

*Living @ Coahoma*

# **Residents Handbook**

## **Welcome to Student Housing**

This Resident Handbook is intended to inform students living on campus about the important aspects of living in a residential community. One of your first responsibilities as a resident of Campus Housing is to be aware of and become familiar with the information in this handbook. This will help ensure that your experience living on campus will be safe, comfortable, and an overall positive one. All information contained in the Resident Handbook is subject to change as determined by the Division of Student Engagement at Coahoma Community College.

At CCC, we view every facet of the campus experience as educational. This includes the experience of living in our residential community. As a member of this community, you are granted many rights and privileges. You will be expected to respect the rights and privileges of others. The Campus Housing staff are here to assist you with concerns that might interfere with your campus living experience on our campus. With a willingness on your part, we feel that a positive on-campus living experience will add a great deal to the quality of your total educational experience at Coahoma.

# Campus Housing Staff



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## **Residence Hall Managers**

**Residence Hall Managers** are full-time, live-in professional staff who supervise our dorms and our RAs and Work study students who are assigned to each dorm. They provide management and oversight for residence halls on campus.

## **Housing Residential Assistants -RAs**

**RAs** live on each floor in every dorm. A RA is a student at the college who is a resource for students living on campus. They host help our housing staff to provide programs, assistance in referrals to resources, and are often the first person students turn to in the residence halls when they need help. A list/ with a picture of each RA is posted in each lobby of every dorm. Their job is to assist students in any issues they may have. They are a resource for the Residence Hall Managers.

If you are interested in becoming a RA, you must complete this application and commit to attending a training session the weekday before the beginning of the second summer session.

<https://www.coahomacc.edu/student-life/ResidentialAssistantApplication.pdf>

**Work-study students** are students who work in the dorm in which they reside. They check visitors into the buildings, verify building IDs, and answer questions for residents. You may see them for additional tissue for restrooms or any issues you may have.

# Department of Student Housing Mission Statement

Coahoma Community College pride and success starts with living on campus. Residential communities at Coahoma support the academic mission of Coahoma by providing transformative opportunities and connections designed to set students up for academic and personal success both inside and outside the classroom.

Campus Housing cultivates interactions that inspire students to become exemplary leaders and life-long learners enriched with Tiger spirit and a sense of belonging.

## Vision

Campus Housing aspires to create innovative, diverse, and academically supportive campus living communities that transform student lives and empower students to be engaged leaders as they navigate their college experience and transition to life beyond graduation.

## Core Values

### **Integrity**

We honor our commitments, Striving to always be honest, trustworthy, respectful, and ethical in our actions.

### **Communication**

We commit to ensuring that we communicate in ways that are respectful and healthy for everyone. We take responsibility to listen, speak, and clearly communicate pertinent information and concerns among students, administration, faculty, staff, and other stakeholders of the community.

### **Learning**

We believe in a learning culture committed to problem solving, innovation, benchmarking, and adopting best practices. We recognize individual and group learning as prime means of delivering our mission and encourage continuous reflection

### **Service**

We provide quality service with an expectation that all staff are committed to making residents and guests feel welcome. We find ways to provide high-quality and timely-service solutions.

Returning phone calls and answering emails within 24 business hours, greeting guests with smiles, and treating everyone with respect shows our pride in serving.

### **Respect**

We know that respect for others fosters a greater opportunity for understanding. Everyone in our community will be treated with dignity, regardless of thoughts, experiences, backgrounds, or perspectives.

# Alcohol

**Summary/Purpose:** This policy defines the expectations regarding alcohol consumption in the residence halls, as well as behavior related to alcohol consumption.

All individuals on campus or CCC property must comply with all applicable laws, regulation, and policy regarding the possession, sale, distribution and consumption of alcohol. Students, regardless of age, may not possess or consume alcoholic beverages within or around any Student Housing building or on the campus of Coahoma Community College . All alcohol violations will include parental notification through the Director of Student Engagement if the student is under 21 years of age. Additionally, you will be brought before the CCC judicial council for violations of the CCC College Code of Conduct.

Students are not permitted to possess or display kegs or any other common containers of alcohol, empty or full. Empty alcohol containers, beer bong, or other evidence of prior alcohol consumption in residence halls or on any area of the campus are not permitted. If an alcohol container collection is found in a student room, the student will be asked to dispose of it immediately and will be written up in violation of the CCC College Code of Conduct.

The Department of Campus Housing staff reserves the right to stop individuals from bringing alcohol into the building(s). Students and their guests may be asked to open backpacks, bags, coolers and other containers when entering a residence hall. Students and guests may be denied entrance if they choose not to cooperate with such a request. Campus Police will be notified immediately.

# Changes to the layout of your Student Dorm

**Summary/Purpose:** The purpose of this policy is to provide a clear understanding of the alterations residents are prohibited from making to their assigned living spaces.

- Residents are prohibited from making any physical or cosmetic changes to the interiors or exteriors of their assigned living spaces. Changes that are prohibited include but are not limited to the painting of walls, floor installation, removal of fixtures, removal of appliances, and cabinet alterations.
- Residents are prohibited from adding personally-owned major appliances including but not limited to clothes washers, dryers, dishwashers, and mounting televisions to walls.
- Residents who are found to have made any changes to their assigned spaces will have the changes assessed and will be billed for costs to return the spaces to their original conditions.
- Residents who feel there is a problem with or something missing from their living spaces may report issues to student housing through the online maintenance request process.

[Residential Housing Maintenance Form](#)

# Animals

**Summary/Purpose:** This policy outlines expectations regarding animals in residence halls and apartments, and the potential sanctions for violations of this policy.

**Pets:** The only pets that are allowed in residence halls and apartments are water-breathing fish. Residents are only permitted to have fish in a properly maintained aquarium of 10 gallons or less. Each resident is permitted no more than one aquarium. All other pets, including visiting pets, are not permitted within Campus Housing-owned buildings. This includes, but is not limited to, dogs, cats, snakes, iguanas, and spiders.

