



NORTH CENTRAL TEXAS COLLEGE

HOUSING POLICY HANDBOOK



Published by the Office of the Vice President of Student Services
Effective June 2011

INTRODUCTION

The Department of Housing & Residence Life at NCTC strives to be a “home away from home” for students. Because we want the residence life experience to help make students’ stay at NCTC an enjoyable one, we must establish a list of policies and procedures to provide a safe, comfortable environment conducive to the educational, social and overall developmental growth of interactions with other students and staff members. It is a place where you can learn to communicate and interact within a community while growing and developing as an individual. Residents from all backgrounds and cultures are encouraged to participate in residence life in efforts to broaden their own and other residents’ attitudes and opinions; we hope you will enjoy the diverse community you will experience in our residence halls and that it will complement the academic knowledge you gain at NCTC.

The residence halls are a great gateway for students to the activities provided by the college. Your college experience can not be complete unless you engage in the college environment NCTC has to offer you. So take part in activities, attend events, and get involved in student organizations at NCTC. If you need assistance in getting involved contact the Director of Student Life or find more information in the Student Center.

The staff of NCTC is here to help students grow in the educational sense as well as individuals. Therefore, if you ever need any assistance of any type do not hesitate to ask a RA (Resident Assistant), the Coordinator of Residence Life, or any other college employee.

NCTC reserves the right to make any changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law, and fee changes. Information provided by this handbook is subject to change without notice and does not constitute a contract between North Central Texas College and the resident.

ACADEMIC SUCCESS PROGRAM

This program is designed to help students on a voluntary or involuntary basis when deemed appropriate by the Coordinator of Residence Life. Students who drop below 12 hours will be referred to the in-hall academic success program where students will participate in study hall hours and keep a progress report on their grades. It is through this program that students can learn valuable study skills to increase their chances of academic success. Academic Success Programs are designed per students and to meet their specific needs.

ADULT STATUS

The State of Texas assumes legal adulthood at age 17. Therefore, all matters pertaining to academic performance, personal conduct, and payment of funds due the College are your personal responsibility. To aid your success in appropriately fulfilling this role we recommend the following: read all documents before signing; understand your signature means you have read, understand, and agree to the conditions; and read mail and notices posted throughout campus and residence halls.

ALCOHOL POLICY

NCTC is a dry campus and therefore it is both a school and state violation to bring alcohol onto state property. Because NCTC is a dry campus all alcohol paraphernalia is also not allowed in the residence halls, this includes but is not limited to; shot glasses, empty bottles, alcohol glasses, etc. All alcohol related material will be confiscated and students will be able to pick up their items at the end of the semester. Situations in which the illegal or excessive consumption of alcohol takes place off campus and the resident then returns to the halls (i.e. underage residents return under the influence of alcohol or a resident over 21 returns inebriated) will also result in disciplinary and/or civil action when brought to the attention of the staff.

Residents will be held accountable for any alcohol and/or drugs found in their resident hall room. Residents must report any alcohol and/or drugs seen in their presence. Residents must report alcohol and/or drug violations to a RA or the Coordinator of Residence Life to avoid disciplinary action.

APPEAL PROCESS

If a student is not satisfied with the course of action taken by a RA (Resident Assistant) they may appeal to the Coordinator of Residence Life. If the student is not satisfied with the Coordinator of Residence Life decision they can appeal it to the Director of Student Life. The appeal process is explained in the Student Code of Conduct Handbook.

APPLIANCES

Use of electrical appliances is permitted in the residence halls within certain guidelines. Generally, appliances should require no more than eight hundred (800) watts. Residents should be aware that several rooms are on the same circuit and should coordinate their use of appliances so that power is not interrupted. Use of adapters that allow more than one item to be plugged into a single socket is prohibited unless such adapters have an in-line fuse or circuit breaker. Residents who repeatedly cause power interruptions through misuse of appliances will be subject to disciplinary sanctions if the behavior

is not corrected. Appliances used in the residence halls must be safe in design and structure (such as UL-approved appliances) and must be properly maintained. Appliances with exposed heating elements are not permitted in the residence halls. Some exceptions include hair dryers, curling irons, and irons. If residents have questions about specific appliances not listed here, they should ask their RA. Routine safety checks will be conducted by the hall staff to ensure proper adherence to Housing safety measures. Questions regarding the use and regulation of specific appliances should be directed to the hall staff.

1. Cooking appliances with exposed heating elements are prohibited (i.e. hot plates, woks, electric skillets, some coffeemakers, etc.). Hibachi grills, camping stoves and other similar appliances are not acceptable. If a fire might result from something falling onto the appliance’s heating element, that item is not allowed.
2. Small oscillating fans may be used in the halls.
3. Stereos and TVs are permitted, but students should always respect the comfort of their neighbors and adjust the volume accordingly.
4. Refrigerators are limited in size and cannot exceed 800 watts. Each roommate is allowed a refrigerator no larger than an 18x18x24 or allowed one 18 x 18 x 48 per double occupancy room.
5. (1) microwave oven is allowed per room.
6. George Foreman’s or other inside grills may only be used in the kitchen areas (these inside grills need to be stored out of sight and if used in the residents room they will be confiscated and not returned to the student until the end of the semester).

ASSAULT

Any physical altercation and/or verbal threats should be reported to the hall staff. Such incidents are very serious and should be reported immediately. Involvement in such altercations will result in immediate referrals to the Vice President of Student Services.

BATHROOMS

In Hays Hall residents are responsible for the regular cleaning of bathrooms. In Bonner Hall, custodians clean regularly, but students are expected to help keep the bathroom neat and clean by not damaging the facilities or the products put there for their convenience. For their own safety, residents are not allowed in the bathrooms during cleaning times. Only members of the sex for which they are designated may use residence hall bathrooms at Bonner Hall. Common bathrooms on wings or floors are for the use of residents and their guest.

BICYCLES

Housing is not responsible for stolen or damaged bicycles. Students may store their bicycles in their rooms, provided their roommates agree and bicycles are clean before entering the residence hall. Under no circumstances, however, is anyone to ride a bicycle inside the residence halls. The use of rollerblades, skateboards, roller-skates, and other similar items is also prohibited in residence halls.

