is in P3 in designated **reserved** resident parking painted spots. Residents are required to park in either lot. Each student will be required to register their vehicle and obtain a parking sticker at the time of check-in. The sticker will be required to be placed on the lower left-hand side of the front window. Residents who do not display the parking sticker or who violate parking regulations will have their vehicles ticketed and possibly towed at their own expense.

Recreation Areas

No matter what your favorite recreational activity might be, there are facilities available for your use. Tennis courts are available on campus on the west side of Bideau, an outside basketball court is located at the end of the west parking lot, and a weight room is available between 12:00 pm and 1:30 pm Monday through Friday for non-student athletes. There is also billiards, foosball and ping pong tables found in the residence halls lobbies. The equipment for these games as well as board games and video games may be checked out by an RA. To check out equipment in the residence halls, you must contact the RA on duty. The Student Union, gym, and weight room are also open during posted times.

In addition to the areas listed above, residents will find a 24-hour high-speed gaming lounge and a 24-hour movie room located on the 2nd floor of Bideau Hall. In the gaming lounge, residents and their guests have access to seven big screen televisions equipped with gaming consoles

and controllers. Individual internet access is dedicated to each station for those residents who wish to play games online. Multi-positional chairs and plush couches provide residents with seating suitable for all types of gamers. The movie room has a 72-inch television with a Blu-Ray and regular DVD player, basic cable, and internet access. Seating in the movie room consists of couches along with a table and chairs for those who may want to relax or those who need to study.

Recreation Equipment

Recreation equipment, including gaming consoles, board games, video games, and game equipment is available for check-out from an RA. Recreation equipment can be checked out for a maximum of two (2) days. Residents must wait 24 hours before checking out the same equipment again. Lost or damaged equipment must be paid by the person who checked it out. Loaning college equipment to another college student is prohibited.

Room Amenities

Each room is equipped with two extra-long twin beds (39"x80"), mattresses, dressers, desks, chairs, cable TV, and Wi-Fi internet service. Rooms in Bideau Hall are suite-style, in which residents of two rooms share a common bathroom. NeoKan residents on each floor share a common bathroom. Study lounges are located on each wing of Bideau Hall and a 24-hour computer lab and study area is located in NeoKan. A common lobby lounge is located on the main floor of both residence halls.

Security

There is overnight security in the residence halls. Security guards are there to assist the Coordinator and Assistant Coordinator of Residence and Student Life and to provide overnight supervision. The Chanute Police Department also monitors off-campus student activities at off-campus locations. All students are considered representatives of Neosho County Community College and as such they are expected to act in such a way that represents the college well. If they are found in violation of the student code of conduct either on or off campus, students may face disciplinary action.

Telephone Service

Telephone service is not provided by NCCC. Each room in Bideau and NeoKan has two phone jacks. Residents must provide their own phone service and telephones. If a resident is interested in this service they should contact Residence Life Staff.

Vending Machines

Vending Machines are located on each floor of Bideau and on the first floor of NeoKan. If a vending machine fails to operate properly, you may submit a request for a refund by emailing housing@neosho.edu.

Safety and Security

The safety and security of our students is our top priority. Security cameras are located in all hallways and common areas of each residence hall and in various other locations on campus. When in public areas, all residents are under 24-hour video surveillance. A minimum of one security officer is on duty each night in college housing. The Chanute Police Department can be reached by the blue security phones between the residence halls, near the softball field and near the Student Union parking lot at any time. The Bideau Office is staffed by a security guard

overnight. Students should contact the residence life staff member on duty at any time for security concerns.

Residents should call “911” and alert residence hall staff in the event of an emergency after office hours. The Chanute campus is a safe campus, but the following security guidelines are suggested:

1. Always lock the door to your room, even when leaving for a few minutes.
2. Don't leave valuables in lounges or study rooms.
3. Don't keep large amounts of money or valuables in your room.
4. Do not prop open the outside doors of the residence hall.
5. Do not open windows – they are sealed closed. You are subject to a \$50 fine for breaking the window seal.
6. Report any theft to a residence hall staff member immediately.

