

PEARL RIVER COMMUNITY COLLEGE

# GUIDE TO RIVER LIVING

STUDENT HOUSING HANDBOOK

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Welcome to Residence Life at Pearl River Community College. For many of you, this will be your first experience living away from home for a significant amount of time. As such, this time in your life is a way to practice your remaining life as an adult and learn important life skills that will help you reach your life goals.

Life in a College Residence Hall is based on the premise that individuals are accountable for their actions to other members of their floor, the residence hall, and the entire campus community. You are a member of the PRCC community now, and, as an adult, you have a responsibility to conduct yourself so that your actions do not interfere with the ability of other members of the community to sleep, study, or enjoy their environment. We have regulations in all residence halls, not to restrict you as an individual, but to affirm that people must be treated with respect and that property must be used appropriately.

The PRCC Residence Life Handbook is a source of valuable information regarding the student's responsibilities, obligations, and privileges while residing in student housing. Failure to read these regulations does not excuse students from the requirements and regulations described herein. Since the policies and statements contained herein are subject to continuous review and evaluation, PRCC reserves the right to make changes at any time without notice.

No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity sponsored or conducted by PRCC on any basis prohibited by applicable law including, but not limited to race, color, origin, religion, gender, or disability. The College reserves the right to refuse service to any person convicted of a felony.

Your Residence Hall has a staff that includes a Residence Hall Supervisor (Head Resident) and Residence Hall Assistants (RAs). These individuals are responsible for enforcing the rules and policies set out in this handbook and to assist you in your residence life experience. Consequently, please make every effort to respect these individuals. Staff members are not authorized to grant exceptions to the regulations.

Violations to the Residence Hall Regulations will be handled by your hall staff and/or referred to the Office of Residence Life for review and any needed sanctions. Possible sanctions include verbal warning, written warning, fines, restitution, restriction of visitation privileges, community services, participation in educational programs, transfer to another residence hall, and/or suspension from PRCC Residence Life. Any student receiving a sanction has a right to due process, which is described in the general student handbook, the *Cat Country Guide*.



The College reserves the right to enter any resident room for the purpose of inspection, verification of occupancy, safety, health, maintenance, and/or to reclaim college property. The room may also be entered during break periods to insure that established closing procedures have been followed. College officials, upon proper identification and purpose, may enter any room without consent at any time.

Please enjoy your time as a member of the PRCC community. Remember, family looks out for each other, cares for each other, and respects each other. Let's have a great year!

Sincerely,

Maghan James  
Assistant Vice President of Student Services  
Title IX Coordinator

### **Important Phone Numbers**

Office of Residence Life- (601)-403-1412  
Campus Police- (601)-403-1300

### **Health Services**

The health services office is located in Crosby Hall and is open from 8:00am-3:00pm Monday through Friday (fall/spring semesters only). Please visit <http://www.prcc.edu/river-life/health> for more information regarding services provided.

Contact: Susie Hall, School Nurse- (601)-403-1303

### **Non-Discrimination Statement**

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, or disability. For inquiries regarding the non-discrimination policies or to request accommodations, special assistance, or alternate format publication please contact Tonia Moody Seal, Director of Admissions and Records, and ADA/Civil Rights Coordinator, at P.O. Box 5537, Poplarville, MS 39470 or 601-403-1060. For inquiries regarding Title IX, contact Maghan James, Assistant Vice President of Student Services and Title IX Coordinator, P.O. Box 5560, Poplarville, MS 39470 or 601-403-1253.



## Academic Guidelines for College Housing

Pearl River Community College requires students to meet specific academic guidelines to reside in college housing.

- College Housing: Huff Hall, Pearl River Hall, Marion Hall, Lamar Hall, Hancock Hall, Forrest Hall, Holden Hall, Moody Hall
- A student must be enrolled full-time (15 semester hours) to reside in college housing.
- A student must maintain satisfactory academic progress as defined below to reside in college housing:
  - A. Hours Attempted for GPA.....0-24 25-36 37 & Above
  - B. Minimum Cumulative GPA.....1.5 1.75. 2.0
- If a student fails to meet the above requirements, he/she is placed on probation for one semester. If the student does not remove deficiency during the probationary semester, he/she will be suspended for residency in college housing for a minimum of one semester or until deficiency is removed.
- A student may appeal dismissal from college housing by doing so in writing to the Assistant Vice President of Student Services (the appeal must be within three days of dismissal with sufficient justification).
- A student must be 17 years of age or older to reside in college housing.

## Personal Property Damage

Pearl River Community College does not insure student belongings and is not liable for loss or damage. Students are encouraged to check with their family's insurance provider to determine how their homeowner's/apartment dweller's policy might cover their personal property. If this coverage is not provided, students may wish to consider obtaining personal renter's insurance.



## STUDENT RIGHTS AND RESPONSIBILITIES

The following is a listing of resident "rights" (things to which you are entitled as a student living in one of PRCC's residence halls) as well as your "responsibilities" (what is expected of you as a member of a residence community). These rights and responsibilities are not legally binding, but they are meant to compliment the student handbook, *The Cat Country Guide* and this *Guide to River Living*.