CABLE TELEVISION

Bonner Hall is equipped with three areas that students may watch cable TV: Bonner Hall Lobby, Men’s Lounge, and Women’s Lounge. If students wish, they may purchase cable TV for their room by contacting Suddenlink Communication at 940-665-3241. Cable television in the students’ room is optional and not viewed as a necessity. If a student installs cable in their room, the resident is responsible to Suddenlink Communication and the agreement made between the two parties. Due to the nature of the residence halls, students may be required to move for room assignment reasons and are responsible for all disconnection and hook up fees for the cable television service.

CAMPUS HOUSING POLICY

Research indicates that living in a residence hall can greatly increase the chances of a student’s social and academic success at the college. Therefore students are required to maintain a minimum of 12 credit hours per semester to live in the residence hall. If a student intends to take less or needs to drop below 12 hours during a semester, they need to first meet with the Coordinator of Residence Life for approval. A student who drops below 12 hours during the semester will be required to take part in the Academic Success Program that is designed to help students succeed academically for the rest of that semester as well as the following semester if the Coordinator deems it necessary. If a student drops below nine hours during any point during the semester they will be removed from the residence halls within 24 hours.

CANDLES

Students are not allowed candles in their rooms, unless the wick has been completely removed from the candle. In addition to candles, incense will not be allowed in the residence halls. Students wishing to keep their room smelling fresh are encouraged to keep their room clean and use plug-ins or other items that do not have a burning element. Items that are confiscated will have to be retrieved from the Coordinator of Residence Life at the end of the semester.

CHECK-IN PROCEDURES

When checking in, students verify a Room Inventory Sheet on which they double check all listed damages, missing furnishings, and other peculiarities for which they might otherwise be charged later. Students must submit the verified forms to their hall's front desk on the same day they check in to their rooms. This is of utmost importance since failure to return the completed Inventory sheet could result in the resident being charged for damages she/he did not cause. Residents who live alone in multiple occupancy rooms are expected to keep their rooms in such a manner that roommates who may be assigned to the rooms may move in at any time; this is especially important at the winter break between semesters when new residents assigned to a room frequently arrive before returning residents.

CHECK-OUT PROCEDURES

Residence Halls are closed for Thanksgiving, Spring Break, and at the conclusion of each semester. Residents are required to be out of rooms by 3 p.m. on closedown days. Each hall provides very specific instructions on closedown procedures that must be followed explicitly. Residents should contact their RA if they have any questions. For the Spring semester only, students may be allowed an extended check-out under certain extenuating circumstances. Graduating students who are unable to check out by Friday due to travel arrangements, etc., may request approval for a Saturday check-out time from the Coordinator of Residence Life. The request should be made at least one week in advance. Students granted permission to stay until Saturday must coordinate their check-out with the hall staff. Prior to closedown, the hall staff will provide residents with specific details about what expectations must be met.

When checking out of a room for the final time, residents must arrange a check-out time 24 hours in advance with their RA. In order to properly check out, a resident must 1) sign up for an appropriate time, 2) be present, with all personal items removed and the room clean and completely ready at the chosen time, 3) return their key to the RA, and 4) sign the appropriate blank on the Room Inventory Sheet. Students who fail to follow these procedures will be assessed a \$25 improper check-out fee and may also incur other cleaning and/or damage charges. Residents are responsible for the condition of their rooms. When damages occur, the fees for these damages will be charged to the responsible party when attributable. If the person causing the damage cannot be identified, the residents of the room will split the charges for the damage equally. Rooms should be kept clean throughout the academic year for health and safety reasons. Students must leave their rooms in a clean condition when they check out. Failure to meet the cleaning standards of the hall staff will result in an extra cleaning fee (up to \$75.00).

Note: At the end of a semester, students must vacate the hall within twelve hours of their last final exam or by the final closedown times noted above; whichever is first.

CLEANING CREW

AHI is the service that is contracted to keep the common areas of the residence halls clean. AHI cleans the common areas and empties trash Sunday night through Thursday night. In an effort to accommodate students' needs, the cleaning crew comes at night time so students are not inconvenienced from a closed bathroom. When the crew is cleaning the restrooms students need to use the other restroom. Problems with the cleaning service need to be reported to the Coordinator of Residence Life to resolve the problem. Students are required to clean their own rooms and to take their trash to the trashcans.

COMMON AREA USE

Common areas are for the use of all residents and residents can not control or take over any area. Common areas can be reserved through the Coordinator of Residence Life in which case the party reserving the room will be the only group allowed in that area for the reserved time. The Coordinator of Residence Life can not grant room reservation to any person or group if the room request does not fall within Housing goals and policies. Only residents or college staff members can reserve common areas in the residence halls.

COMMUNITY LIVING

Residence halls are a great place of community living but everyone has to do their part to make it a great experience for all residents. Residents need to respect the rights and privacy of others. Residents should abide by rules and policies because they are in place so everyone can enjoy a safe and healthy environment. Residence halls at NCTC strive to be a "home away from home" and in that sense a community or family is created. Therefore, students should look out for one another and act as a functional family towards one another. Students are held accountable for their actions and should hold each other accountable. The college experience will be complete if residents are willing to meet others and learn what other students have to offer in the sense of their background, past experiences, and interest.

COMPLAINTS

Most problems that arise in the residence halls can be solved in-hall. Problems should always be kept at the lowest level possible. Residents should first talk to other residents before going to an RA. If an RA can not solve the problem it will be taken to the Coordinator of Residence Life. In situations where residents feel uncomfortable approaching the individual at the proper level, they may take their concerns directly to the next level. Residents who are still dissatisfied after speaking with the Coordinator of Residence Life can take their complaint to the Director of Student Life.

COORDINATOR OF RESIDENCE LIFE

The Coordinator of Residence Life is the professional live-in staff member responsible for the daily operations of the residence halls on the Gainesville campus. The Coordinator of Residence Life oversees the Resident Assistants and residents in their daily life. Students are welcome to approach the Coordinator with any questions or if in need of advice. The Coordinator acts as a resource for students and lives in the apartment behind the lobby in Bonner Hall.