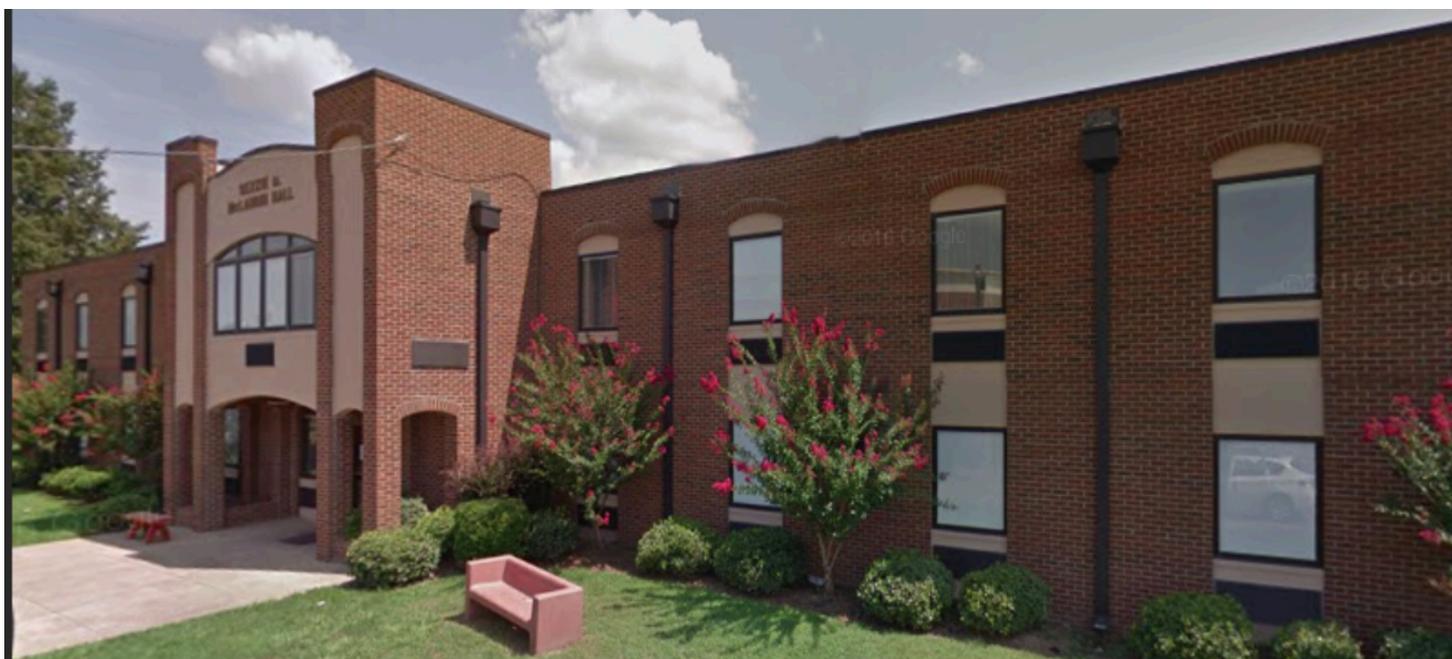
Students found responsible for housing a pet other than fish may be subject to a \$25 per day fine with the understanding that the pet will be removed within 24 hours, no exceptions. In addition, a fee will be assessed to the resident's MyCCC account for cleaning or damage costs associated with unauthorized pets documented within any residence hall or apartment.

**Emotional Support Animals:** All Emotional Support Animals must be approved through the Division of Student Engagement prior to moving in.

Please see policy below for Service and Support Animals

[Service and Support Animal Policy](#)

[Housing Emotional Support Animal Request Form](#)



## **Bicycles/ Scooters etc.**

**Summary/Purpose:** This policy explains the procedures for storing bicycles during the academic year, including break periods.

- The College does not permit bicycles to be stored in hallways or stairwells. Bicycle racks are provided outside most residence halls.
- Students should provide a lock to secure their bicycle when parked outside. It is suggested that a U bolt style lock be used.
- Bicycles parked improperly are subject to fines and/or removal by CCC Campus Safety Department.
- Bicycles left on racks at the end of the academic year will be considered abandoned and will be removed.
- Students may store their bicycle during fall, winter, and spring breaks in their residence hall room with their roommate's permission.
- At no time are bicycles to be stored in stairwells, hallways or restrooms.

## **Scooter Safety**

*Please follow the rules of the road and stay off sidewalks when riding bikes, scooters, skateboards, and other personal mobility devices.*

- Be mindful of other riders, vehicles, and always yield to pedestrians.
    - Store your devices outside of buildings, away from entrances, and secured with a U-lock to a bike rack
    - Lock your device – with a key if possible.
- Never use or charge the battery if it is damaged.  
Most importantly, keep safe and always wear a helmet!

### **On Campus Safety**

- Scooters are prohibited from inside of Campus Residential Dorms and any other Coahoma Community College buildings.

# Break Periods/ Holidays

**Summary/Purpose:** This policy discusses residence halls closing during academic breaks.

All residence halls close for academic breaks that may include Thanksgiving break, winter break, and spring break and Summer. Residents are expected to vacate by the published closing day and time. Residence halls typically close at 12:00 p.m. following the last day of classes or final exams prior to each break and typically reopen at 12:00 p.m. the day before classes resume.

Students will receive notification of residence hall closings prior to each break period via CCC's Signalvine, posted signs within each dorm and email. Additionally, information about academic breaks can be found on the college's website [www.coahomacc.edu](http://www.coahomacc.edu).

Students who live in residence halls that close for academic breaks and do not vacate their rooms by the published closing day and time, or are found in residence halls while they are closed, are subject to disciplinary action. It is important that students remove items they may need during the break period as they will not have access to their rooms while the residence halls are closed. Students must turn in keys at the end of each semester.

# Building Access

**Summary/Purpose:** This policy explains Student Housing's expectations regarding authorized and unauthorized access into residence halls and apartments.

Residents should have their CCC student ID with them at all times to gain access to their assigned residence halls. Residents may be asked by Campus Safety and Residence Hall staff to show a valid CCC student ID when entering their assigned residence halls.