Emergency Drills, Shelter, and Evacuations:

Periodically, emergency drills will be performed in each building. The Vice President of Operations and the Chanute Fire Department, in conjunction with the Chanute Police Department will plan building evacuation drills. A list of drills will be maintained each year in this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Building	Facility Coordinator	Tornado/Severe Weather Shelter
Bideau Hall	Director/Coordinator of Res & Student Life	Restrooms/Interior Hallways. If time permits, in interior first floor hallways. Weather radio located in Bideau Security Office
Boiler Room	Maintenance A, B, or C/ Maintenance Supervisor	In gym in hallways under bleachers and mezzanine. Weather radio located in Maintenance office
Cafeteria/Food Service	Food service Manager/Assistant Dean of Outreach and Workforce Development	Restrooms/Interior hallways. If time permits, in gym in hallways under bleachers and mezzanine. Weather radio located in Bookstore.
CLC/CAVE	STARS Director/Developmental Lab Coordinator	CAVE. Weather radio located in Librarian office.
CLC/Library	Assistant Director of the CLC/Director of Library Services	Restrooms/CAVE if time permits. Weather Radio located in Librarian office and the Switchboard
Gym	AD/Assistant AD	Hallways under bleachers and mezzanine. Weather radio located in Bookstore
Hudson Field (Baseball field)	Head Baseball Coach/Asst. Baseball Coach	In Gym hallways under the bleachers and mezzanine.
Machine Shed	Maintenance, A, B, or C/Maintenance Supervisor	In gym hallways under bleachers and mezzanine. Weather radio located in Maintenance office.
Maintenance	Maintenance Supervisor/Maintenance A, B, or C	In gym in hallways under bleachers and mezzanine. Weather radio located in Maintenance office.
Multipurpose Building	Assistant AD/AD	In gym in hallways under bleachers and mezzanine. Weather radio located in office.

Neely Field (old softball field)	Assistant Softball Coach/Head Softball Coach	NeoKan restrooms/first floor interior hallways.
NeoKan Hall	Director/Coordinator of Res & Student Life	Restrooms/Interior hallways. If time permits, in interior first floor hallways. Weather radio located in Asst. Res Hall Coordinator apartment.
New Softball Field	Head Softball Coach/Asst. Softball Coach	CAVE
Rowland Hall	CIO/Director of Technology Services	Restrooms/Interior Hallways. Move to gym area if time permits. Weather radio located in the IT Department
Sanders Hall	CFO/Dean of Student Services	Art room/music room/restrooms/interior hallways. Weather radio located at President and VP's offices and at Registration Desk
Snyder Chapel	Dean of Student Services/CFO	Restrooms/CAVE if time permits. Weather radio located in Reading Room
Stoltz Hall	Coordinator of Assessment/AA for Div. Chairs/Faculty/Assessment	Faculty offices/Lecture Hall/restrooms/interior hallways. Weather radio located in AA to faculty office
Student Union	Assistant Dean for Outreach and Workforce Development	Restrooms/interior hallways. If time permits, in gym in hallways under bleachers and mezzanine. Weather radio located in Bookstore.
Wellness Center	Assistant AD/AD	In gym in hallways under bleachers and mezzanine. Weather radio located in office.

Note: The College reserves the right to change Building Coordinators as recommended by the Safety and Security Committee.

Periodically, emergency drills will be performed at the Ottawa campus. The Dean of the Ottawa Campus and the Ottawa Fire department, in conjunction with the Ottawa Police department will plan building evacuation drills. A list of drills will be maintained each year in this plan. Exact dates will be determined and the appropriate personnel will be notified several days before the drill.

Ottawa Dean of the Ottawa Campus or designee Restrooms/Interior Hallways

The emergency response manual has been designed to provide contingency procedures for Neosho County Community College administrators to follow in the event of campus emergencies. While the manual does not cover every conceivable situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies. College policies and procedures herein are expected to be followed by all administrators whose responsibilities and authority cover the operational procedures found in the manual. Any exception to these emergency management procedures must be approved by the appropriate administrators directing and/or coordinating the emergency operations. All proposals for changes to the procedures described must be submitted in writing to the Safety and Security Committee for review. All changes recommended by the committee will be submitted in writing to the President and Executive Committee for evaluation and adoption.

Emergency Procedures

In case of an emergency notify residence life staff or call "911."

Fire

If you find fire in any of the residence halls you should:

1. Pull the closest fire alarm.
2. Call "911."
3. Locate a Housing Official or Security, if possible.
4. Fire extinguishers are provided in each hallway.
5. Evacuate the building. Those residents that live at the end of the hall up to the study areas on each wing will evacuate from the building using the side fire escape doors. All other residents must quickly move to the front entrance.