COUNSELING SERVICES

NCTC Counseling Department is available to students during normal business hours for personal and academic counseling. Male and female counselors are available to residents and information is kept confidential between resident and counselor. Abigail Arms at (940)665-2873 offers a counseling number 24 hours a day, seven days a week for victims of abuse (physical, mental, emotional, sexual, etc.).

DAMAGES

Residents will be held accountable – monetarily and/or through disciplinary action – for any damages they cause in common areas and resident rooms. It is not the practice of the Housing Department to penalize residents with damage charges but rather to recoup the actual cost of eventual repair or replacement of the damaged item. This policy helps to keep down the overall cost of housing for the majority of residents who avoid damaging their rooms and furnishings. Students will have only 10 days to appeal any charges for their room or for damages to the hall. For more specific information residents should see their RAs or the Coordinator of Residence Life. If damages occur and the responsible party does not take ownership, a financial reward may be offered for residents to turn in the guilty resident. The financial reward as well as the repair/replacement charges will be the sole responsibility for the guilty resident.

DARTS/DARTBOARDS

Because of their potential danger to both persons and property, darts and dartboards are prohibited in the residence halls. Velcro dartboards are the only acceptable alternative.

DECORATIONS

Pictures, posters, and other items used to decorate a student's room can make residents feel more at home. Students are encouraged to decorate as long as they do not create health or fire hazards or cause damage to the room. Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and returned to the proper authorities. All items must comply with the appropriate Housing policies including alcohol, harassment, profanity, etc., and must not block peepholes. All college furniture must stay in the assigned room (unless special permission is obtained in writing from the Coordinator of Residence Life). All decorations are subject to the approval of roommates and students may be asked to take items down if they are offensive, create a hostile living environment, or are deemed inappropriate by hall staff. No items are to be posted to the interior or exterior of the bedroom doors as well as nothing should be posted on the windows which can be seen from outside.

DELIVERY OF PACKAGES & MAIL

Students do not need to be present when the items are delivered; maintenance personnel will sign for the packages. Students can also receive mail that will be distributed by hall staff. Mail and packages are not received on weekends and holidays. Address to have mail sent to:

Resident's Name
c/o Residence Hall, Room # _____
1525 West California Street
Gainesville, Texas 76240

DINING SERVICES

Students in the residence hall are required to have a meal plan. Meals are provided Monday breakfast through Friday lunch. Friday dinner through Sunday dinner the students are on their own and the meal plan does not cover this period. The college has provided 2 kitchens on both sides of Bonner Hall for students to use.

1. Cafeteria Rules and Procedures

Students must sign in when they eat their meal and their guests are expected to pay for a meal. Guests found not paying will have to pay as well as disciplinary actions will be taken upon the resident. Residents may come through the line as many times as they would like and eat as much as they like except for on specialty nights. The cafeteria designates certain nights when students are only allowed one specialty entree. Horse playing will not be tolerated in the cafeteria. No dishes, glasses, or utensils should be taken out of the dining area. If students want to use the paper cups they will have to pay for them. The snack bar is not part of the meal plan and students must pay for those items. Students need to return trays and dishes to the window and be respectful and not leave their trays on the tables. Questions or comments regarding food service should be directed to the Director of Campus Operations or the Food Service Manager.

Students should speak openly with the food service manager so the food can be adjusted to the student's needs and desires. If dietary needs exist the Food Service Manager needs to be notified.

2. Cafeteria Operation Hours:

Breakfast 7:00 a.m. – 9:00 a.m.
Lunch 11:00 a.m. – 1:15 p.m.
Dinner 4:30 p.m. – 6:30 p.m.

DIRECTOR OF STUDENT LIFE

The Director of Student Life is responsible for the residence life and student life on all five campuses. The Director is located in room 152 of the administrative building. Residence Hall problems that can not be settled by the Coordinator of Residence Life need to be taken to the Director. In addition, students interested in student activities or student organizations should speak with the Director of Student Life.

DISCIPLINARY PROCEDURES

Policies for the residence halls have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of other residents. All residents should accept the responsibility involved in living in a community environment and make an effort to be aware of how their actions affect their neighbors and suitemates. When a resident violates this basic standard of community living by endangering the safety or comfort of other residents through violating any of the policies outlined by the college or this guide, this behavior must be confronted. Essentially, discipline in the Housing Department involves voluntary compliance with the policies and regulations that govern conduct and activities in the residence halls. These policies are made available to all residence hall students in The Student Handbook, the Housing Contract, the Housing Policy Book, and in all hall postings. All students are viewed as a civil person who may occasionally be involved in a situation that may result in a violation of policy. General department procedure is to counsel students, usually at the hall level, about their first violation of policy and how to avoid further violations. Whatever the reason for the violation, discipline is almost always administered initially for educational purposes. Behavioral Agreements are employed by individual halls and the department both to remind students of their responsibility to community living in the residence halls and to discourage repeat violations. Usually, it is only after students have demonstrated a lack of responsibility and willful misconduct through repeated policy violations, lack of cooperation, or through involvement in situations that constitute a threat to the safety or security of other residents that measures beyond counseling or the Behavioral Agreement are administered. These measures may include a change of room assignment or expulsion from the residence hall system, along with possible sanctions imposed by the Vice President of Student Services. Serious violations, such as drugs, alcohol, violence, etc., will result in much more serious and immediate sanctions, such as the removal from the residence halls and/or removal from NCTC.

DISCRIMINATORY ACTS

A. Nondiscrimination Policy

It is the policy of North Central Texas College Housing Department not to discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, and veteran status in its educational programs, activities, admission, or employment policies. However, a simple policy of non-discrimination is mere compliance with the law. In addition to complying with federal and state equal opportunity laws and regulations the college, through its diversity policy, declares harassment based on individual differences inconsistent with its mission and educational goals. If you feel you have been discriminated against in the residence halls, please contact the Coordinator of Residence Life for assistance.