- YOU HAVE THE RIGHT to a safe and secure residence hall living environment;
- YOU HAVE THE RESPONSIBILITY to keep your room door and hall doors locked/dead bolted, and to not prop them open or allow in strangers. You also have a responsibility to uphold all security policies and procedures. Violations of these security policies and procedures put you and others at risk.
- YOU HAVE THE RIGHT to a reasonably peaceful and quiet space in which you can sleep and study;
- YOU HAVE THE RESPONSIBILITY to observe courtesy and quiet hours, to keep your music, television, computer and your voice at a reasonable volume in your room and on your floor, and to remind your guests and others that you expect the same of them.
- YOU HAVE THE RIGHT to privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;
- YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preference for hours of sleep, study, and visitation, and to work through any difference you may have in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate's rights or interfere with his/her use of your room.
- YOU HAVE THE RIGHT to confront another person's behavior when it infringes on your rights;
- YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and to work toward resolving conflicts.
- YOU HAVE THE RIGHT to the assistance of your Head Resident, Resident Assistant, or other Student Life staff members when you need help with a problem;
- YOU HAVE THE RESPONSIBILITY to notify a staff person of your problem and request assistance in a timely manner, and to cooperate with those involved as they work with you as you solve your problem.
- YOU HAVE THE RIGHT to know what is OK and NOT OK behavior in your living environment;
- YOU HAVE THE RESPONSIBILITY to read the information provided for you by Pearl River Community College. This includes, but is not limited to your



Residence Hall Contract, student handbook (the *Cat Country Guide*), guide to the judicial/due process procedures, and *Residence Hall Regulations*. You may report any violation, whether or not you were personally affected by it.

To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities aspects of your college experience. The Residence Life staff does not assume the role of campus parent, and you will seldom be told what to do or what not to do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of others or the community or begins to disrupt the legitimate pursuits of others within the residence halls.

These are some of your "rights" and "responsibilities". Think about them, talk about them, and make them a part of what you do during your stay here.

### **SAFETY AND SECURITY**

Campus police personnel are on duty at all times. In conjunction with the college administration and the residence life staff, Campus Police personnel are committed to providing a safe and secure environment. All residents are encouraged to contact a Head Resident, Resident Assistant, or in case of an emergency, contact campus police by calling 601-403-1300. For more information regarding PRCC campus safety and security, go to <http://www.prcc.edu/campus-police>.



## **Overview of Residence Hall Staff**

*Residence Hall Supervisor* – Your Residence Hall contains a supervisor, or Head Resident, who is an adult employee of the College. Your RHS is responsible for oversight and supervision of the daily functioning and programming of your Residence Hall. As such, you are expected to respect and comply with all requests made of you by the RHS.

*Resident Assistants* – Your Residence Hall contains several full-time PRCC students who are responsible for overseeing the development of a specific floor and the entire building. The RAs are carefully selected as representatives of the Office of Residence Life and are chosen for their leadership skills, academic standing, willingness to assist their fellow students, abilities as a role model, and for their maturity level. The RA's primary goal is to assist their fellow students in their community to develop a positive learning environment, support the diversity that each member represents, and nurture the personal growth of all residents within their community.

## **Residence Life Community**

Your residence hall is not a hotel; it is your home away from home. When you moved into your room, you became a member of a community of students – on your floor, in your building, and on this campus. As such, we all should strive to engage in behaviors and support efforts that strengthen our community and the ability of every resident to succeed. This requires each resident to constantly consider the impact on his or her behavior on their fellow residents.

### *Building Positive Roommate Relationships*

Living with a roommate can be a challenging and rewarding experience. To start the semester, residents should get to know their roommate/suitemates and communicate openly and respectfully. Roommates should discuss a cleaning schedule, conditions for sleeping and studying, guidelines for borrowing, and times for visitors. If you are experiencing difficulty with your roommate and/or need assistance with setting the above guidelines, first contact your RA, then your Head Resident. Learning how to get along and showing consideration for others is an important life skill. You will soon hold jobs with people you do not like and are difficult to deal with. Use your residence life experience to learn this vital life skill.





### *Expectations for Residents*

As a member of our on-campus community, residents need to confront each other in matters of policy violations or inappropriate behaviors. Residents who choose to violate our policies and regulations disrupt the community for everyone. Residents who are uncomfortable confronting a situation may contact your Residence Hall staff to assist. Residents should also feel comfortable contacting Campus Police at 601-403-1300 when a situation arises.

Residents should hold each other accountable for the quality of their living environment. Conflict resolution is another life skill that each student should try to develop.

At times, normal issues with your dorm may arise, such as a light going out or the air not working. Student residents must report all maintenance problems and any damages to the Head Resident immediately. Once a problem has been reported, the Head Resident submits the request to the Physical Plant. The longer you delay in reporting a problem, the longer it will take to resolve it.



## **PRCC Residence Life Regulations and Standards**

The following regulations have been developed to create a productive and safe living environment in the residence halls, and in accepting your room assignment, you agree to abide by these regulations. All residential students are responsible to abide by the Residence Life Regulations and Standards and the Student Code of Conduct, which is outlined in the *Cat Country Guide*.

All individuals with signed Residence Life Contracts **and their guests** are responsible for abiding by all College policies, which include the following Residence Life Regulations and Standards. These regulations and standards are published to provide students with general notice of pro-social community behavior as well as restricted conduct. They should be read broadly and are not designed to define misconduct in exhaustive terms. Violations of any Residence Life regulation and standard, or violation of the Residence Life Contract shall be considered a violation of the Student Code of Conduct and may result in disciplinary action, including, but not limited to the immediate termination of the Residence Life Contract, thus resulting in removal from campus housing.