Fire Codes

In accordance with state and local fire codes, combustible materials such as large sheets of paper, fish nets, curtains, or bed sheets are not allowed to be draped on the walls or from the ceiling. Curtains and bed sheets may not hang from the exit side of the bed as to avoid these items getting tucked in and stuck, causing an inability to exit the bed in an emergency. Any floor covering other than small throw rugs must be approved by the Director of Residence and Student Life before being placed in a room. Furniture that blocks a reasonably safe exit from the residents' room is prohibited. The Director or Coordinator of Residence and Student Life may ask residents to rearrange or remove items blocking a reasonably safe exit. Placement of posters on the walls, ceiling, or doors is prohibited if attachment causes damages to paint or wood surfaces. Residents will be charged the cost of restoring surface finishes damaged by posters. Combustible materials such as gasoline, fireworks, ammunition, and explosives are expressly prohibited in college housing. No items with an open flame or exposed heating element may be used in the residence halls. The NeoKan residence hall is equipped with fire doors which may be held open only by the existing magnetic devices and must at no time be held open with any other blocking apparatus. The hall doors leading directly to the outside are to be used only as emergency exists and are not to be propped open at any time. Fire code violations may result in fines of up to \$250 being assessed to the person(s) responsible for the infraction.

Fire Drills

A fire drill is conducted at least twice per semester and provides an opportunity for residents and staff to practice evacuating the building and to understand the importance of personal safety in the event of an emergency. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Residents shall consider any fire alarm real and evacuate the building immediately. Residents are to move to the grassy area in between Stoltz Hall and the P3 parking lot.

Missing Student Notification Policy and Procedures

If a member of the NCCC community has reason to believe that a student who resides in college housing is missing, he or she should immediately notify the Dean of Student Services (ext. 651). The Dean of Student Services will generate a missing person report and initiate an investigation. In addition to registering a general emergency contact, students residing in college housing have the option to identify confidentially an individual to be contacted by NCCC in the event the student is determined to be missing for more than 24 hours. If a student has

identified such an individual, NCCC will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the NCCC Housing department by completing the Missing Student Contact Registration Form. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should NCCC determine that the student has been missing for 24 hours, NCCC will notify Chanute Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, NCCC will notify the student's parent or legal guardian immediately after CPD has determined that the student has been missing for 24 hours.

Tornado

Tornado Watch: Conditions are favorable for tornados or severe weather.

Tornado Warning: A tornado has been sighted nearby and you should go at once to the designated area in your building. The city sirens will usually sound, but if you see or hear a tornado, do not wait for the warning siren. Go to your shelter area if there is time. If not, kneel on the floor and place your hands over your head to protect yourself.

Shelter areas:

Bideau Hall – first floor hallways of each wing

NeoKan – first floor hallways of each wing

Residents are responsible for ensuring that their guests are aware of emergency procedures. Failure to take shelter during a tornado warning will result in disciplinary action.

Residence Hall Policies

Assignment of Housing or Rooms

Room assignments are made only by the Director of Residence and Student Life. Students are not guaranteed roommate assignments based on their preferences on the Residence Hall Contract. The Director of Residence and Student Life will not make room assignments based on race, religion, nationality, or sexual orientation of those assigned to the same room. The College reserves the right to assign or reassign rooms in order to attain optimum occupancy or to accommodate the occupants.

Bicycles/Motorcycles/Scooters/Skateboards/Sports Equipment

Bicycles may not be stored in residents' rooms. Racks are provided in several locations across campus. Street legal motor vehicles may not be driven on college sidewalks or grounds. Any vehicle that requires a license plate must be parked in designated Residence Hall parking spots. If the vehicle does not require a license plate, then it may be parked and locked up near the bicycle racks. If a resident would like to park their vehicle in the Residence Hall specific parking spots, whether it has a license plate or not, it must have a valid NCCC parking sticker. There is no playing of sports in the hallway which includes Frisbee, football, soccer, or any type of Nerf toys (including Nerf guns). **No balls should be bounced or thrown while inside the residence halls.** No "Ripstiks", rollerblades, skateboards, or scooters are to be used or operated in the residence halls.

Building Entry

Entering or exiting through windows is prohibited. Residents and guests are to enter and exit through the main front entrances only. The Bideau Hall entrance and all entrances to NeoKan hallways remain locked at all times. The NeoKan lobby doors lock at 10pm every weeknight and are locked during the weekend. Residence hall students may gain access to the buildings by using their ID cards.

Cans/Bottle Collections

For health and sanitation reasons, collections of cans or bottles in a resident's room are prohibited. The presence of empty alcohol containers will be considered an alcohol policy violation.

Check-in Procedures

Upon moving into the residence hall, residents will be checked in by a residence hall staff member. A "Room Condition" form will be completed for each resident. Also at the time of check-in, all residents must provide the appropriate paperwork (health form and vaccination forms) and register their vehicle.

Check-out Procedures

When residents check out of their room, the room should be cleaned to the satisfaction of residence hall staff. The original "Room Condition" form will be used to officially check out of the residence halls. This form will be completed by the residence hall staff at the time of check-out with the resident. If the resident does not check out with a residence hall staff member, the student will also be charged for improper check-out.