B. Diversity Policy

North Central Texas College has a history of seeking to create and preserve an atmosphere of openness and tolerance. This college is committed to maintaining an unpretentious and accepting atmosphere that is welcoming to anyone striving to achieve his or her personal best. At the same time, individuals who work, study, live, and teach within this community are expected to refrain from behavior that could threaten the freedom, safety, and respect that is deserved by every community member in good standing.

DOORS

Students are not allowed to post any items to the interior or exterior of their room doors. This includes but is not limited to: decorations for birthdays, name tags, dry erase boards, etc. Staff members will remove such items, write-up the students, as well as students will be responsible for any damage done to the door.

DRUG POLICY

Use or possession of illegal drugs, misuse of any legal drug or other legal substance, or possession of drug paraphernalia is prohibited on the college campus as in any of its buildings. A student who violates this regulation or whose behavior is affected by the use of illegal drugs or the misuse of legal drugs or other legal substances will be subject to disciplinary action. The college has established a policy for room searches by student service staff members. In a community environment

the Director of Student Life and Vice President of Student Services are charged with providing a safe environment. In the event that a credible drug suspicion exists, rooms will be searched following proper protocol. NCTC uses drug dogs to maintain a safe living environment.

Residents will be held accountable for any alcohol and/or drugs found in their resident hall room. Residents must report any alcohol and/or drugs seen in their presence. Residents must report alcohol and/or drug violations to a RA or the Coordinator of Residence Life to avoid disciplinary action.

EMERGENCIES

In the event of an emergency call 911. Be sure to stay calm and give them your name, residence hall, and location in the hall. Do not hang up the phone until they hang up the phone. Try and locate a housing staff member so immediate response can take place. At all times a housing staff member is on-call.

EMERGENCY EVACUATIONS & DRILLS

In the event of an actual emergency (Fire, Tornado, etc) or a periodic Emergency Drill, immediate compliance with the directives given by hall staff is required. All drills are performed in accordance with State Fire Codes and students and their guests are required to participate. These drills are timed and must be repeated if completion time does not meet safety standards. It is of the utmost importance that everyone in the residence hall responds promptly in emergency situations. In addition, due to the community environment, students are encouraged to take active roles in assisting emergency procedures without jeopardizing their own safety.

EMERGENCY EXITS

Two (2) emergency exits located on the 1st floor on both the East and West wing of Bonner Hall are to only be opened for evacuation purposes during an emergency. Note: Non-emergency use of exit doors could also result in a Class C Misdemeanor and a fine up to \$200.00.

EQUIPMENT AVAILABLE

The Bonner Hall lobby has a variety of games for student use. In addition, students may check out sporting equipment, cooking equipment, and vacuums from staff members during set desk shifts with the use of their NCTC student ID.

EXPLOSIVES

Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted within or around the residence halls for reasons of safety and noise.

EXTENSION CORDS

All extension cords not specified approved by the Department of Housing and Residence Life are prohibited. Acceptable cords include those containing an in-line fuse or circuit breaker. Questions pertaining to approved types of extension cords should be directed to RAs. Multiple plug adapters are prohibited unless such adapters have an in-line fuse or circuit breaker.

FEES FOR SERVICES NOT COVERED BY ROOM AND BOARD

Extra Cleaning..... (Maximum) \$75.00
Guest, after 2 nights, per night \$10.00
Improper Check-Out..... \$25.00
Lost Key \$75.00 per door
Front Door Swipe Card \$50.00 per card

**Room Furnishings - Prices listed on room inventory or current going rate*

FIGHTING

Physical abuse, assault, or any conduct that might threaten or endanger the health or safety of any student will result in immediate and serious disciplinary action.

FIRE EQUIPMENT REGULATIONS

Because it is important that fire and safety equipment function properly when it is needed, the following acts are prohibited:

1. Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights.
2. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
3. Propping open fire exits.
4. Obstructing halls and stairwells with furniture, debris, and/or other items.
5. Residents who jeopardize the security and safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, disciplinary measures, and/or possible fines.

FIRE EVACUATION PROCEDURES

In the event of a fire, the first person noticing the fire is responsible for spreading the word by triggering the fire alarm at Bonner Hall. When a second person is available have them assist in clearing the building. The more people helping the faster it goes. Banging on every student door with the shouting of fire is the indicator that residents need to leave the building as expeditious as possible. Residents are to get to the first possible exit and head over to the grassy area in front of the administration building out of the street. There the staff members will take a head count and it is important for students to separate by floor, so students who are missing are easily identified. When students exit the building they are to leave their bedroom doors unlocked and are not to return until a staff member tells them they are allowed to return.

FOOD STORAGE

Open food containers and packages are not allowed in the residence halls. Students are requested to store food in sealed containers in order to maintain a healthy and pest-free living environment.

FURNITURE

In common areas, the furnishings are for the use of all the residents. Therefore, students are not allowed to move the common furniture from the area it is placed. Furniture that has been removed from the common areas for students' personal use will be considered stolen property. The college has purchased loft and bunkable beds for students convenient and assume no liability should a student injure himself/herself from a fall off of the beds.

GRILLS

The grills behind Bonner and Hays Hall are used for programming and is available for resident use. Use of personal grills on residence hall property is prohibited. Indoor grills need to be approved and only be used in the Bonner Hall kitchen areas.

GUEST

Residents may have overnight guests of the same sex as themselves provided they secure the consent of their roommates, get approval from the Coordinator of Residence Life 12-hours ahead of time, sign in their guest, and abide by all visitation policy guidelines. When a guest stays in a room for more than 2 nights in a ten day period, a charge of \$10.00 per night will be assessed. A guest who wishes to stay more than 4 nights during a semester will be at the Coordinator of Residence Life discretion. A maximum of 2 guests is allowed in a double occupancy room on a given night. Each roommate must consent to all guests. Residents are responsible for the behavior of their guests, whether overnight or just visiting during visitation hours. Guest must have state issued ID on them at all times when on campus.