**Residents who choose to be present during policy violations and/or have knowledge of policy violations may be documented and may be found to hold responsibility for the violation(s) being documented.**

If the Campus Police and/or Residence Life staff determine that a resident is unable to stay on-campus in our Residence Halls (i.e., incoherent, vomiting/needing medical attention, seizure, unresponsive, uncooperative, deemed a danger to himself or others, etc.), the resident will be transported off campus and the documentation from the incident will be forwarded to the Judicial System of the College for immediate action. The resident will be responsible for the cost(s) associated with this transport and stay (i.e., hospital visit, emergency transport, jail, detox, etc.). Residents need to be aware that these costs may not be covered by insurance and may exceed \$1,000.00. A resident's Residence Life Contract may be immediately cancelled as a result of these types of incidents.

### **STANDARD SET ONE – SUPPORTING YOUR COMMUNITY**

Residents who support their community engage in behaviors that show courtesy to other members of the community and acknowledge that at any time, other residents may wish to sleep, study, visit with friends, and other acceptable behaviors. When you support your community, you take into account how your behavior impacts the other members of the community.



## SC.01. NOISE

Each resident is responsible for keeping noise levels to a minimum at all times inside the residence halls and on adjacent property outside the residence halls. Certain specialized floors and/or areas may further restrict noise levels. Noise levels should be low enough so as not to disturb others. Concurrent with this policy:

### Courtesy Hours

Courtesy Hours are in effect at all times; 24 hours a day, 7 days a week, 365 days a year. Noise originating anywhere on one floor/section/hall should not be audible within another floor/section/hall, within the building or outside. During Courtesy Hours, a resident may ask another resident to reduce the noise. Causal conversation and "visiting" conducted with a normal tone of voice does not constitute a violation of Courtesy Hours. *Compliance is necessary to maintain community standards and to ensure an environment for academic success.* We understand that residents enjoy visiting with other residents. We simply ask that you be aware and considerate of others around you who may be trying to sleep or study.

### Quiet Hours

During the established quiet hours, noise (including, but not limited to music, voices, laughter) coming from a student's room, suite, bathroom, must not be audible within the rooms of other students or within another floor/section/hall or building. Students must also keep noise in the hallways to an absolute minimum. The Office of Residence Life staff will confront violations **with or without** a complaint from another student.

When Quiet Hours are in effect, rules regarding Courtesy Hours are suspended. Each residence hall will adhere to the following quiet hours:

<b>Sunday through Thursday</b>	<b>11:00pm-8:00am</b>
<b>Friday and Saturday</b>	<b>1:00am-8:00am</b>

The Noise Policy will be amended to 24-hour quiet hours on the last day of classes through final exam period. The specific dates will be posted within the residence areas, depending on the academic term.



## **STANDARD SET TWO – HEALTH AND SAFETY**

Any number of behaviors may either support or damage the health and safety of all members of the community. Therefore, every resident has a responsibility to make sure he or she does not engage in a behavior that threatens either the health or safety of other community members.

### **HS.01. ALCOHOL**

- A. No person may possess containers or consume alcoholic beverages outside the residence halls or in public areas inside the residence halls.
- B. Devices designed for the rapid consumption of alcohol (e.g., beer bong or funnels) are prohibited and subject to confiscation. Kegs, beer balls, and other common source containers are prohibited.
- C. No person may possess alcohol beverage containers in their room, even decorative collections.

### **HS.02. DRUGS**

- A. Possession of, or Inhaling or ingesting legal or illegal substances (e.g., nitrous oxide, glue, paint, etc.) intended to alter a student's mental state is prohibited.
- B. Possession of drug-related paraphernalia, including but not limited to bong, pipes, and hookahs is prohibited in and around the adjacent property of the residence halls and such items are subject to confiscation.

### **HS.03. SMOKING**

- A. Pearl River Community College is a **Smoke Free** campus. All tobacco products are prohibited.

### **HS.04. FAILURE TO COMPLY**

It is the responsibility of all members of the Residence Life staff to enforce policies and regulations, ensuring a safe and positive living environment. Refusal to cooperate, including gross and flagrant disrespect, with the request of any College official, including paraprofessional (i.e., RA) or professional staff member while performing their job is considered failure to cooperate with a College



Official and will result in disciplinary action. This is considered a **major** infraction that may result in immediate and permanent dismissal from Campus Housing.

- A. Students and their guests must comply with a College Official's request when such official is working within the performance of his or her duties. College Officials include any Residence Life Staff members, regardless of job title.
- B. Students are required to schedule and/or maintain appointments with staff members when asked to do so in conjunction with the staff members' duties.
- C. Residents and their guests must present proper identification when requested to do so by identified Residence Life and College staff.
- D. Failure to comply with a request of a College Official and/or College law enforcement officers in the performance of his/her duties is prohibited.
- E. Providing false information, withholding information, or providing misleading information to the College Official is prohibited.
- F. Acting on behalf of another person, group, or the College without authorization or prior consent (including internet postings) is prohibited.