The steps for checking out of your room:

1. Notify the Director or Coordinator of Residence and Student Life at least 2 hours advance notice of leaving and need to be checked out of your room.
2. Clean you room completely: remove all trash, sweep, and mop the floor if needed.
3. Turn the heating/AC unit to low heat low fan in the winter and low cool, low fan in the spring or summer.
4. Remove **all** personal belongings.
5. A residence hall staff member will check you out with your "Room Condition" form to assess any damages in the room.
6. You will turn in your keys to the residence hall staff member.
7. A final walk through will be done by the residence hall staff after the residence halls have closed for the academic year. Final charges for residents will be determined by the staff during this time. Failure to check out of the residence halls with residence hall staff will result in a \$100 fine.
8. Residents will check out of the halls a maximum of TWENTY-FOUR (24) hours after their last final. However, if you have a final starting after noon on the last day of finals, residents must be out of the halls by 12-noon on the following day.

Common Areas

Residents are expected to treat common areas respectfully. Lobby and lounge furniture may not be removed from its original location. Furniture located in common areas is for the use of all residents. Lobby furniture discovered in a resident's room will result in a fine for all residents of the room. Our housekeeping staff works hard to maintain a clean, healthy environment in the residence halls.. Please respect our staff and keep all common areas clean and picked up. Residents should appreciate and respect the responsibilities of housekeeping staff.

Complicity

A resident shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to report the incident or remove him or herself from the situation. Failure to do so when reasonable under the circumstances may be the basis for a violation of this policy. Violation of this policy will result in the same consequence(s) as the policy to which the student was complicit.

Conduct of Residents

Students who reside within the residence hall system are under contractual obligation to abide by the rules and regulations governing residence hall living, as well as by the NCCC catalog and all other College rules and regulations governing the conduct of students. The Director of Residence and Student Life and/or the Dean of Student Services may institute penalties such as cancellation of contract, removal from residence hall system, moving within the same or to a different hall, imposing a behavior contract, restitution, or other appropriate penalties. The student may grieve the decision by following the grievance procedure found in this handbook. This handbook is meant to be a guide for residents in college housing, and these regulations are designed to protect the rights of individual privacy as well as personal and college property. **Students need to be mindful that multiple disciplinary violations will have an accumulative effect.** The administration reserves the right to make exceptions to the written discipline procedures if deemed necessary.

Consolidation Policy

It is expected that every student have a roommate unless they choose to pay the single room rate (only as space allows). A brief consolidation period will be determined for each new semester in which residents will be **required** to consolidate or pay the cost of a single room if consolidation is possible. The Director of Residence and Student Life has the authority to reassign rooms and roommates to consolidate rooms in the best interest of the residence community and the College.

Damage to Rooms & Common Areas

Roommates will share equally any damage charges assessed to their room unless one of the roommates assumes the responsibility. When multiple residents occupy the same room or living area and the College cannot determine responsibility for damage or loss in the room, costs shall be divided equally among the residents of the room. If damage occurs in a common area of college housing and the person responsible for the damage cannot be identified, the residents of the entire floor (or in the case of the lobby, the entire hall) will be assessed for the cost of repairing the damage.

Decorations

Residents are encouraged to decorate their rooms to make it home with a few restrictions. No nails, hooks, or screws may be used. Posters may be hung, but tape marks shall result in damage charges. Murals and contact paper are prohibited. Residents may only use 3M Command strips, painter's tape, and/or sticky tack to hang pictures on the walls.

Default

Residents must be current in their college housing and tuition/fee payments. A student may be asked to move out of the residence hall if:

1. Any payment due under this contract is thirty (30) days past due (food service may also be terminated if the default is not resolved within five (5) working days after written notice of default); or
2. The student is no longer enrolled at NCCC or has dropped out of all classes at NCCC, in which event NCCC may, at its option, require the student to vacate the premises. The student will not be permitted to return to college housing or enroll at NCCC until delinquent obligations under this contract are paid in full or satisfactory payment arrangements are made in writing.
3. Any student who falls below full-time status at the college may be required to vacate housing.

Disorderly Conduct

Behavior or actions which infringe on the rights and well-being of students or guests will not be tolerated. Violations will result in disciplinary action.

Violations

First Occurrence: Written Notice, \$50.00 Fine, 15 Hours Community Service

Second Occurrence: Written Notice, \$100.00 Fine, 30 Hours Community Service with Disciplinary Probation

Third Occurrence: Dismissal from college housing

Disrespect of College Personnel

College personnel are here to assist you and to ensure your safety and security in the residence halls and/or on campus. Disrespect of these members will not be tolerated and is subject to disciplinary action.