HALL OR ROOM CHANGES

Resident wishing to make a hall or room change during the semester need to talk with the Coordinator of Residence Life. Residents who switch rooms without the Coordinator of Residence Life consent will be forced to switch back or pay an improper checkout fee. Because the College has to keep cost low for all resident hall students it is the policy to have rooms at full occupancy unless a student is paying the private rate. Therefore, if a student's roommate leaves or never checks in, the resident will be reassigned to a new room and will be personally responsible for the fees charged for switching their phone or cable lines.

HARASSMENT

Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health and safety of any person. Speech protected by the First Amendment is not a violation of this provision. However, fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in college action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. If a student believes s/he has been a victim of this type of abuse, s/he should report it to the Coordinator of Residence Life immediately.

HAZING

Hazing is specifically prohibited by the college. Hazing is defined by the Texas Education Code as "engaging in, soliciting, encouraging, directing, aiding or intentionally, knowingly, or recklessly permitting behavior such as physical brutality, risk, or harm to mental or physical health and safety, intimidation, threat of ostracism, mental stress, humiliation, or other behavior adverse to health or human dignity to occur in association with pledging, being initiated into, affiliation with, holding an office in, or maintaining membership in student organization or having firsthand knowledge of the planning of hazing or its occurrence and failing to report it to school authorities."

HEALTH AND SANITATION

Residence hall staff can and will ask residents to clean their respective room if the lack of cleanliness could subject others to health risks or extreme discomfort.

IDENTIFICATION

Student visitors are expected to have identification on them at all times. Residents have to have their NCTC ID to be able to participate in intramural sports or to checkout equipment.

INCIDENT REPORT

Incidents requiring the attention or intervention of residence hall staff members are regularly reported to the housing office. Violations of college policies, medical and emergency situations, and instances of property loss or damage are documented on Incident Report forms and forwarded to the Coordinator of Residence Life for the appropriate follow-up or referral.

KEYS

Residents are issued keys to their rooms as well as to the entrances to Bonner Hall at the check-in. If a resident loses a key, they should report it immediately to the Coordinator of Residence Life. Students can request a 3-day grace period in which they can use a temporary key while they try and locate their key. After that time the student will be charged \$75 per door and their room locks will be changed (keys at Hays Hall open two doors - costing \$150 for a lost key). In addition to room keys, students will be charged \$50 to replace their front door swipe card. Students are not allowed to have college keys duplicated or the locks altered. Residents are not permitted to give their keys to friends or relatives for this is a matter of safety and if a resident is found in violation it will result in disciplinary action. Once a lock change has been completed the charges can not be reversed. Residents should carry their keys with them at all times to avoid being locked out. Staff members, to help keep the environment secure, will lock doors when the room is unattended without the resident in sight.

LAUNDRY FACILITIES

The college provides four washers and dryers contracted out by MacGray Laundry Service for resident use. Residents will pay a fee set by MacGray to use the washers and dryers. To prevent theft, students are encouraged to "monitor" their laundry and not let their clothing sit in the laundry room for extended periods of time. Problems with the machines need to be reported to the Coordinator of Residence Life so the machines can be fixed within a 48-hour period.

LOSS OF PROPERTY

Students are responsible for the security of their own property. The college shall not accept responsibility nor is it liable for theft, damage, or other loss of money, valuables, or personal effects of the student regardless of the cause of the loss. Students who leave belongings in the hall after they check-out or the end of the semester will be thrown away. Students are urged to purchase their own insurance for valuable items or possessions. In addition, students should take preventive measures to ensure items are not stolen, such as getting a small lock box for valuable possessions, engraving their information on larger valuables, and/or identifying textbooks by writing their name on the inside on a certain page. If a student has items stolen from their car or room they are encouraged to file a police report.

MAINTENANCE

For any repairs needed in a resident's room, the resident must contact an RA. The RA will log the student's problem and depending on the nature of the problem it will be fixed in a reasonable time frame. The maintenance staff works from 7:00 a.m. – 4:30 p.m. and will fit the work orders into their schedule even though this might not always be at the students' preferred work hours. Students are responsible for keeping their room clean and, after reporting a problem, for keeping the problem area clear so maintenance personnel can get in and get to the problem without having to move student's belongings (such as, if an AC unit is broken the student needs to leave a large enough open space around the AC unit for two men to work and should have all belongings off the top of the AC unit). In addition, students who use their sinks for pouring out food or spitting tobacco in them will be subject to charges by the residence hall staff.

MANDATORY MEETINGS

Mandatory meetings are held during closedown periods or when problems arise in the halls. These meetings will be posted and clearly state "Mandatory Meeting". Failure to attend these meetings or make prior arrangements with the Coordinator of Residence Life will result in disciplinary action. In addition, residents are responsible for all information and new policies that are given at Mandatory Meetings.

MINORS IN HALL

The residence halls are developed for full-time students who are either of adult age or living in the residence hall under permission from their guardians. Due to the nature of the residence halls, minors will not be allowed in the residence hall unless they are related to a resident. In addition, to having all overnight guest(s) approved 12-hours in advanced by the Coordinator of Residence Life, residents must notify the Coordinator when a guest is a minor and must be a relative.

NON-COMPLIANCE

Failure to comply with reasonable directions and requests of a college official or failure to heed an official summons of any college officials acting in the performance of their duties will result in immediate disciplinary action by the Director of Student Life or the Vice President of Student Services.

PAINTING STUDENT ROOMS

The resident's room will be their home for the following months and in an attempt to accommodate our residents, we have a Paint Policy which allows students to paint the walls in their room one solid color based on a selection of five color tones previously selected. Residents wanting to paint their room will be responsible for the painting cost and supplies as well as held responsible for any damages that occur (painting on objects in the room). If the residents do not do an appropriate job of evenly applying the paint on all four walls, they will be charged a re-paint fee of \$250 at the end of the semester. All paints must be bought from the Sherwin-Williams in Gainesville and be in a satin sheen in one of the five approved tone colors. Both residents must agree on a paint color and meet with the Coordinator of Residence Life to get information and color tone choices.