#### **HS.05. SECURITY**

- A. Residences may not prop open or allow any floor/hall exit door or building exit door to be propped open. Residents may not allow people who are not their guests into the building or onto the floor/hall/building in which they live. Persons are not permitted to be in a location inside the residence halls without being a resident of that location or being escorted by a resident of that location.
- B. No person will be permitted to enter a resident's room without the expressed consent of the residents who live in that room. The last part of this section does not prohibit Residence Life staff members and emergency personnel from entering rooms in conjunction with the performance of their duties as covered in the terms and conditions of the residence hall contract.
- C. Residents may not borrow keys from each other or loan keys to anyone. Residents must return keys immediately upon check out or reassignment and must report any lost or stolen keys. Fines will be assessed for lost keys and/or any keys not turned in at check out.



- D. Tampering with keys, cards, locks, and/or card access is prohibited.
- E. Residence hall video monitors are located in various shared locations within the residence halls (lobbies and hallways). These monitors are in place to ensure the safety of all campus residents. Any student or students caught tampering with or blocking/obstructing the view of these monitors will receive immediate disciplinary action. This is considered a **major** infraction that may result in immediate and permanent dismissal from Campus Housing.

### **HS.06. DOORS AND LOCKS**

Tampering with and/or damaging lock mechanisms are prohibited. Additional locks may not be added to doors or other College property or equipment.

- A. Residents are required to lock/dead bolt their doors.
- B. Pounding on or pulling an exterior or wing door to gain entry is prohibited.
- C. College officials reserve the right to lock any doors in the residence hall area found unlocked.
- D. Doors and locks may not be tampered with in any way that interferes with the use of keys or prevents locking/unlocking doors.
- E. Blocking any exit and/or propping entry/exit doors in any way is prohibited and may result in immediate and permanent removal from college housing.
- F. Locks may not be added on any doors in rooms, nor may they be changed or replaced.

**If a student loses his/her key, he/she will be charged a \$50 key replacement charge. A replacement student ID card is \$15 or more and can be paid in the business office. River Village dormitory students with access control student ID cards should report stolen/lost ID to the business office as soon as possible.**

### **HS.07. PETS**

Pets are prohibited in the residence halls.



**HS.08. PEST CONTROL**

Pest control services are periodically performed by an outside service. Residents must allow pest control technicians to enter rooms for pest control services. No outside pest control services are permitted.

**HS.09. CLEANLINESS**

- A. Students are required to maintain their assigned room in a clean and sanitary manner.
- B. Any used dishes must be promptly washed, food must be put away, and laundry must be washed regularly.
- C. Personal trash must be placed in designated bins/dumpsters and may not be left in hallways, laundry rooms, or lobbies. Residence Life staff will perform a minimum of one health and safety inspection per room per week. Inspections will include College furnishings. These will be done during the semester as well as during break periods. Residents may or may not be present during these inspections and routine unannounced inspections will occur throughout the semester.
- D. If a room fails the inspection, the resident(s) will have 24 hours to thoroughly clean the room and dispose of waste in the proper manner. If the resident(s) fails to do so within 24 hours, the custodial staff will clean the room with each resident of the room being billed for the cost.
- E. Violation of this policy will result in fines that increase with each occurrence. Upon a third violation, a resident becomes subject to disciplinary action from the Office of Residence Life.

**HS.10. DANGEROUS MATERIALS/WEAPONS**

- A. Possession, storage, and/or use of firearms, weapons (including air soft guns, BB guns, Nerf guns, pellet guns, paint ball guns, toy guns, knives, tasters, whips, and martial arts implements), ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches, and dangerous chemicals) or other dangerous articles or substances are not permitted anywhere in the residential area, and may be in violation of state and/or federal law. Violation of this policy may result in immediate removal from your Residence Hall.



## **HS.11. APPLIANCES AND ELECTRICAL EQUIPMENT/DEVICES**

- A. External antennas and satellite dishes of any type are prohibited.
- B. Care should be taken not to overload electrical circuits. Even approved appliances can be dangerous when not used properly. Students should unplug appliances after use and should not leave any approved appliances unattended.

### **HS.11.01. APPROVED APPLIANCES**

- A. Refrigerators which do not exceed 4.5 cubic feet and microwaves that do not exceed 1500 watts are permitted. Rooms are permitted a maximum of two refrigerators and two microwaves.
- B. Small appliances without exposed heating elements, such as curling irons, blow dryers, sandwich/waffle makers, bread makers, rice cookers, coffee makers, hot pots, and Crock Pots are permitted in student rooms granted that they are used properly.
- C. Charcoal grills are allowed for outdoor use on campus granted that they are used at least 100 feet from any structure. Grilling is NOT permitted indoors under any circumstances. Lighter fluid and charcoal that contains an accelerant (i.e., Kingsford Matchlight Instant Light Charcoal) are strictly prohibited and may not be stored or used within the residence halls.

### **HS.11.02. PROHIBITED APPLIANCES**

- A. George Foreman Grills and other similar items are strictly prohibited.
- B. Any appliance with an open flame, open heating coil, or open heating element (i.e., hot plates and coffee coils) is prohibited.
- C. Toasters, toaster ovens, hibachis with propane, hot plates, space heaters, electric skillets, soup warmers, s'more makers, electric grills, gas grills, smokers, and deep fat fryers are all strictly prohibited.
- D. Rewiring of student rooms by non-College employees is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.
- E. Students must be present to supervise all his/her cooking. Students may not leave any cooking food unattended in rooms, lounges, kitchens, and/or grilling areas.