Violations

First Occurrence: Written Notice, \$50.00 Fine, 15 Hours Community Service

Second Occurrence: Written Notice, \$100.00 Fine, 30 Hours Community Service with Disciplinary Probation

Third Occurrence: Dismissal from college housing

Electrical Appliances

Microwaves and mini fridges are allowed in the residence halls. Mini fridges must not exceed 3.3 cubic feet in size. Microwaves are the only approved cooking appliance. In order to minimize blown fuses, try to limit wattage in each room. In the case of a blown fuse, contact the Coordinator of Residence and Student Life. TVs, radio/stereos, computers, printers, hair dryers, hair straighteners, curling irons, and razors are permitted. The following items are NOT approved including, but not limited to, electric blankets, electric space heaters, candle warmers, toasters, toaster ovens, deep fryers, crock pots, halogen lamps, and electric skillet/grills. Use of electrical extension cords, multiple socket plugs, running cords under carpeting and direct splicing in the electrical outlet is prohibited. The use of U.L. approved surge protection strips is required. The College reserves the right to control total amperage used in each room and confiscate unauthorized electrical appliances.

Explosives/Fireworks

Explosives endanger the entire community and are not allowed on campus under any circumstances. Possession of explosives or any explosive device on campus may result in immediate dismissal from college housing and the college.

Violations

First Occurrence: Written Notice, \$100.00 Fine, 20 Hours Community Service and Disciplinary

Probation. Possible dismissal from housing depends on the severity of the act.

Second Occurrence: Dismissal from college housing

False Fire Alarms in College Housing

Violations

First Occurrence: Written Notice, \$250.00 Fine and 20 Hours of Community Service, and placed on Disciplinary Probation. Police may be notified and legal action taken.

Second Occurrence: Police may be notified and legal action taken. Dismissal from college housing and the College

Failure to Evacuate During Fire Drills

All persons, including guests, in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action and fines. Residents shall consider any fire alarm real and evacuate the building immediately.

Failure to evacuate the residence halls during a fire alarm will result in disciplinary action.

Violations

First Occurrence: Written Notice and \$50.00 Fine

Second Occurrence: Written Notice, \$100.00 Fine, 10 Hours Community Service, Suspension of Visitation and Disciplinary Probation

Third Occurrence: Dismissal from college housing

Fire/Security Equipment

In compliance with State regulations, fire extinguishers and fire alarm equipment are installed in all buildings. A usable fire extinguisher can be used to put out small fires. Misuse of fire or security equipment, theft, damage or making equipment inoperative for immediate use is considered a breach of State and college regulations and may result in a \$250 fine and/or damage charges, suspension from the college, dismissal from college housing, and criminal charges being brought against the guilty party or parties.

Firearms

Residents and guests are not allowed to bring firearms into the residence halls. Keeping hunting weapons in college housing or on campus is not allowed.

NCCC is committed to providing a safe and secure environment for all students, employees and patrons of campus services. At this time the college has received an exemption from recent state legislation which allowed licensed conceal and carry holders to legally carry guns while inside of NCCC buildings. This exemption makes it illegal for anyone, except certified law enforcement, to carry guns while in campus buildings. College officials are working with local law enforcement agencies to create a security plan which will address social and legal issues regarding guns on campus.

Violations

First Occurrence: Written Notice, \$100.00 Fine, 20 Hours Community Service and Disciplinary Probation. Possible dismissal from college housing depends on the severity of the act.

Second Occurrence: Dismissal from college housing

Keys

Each resident is issued one key to his/her room. Lost keys should be reported to residence hall staff immediately. Should a resident request a lock change for any reason, the charge for the change will be \$50. If a student loses his/her keys, an automatic \$25 fee will be assessed to the student's account for leasing out another key. When residents are locked out of their room, they

may call a residence hall staff member or security to open their door. Each student is permitted to have two “free” lock outs per year. A \$5 fee may be assessed to open the room after the second lockout. It is against the law to duplicate a key.

Possession of an unauthorized room key

Residents are not allowed to give out their key or ID card to any other resident or non-resident. Possessing an unauthorized room key or ID card is considered a safety and security violation which may result in disciplinary action, including a fine of up to \$250, community service, or other sanctions as determined by the appropriate college official.

Littering

Trash from residents’ rooms must be disposed of in the trash compactor near P4. Bags of trash may not be left in public areas such as the hallway, laundry rooms, or lobbies for any period of time.