All residents and their guests should enter the residence halls through the front door adjacent to the desk area. Video surveillance cameras exist at residence hall entrances. Residents and their guests may be recorded upon entering or exiting the buildings. **Only in case of an emergency should emergency exits be used.** Residents should never enter or exit a building through a window unless in an emergency. To ensure that emergency exits are used appropriately, the following policies have been established:

- **Residents found exiting through an alarm-activated residence hall exit door when there is no emergency are subject to disciplinary action and will be fined at least \$25 for the first instance and at least \$50 for each succeeding violation. This includes the side instance doors on both ends of Friends Hall and McLaurin Hall.**

- Residents found in residence halls while they are closed for academic break periods are subject to the College's disciplinary action and removal from campus housing.

## **Common Area damages and Group Billing**

**Summary/Purpose:** This policy defines common areas in Student Housing and the procedure for group billing if damages occur in common areas.

Common areas include lobbies, hallways, lounges, recreation rooms, elevators, shared bathrooms, kitchens, living areas, and any other spaces shared by multiple or all residents. Residents may be liable for damages that occur to the college's property within these areas.

Any student(s) found responsible for damage to common areas, in addition to being billed for the cost of the damage, may be reassigned to another residence hall or may be removed from Student Housing. If responsibility cannot be determined, the entire community may be billed equally for the cost of the damage, whether it occurred on a wing, a floor, or throughout the entire building.

Common area damage charges may be assessed to cover costs resulting from violations of college policy such as setting off false fire alarms or theft of college property. Trash or discarded belongings left in common areas of the residence hall, including the exterior, will be removed immediately and cleaning charges may be assessed.

Faulty equipment and damages in common areas should be immediately reported to a Student Housing staff member. Residents should not try to make any repairs as this often increases the cost of the repairs.

Once damage is reported, Housing Maintenance staff will assess the damage and estimate common area damage charges. Common area damage charges are comprised of the labor, materials, and administrative costs required to correct the damage. Students may appeal these charges as outlined in the damage billing appeal process.

## **Cooking**

**Summary/Purpose:** The purpose of this policy is to provide guidelines for cooking within on-campus housing facilities.

Students are required to act responsibly in the preparation of meals so as not to create fire safety issues or hazardous conditions. Student may only use a microwave or an air fryer in the residential hall.

- Food that is cooking should never be left unattended.
- Charcoal grills are only permitted for use as long as they are used at a minimum distance of 25 feet away from all buildings and are closely monitored at all times.
- Students may not use charcoal grills in breezeways or on balconies.
- The use of gas grills is strictly prohibited.

# Damage Charge Appeals

**Summary/Purpose:** This policy explains the appeal procedure for students to request a refund on damage charges assessed to their myCCC account.

Individual damage charges and additional fees are typically assessed to a student's account after the student checks out of an assigned bedspace. Students who review their myCCC account and feel as though any damage charges or fees were added in error have the option to submit an online damage charge appeal.

Damage charge appeals are reviewed by the Director of Student Engagement and must be submitted by the published deadline found on the damage appeal form within the Student Housing Portal. Damage charge appeals will not be accepted in any form after the published deadline.

Students are encouraged to include as much detail as possible in their damage charge appeal, and will be asked to upload a document that includes the following:

- Full name
- Student ID number
- Building name and room number (i.e. Friends Hall 321 )
- Explanation of grounds for appeal
- Documentation including pictures or other pertinent information to support the appeal

All decisions made by the Division of Student Engagement/ Campus Housing are final. Common-area damage charges cannot be appealed unless extenuating circumstances exist or the identity of the person(s) responsible is established

## Damages

**Summary/Purpose:** This policy explains that damages done to a residence hall room are the responsibility of the residents assigned to the room.

Residents are responsible for the condition of their assigned rooms or apartments. Any damages to a student's room or apartment, whether accidental, careless, or malicious, are the responsibility of the residents assigned to that room. The intentional or reckless destruction of, neglect to take care of, or dismantling of any college property or equipment may result in disciplinary action. Failure to follow proper checkout procedures (i.e. leaving the room clean and free from trash or other personal belongings, or not leaving beds in their original position) may result in damage or cleaning charges.

Charges for damages or cleaning will be determined solely by Student Housing staff. Repair or replacement of items may not be done by residents. Repair or replacement of items will be done only by Student Housing. Appropriate damage charges will be assessed to student's myCCC accounts. If damages occur and the responsible person cannot be identified, both or all residents will share equally in the costs of those damages. Depending on the nature of the damage, the residents assigned to the room may face disciplinary action in addition to damage charges.

Upon check-in, residents should inspect their room immediately for any damages and report them on their Room Condition Report (RCR) in the Student Housing Portal. This may prevent damage charges upon checkout.

# Decorating

**Summary/Purpose:** This policy provides guidelines for decorating assigned spaces in on-campus housing facilities. These guidelines are intended to give a clear understanding of what methods for decoration are not permitted due to the potential for damage to Coahoma's property.

- Nails, screws, and hooks are not to be placed in or fastened to walls. TV mounts are not permitted.
- 3M Command hooks and strips are not permitted on drywall, but are permitted on cinderblock walls.
- Thumbtacks are permitted on drywall.
- The use of contact paper, wallpaper, borders, paneling, vinyl decals, or spray paint is not permitted.
- No more than 30% of the wall can be covered with wall decorations including fabric, paper, cardboard, metal, etc.
- Halogen lamps are not permitted.
- All Coahoma's furniture must remain in the assigned room.
- All upholstered furniture brought into on-campus housing facilities must be standard fire-resistant material.

**There is no space in Student Housing facilities to store furniture assigned to student rooms or apartments. Therefore, everything that is in the room or apartment at check-in must remain in the room for the duration of the contract period.**

# **Drugs and Drug Paraphernalia**

**Purpose/Summary:** The purpose of this policy is to prevent the use and possession of drugs and drug paraphernalia.

The College prohibits the use and possession of drugs and drug paraphernalia on its campus. The specifics of the drug policy are outlined below.