PARKING

Residents are responsible for making sure they understand where they are allowed to park. Parking spaces identified as Staff, Visitor, or Maintenance are spaces where students are prohibited to park. Parking in these spaces will result in a sticker warning, disciplinary action, or subject to being towed. Parking in fire lanes is prohibited by city and state law. Students who choose to park in these without someone waiting in the car will be subject to a warning sticker, disciplinary action, subject to being towed, or a ticket from the police. Handicap parking is designated for students, visitors, or staffs who are in need for physical reasons. Parking in these spaces without having a permit is disrespecting those who sincerely need those spaces and such violators will be subject to a warning sticker, disciplinary action, subject to be towed or ticketed. Residents at Bonner Hall are to park behind the building and residents of the Hays Hall are to park in the spaces near that hall. Residents are required to park inside the lines and students who choose to park their vehicle outside of lines will be subject to all the actions listed above.

PARKING LOTS

Students are not permitted to loiter in the parking lot behind Bonner Hall or the side parking lot for the Hays Hall after 11:00p.m. Students are allowed to hang out in front of Bonner Hall, at the flag pole by the Administrative building, or at the Sand Volleyball Court or Basketball Court after dark if they are playing sports. Violation of this policy will result in disciplinary action by the Coordinator of Residence Life.

PAYMENT SCHEDULE

The Business Office is where students need to go to make sure that they meet payment deadlines as listed on their housing application. This is the student's responsibility and students can be dropped from classes for failure to pay.

PEST CONTROL

In efforts to maintain pest control, the residence halls are exterminated on a monthly basis. Students who have certain pest problems need to alert the RA, so that extra measures can be taken in that students' room.

PETS

No type of pets is allowed at the residence halls. Pets will be confiscated and turned over to the local animal shelter at the resident's expense.

PHONES

Bonner Hall has two local common phones for student use. Students needing to call long distance can get phone cards or call collect. If students wish, they may purchase a phone line for their room by contacting Southwestern Bell at 1(800)464-7928. Phone service in the students' room is optional and not viewed as a necessity. If a student puts a phone line in their room, the resident is responsible to Southwestern Bell and the agreement made between the two parties. Due to the nature of the residence halls, students may be required to move for room assignment reasons and are responsible for all disconnection and hook up fees for the phone service. In addition, since the residence halls provide phone lines in the common areas, students who want a personal phone line are responsible for all service fees applied to the connection of their phone line. Students are prohibited from putting their phones on vacation status when they move out of their room and college officials can disconnect phone service if a student is not residing in that room.

PRIVATE ROOMS

When there is a high demand for space in the residence halls, private rooms may be unavailable regardless of the reason for a private room request. Students who harass their roommates in an attempt to obtain a private room are subject to immediate disciplinary action, consolidation, charges for a private room, or removal from the residence halls. Residents living in a private room are charged higher rates unless forced to live in a private room because roommate has left or never checked-in. Students will always be consolidated and only those paying for a private room or who can not be consolidated will have a private room.

PROFANITY/OBSCENITY

The use of rude, vulgar, indecent, or obscene verbal or written expressions, while protected by the First Amendment, is considered detrimental to the community residence hall environment and is not condoned. The posting of materials in public areas must be approved by the Coordinator of Residence Life. The Department of Housing and Residence Life reserves the right to refuse any postings.

PROGRAMMING IN THE RESIDENCE HALL

Each semester, the residence halls sponsor numerous academic, cultural, educational, social, and recreational activities. It is NCTC policy to provide programming to meet the students' needs in the most cost effective manner for the students. Most programs will be free for students while others will cost a small fee. The Residence Hall Association (RHA) and RA's are who most programs will be carried through, but students interested in a certain activity should contact the Coordinator of Residence Life or attend an RHA meeting.

QUIET HOURS

Quiet hours produce an atmosphere conducive to good scholarship and help create an environment where individuals can benefit from the group living experience. During specific times residents are asked to keep the noise levels to a minimum in order to accommodate the sleep and study habits of their peers. Quiet hours are from 10 pm – 10 am seven days a week. Although, quiet hours last from 10 pm – 10 am, courtesy hours are to be upheld 24 hours a day, seven days a week. Courtesy hours are where you respect the rights of others by keeping your noise down. If a student or staff members ask you to lower the volume, then you need to do so or be subject to disciplinary action. During the week prior to finals and during finals the Quiet Hours are from 7pm – noon each day.

RESIDENCE HALLS

NCTC has two residence halls: Bonner Hall and Hays Hall.

1. Bonner Hall

Was built in the 1970's and was renovated in 2003. Bonner Hall is a typical community restroom style residence hall. Bonner Hall is 2-stories and there are 54 spots for females and 52 spots for males. The sides are separated by the lobby and the Coordinator of Residence Life's apartment. Bonner Hall rooms come with bunk-able style beds, 1 desk, 1 chair, 1 six draw-dresser, 2 open face closets, personal HVAC units, vanity sink area, medicine cabinet, and above shelf storage.

Bonner Hall has 1 study room (dry erase boards, large work table, 6 chairs, 1 sofa and 2 loveseats each); 2 kitchens (ice machine, sink, stove, oven, microwave, ample counter space, and kitchen table and chairs each); 2 laundry facilities (2 washer and dryers each); 2 lounges (1 ottoman, 1 sofa, 2 loveseats, and cable TV each); 2 foyers at the entrances (setting areas, local telephone line, and soft drink and vending machines); and the main lobby (sofas, ping pong table, large screen cable TV with VCR, desk, board games, and computers); and a fitness room (cardio and machine weights).

2. Hays Hall

Was built in 2001 and is standard for the new style of apartment living. Hays Hall is 2-stories tall and is set-up as an apartment complex with doors opening to the breezeway. Because of the nature of Hays Hall there are 8 apartment units with spots for 4 in each and they go to whatever sex fills up first. Apartments are broken down into 2 bedrooms with a common living room that comes furnished with a sofa, chair, and shelving unit. The bedrooms come with loft-style beds, 2 desk, 2 chair, 2 three draw-dresser, 2 large closets, 2 shelving units, HVAC per unit, and private bathrooms per room with full-size tub.