Violations

First Occurrence: Written Notice and \$50.00 Fine, 10 Hours Community Service

Second Occurrence: Written Notice, \$100.00 Fine, 20 Hours Community Service with Disciplinary Probation

Third Occurrence: Dismissal from college housing

Overnight Guests

Overnight guests will be allowed. “Guests” are defined as anyone not assigned to the resident’s room. Roommate(s) consent is required. Guests must present a photo ID to the residence hall or Security staff in the Bideau Security Office. Guests are allowed for no more than two (2) consecutive nights and no more than six (6) nights per semester. The Director of Residence and Student Life may grant exceptions to this policy. Residents will be held responsible for their guest’s behavior and any room charges incurred or damages caused by their guest. All resident and non-resident students of NCCC are under the jurisdiction of NCCC residence hall policies while near or in the residence halls. Non-residents who are guilty of rule infractions will lose visiting privileges.

Violations

First Occurrence: Written Notice and \$25.00 Fine

Second Occurrence: Written Notice, \$50.00 Fine, 5 Hours Community Service, Suspension of Visitation, and Disciplinary Probation

Third Occurrence: Dismissal from college housing

Painting

Painting of residence hall rooms is prohibited. Fines will be assessed for the repainting of the walls.

Personal Property Liability

Neosho County Community College assumes no responsibility for residents’ or guests’ personal belongings. Many homeowners’ insurance policies cover a resident’s belongings while at college. Residents are encouraged to investigate this matter to assure proper coverage for valuables. The college will make every effort to ensure the safety of residents’ property, but it should be understood that the college is not in any way liable for the loss, theft, or damage of property belonging to any resident or guest. Residents are strongly encouraged to purchase personal property insurance.

Pets

All animals (except service animals for the disabled) are prohibited, including fish. Written documentation must be provided to the Director of Residence and Student Life to show a need for a service animal. Residents are responsible for notifying the Director of Residence and Student Life of any and all disabilities.

Violations

First Occurrence: Written Notice and \$25.00 Fine, 5 Hours Community Service

Second Occurrence: Written Notice, \$50.00 Fine, 10 Hours Community Service with Disciplinary Probation

Third Occurrence: Dismissal from college housing

Physical Assault

Physical assault is defined as an intentional act by one person that creates an apprehension of harmful or offensive contact with someone else. Violence of any kind, including fighting, on campus will not be tolerated.

Violations

First Occurrence: Written Notice, \$100.00 Fine, 20 Hours of Community Service with Disciplinary Probation and possible Dismissal from college housing depending on the severity of the act. Police may be notified.

Second Occurrence: Dismissal from college housing. Police may be notified.

Possession or Use of Alcohol

Alcoholic beverages, including 3.2 beer and “non-alcoholic” beer, wine, etc, are not allowed on college grounds or in college buildings, including residence halls or campus parking lots, **regardless of the person’s age**. Possession of any alcoholic beverages on campus will be subject to disciplinary action.

Under the influence, Presence, Possession or Consumption of Any and All Alcoholic Beverages

Violations

First Occurrence: Written Notice, \$50.00 Fine, 10 Hours of Community Service, and completion of an online alcohol education course. Police may be notified.

Second Occurrence: Written Notice, \$100.00 Fine, three (3) substance abuse counseling sessions. Police may be notified.

Third Occurrence: Dismissal from college housing

Possession or Use of Controlled Substances, Drugs, or Paraphernalia

Persons possessing illegal drugs or paraphernalia will be referred to the appropriate law enforcement agency and may be dismissed immediately from college housing and from the College.

Any Illegal Drugs/Drug Paraphernalia: Under the influence, Presence, Possession or Use

First Occurrence: Written Notice, \$200.00 Fine, 20 Hours of Community Service, and Disciplinary Probation. (Possible dismissal from college housing and college depending on the severity of the act) Police may be notified.

Second Occurrence: Dismissal from college housing, Police may be notified.

Propping Doors

Propping entrance/exit doors open in the residence halls presents a security risk for all residents and is prohibited. This includes main doors to the building as well as doors leading to the NeoKan hallways.

Violations

First Occurrence: Written Notice and \$100.00 Fine, 10 Hours Community Service
Second Occurrence: Written Notice, \$200.00 Fine, 20 Hours Community Service with Disciplinary Probation
Third Occurrence: Dismissal from college housing

Quiet Hours

All floors shall have quiet hours from 11pm to 7:00a.m. Sunday – Thursday, and 1am-9am Friday and Saturday nights. The respect of others and their need for quiet and the need to sleep or study is the number one rule in the halls; therefore, “courtesy hours” will be observed 24 hours a day. **During final exam periods, quiet hours are 24 hours.** Hours are subject to change based on student behavior. Residents who infringe on the rights of others to sleep and study will be referred to the Director of Residence and Student Life or the Dean of Student Services. The residence hall staff may confiscate audio equipment if residents are consistently loud.