**1. Coahoma Community College prohibits the use, possession, distribution, sale, manufacture, and delivery of illicit drugs including the misuse of prescription medications, by members of its community. Illegal drugs, including prescription drugs for which the person does not have a valid prescription, are subject to confiscation.**

**2. Coahoma Community College also prohibits the possession, sale, and distribution of drug paraphernalia (including, but not limited to, pipes, bongs, roach clips, rolling papers, etc.). These items are strictly prohibited and are subject to confiscation.**

**Violation of this policy will result in disciplinary action and students may also be subject to criminal prosecution and/or civil liability. Coahoma Community College also prohibits behavior that is a direct result of drug consumption, use, or abuse. Any student found to be visibly overcome by the use of drugs will be found in violation of the College's policy. Information regarding a student's violation of the College's drug policy may be released to that student's parents, if the student is under 21 years of age.**

**Should drugs and/or drug paraphernalia be found in a student's room, the student and the roommate (if applicable) may be found equally responsible for the drugs and/or drug paraphernalia unless the roommate or another person present at the time of the incident claims responsibility for the drugs and/or drug paraphernalia. If responsibility is not taken by the person or persons involved, all assigned residents of the room in which the drugs and/or drug paraphernalia is found will take full responsibility through the student conduct process.**

**In addition, students found to be in violation of this policy are subject to immediate removal from on-campus housing. Students removed from on-campus housing due to disciplinary action are ineligible for a refund or credit of housing fees and remain responsible for any assessed housing fees.**

# Electrical Outlets

**Summary/Purpose:** This policy outlines the expectations for electrical outlet and extension cord use in on-campus housing facilities.

**Extension cords are not permitted in any residence hall or apartment.** Power strips with surge protection are the only multi-outlet devices permitted in on-campus housing facilities. The college will not accept responsibility for damages to electronics due to interruptions in utilities services.

The electrical circuits in residence halls and apartments are controlled by circuit breakers. In the event that a circuit becomes overloaded, the circuit breaker will automatically turn off. Repeated overloading will damage the circuit breaker. If the circuit breaker continues to turn off, residents should immediately report it to the Student Housing Manager in your residence hall.

## Fire Alarms

**Summary/Purpose:** This policy outlines expectations for students when fire alarms sound in residence halls, addresses avoiding setting off alarms accidentally, and also describes the sanctions involved for anyone who intentionally sets off an alarm.

Fire alarms have been installed throughout the residence halls for student safety. In the event that a fire alarm should sound, students must leave the building immediately through the nearest exit. Students should become familiar with the evacuation route posted in each hallway. Residents are instructed to remain outside of the building in the designated waiting area until the Coahoma County Fire Department gives the order that the building is safe and residents may return to their rooms.

Smoking, cooking, and aerosols sprayed near smoke detectors or sprinklers may result in an accidental false fire alarm. An intentional false fire alarm may result in arrest, disciplinary action, and removal from Student Housing. A fine of up to \$500 will be assessed to anyone responsible for setting off a fire alarm. If no one person or persons are found responsible, the cost will be assessed to the entire floor or building as common area damage.

Each semester, one planned fire drill will be scheduled. This will provide an opportunity for residents to practice evacuating the building. All alarms that sound should be treated as a potentially life-threatening situation.

**WHEN A FIRE ALARM SOUNDS, STUDENTS SHOULD:**

1. Leave their room immediately, as required by state law.
2. Leave the wall or overhead light on.
3. Close the room door and lock it.
4. Walk quietly and quickly to the nearest exit. Do not use the elevators.
5. Once outside, go to the designated waiting area.
6. Remain outside until the signal is given by building staff to return to their room.

Residents who remain in the residence halls after an alarm has sounded are subject to arrest and disciplinary action. Student Housing staff and the Campus Safety reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

# Fire Safety Equipment

**Summary/Purpose:** This policy defines tampering with fire and safety equipment in the residence halls, and describes the possible sanctions for any person who violates the policy.

All residence halls are equipped with fire detection systems and alarms and are connected to the College's Police Department. Safety equipment including sprinklers, smoke detectors, emergency doors, exit signs, fire extinguishers, pull stations, alarm bells, and any other safety equipment is necessary to safeguard students.

Fire Code prohibits anyone from tampering with fire and safety equipment in the residence halls, or in any other campus building. Tampering includes, but is not limited to, pulling false fire alarms, discharging fire extinguishers, removing exit signs, and covering or disconnecting smoke detectors and sprinklers. Students found responsible for any form of tampering with fire and safety equipment will be assessed for all damages that occur as a result of their actions and for the hourly rate of the repair person's labor. All violators are subject to disciplinary action and possible criminal prosecution

## Fire Safety

**Summary/Purpose:** This policy defines the fire safety expectations for residents in StudentHousing. The policy also provides a list of prohibited items that pose fire safety threats.

Flammable items are not permitted due to inherent fire hazards. Because of the potential hazard that all candles pose, whether they are burned or unburned, ordinary or decorative, they are not permitted in on-campus housing facilities. Students will be notified to remove any candles found in residence halls and any candles not removed within 48 hours will be confiscated by Student Housing staff and the student may incur a financial penalty.

Students are asked to bring permitted small appliances and hair equipment (curling irons and straighteners) that have an automatic turn-off feature. In addition, the following items are not allowed in on-campus housing facilities due to risk of fire:

- Candles or wax warmers
- Incense
- Deep fryers
- Electric skillets
- Toaster ovens or toasters
- Convection ovens
- Coffee pots with hot plates
- Oil popcorn poppers
- Crockpots or Instant Pots
- Space heaters
- Live Christmas trees/wreaths/pine boughs
- Fireworks
- Grills (indoor and outdoor)
- Motorized vehicles including scooters, electronic skateboards, self-balancing boards/scooters and other similar equipment
- Hazardous flammable materials (gas, propane, lighter fluid, chemicals, etc.)
- Paper and/or fabric covering more than 30% of the wall
- Halogen lamps
- Any appliance with an open coil or open flame

- Microwaves over 1,000 watts
- Refrigerators over 4.2 cubic feet
- Washer/ Dryers

## **Residence Hall Disruptive Behavior**

**Summary/Purpose:** This policy explains that active sports and other disruptive behaviors are not permitted in residence halls and describes the possible consequences for any person who violates the policy.

Behavior that interferes with the normal functioning of residence halls or unnecessarily impedes the rights of students or staff is prohibited.