3. Outdoor Facilities

Behind Bonner Hall are the facilities that the residence hall students are free to use. They include a basketball goal, volleyball court, grill, picnic tables, and a lot of space for outdoor games. Hays Hall has a grill and picnic tables for residents as well.

RESIDENCE HALL ASSOCIATION

RHA is the residence hall official student organization. This organization is capable of being whatever the students deem appropriate. RHA is capable of conducting student task force about hall and campus policies and topics, doing community service projects, holding social functions, etc. There is no limit to what the RHA is capable of doing and the Coordinator of Residence Life along with an RA are the advisors for the organization. Students interested in becoming involved and taking on a leadership role should ask the Coordinator of Residence Life or come to a General Assembly held at the beginning of the semester.

RESIDENT ASSISTANTS (RA)

One RA is located on each wing at Bonner Hall with one RA being located at the Hays Hall. RAs are student staff members who report directly to the Coordinator of Residence Life and aid students in solving problems of virtually every kind. They also help in planning programs and creating an environment conducive to academic, personal, and social growth. RAs duties include many administrative functions, desk and rounds, programming, counseling, and a variety of other

obligations. As college officials, RAs are also responsible for the enforcement of housing policies and the documentation of policy violations. RAs should not be seen merely as disciplinarians, however; they have been trained to meet the needs of college students. If the RA cannot personally solve a student's problem, she/he can act as a resource and direct the student to someone who can help. The primary contact between residents should be their RA. Therefore, residents should not hesitate to take their problems or ideas to their RA. Those students interested in becoming an RA should talk with their RA about the basic job functions as well as with the Coordinator of Residence Life.

RESTRICTED ACCESS/RESTRICTED AREAS

Unauthorized entry to restricted areas such as the building mechanical rooms, storage rooms, or custodial closets is prohibited. Entering the building through windows or other surreptitious means is prohibited (even if it is your room).

ROOM ASSIGNMENTS

Every attempt is made to accommodate student preferences for housing assignments. Priorities for assignments are based on the date of contracts and when the deposits were received.

ROOM CONSOLIDATION

Due to a higher number of vacancies than projected, it is sometimes necessary to close down a number of rooms on a wing. If half of a double occupancy room is vacant and other space is available the student occupying the room will generally be given an option to (1) pay the private room rate or (2) maintain the double occupancy rate, in which case a new roommate will be assigned to the resident's current room or (3) the resident will be consolidated with another room. To make the process of consolidation easier a meeting will be held for those needing to consolidate in which they may try and make arrangements with other residents in similar situations. Residents are responsible for the fees that may apply for switching their phone and cable lines.

ROOM ENTRY & SEARCH

The residence hall rooms are subject to entry by college staff members for a number of reasons (safety checks, maintenance, extermination, drug or alcohol search, etc) and when prior notice can be given it will. College officials have the right to search any room for reasons that they deem appropriate to protect the health and safety of all students living in the residence halls. College staff will knock on a door twice and announce their title. If there is no answer the staff will key into the room and announce staff entering room.

ROOM USE

Students are not permitted to sublet or assign their rooms or to use their rooms for commercial purposes. Residents are not permitted to remove equipment or furnishings from any room in College Housing. Room alterations may be made only after the Coordinator of Residence Life has approved the alterations.

ROUGHHOUSING

In order to prevent damage or injury; running, jogging, rollerblading, skateboarding, skating, roughhousing, scuffling, water fights, playing sports, and other such activities are prohibited in the common areas of the residence halls. Residents are encouraged to take such activities outside and away from the building and automobiles where damage is less likely to occur. This list is by no means exhaustive.

SAFETY IN THE RESIDENCE HALL

Safety within the residence halls begins with the residents. Residents need to keep their room doors locked at all times (when they are in their room or when they leave their room – even for short periods of time). Door viewers should be used before students open their door to visitors. Residents need to report suspicious behavior to the staff member on-call and if no staff member is found, should report it to the police. Residents are encouraged to get to know the other residents on their wing, and to get a feel for people who normally pass through it. Residents should never prop open the 4 main entrance doors into Bonner Hall. These doors remain locked at all times, so that only people with a key have access to the building. Any resident who props the door or lets an individual without a key into the building is putting the safety of all others at risk and is subject to disciplinary actions. Late at night if students want to go for a jog they are encouraged to do so with a friend or around the front of the campus where the area is well-lit in plain view. A final measure to ensure a safe living area is the video cameras that are set up in the common areas of the residence hall. This is to prevent theft, damage, and to keep track of the flow of traffic and strangers in the building. Concerns about residence hall safety should be reported to the Coordinator of Residence Life.

SELF-INFLICTED HARM

NCTC is committed to providing for the safety of all students. If a resident feels that they might inflict harm on themselves they need to speak with an RA or the Coordinator of Residence Life immediately so preventive measures can be taken. Students that talk about or physically harm themselves will be transported by the local police department to the hospital for medical assistance.

SMOKING POLICY

Cigars, cigarettes, and pipes are only allowed to be smoked outside of the residence halls away from room doors and entrance doors on the 1st floor. Students are not allowed to smoke on the 2nd floor or the stairs at the Hays Hall. In the smoking areas around the residence halls ash trays are provided for on the trashcans and students need to make sure and put their cigarettes in the ash trays. Smoking clove cigarettes are prohibited as they are used to cover the smell of marijuana. Residents caught with clove cigarettes or Hookah's will receive disciplinary action for a first offense and removed from the residence halls for a second offense.

SOLICITATION AND POSTING

No solicitation is to occur in the residence halls and only posting that the Coordinator of Residence Life deems appropriate will be allowed in the residence halls.

STORAGE

No storage is available to students. All items that a student wants to keep must be stored in their room. No personal belongings will be stored for students.