## HS.12. BICYCLES AND OTHER ITEMS

- A. Bicycles may not be hung in or around any room. Bicycles may not be stored or attached to stairwells, fences, railings, walkways, balconies, light poles, or on landscape vegetation (i.e., trees, bushes, etc.). If your bicycle is missing and/or confiscated, contact Campus Police at 601-403-1300.
- B. Skateboarding, rollerblading, bicycling, and scooters are not permitted in the Centennial Courtyard, the surrounding area, or near the entrances and exits of any of the Residence Halls. Residents are not allowed to skateboard, Indo board, bicycle, rollerblade, or use scooters in any of the rooms, hallways, lobbies, balconies, elevators, or lounges. Residents may be asked by Residence Life staff members to cease such activities at any time in the residential areas. Ramps of any kind are not allowed in resident rooms. Bicycles may be stored in racks. Students are not allowed to skateboard, Indo board, bicycle, rollerblade, or use scooters in any way that impedes the flow of traffic.

## HS.13. AIR HANDLERS

- A. Residents are required to keep all items, including furniture at least 24 inches from the air handler.

## HS.14. FIRE SAFETY

Based on the new code requirements, the 2003 International Fire Code (IFC) and the 2003 International Building Code (IBC), dormitories are classified as Group R2 Occupancies and are required to conduct fire drills when mandated by the fire code official.

Fire drills are to be conducted involving students/residents multiple times per year. Fire drills are to provide training in the following areas:

- A. Evacuations procedure and planning
- B. Location and use of portable fire extinguishers (when assigned)
- C. Alarm response duties
- D. Location of assembly point(s)
- E. Reentry control and procedure.



The drills are to be conducted at unexpected times and under varying conditions and are to be initiated by activating the fire alarm system.

The following information contains specific instructions for fire drills and actual fire alarms.

1. When a fire alarm is sounded ALL students are to leave the building in a fast but orderly fashion by way of the nearest fire exit.
2. As the students pass any door on the way towards the exit, the student shall knock on the door announcing "Fire Alarm" while constantly moving.
3. Students shall move to the general assembly area that is pre-determined and look for their room mate and/or neighbor then check in with the RA or Residence Hall Supervisor.
4. Residence Hall Supervisors are to ensure students are evacuating the building and make every attempt to verify a head count and location of any missing students.
5. Residence Hall Supervisors will utilize their RA's for acquiring vital information and must be prepared to report to police and fire departments on the number of assigned students, current head count, and any vital structural information as it may pertain.
6. Residence Hall Supervisors will ensure that someone is assigned to assist any handicap students assigned to the dorm during evacuation.
7. It is a crime to activate any fire alarm or use any fire extinguisher when no emergency is present. This will be punishable by fine and/or criminal charges.
8. Re-entry into the dorms will ONLY take place by order of the Fire or Police Department.

### **DORM SPECIFIC General Assembly Areas**

#### Huff Hall:

General Assembly Area – The large grassy area inside the horseshoe across from Moody Hall

#### Pearl River Hall

General Assembly Area – The parking lot of Seal Hall

#### Marion Hall

General Assembly Area – The parking lot across from Crosby Hall.

#### Hancock Hall

General Assembly Area – The parking lot across from Crosby Hall.



Lamar Hall

General Assembly Area – The parking lot behind the dorm and across from the Technology Building.

Holden and Moody Hall

General Assembly Area – The center grassy area between the dorms and the grassy area along the back of the Library.

Forrest Hall

General Assembly Area – The large parking lot behind the dorm across from Technology Center.

Any student who activates a false alarm and/or tampers, damages, or removes any type of fire and/or safety equipment (such as fire extinguishers, smoke alarms, sprinklers, etc.) is placing the lives and safety of his/her fellow students in danger. This is one of the most severe violations of College policy and will result in immediate and permanent dismissal from College housing and possible expulsion from school. Such behavior is also a violation of State law and may result in arrest and prosecution under State law. Students are required to report any dysfunction of their smoke/fire alarms or other fire safety equipment in their room and/or hall immediately.

**HS. 15. SOLICITATION**

No door to door solicitation is allowed. Vendors may use common areas for demonstration purposes only with written permission of the Office of Residence Life. Residents are not allowed to post advertisements for items for sale in the residence hall.

**HS. 16. OFFICIAL NOTIFICATIONS**

PRCC will communicate with housing students through the prcc.edu email system. Students are expected to check their email account regularly for official notifications regarding residence and student life. Dormitory students will also receive information through flyers, posters, bulletin boards, social media, etc. Ignorance of such material or any notices that have been duly posted cannot be accepted as an excuse.



## **HS. 17. CABLE TELEVISION**

Basic cable television service is provided in each residence hall room. Residents must provide their own cable cord.

## **HS. 18. INTERNET**

Campus housing rooms are wired for internet service through the college network. Students utilizing personal computers through the college network are expected to abide by the College's Electronic Usage Policy.

## **HS. 19. IMMUNIZATION REQUIREMENT**

Pearl River Community College has adopted a student housing requirement regarding immunization against measles, mumps, and rubella for all residence hall students.