This includes, but is not limited to:

- Behavior where the safety of participants, other students, or property is compromised
- Hall sports such as basketball, football, soccer, Frisbee, “tag,” “chase,” golfing, lacrosse, hockey, gymnastics, wrestling, skateboarding, and skating/rollerblading
- Water fights
- Pranks
- Student displays/demonstrations that create a disruptive environment
- Actions of a person or group that require the response of a Student Housing staff member or other campus safety employee/ campus nurse

Students found responsible for violating this policy may be subject to disciplinary action, and, if applicable, have damage charges applied to their student myCCC account for any damage caused.

## **Health and Safety Inspections**

**Summary/Purpose:** This policy explains the scheduling and procedures for health and safety inspections in on-campus housing facilities.

Student Housing staff will conduct health and safety inspections in residence halls once during the following terms: fall, spring, and summer. Students will receive 72-hours’ notice of upcoming inspections. Additional health and safety inspections may occur at any point throughout the year.

It is critical that a reasonable level of cleanliness be maintained in residence halls. If it is determined that a room within Student Housing poses a health or safety hazard (students have not adequately disposed of trash, and/or an unhealthy living environment has been created) students will have 48 hours upon receipt of notice to clean the room and/or correct the issue(s).

Student Housing staff will conduct a second inspection of the room or apartment within 2-3 business days of the initial inspection. Should the observed issue(s) in the room remain uncorrected after the second inspection, Student Housing staff will clean, repair, or replace the noted items. Charges based on the required cleaning or repairs will be applied to the student’s myCCC account. Depending on the nature of the violation, students may also be subject to student conduct charges and proceedings.

# Health and Safety of self and others

**Summary/Purpose:** Students are expected to behave in such a way as to not endanger themselves or place others at risk. This policy explains the responsibility all students who live in Student Housing have with regard to behavior that may place themselves, or others, at risk of harm or danger.

**Examples of behaviors that are prohibited include, but are not limited to, the following:**

- Leaving items in hallways and/or stairwells
- Propping open emergency or alarmed security doors
- Throwing things out of windows
- Sitting on window ledges
- Entering roof and other restricted areas
- Riding bicycles, rollerblading, roller skating, and skateboarding within residence hall buildings

**Students found violating this policy may face sanctions including but not limited to removal from Student Housing. Students who are removed from Student Housing are still financially obligated to pay housing fees. Students may also face other sanctions as deemed appropriate.**

## ID Cards

**Summary/Purpose:** This policy defines the expectations for appropriate use of students' Coahoma Community College identification (I.D.) cards.

**The CCC I.D. card is used to identify CCC students as well as allow students living on-campus access to their residence halls or apartments. The identity of on-campus residents is easily established by means of a CCC I.D. card. For security reasons, Campus Safety as well as all CCC personnel will routinely ask campus residents and students entering the building to show their I.D. card. CCC I.D. cards are non-transferable. A student may not lend their I.D. card to another student for any purpose including, but not limited to, entry to a building or room, misrepresentation of age, or the purchase of meals, vending items, or other goods which may be charged to the CCC I.D.**

**card. False I.D. cards will be confiscated and turned over to the Division of Student Engagement.**

**You will also be subjected to disciplinary procedures.**

# Implied consent to passive participation

**Summary/Purpose:** This policy explains a student's responsibility with regard to the activities that take place in on-campus housing facilities. Students will refrain from facilitating a violation of college policy and/or remaining present while a violation is occurring (e.g. staying in a space where drugs are being used or being a spectator to an act of vandalism).

## Implied Consent

Students are responsible for all activities that occur in their assigned residence hall and they have a duty to take an active role in ensuring that inappropriate behaviors do not occur, and illegal items or items banned by CCC policy are not present in their residence hall room or apartment. By allowing the presence of behaviors or items that violate CCC policy, students demonstrate implied consent for the violations. Students who demonstrate implied consent could be subject to conduct charges and proceedings.

## Passive Participation

All students are expected to remove themselves from situations in which violations of college policy may occur. Students should report behaviors or items that violate CCC policy to a housing staff member. Students who fail to remove themselves and/or report the activity will be seen as passive participants and could be subject to student conduct charges and proceedings.

# Keys and Access Cards

**Purpose/Summary:** This policy outlines expectations regarding resident use of keys and access cards, including their CCC student ID, to access their residence hall or the campus dining hall.

Residents will be given access to their assigned residence hall via a key and/ or access card upon checkin. The responsibility for the safe-keeping of the CCC student ID, and access to their room, falls upon the student. Students should immediately report a lost or stolen CCC student ID to the Division of Student Engagement.

In the event that a student loses his keys and requests to be let in their rooms, a lockout fee will be assessed. Lockouts will result in a \$25 lockout fee.

CCC keys may not be duplicated and the resident will be charged for a lost key and a lock change if the physical key is not returned at the end of the semester.

The CCC student ID, temporary access card, or physical key should be used only by the resident to whom it was issued, once confirmed they are assigned to the designated residence hall and room. The CCC student ID or physical key may not be loaned to anyone for the purpose of gaining access to a residence hall or individual room to which they are not assigned, and doing so may result in disciplinary action. Students found responsible for damage done to either access card readers or locking mechanisms on room doors will be billed damage charges to their student myCCC account, and may be subject to disciplinary action. Due to fire code, the addition of locks to doors is not allowed

# Lockouts

**Summary/Purpose:** The purpose of this policy is to identify the process and associated charges when a resident is locked out of their assigned room and requires a staff member to provide access.

Residents are expected to have their CCC ID, CCC physical key and/or access card with them at all times. Residents who do not honor this expectation will be charged each time a housing staff member has to provide them access to their rooms.

Charges will be handled as follows:

- \$5.00 charge for a lockout at any time of day
- Charge will be added to resident's myCCC account immediately upon request for access to their room
- If residents lose or misplace their CCC physical key or CCC access card, a lost key fine will be placed on their myCCC accounts.

## Procedure

Residents who are locked out of their rooms must do the following:

- Contact the Residential Hall Manager for the specified dorm via texting the CCC phone number of the Residential Hall Manager (see below).