Violations

First Occurrence: Written Notice and \$25.00 Fine
Second Occurrence: Written Notice, \$50.00 Fine, 5 Hours Community Service
Third Occurrence: \$100.00 fine, suspension of visitation privileges and Disciplinary Probation
Fourth occurrence: Confiscation of Sound Equipment and Dismissal from college housing

Relocating NCCC Property/Room Furnishings

NCCC property may not be removed from the room or building in which they are located without the written permission of the Director of Residence and Student Life. This includes, but is not limited to: beds, room chairs, lobby and lounge furniture, and all other NCCC property. Residents must not remove college furniture from their room without permission. Removal may result in the student being billed for the missing furniture during check-out. Relocation of college property will result in a fine and disciplinary action.

Residence Hall Expense Listing for Repair and Replacement

The following is a list of items and the approximate cost for repair and replacement and may be changed due to severity of the damage.

Doors

Room Door Replacement: \$250.00	Door Lock: \$150.00
Refinish Room Door Interior: \$75.00	Striker Plate: \$20.00
Refinish Room Door Exterior: \$75.00	Peephole: \$20.00

Furniture

Desk Damage: up to \$250.00	Plug Outlet/Cover: \$10.00
Desk Drawer Repair: \$25.00	Light Switches/Cover: \$10.00
Desk Chair Broken: \$105.00	Ceiling Light and Cover: \$50.00
Chest of Drawers Missing: \$350.00	Mirror Damage: up to \$100.00
Missing/Damaged Drawers: \$50.00	Heat Detector Damage: \$100.00
Mattress: \$125.00	Smoke Detector Damage: \$250.00
Trash can missing: \$20.00	Phone Jack Damage: \$35.00
Door # Plates: \$20.00	A/C Unit Damage: \$800.00
HVAC Outlet: \$40.00	General Cleaning: \$100.00
Toilet Seat: \$50.00	Shower Damage: up to \$700.00
Moving Common Area furniture: \$50.00	

Floor Other

Title Floor Replacement: \$10.00/sq. ft
Carpet Damage: \$100.00
Cove Base: \$10.00
Sink Cabinet: up to \$300.00

Closet Rod: \$20.00
Sink Damage: \$200.00
Sink Light and Cover: \$50.00

Walls

Repainting of Walls: \$100.00
Holes in Wall: \$100.00
Repairing Ceiling Tiles: \$10.00

Towel Rack: \$25.00
Painting Ceiling: \$100.00

Windows

Window Pane: \$100.00
Window seal: \$50.00
Window Blinds \$65.00

Window Sill: \$50.00
Window Screen: \$50.00

Room Changes

Residents wishing to change rooms or roommates must email housing@neosho.edu and wait for approval. When changing rooms, residents must check out of their original room and check in to their new room with residence hall staff. **Making an unauthorized room change may result in a \$100 improper check-out fee.**

Room Cleanliness/Room Inspections

The College respects the privacy of each resident. However, the College reserves the right to enter and inspect student rooms for purposes of maintenance and repair, regularly scheduled room checks, whenever it appears college property may be damaged, or when it appears that college policy is being violated. Residence hall staff will inspect all rooms at the end of each semester and prior to breaks. Residents are expected to have their room clean upon inspection. If upon entry a violation is visible (i.e.: lounge furniture, alcohol, etc.) it will be handled through the disciplinary process. Prohibited items may be confiscated to promote safety and compliance with college policy. Vacuum cleaners, as well as cleaning supplies, are available for check-out in the security office in Bideau Hall. In order to check them out, residents must present their valid student ID in the security office with a residence hall staff member.

Violations

First Occurrence: Written Notice, \$25.00 Fine

Second Occurrence: Written Notice, \$50.00 Fine, 10 Hours Community Service

Third Occurrence: Written Notice, \$100.00 Fine and Disciplinary Probation.

Fourth Occurrence: Dismissal from college housing

Sexual Offense or Assault

Any resident that is sexually assaulted either on or off campus should notify a residence hall staff member, the Dean of Student Services, security, or the police or sheriff's department regardless of whether or not the resident intends to press charges. A victim's physical and emotional well-being is of paramount concern to NCCC. Appropriate law enforcement agency may be notified. This situation will be referred to the Dean of Student Services and the college compliance officer, who will then decide disciplinary sanctions.

Single Rooms

Single rooms are available when space allows- There is an additional charge for single rooms. See the 2014-2015 NCCC Residence Hall Housing Contract for details.

Storage

Storage of room furniture or personal possessions is not permitted in college housing. Students who leave college housing must remove all belongings. Failure to remove all items may result in a fine and/or disposal of items.

Television/Stereos

The use of televisions, stereos, and other audio equipment must not disturb other residents. If they are played too loudly, as judged by the residence hall staff, the offender may be required to remove the item from college housing. Failure to remove a stereo, radio, television, etc. when notified by the residence hall staff may result in removal and storage by the College until it is convenient for the owner to take it home and/or fines are paid.