All first time PRCC residence hall students must provide proof of immunity to measles, mumps, and rubella within 30 days of the start of classes. Records are to be turned into the Office of Health Services located in Crosby Hall. Persons born before January 1, 1957 are exempt from the requirement. For more information including immunization forms, visit <http://www.prcc.edu/river-life/health>.

## **STANDARD SET THREE – MAINTAINING AND RESPECT OF PROPERTY**

It is the mark of a mature adult to care for property that does not belong to him or her. Damage to College property impact more than just you: it drives up maintenance costs, which eventually makes college more expensive for everyone, and also passes damage down to the next unlucky recipient of your room. The care with which you handle College property demonstrates the depth of your character.

### **MP.01. DESTROYING, DAMAGING, OR TAMPERING WITH PROPERTY**

Each resident is expected to maintain his or her residence hall room in good condition. To document the original condition of your room, you will have the opportunity to review and sign a room inventory at the time you check into your assigned room. Please review this form carefully; when you vacate the room, this



form will be used for the basis of comparison for damages at check out. At check out, residents are responsible to formally check out at the hall office and turn in their room key. Individual residence communities will be responsible for damages incurred in the common areas of the resident halls. The student is responsible for ensuring the proper use of these facilities by your guests. Students will be assessed restitution for damages to College property based on current rates published by the College.

**NOTE:** *Publicity items created by staff members, including, but not limited to bulletin boards, materials on bulletin boards, and signage are included in this category.*

### **MP.02. WINDOWS & WINDOW SCREENS, OBJECTS FROM WINDOWS AND RESTRICTED AREAS**

- A. Tampering with, opening, or removing screens is prohibited. Residents will be billed if Student Life staff must replace the screens.
- B. Residents may not climb through windows.
- C. Throwing, pouring, or dropping anything (including keys) from windows, balconies, ledges, or landings is strictly prohibited.
- D. **Persons are not permitted at any time to be on a roof, ledge, or balcony area, in a construction/demolition area, or to place objects in these areas.** Climbing on any exterior building wall, fence, or similar structure is not permitted.
- E. **There should be nothing hanging on the dormitory window blinds facing outside.** This includes flags, stickers, signs, sheets, blankets, aluminum foil, etc.

### **MP.03. FURNITURE**

- A. All furniture assigned to student rooms must remain in the room. No furniture is to be removed from rooms by students for any reason. Residents will be fined for any furniture left in hallways.
- B. Bed ends may not be inverted. Bed spring brackets may not be removed from any bed end. Beds may not be elevated from the floor by cinder blocks or any means.
- C. All furniture must leave a 36" clearance from the ceiling unless its construction does not allow for such clearance.



- D. No lofts or homemade bunk beds are permitted. Residents are not permitted to elevate furniture, including by use of wood, cinder blocks, or any other materials. The Physical Plant may be able to raise beds in certain special circumstances.
- E. Waterbeds, pools, and Jacuzzis are not permitted.
- F. Due to limited space and safety reasons, students are strongly discouraged from bringing in additional furnishings. Residence Life staff reserves the right to have students remove personal furnishings from a room or limit the size allowed, if those furnishings are believed to pose a safety risk, create roommate conflicts, impede movement within the room, or pose a fire hazard.
- G. Community furniture may not be removed or relocated. If community furniture is found within a room, the residents will be fined for its relocation and are subject to disciplinary action. Campus Police may be contacted and the student may be charged with theft.

#### **MP.04. ROOM AND PUBLIC AREA DECORATING POLICY**

Residents are encouraged to personalize their rooms and decorate public areas within established guidelines. Residents should seek the advice of staff members before beginning to personalize their rooms.

- A. The use of contact paper and stickers is prohibited in all rooms and public areas.
- B. No alcohol signs, cans, bottles, neon signs, posters, aluminum foil, solicitation, personal messages, or other materials may be displayed in or attached to room windows.
- C. External doors, doorframes, and hallways may not be decorated without the approval of the Residence Hall Supervisor.
- D. The use of metal-tipped darts is not permitted in the residence halls.
- E. Hanging items with nails, tacks, or adhesive-backed wall covering is prohibited in all rooms and public areas.
- F. Residents are prohibited from painting residence hall rooms and/or common areas.



## **MP.05. DAMAGES/VANDALISM**

Each student is responsible for the condition of and damage to his/her room and residence hall space and shall reimburse the Office of Residence Life for damage and/or loss of furnishings caused by the resident or his/her guests. Should damage occur, it is the resident's responsibility to report it to his/her Head Resident or RA immediately. Upon check-out, the room must be in the same condition as when the student first occupied it, or the student will be fined for damages accordingly. Students or student groups will be held responsible for any damage they do in any part of the residential area and will be billed for such damages – this includes replacement and labor costs. ***In the event of damage which is not assignable to an individual or group, all members of the floor/hall may be assessed a Community Damage Fee.***

## **STANDARD SET FOUR – SOCIAL AND BEHAVIORAL ISSUES**

One of the main goals of living on campus should be learning how to develop social relationships with a diverse group of people. Your community is made up of people from all walks of life: all races, creeds, religions, social-economic backgrounds, as well as many other things. Not everyone is just like you. While this indeed makes you special and unique, it does not give you the right to abuse the same rights of other residents. The development of empathy – the ability to see your behavior in light of how it affects others – is **Key** during your stay in our community.