Dian Thomas, Coordinator of Campus Housing/McLaurin Hall  
662-902-5859

Ronald Miller, Assistant Coordinator of Campus Housing/ Friends Hall  
662-645-9022

Joshua Cross/ George Moore Hall  
662-645-9957

Shemika Wortham/ Mckinley Martin Hall  
662-645-1580

- Show a photo ID or be checked against a photo roster to ensure identity.
- Electronically acknowledge the \$25.00 charge for a lockout

# Lofts and Bunk Beds

**Summary/Purpose:** This policy explains Student Housing's expectations for beds with regard to bunking beds and using lofts.

The beds in all residence hall rooms are designed for bunking. These beds are also adjustable, providing up to 34" of clearance underneath, if not bunked. Students are responsible for bunking and un-bunking their beds. Bunking pins are available at the front desk of each residence hall. Due to the limited amount of time to get rooms ready for Summer term, students are expected to return their beds to the original position at the end of the Spring semester. Students who fail to return their beds to the original position may be subject to a damage charge.

Cinder blocks, bed risers, and homemade lofts are not permitted in residence halls or apartments for safety and liability reasons.

# Personal Property

**Summary/Purpose:** This policy defines the Coahoma Community College's policy regarding responsibility and liability for personal property in the residence halls and apartments.

**Coahoma Community College assumes no responsibility or liability for damage to or loss of personal property. This includes but is not limited to damage or loss due to interruption of utilities, power surges, flooding, fire, theft, vandalism, and/or student misconduct. It is highly recommended that students purchase renter's insurance to cover any damage or loss that may occur. Students may also check their family's homeowner's or renter's insurance for included coverage. A suggested College Student Rental Insurance Policy is listed below.**

<https://www.nssi.com/>

[https://www.lemonade.com/renters?utm\\_medium=partners\\_online&utm\\_source=ni4\\_rent\\_us&cxd=35291\\_510237\\_|afp0:yourutmcontent|afp1:xd6cDesrk4|afp10:\[tracking-subid\]&utm\\_campaign=\[tracking-subid\]&utm\\_content=yourutmcontent&utm\\_term=xd6cDesrk4](https://www.lemonade.com/renters?utm_medium=partners_online&utm_source=ni4_rent_us&cxd=35291_510237_|afp0:yourutmcontent|afp1:xd6cDesrk4|afp10:[tracking-subid]&utm_campaign=[tracking-subid]&utm_content=yourutmcontent&utm_term=xd6cDesrk4)

**To help prevent damage to or the loss of personal property, students are encouraged to lock their room doors. In addition, all personal property must be kept in resident rooms and not left in hallways. Any items left in hallways will be removed.**

# Plumbing

**Summary/Purpose:** The purpose of this policy is to provide guidelines for residents in managing plumbing issues in on-campus housing facilities.

Residents are required to act in a responsible manner in the use and treatment of on campus housing facilities and immediately report any plumbing issues.

- **The placement of food or cooking items in sink drains, bathtub drains, and toilets is strictly prohibited.**
- Residents are prohibited from using chemical drain-opening products to address drainage issues. The use of outside contractors is prohibited. All plumbing issues should be reported to Student Housing via the online Maintenance Request process.

<https://www.coahomacc.edu/student-life/services/housing/residential-housing-maintenance-form.html>

- Residents who are found responsible for damage to the plumbing/drainage system in a residence hall due to improper use will be billed for repairs once a cost has been assessed by Student Housing staff.

## Postings and Advertisements

**Summary/Purpose:** This policy outlines expectations regarding the posting of flyers and other items in, on, and around residence halls.

Student Housing gives campus departments and organizations the opportunity to communicate important announcements and information about events to campus residents by posting messages in the lobbies of all residence halls.

Student Housing does not allow the placement of flyers in residence halls. Further, representatives from campus departments and organizations are not permitted to place marketing materials in Student Housing dorm rooms, nor does Student Housing distribute promotional items to residents.

Flags, signs, banners or any other type of item may not be attached to any Coahoma Community College residence hall, tree, or shrubbery without written approval from the Division of Student Engagement. This policy also covers items that might be hung for display in windows or balconies of any residence hall.

# Quiet and Courtesy Hours

**Summary/Purpose:** This policy defines the expectations for appropriate noise levels in the residence halls.

It is every resident's responsibility to their community to maintain an atmosphere that is conducive to sleep and study in the residence halls. All visitors are expected to respect the quiet hours and courtesy hours policy set forth by the Division of Student Engagement Campus Housing Department.

Quiet hours are periods when noise that is audible one door away from a student room is considered too loud. Quiet hours are in effect from 9:00 p.m. to 8:00 a.m. Sunday through Thursday, and from 11:00 p.m. until 10:00 a.m. on Friday and Saturday. Courtesy hours, during which respect for others must be maintained at all times, are 24 hours a day.

Extended or 24-hour quiet hours will begin at 5:00 p.m. on the last day of class preceding final exams and be in effect through the end of final exams. Extended or 24-hour quiet hours are also in effect during intersession periods.

## Resident Checkout

**Summary/Purpose:** The purpose of this policy is to explain the procedures students must use when checking out of residence hall rooms or apartments.

Every student must properly check out of any residence hall room to which they are assigned. Whether the student is changing rooms or moving out of Student Housing completely, each resident is responsible for following proper checkout procedures.

**Residents will be assessed a \$100.00 improper checkout fee if they do not comply with checkout procedures.**

**Prior to checking out, the student's assigned space must be completely empty and clean.**

Personal items should not be left in any room or hallway. All trash must be disposed of in an appropriate receptacle. Rooms left excessively dirty or left with personal items may result in additional damage or cleaning charges. **Any personal belongings that are left behind after a resident has vacated their assigned space will be deemed abandoned property.**

The following procedure will be followed in the case of abandoned property:

- Student Housing will confirm that the space has been vacated by ensuring that student has

returned their key to the institution or confirming that is vacated on the day after dorms have closed for the end of the academic school year (the Monday following CCC graduation).

- The abandoned property will be disposed of.

Students changing rooms or leaving in the middle of a semester should contact their Resident Hall managers for checkout options. Students checking out at the end of an academic term must properly check out within the Student Housing Portal using one of two options:

**Express Checkout:** The student is fully responsible for independently verifying that they are ready to properly check out of their room. The student will complete the checkout process online at their convenience. No Student Housing staff member will be present to physically check the student's space while the student remains in the room. Student will place key in the Housing staff person's key drop box.

