

STUDENT SERVICES POLICIES AND REGULATIONS

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a collaborative program between the U.S. Department of Education and Holmes Community College. The goal of SSS is to increase the retention and graduation rates of its students and facilitate their transfer process to 4-year institutions. SSS serves 200 students on the Goodman campus and is committed to providing a supportive environment where participants will receive academic, personal, financial, transfer and career counseling.

To receive assistance students must be a U.S. citizen or permanent resident, enrolled at the Goodman Campus of HCC in a degree-seeking transfer program, and meet at least ONE of the following criteria: Be a first-generation college student (neither parent with whom you reside has a four-year degree; Have documented financial need (determined by federal guidelines); and/or Have a documented disability. All services are free to students. Those who are interested should complete an application. SSS is located in the lower level of McDaniel Hall on the Goodman Campus.

DISABILITY SUPPORT SERVICES

Holmes Community College through the Office of Disability Support Services (DSS) provides reasonable accommodations for students with disabilities. DSS verifies eligibility for accommodations and works with eligible students to develop and coordinate plans to provide those accommodations. DSS is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations and auxiliary aids which support the College standards and academic integrity.

The Office of Disability Support Services is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. DSS is a non-fee generating program designed to meet the unique needs of HCC students with disabilities. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

HEALTH SERVICE

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from a dormitory supervisor, campus police, or the student services office. In case of sickness or injury of a more severe nature, contact the campus police officer on duty or the chief student services officer on campus. In an emergency situation, students may be taken to a doctor or hospital via ambulance. Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices close to each campus and local hospitals. Expenses for all medical treatment and transport are the responsibility of each individual student.

STUDENT CENTER, BOOKSTORE, AND CAFETERIA

Student Center - Goodman Campus

Sunday	5:00 p.m. - 9:30 p.m.
Monday – Thursday	7:30 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 1:00 p.m.

The Lorraine Student Center serves HCC students who are currently enrolled. There is a large area where indoor recreation of various kinds may be enjoyed. This building contains the bookstore and canteen where books, supplies, food, drinks, and various other items may be purchased. **Student mailboxes** are also located in the Lorraine Student Center. Student mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000),

Goodman, MS 39079. Students must register for a post office box with the HCC Bookstore Manager. Once each day mail is delivered to the student center post office and outgoing mail is taken to the Goodman Post Office at 3:00 p.m. All registered letters and insured packages are to be picked up by the individual concerned. Students may purchase stamps and envelopes in the bookstore. **The Campus Police Department** is also located in the student center.

Campus Bookstore

(Goodman, Ridgeland, and Grenada)

Hours: 8:00 a.m. - 3:30 p.m. Monday - Thursday

8:00 a.m. - 12:00p.m. Friday

Bookstore hours are extended to 7:45 a.m. - 6:00 p.m. the first week of each semester.

Textbooks can now be ordered through the internet @ efollett.com. Online textbooks should be ordered via e-mail @ 0487mgr@fhcg.follett.com as an attachment. Your profile must be verified. Text books are normally ready for purchase by pre-registration. See the HCC Bookstore Manager for specific details about the purchase and buy-back of books. Dorm supplies and a variety of additional supplies are available. Graduation announcements and class rings may be ordered at the beginning of the fall semester. To receive a full refund for textbooks, you must have a receipt. Full refunds are allowed 7 days from the first day of class. Major buy back is held during week of final exams each semester. **IDs and receipts are required for refunds.** You may contact the bookstore by calling: Manager Goodman – Caroline Wilson 662-472-2959; Manager Ridgeland – Dorothy Jolly 601-605-6305; Manager Grenada – Cindy Walker 662-226-0609

Cafeteria - Goodman Campus

Monday through Thursday

Breakfast	7:00 a.m. - 8:15 a.m.
Lunch	11:00 a.m. - 12:45 p.m.
Supper	5:00 p.m. - 6:15 p.m.

On Friday, lunch will be served until 12:30 at which time the cafeteria will close.

Participants in sanctioned school events will be served on weekends. Students living in college housing are required to purchase meals as part of college expenses. Your HCC ID card must be scanned at each meal. This card is not transferable to anyone. Students may choose to have their midday meal in the student center instead of the cafeteria. A meal equivalent of a hamburger or chicken sandwich, fries, and a soft drink will be served between the hours of 11:00 a.m. and 12:30 p.m. only. Students, faculty, and staff may eat in the cafeteria at student rates with presentation of a Holmes Community College ID Card.

Cafeteria and Student Center Rules

1. Be on time for all of your meals.
2. Your HCC ID must be scanned at every meal or you will not be served. This ID is not transferable to anyone.
3. You must wear shirts and shoes at all times while you are in the cafeteria or the student center.
4. Do not break line.
5. Do not waste food - eat everything on your tray - if you do not want it, do not take it.
6. Do not throw food or anything else in the dining room.
7. Food is to be consumed inside the cafeteria. Food cannot be removed from the premises.
8. No food services property can be removed from the premises.
9. Cafeteria and student center grill decor is not to be handled or moved around.
10. When you have finished your meal, carry your tray to the dish room window. Do not leave your dishes or trays on dining room tables.

Your cooperation in practicing responsible dining conduct promotes cheerful service.

Violation of the above rules can result in sanctions up to and including revocation of eating privileges.

PUBLIC SAFETY & COLLEGE POLICE

Police and Security officers provide protection to faculty, staff, and students and their property. They also protect college property and grounds. To ensure a safe environment, security officers regulate traffic and parking on school property and coordinate crowd control at school events. Public Safety personnel assist individuals in distress on the campus. In case of emergency you may call **601-940-0089 (Goodman)**, **662-809-6845 (Grenada)**; or **601-605-3333 (Ridgeland)**.