TOBACCO, CHEW, & DIP

Tobacco, chew, and dip are not allowed inside any building at North Central Texas College except the residence hall resident's rooms. Residents that chose to use these products in their own room must follow the following policies: 1) Spit only into a bottle which has a screw on lid to avoid spills in the resident room and on college property; 2) do not spit in sinks, trash cans, floors, sidewalks, or college property; 3) only one spit bottle per resident is allowed; and 4) no using these products in the community areas of the residence hall. Residents that violate this policy will meet with the Coordinator of Residence Life for their first violation. The second offense will cause the resident to lose the privilege of chewing tobacco in the residence halls.

TORNADO EVACUATION PROCEDURES/POLICY

The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning. Residents need to be familiar with what to do when they hear either alert.

Tornado Watch:

Conditions are right and a tornado might develop. When a student hears this it is recommended that they stay tuned-in for more weather bulletins as well as let other students or a staff person know that there currently is a tornado watch. This allows for a safe environment so all students know that a tornado might occur and they can be alert and prepared in the event a tornado is in the area. When a tornado watch is issued, students are encouraged to go to Bonner Hall because of the buildings' structural design.

Tornado Warning:

A tornado is on the ground in the immediate area. The siren located next to Bonner Hall will sound and students are encouraged to go to the designated area. Staff will monitor students to ensure they go to the proper area. Designated tornado areas are: Hays Hall interior restrooms (Apt. B) and Bonner Hall 1st Floor Restrooms.

VACATION/INTERSESSION PERIOD

All halls close over the intercession between the Fall and Spring semester, the Spring and Summer semester, the Summer and Fall semester; Thanksgiving break; and Spring Break.

VANDALISM

Residents who remove, destroy, or deface personal property or any property or area related to the college will be subject to disciplinary action and be required to pay for any damages and/or fines. Common areas may be temporarily closed because of vandalism. If damages occur and the responsible party does not take ownership, a financial reward may be offered for residents to turn in the guilty resident. The financial reward as well as the repair/replacement charges will be the sole responsibility for the guilty resident.

VENDING MACHINES

Students who lose money to the vending machines are encouraged to put up a sign as well as call the vending company to get their money back. Students are not to bang on the machine or they will be subject to the vandalism section.

VERBAL ABUSE

Sometimes staff members must speak to residents and their guest to remind them of various polices and procedures and to document policy violations. The staff members are doing their job and no resident should verbally abuse them through shouting, being argumentative, or making rude, vulgar, indecent, or obscene comments and/or gestures toward the staff. Incidents of this nature will automatically be sent to the Coordinator of Residence Life and dealt with accordingly. If a student feels they have been verbally abused by a staff member they should contact the Coordinator of Residence Life.

VICE PRESIDENT OF STUDENT SERVICES

The Vice President of Student Services oversees all functions of student services, which encompasses the residence halls. The Vice President of Student Services Office is located in room 113 of the Administration building. The Vice President of Student Services is the Chief Student Advocate as well as in charge of discipline of campus violations.

VISITATION

Visitation is a privilege and therefore students should not take advantage of it. Students who repeatedly take advantage of visitation privileges will be subject to loss of visitation rights. Residents should feel safe and comfortable in their room, so at any time a resident makes a request for any guest to leave the room this must be honored. Visitation hours are for the opposite sex and/or non-residence hall students. Visitation hours are:

Sunday - Thursday from 10 a.m. – 11 p.m.
Friday – Saturday from 10 a.m. – Midnight

Visitation Hours apply to the inside of any part of the residence halls. All non-residence hall guest need to be escorted into and out of the building by the resident (since they do not have a key to enter the building). All guest of the same sex who plan on staying the night must be approved by the Coordinator of Residence Life 12 hours prior otherwise they will be unable to stay. Guest who are not approved to spend the night will be forced to leave with no exceptions and the resident will be subject to disciplinary actions. Residents are responsible for the behavior of their guest. The visitation policy is in effect for the safety and security of all students and therefore all overnight guests must be approved prior to visit of guests. Guest of the opposite sex at Bonner Hall must use the restrooms appropriate to sex.

WALL HANGINGS

Because walls must be returned to their original condition prior to check-out, any damages resulting from nails, screws, double sided tape, or tacks must be repaired to a point of being undetectable to the naked eye. Appropriate wall filler must be used and the damaged area must be painted to match the room. Decorations visible through the window or blocking windows are prohibited. For students wanting to paint their room, see "Painting Student Rooms" policy.

WEAPONS

Use or possession of any weapon including but not limited to rifles, shotguns, hand-guns, BB guns, air rifles and pistols, bows and arrows, knives, daggers, swords, spears, brass knuckles, whips, or ammunition is prohibited within the residence halls.

WING MEETINGS

Each semester during the first week of classes the residence halls will conduct wing meetings for the residents of each floor. Information concerning rules and regulations are established here as well as a great chance for residents to meet one another. Failure to attend or notify and meet with your RA will result in disciplinary action. Other wing meetings will take place under different circumstances and students are required to be at these meetings and responsible for the information given at these meetings.

ZONED DAMAGE BILLING

Vandalism and hall damages are billed to the individuals that are found responsible. In cases where responsibility has not been determined, the resident's closest to the specific area of damage may be equally billed.

PHONE NUMBERS

On Call Phone.....	(940) 613-8558
Coordinator of Resident Life.....	(940) 668-4259 hm
Director of Student Life.....	(940) 668-3330
Vice President of Students Office.....	(940) 668-4240
Bonner Hall - Men Side.....	(940) 665-8841
Bonner Hall - Women Side.....	(940) 665-6889
Bonner Hall Desk.....	(940) 668-7731, ext. 4502
NCTC Main Switchboard.....	(940) 668-7731
Registrar's Office.....	(940) 668-4222
Business Office.....	(940) 668-4200
Counseling Center.....	(940) 668-4216
Financial Aid.....	(940) 668-4242
Bookstore.....	(940) 668-4246
Library.....	(940) 668-4283
NCTC Foundation Scholarship Office.....	(940) 668-4213
Student Services Center.....	(940) 668-4209
Emergency.....	911
Non-emergency.....	(940) 668-7777

NCTC web site: www.nctc.edu

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