### **SB.01. VISITATION AND ROOM GUESTS**

- A. Residents and their guests are required to conform to the visitation hours and procedures established on the floor/hall in which they live or are visiting. Visitation is allowed from 4:00PM until 10:00 PM. Exceptions to these hours must be approved by the Head Resident.
  1. All individuals not assigned to a specific residence hall, whether a student or non-student, is considered a guest of that hall.
  2. Student guests must sign in with the Head Resident or RA on duty and leave his/her student ID card with this staff member. The host resident must accompany the guest to sign in.



3. Non-student guests must follow the same procedures as student guests, but must first check in at the Campus Police Station. Non-student guests must leave some type of photo ID with the hall staff.
  4. All host residents must be with their guests at all times.
- B. **Residents are responsible for and can be held accountable for the behavior of their guests. Residents of a room may be held responsible for the behavior that takes place inside the room whether or not the residents are present. It is the resident's responsibility to inform their guests of Residence Life and College policies.**
  - C. **Residents must escort their guest(s) at all times.**
  - D. **Cohabitation**- Cohabitation (two people living together in an emotionally and/or physically intimate relationship or living in a room that is not formally assigned to you) is not permitted between any two or more residents regardless of gender. Only the residents assigned to a room may live there. **Roommate approval is required for any guest.** Only guests of the same gender are permitted in residence hall rooms.
  - E. Prior Residence Life staff approval is required for guests who spend the night in a residence hall room that is not their own. Written permission must be given by the Residence Hall Supervisor if a guest stays longer than two days.
  - F. Each assigned resident is permitted to have no more than five guests visiting in their room at any one time without approval of hall staff.
  - G. All guests must be 17 years or older.
  - H. Residents and/or guests may only use residence hall bathrooms designated for use by their respective gender.
  - I. Opposite gender visitation is prohibited. Violations will result in a \$150 fine for both students. After two violations, students are subject to being removed from the residence hall. Male students are not allowed to pass the "No Males Beyond This Point" signs located at the entrances of River Village. Loitering for both male and female students in front of or around residence halls and in the street is prohibited past 11:00pm. Violations will result in a \$25 fine.

## **SB.02. CURFEW**

The residence halls close each evening at 1:00AM and do not re-open until 6:00AM. Students who work beyond 1:00AM should make arrangements with





Campus Police **prior** to the date the student will come in after curfew. Students who violate the curfew must contact Campus Police to gain access to their building. Students who violate the curfew policy, or open emergency doors and/or windows to allow other students to enter residence halls after curfew will receive a fine based on the current fine schedule available through Campus Police.

If any student is found breaking into a residence hall after curfew hours, he/she will be dismissed from Pearl River Community College.

### **SB.03. DISORDERLY/DISRUPTIVE BEHAVIOR**

The maintenance of a community environment conducive to learning, academic success, good citizenship, and positive relationships is dependent upon the cooperative efforts of all community members. Any student who interferes with the rights of others, disrupts the community, and/or damages property is subject to disciplinary action.

Disorderly and/or disruptive behavior includes the use of offensive or abusive language, intimidation, inappropriate behavior, or a pattern of behavior (either in succession of closely related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals and/or the community, causes physical damage to property or interferes with the normal functioning or safety of the community.

### **SB.04. ENDANGERMENT**

Physical violence and/or threats of violence toward another person or group and actions that endanger the health, safety, or welfare of a person or group are prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

### **SB.05. DRESS CODE**

All PRCC Students are required to uphold the dress code as outlined in the Cat Country Guide (student handbook/public safety manual). Students that violate the dress code will be fined by campus police.

**LOBBY AND HALLWAY DRESS-** Residence hall lobbies and hallways are considered public areas whereby a student's expectation of privacy is limited. Because members of the opposite gender are often present, and in respect for fellow residents and guests, it is therefore requested that mature judgment be



exercised concerning dress in the lobby and hallways at all times. Dress should be such as to prevent any underwear, lingerie, revealing clothing from showing.

### **STANDARD SET FIVE – VITAL PROCEDURES**

Though some may find procedures unnecessary, in order to maintain facilities and keep costs as low as possible, certain procedures are considered vital to the functioning of the residence hall and must be followed precisely.

#### **VP.01. CHECK-IN AND CHECK-OUT PROCEDURES**

- A. Only students who have formally checked-in to a residence hall may reside in that hall.
- B. Prior to moving in, residents should obtain a room assignment letter from the Office of Residence Life indicating their room assignment. Upon arrival, the Residence Hall Supervisor will direct the resident to inspect and document his or her room for any pre-existing damages. Damages found at the time of check-out that are not included on this pre-existing list will be charged to the resident's student account. Once this check-in is complete, the resident will be assigned his/her key and allowed to move in.
- C. When the resident moves out of the dorm, whether during or at the end of the semester, the resident must formally check-out of the room and complete the check-out paperwork with the Head Resident. It is the resident's responsibility to set up a time to check-out with the Head Resident. Check outs cannot be performed by the RA. Failure to formally check-out will result in a check-out fee of \$250.
- D. Any personal belongings left in the residence hall after the check out procedure will be considered abandoned and discarded by the Student Life staff.
- E. Rooms that do not meet a minimum standard of cleanliness at check out may be assessed a cleaning fee of at least \$100.