Theft

Neosho County Community College is not responsible for any theft which may occur. You should contact the Director of Residence and Student Life and/or security staff if you discover the theft of your personal property. Police may be notified.

Violations

First Occurrence: Written Notice, \$50.00 Fine, 20 Hours of Community Service with Disciplinary Probation with the Dean of Student Services and possible Dismissal from college housing depending on the severity of the act. Police may be notified.

Second Occurrence: Dismissal from college housing. Police may be notified.

Tobacco Free Facilities

Tobacco use, including the use of e-cigarettes, is prohibited within any College vehicle or building owned, leased, or rented by the College, including all distant campuses, sites, or locations. Smoking is prohibited within 35 feet of any College building with the exception of designated smoking areas identified by appropriate signage. Additionally, smoking is prohibited in the center of the Chanute main campus in the area known as the "quad" or "breezeway." This is the area between Chapman Learning Center, the Student Union/gym, Stoltz Hall, and Sanders Hall.

Violations

First Occurrence: Written Notice, \$5.00 Fine

Second Occurrence: Written Notice, \$25.00 Fine and 10 Hours Community Service

Third Occurrence: Written Notice, \$50.00 Fine, 20 Hours Community Service, and Disciplinary Probation

Fourth Occurrence: Possible College Suspension

Tornadoes/Severe Weather

Residents are responsible for ensuring that their guests are aware of emergency procedures. Failure to take shelter during a tornado warning will result in disciplinary action.

Violations

First Occurrence: Written Notice and \$50.00 Fine

Second Occurrence: Written Notice, \$100.00 Fine, 10 Hours Community Service, Suspension of Visitation, and Disciplinary Probation.

Third Occurrence: Dismissal from college housing.

Trash

Residents are expected to take their trash to the trash compactor located east of NeoKan Residence Hall. Failure to comply with this policy will result in disciplinary action. See “Littering” (pg. 16) for related violations.

Vacation/Breaks

Residence halls are closed during Thanksgiving, Christmas, and Spring Breaks. There is no food service available during breaks. Detailed information on break periods is provided in the college calendar in the front of this Handbook. Information on registration deadlines for break housing will be posted prior to the beginning of each break period. Failure to vacate the residence halls at the designated break closing time will result in a monetary fine. **Residents may be asked to move to another building during breaks.** Residents wishing to have permission to remain in college housing during a vacation or break must submit a written request at least ten (10) days in advance of a scheduled break to the Director of Residence and Student Life. Approval of a request will be provided in writing by the Coordinator at least five (5) days in advance of the scheduled break. Failure to obtain permission will result in a \$75, per day monetary charge to the student’s account or termination of his/her residence hall contract.

Vandalism

The deliberate destruction or damage of any property will not be tolerated.

Violations

First Occurrence: Written Notice, \$200.00 Fine, 10 Hours of Community Service. Possible Disciplinary Probation and Dismissal from college housing depending on severity of the act. Student will pay for damages. Legal charges may be filed depending upon the nature and circumstances.

Second Occurrence: Written Notice, \$250.00 Fine, 20 Hours Community Service with Disciplinary Probation with the Dean of Student Services and Dismissal from college housing depending on severity of the act. Students will pay for damages. Legal action may be taken.

Third Occurrence: Dismissal from college housing. Students will pay for damages. Legal action may be taken.

Visitation in College Housing/Guests

Visitation hours are:

10:00 a.m. until 12:00 a.m. (midnight) Sunday through Thursday

10:00 a.m. until 1:00 a.m. Friday and Saturday

Guests will not be allowed entrance without proper ID. **All guests must be accompanied by a resident.** If a guest is found to be unescorted, he/she will be asked to leave. All guests are required to be 18 years of age or over. Anyone under the age of 18 must be accompanied by an adult or legal guardian (proof of guardianship must be provided). Residents are responsible for the conduct of their guests. For information about overnight guests see “Overnight Guests” on pg. 16

Violations

First Occurrence: Written Notice and \$25.00 Fine

Second Occurrence: Written Notice, \$50.00 Fine, 5 Hours Community Service, Suspension of Visitation, and Disciplinary Probation

Third Occurrence: Dismissal from college housing

Final Note

This handbook is meant to be a guide for residents in college housing and on college property. These regulations are designed to protect the rights of individual privacy and to protect both

personal and college property. **The administration reserves the right to make exceptions to the written discipline procedures if deemed necessary.** Students may grieve policies they feel unfair by utilizing the Student Grievance Procedure outlined in this handbook. **The list of housing penalties is not meant to be all inclusive. Action may be taken even though an infraction is not written in the policies.**