**In-person Checkout:** The student can complete the checkout process in-person with a Student Housing staff member. The student should contact their Residential Hall staff person and request an in-person checkout. In-person checkouts will be available daily. A Student Housing staff member will be present to physically walk through the room with the students to verify potential damages and cleanliness of the student's space. Any charges or fees associated with checkout will be assessed to the student's myCCC account.

## Resident Rules and Expectations

**Summary/Purpose:** This policy outlines expectations about the rules and regulations (i.e. policies) established by Student Housing with regard to students living on campus in residence halls and apartments.

Students living in residence halls, along with their guests, are expected to follow the policies and procedures set forth in the Resident Handbook and the CCC Student Handbook found at

<https://www.coahomacc.edu/student-life/index.html>

As a member of the Student Housing community, every resident is responsible for becoming aware of and observing all published policies. Additionally, residents are expected to comply with directives from **All** Student Housing staff members.

## Right to Relocate

**Summary/Purpose:** The purpose of this policy is to explain the right of Student Housing to relocate residents including those with reserved room assignments who choose to live off campus.

Student Housing reserves the right to relocate residents or otherwise modify residents' housing assignments where the circumstances warrant, including to complete housing

renovations, maintenance, or construction; to implement public health recommendations; to impose disciplinary sanctions or supportive measures for residents; to resolve roommate conflicts; or to implement orders issued by local, state, or federal government. Residents are expected to relocate within forty-eight (48) hours of receiving notice from Student Housing, unless Student Housing specifies a different time in writing.

Student Housing may modify a resident's housing assignment or reassign a resident's room if the resident does not take occupancy by 12:00 pm central time on the first day of classes for the academic semester, or when it is determined that a resident is not residing in an assigned space for 50% or more of the contracted time.

Upon relocation Student Housing will notify the resident of their obligation to the housing contract, of the relocation, and of their newly assigned space.

## **Solicitation**

**Summary/Purpose:** This policy defines the expectations for the selling or advertising of items in residence halls and apartments.

Businesses, individuals, and organizations not specifically related to the college may not sell or advertise items in the residence halls unless in an approved partnership contract with the Division of Student Engagement. Furthermore, under no circumstances will any type of door-to-door solicitation be permitted. CCC Campus Safety may be contacted to address anyone found to be soliciting in the residence halls or apartments.

Residence halls are not to be used for business purposes. This includes, but is not limited to, using a residence hall room or apartment to operate a babysitting, internet, or haircare service, to sell cosmetics, magazines or kitchen items or to offer any service in exchange for personal gain.

# **Student Housing Bill of Rights**

**Summary/Purpose:** This policy defines the basic expectations students should have for each other when living together in a residence hall.

**Student Housing is committed to providing students an environment that promotes student learning, academic success, personal growth, and connection to the CCC community. Each resident in our residence hall or apartment communities has rights. These rights can only be achieved through collective efforts by Student Housing staff, community members, residents, and guests. In communal residential environments, each student should understand their rights and their responsibilities to their fellow residents. When residents understand the needs, goals, and abilities they bring to their community, they are better able to work with fellow residents toward mutual expectations and create a community where learning occurs, respect is mutual, and issues are discussed openly and freely with community members. Hall staff will work with each community to develop these frameworks.**

**Residents living in Student Housing have the following rights:**

- **The right to be safe and secure in one's room or apartment without fear of harm**
- **The right to study free from noise and distractions**
- **The right to clean common areas and bathrooms**
- **The right to have one's belongings respected**
- **The right to privacy**
- **The right to sleep without undue disturbance**
- **The right to respect the property of others and to have your property respected**
- **The right of access to one's room**
- **The right to have guests with the understanding that they will not disturb the roommate's right to sleep or study**
- **The right to redress grievances**

**These rights apply to all students living in Student Housing. Violating the rights of other students may result in disciplinary action and/or reassignment to another location.**

# Student Owned Furniture

**Summary/Purpose:** This policy addresses student owned furniture brought into the residence halls as well as the consequences for leaving furniture behind.

Residence halls include furniture for student use, and this furniture must remain in a student's assigned space. Residents are responsible for all CCC-owned furniture and its condition upon checkout.

If residents choose to bring in their own furniture, any furniture brought in must be marked to identify the owner. At checkout, residents are responsible for removing any furniture they brought in during the year. Students will be assessed damage charges for any furniture left in their assigned space after checkout.

## Subleasing

**Summary/Purpose:** This policy explains that subleasing a Student Housing room is a violation of the CCC Housing Policy

Subleasing a Student Housing room is a violation of a resident's Student Housing Policy. **You cannot allow someone to reside in your room who is not registered for CCC Campus Housing.** Residents are prohibited from subleasing their room to another person through any means, including rental websites, apps, etc. Any unauthorized occupants of the residence hall will be asked to vacate the space immediately. If the unauthorized person does not vacate, the resident may be subject to disciplinary action including removal from Student Housing and Campus Safety will be called to address the issue as well.

## Trash Removal

**Summary/Purpose:** This policy describes the procedure for the removal of trash from residence halls.

Students living in residence halls are responsible for placing their trash in designated areas located near each residential hall (Martin- bring trash to trash cans in front of the building. McLaurin - bring trash to the back right side of the building inside of the wooden fence. Friends- place trash in trash cans in the hallway or restroom of each floor. Additionally, large trash items must be placed in the wooden fence area at the back of the building. Moore Hall - place trash in trash cans outside of each zone. Large items should be placed in the wooden fence to the right of the buildings.)

Trash is picked up daily by 10:00 am.

Residents are responsible for keeping the grounds clean by making sure that all trash is placed in the dumpster and trash outside the residence hall is picked up.

If trash is found in unauthorized places and the responsible student is identified, that student may be subject to fines and disciplinary action.

## **CCC Owned Furniture**

**Summary/Purpose:** This policy defines expectations regarding CCC-owned furniture, both in individual rooms and in common areas of residence halls and apartments.