#### **VP.02. CHANGE OF RESIDENCE HALL/CHANGE OF ROOM**

- A. During early check in and through the first two days of the semester, residents may request assignment to a different residence hall if space permits such a transfer. Residents should check with the Head Resident



- of the hall he/she desires and then submit the residence hall request to the Office of Student Life. If approved, residents are required to formally check out of their former residence hall and formally check in to their new residence hall. After the two-day window, residents may request transfer to a different residence hall for a transfer fee of \$50. Transfers will be made only if space is available.
- B. During early check in and through the first three days of school, residents may request assignment to a different room within the same residence hall if space permits such a transfer. Room transfer requests should be submitted to the Head Resident. After the three-day window, residents may request transfer to a different room within the same residence hall for a transfer fee of \$25.
- C. Residents may not change room assignments without receiving official authorization from their Head Resident and/or the Office of Residence Life.

### **VP. 03. RESIDENCE HALL OPERATIONS**

- A. Application Procedure- All PRCC dormitory students are required to reapply for student housing each semester. The Office of Residence Life will communicate with you through your PRCC student email when it is time to reapply.
- B. Opening and Closing of Residence Halls:
- Occupancy Opening and Closing- Residents may occupy a room according to the date and time listed on the room assignment letter that will be mailed one month prior to move in day. Occupancy is defined as receiving of a key. The resident will be considered as occupying a room until the key is returned and the resident checks out according to authorized procedure in the residence hall. Rooms must be vacated by 4:00pm on the last day of semester exams.
  - Vacation and Holiday Periods- The college does not provide room and meal accommodations during recess periods of Thanksgiving, Christmas, Semester Breaks, Spring Break, and Easter holidays. The residents may leave personal property in the assigned room during the recess and vacation period. All residents are requested to turn off lights, unplug appliances,



empty trash cans, and remove perishables from refrigerators before holidays.

- Residence Hall/Billing Fee Information-

1.) Room and Board Payments- Fees are established and paid to the Business Office. The date and amount of each payment is set by the business office and can be found on the room assignment letter. Failure to pay the amount due by the date payment is due can result in removal from the residence hall. Students that pick up a key are responsible for 100% of housing fees. These funds are non-refundable.

2.) Meal ticket/Student ID- Residents are issued a PRCC student ID card by the business office. When activated, the ID serves as a meal ticket. The ID must be presented in order to eat in the cafeteria. Students are strictly prohibited from giving their ID card to someone else to gain entry into the residence halls or the cafeteria. If a resident should lose his or her ID, a new ID may be purchased at the Business Office.



## **Residence Life Conduct System**

Despite our best efforts to encourage pro-community behavior, individual residents will inevitably make the poor decision to engage in behavior that disrupts our community or places us all at risk. Therefore, certain procedures stand in place to deal with residents who choose to test our community standards.

### **Purpose**

The Student Life Conduct System serves to protect individual rights, while developing good citizenship, and providing procedural fairness to residents documented for violating established standards of conduct in the residential community. The Student Life Conduct System is separate from the Judicial System of the College and, as such, is in support of the Residence Life Contract and this document. The Student Life Conduct System is an attempt to avoid a resident referral to the Judicial System.

### **Residence Life Rules and Conduct Procedures**

The Student Life Conduct System includes policies published in the *Residence Life Contract, Terms and Conditions, Residence Life Handbook, Cat Country Guide*, and other College publications. The Student Life Conduct System involves decisions made by Residence Life staff, and/or Student Services administrators. Students are afforded the right to due process, which is described in detail in the student handbook, *The Cat Country Guide*.

### **Procedures**

#### **Minor Offenses**

Minor offenses involve individual violations of the residence life regulations that do not impose an immediate danger to the health, safety, or well-being of the community, or do not cause a serious disruption to the normal community environment.

Minor offenses are typically handled by the Head Resident and/or RA. At the time of the offense, or after consultation with other Student Life staff members, the staff member will decide on an appropriate response, which may include,



but is not limited to verbal warning, fines, a Community Response Activity, and/or a Residence Hall Regulation Conference.

### *Residence Hall Regulation Conference*

This involves meeting directly with your Head Resident to discuss the offense. At that time, the Head Resident may decide to take additional action and apply sanctions against a resident based on the situation.

Sanctions may include, but are not limited to warning, probation, termination or suspension of visitation privileges, restitution/fine, assignment of a Community Response Activity, and/or referral to the Office of Residence Life for additional review.

### *Community Response Activity*

This involves a special sanction similar to community service. Due to your specific actions, or repeated actions, an activity is assigned to you to help you learn from your negative community behavior.

A CRA sanction may include, but is not limited to writing a paper on the violation, working in the residence hall, working with another campus office for community services, or any other activity deemed appropriate to the offense.

Failure to appropriately complete the CRA by the assigned date will result in a referral to the Office of Residence Life for Failure to Comply.



**Major Offenses**

Major offenses include those that pose a serious and immediate threat to the safety and security of the community or entire College and the individuals contained within each. Chronic minor violations of the same type may also cumulatively represent a major offense. Such violations are referred directly to the Director of Public Safety, Dean of Student Services, and/or Assistant Vice President of Student Services.

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