Residents are responsible for the CCC-owned furniture provided in their room. The furniture must be kept in the room for the entire academic year. Removing CCC-owned furniture from dorm lobbies, Zee A. Barron Student Union, laundry rooms, or other common areas is not permitted and may result in a fine and/or disciplinary action. Residents who remove CCC-owned furniture from their room or apartment will be charged for repairing/replacing the furniture in addition to being assessed a fine. If a resident has removed CCC-owned furniture from their room or and it is not present at the time of check-out, the resident will be assessed the full replacement cost for those items and may face possible disciplinary action.

## **Vacant Rooms and Bedspaces**

**Summary/Purpose:** This policy defines the expectations for maintaining vacant bed spaces in residence hall rooms, and outlines the procedure for Student Housing to conduct vacant room and bedspace inspections to determine readiness for occupancy.

In the event that a resident occupies only one bedspace in a multi-occupant room, the remaining vacant rooms and bedspaces must remain empty of belongings in or on items such as desks, closets, beds, drawers and/or bathroom spaces. Student Housing reserves the right to periodically check vacant rooms and bed spaces to ensure they are ready for immediate occupancy for room changes or the arrival of new students.

- Student Housing will provide a minimum notice of 12 hours to residents of the rooms that will be inspected for availability.
- Inspections will be conducted by Student Housing staff members.

Residents shall not engage in any conduct intended to deter a prospective new roommate from selecting the vacant bedspace, and they may not refuse or reject a new roommate assigned to the vacant bedspace.

## **Visitation and Overnight Guest**

**Summary/Purpose:** The purpose of this policy is to define the expectations for guest visitation in on-campus housing facilities. It also discusses the hours guests are permitted to visit, the process that allows for students to request overnight guests, and the circumstances in which guests are permitted to stay overnight.

## **Visitation Hours**

Any guest to Student Housing must be registered by the resident host and escorted at all times while in the building. A guest is defined as any individual who is not assigned to live in the community they are visiting or does not have CCC-assigned access to the specific residential hall they are visiting. Guests must provide a CCC or other photo I.D. to the Residential Hall Manager when checking in. False identification will be reported to the CCC Department of Campus Safety for appropriate action. A resident may not have more than two registered guests at any time.

**All guests should follow the visitation hours set forth by Student Housing.**

These hours may be adjusted by Student Housing at their sole discretion.

The sign-in procedures do not apply to residents residing in apartment-style communities (Martin and Moore Residential Halls).

Residents in apartment-style communities are responsible for the actions of any guests they bring to their dorm room and must remain with their guests at all times. Visitation hours do apply to apartment-style communities (Martin and Moore Hall).

## **Procedure:**

### **Sign-In/Sign-Out**

- The resident host must meet their guest in the lobby of their community. Guests cannot go to the resident host's room door without the Residential Hall Manager or Dorm work-study student checking them in.
- At the front desk, the Student Housing staff member will record the guest's name, time of check-in and room number of the resident host.
- The guest must provide a photo I.D. before being signed-in.
  - The guest will receive a visitor pass that must be in the possession of the guest for the duration of the visit.
- The guest must remain with the resident host at all times; at no time is a guest permitted to remain in the room or hall without the resident host; the resident host is responsible for the actions and behavior of their guest and the guest is expected to abide by all policies as set forth by Student Housing.
- When the guest leaves the hall, the resident host must sign the guest out; at that point, the guest must return the visitor pass received at check-in.
- A resident host must register their guest each time they have a visitor, even if the same guest visits more than one time each day.

# Walkways, Hallways and Breezeways

**Summary/Purpose:** This policy defines inappropriate use of walkways, hallways and breezeways in Student Housing.

All walkways, hallways, and breezeways in Student Housing must be kept clear for traffic and egress. Items may not be stored in walkways or hallways under stairwells. Student Housing will not be held liable for items left in walkways, hallways, or breezeways. If items are found in these areas, they will be removed and considered abandoned property.

# Weapons

**Summary/Purpose:** The possession of weapons in Coahoma Community College student housing is prohibited.

The possession of weapons is prohibited within student housing at all times, regardless of whether one has in their possession a valid, unexpired state enhanced concealed carry firearms permit or the equivalent permit issued by a state with a reciprocity agreement with Mississippi. For the purposes of this policy, a weapon is any dangerous instrument used, attempted or threatened to be used, or is readily capable of being used to cause death or serious physical injury, including but not limited to the following: any gun, shotgun, rifle, pistol or other firearm, any device from which a shot, projectile, or other object may be discharged by force (whether operable or inoperable, loaded or unloaded), nooses, sticks, poles, pipes, "nun-chucks," blackjacks, leaded canes, brass or metallic knuckles, bowie knives, dirk knives, butcher knives, switchblade knives, daggers, blades, machetes, swords, hatchets, metal spikes, bow and arrows, slingshots, metal darts, razors and razor blades (except as used for personal grooming), "BB guns," "air rifles," "air pistols," pellet guns, paintball guns, laser pointers, fire, dynamite, dynamite cartridges, bombs, grenades, torches, gun powder, firecrackers, fireworks, mines or powerful explosives, and any other pyrotechnic, incendiary or explosive devices.

To ensure the safety of all persons on its campus, to protect CCC property and to ensure no disruption of its educational mission, the college also prohibits the wearing of masks, disguises and other means of concealing one's identity. The wearing of protective gear, such as body armor, shields and chainmail, is likewise prohibited.

Violation of this policy will be subject to disciplinary action which may include sanctions under the college's conduct system, and immediate removal from student housing and loss of all housing privileges. Students removed from student housing for disciplinary reasons will be responsible for the entire cost of the housing agreement for that particular semester. Possession of a weapon in violation of this policy and is subject to criminal liability and removal from campus, campus events or facilities.

# Window Screens and Security Safeguards

**Summary/Purpose: This policy defines the expectations for appropriate use of window screens and applicable security safeguards on residence hall windows.**

**The removal, damage, tampering with, or opening of a window or security screen in residence halls is prohibited and may result in damage charges to residents found responsible. Screens must remain on windows at all times. Residents may not hang anything from, or outside of, a window. Entering and/or exiting any residence hall through a window is prohibited except in case of emergency.**

**Failure to observe and abide by this policy will result in disciplinary action.**