The College Police & Security Officers on each campus are managed by a Chief of Police whom reports to the Campus Director or Dean of Students. At the District level Public Safety is managed by a District Director of Public Safety working under the District Coordinator for Student Services.

Police powers and the enforcement of law on or within 500 feet of the campus or college owned, leased or used lands and facilities are authorized by Section 6706, Mississippi Code of 1973, as amended.

Parking and Traffic Regulations for Students

1. Vehicles must be registered and equipped with a current year parking decal.
2. The parking decal is to be displayed on the back left window.
3. Vehicles are not to exceed 20 miles per hour anywhere on campus.
4. The volume of all vehicle radios must be kept low at all times.
5. The student will have sole responsibility for any vehicle registered in his/her name regardless of who may be driving it.
6. Reckless driving may result in removal of the vehicle from campus.
7. Dorm students must park in areas designated as student parking areas at their particular dorm and walk to class. (Grenada Dorm students may park in parking area in front of cafeteria.) Students may not park in any area designated for faculty, staff, or visitors. Cars are to be parked only in a designated parking space properly marked by painted lines.

Student vehicles parked in the prohibited areas on campus will receive a ticket. The first parking violation is **\$20.00**; the second violation is **\$30.00**; the third and each succeeding violation is **\$50.00**. A handicapped parking violation begins at **\$50**; the second is **\$100**, and the third and each succeeding violation is **\$200**. A handicapped person must be an occupant for the vehicle to park in a HC zone. Students who violate traffic regulations will be fined **\$30.00** for the first violation; **\$40.00** for the second violation, and **\$60.00** for the third violation. Students who consistently violate parking and traffic regulations will give up their right to have a vehicle on campus. In addition to Campus Police, Dormitory Supervisors and other school officials are authorized to write tickets. A parking or traffic ticket may be appealed following the HCC Discipline and Appeal Procedure, provided it is done within one week of the date on the ticket.

DISCIPLINE

The following guidelines will assist you in understanding the various levels of discipline at HCC. The procedures are administered through the office of the Dean of Students and questions concerning discipline should be directed to this office.

- A verbal warning may be issued by the Dean of Students or other school official, including instructors, and will be filed in the student's disciplinary record.
- A student may be fined or removed from the dormitory or from the campus (except to attend classes).
- Serious disciplinary problems can result in dismissal from school.

Discipline may first occur at any level listed above and may include a combination of a fine and other sanctions. Fines will be paid in the HCC Business Office. A student who accumulates over \$100 in fines may be removed from the dorm. However, if the first fine is over \$100 the next fine

received will result in dorm removal. Traffic fines are not included in this total. FINES ARE CUMULATIVE FROM THE FIRST ENROLLMENT AT HCC THROUGH THE LAST.

Removal from participation in school activities and loss of performance scholarship may occur when a student is removed from the dorm or campus for disciplinary or academic reasons. Students may also be suspended from all activities during an appeals process. Serious violations of HCC policy relative to the health and safety of the HCC Community will result in immediate removal from the dorm, campus, or school. Health and safety violations are the most serious offenses against the college community.

Examples of Fines

(This list is not all-inclusive.)

- Alcohol Infractions - Up to \$200.00
- Disturbing the Peace (loud radio, etc.) - \$25 to \$100
- Public Profanity (verbal, written, printed or implied) - \$25 to \$100
- Unauthorized Guest - \$25 to \$200
- Disorderly Conduct or Fighting - \$25 to \$200

District-Wide Campus Regulations

1. Orderly conduct is expected on campus at all times; disorderly conduct may result in loss of campus privileges.
2. Students are required to have their HCC ID on their person at all times when on campus. Students are to present their ID cards upon the request of any official of the college at any time. Improper use of ID card by the owner or another individual may result in a fine.
3. Destruction or loss of property will be paid for by those responsible. Willful or malicious damage on campus is considered more serious than accidental damage.
4. Smoking is not allowed within fifteen feet of campus buildings.
5. The use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage containers, empty or full, can be kept anywhere on campus. Offenders can be fined as much as \$200 and can be removed from the dormitory and/or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.
6. Use of illegal drugs, possession of illegal drugs or drug paraphernalia, or being under the influence of illegal drugs is absolutely prohibited. Offenders will be dismissed from school. **A copy of the HCC Drug and Alcohol Policy is available in any counselor's office. This policy includes the standards of conduct expected by the college; the legal sanctions imposed by local, state, and federal law; health risks; and the programs available for help.**
7. Students who have been convicted of possession, sale, or the manufacture of illegal drugs will not be permitted to live in the dormitory and will have their access to the campus limited.
8. Any student charged with a local, state, or federal crime may be suspended from school or have other sanctions imposed on him/her until the charges are cleared.
9. Any student convicted of a local, state, or federal crime may be dismissed from school.
10. Fireworks on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
11. Weapons on campus will result in a fine and/or dismissal from the dormitory, limited access to the campus, or more serious disciplinary action. No person or persons will be permitted to possess a firearm or firearms on HCC property or at any event sponsored or sanctioned by the College. The only exception to the above shall be sworn law enforcement officers certified by the Bureau of Law Enforcement Officers Standards and Training, and those persons authorized by the college.
12. The volume of all televisions or radios (including car radios), etc., must be kept low at all times. Failure to do so will result in equipment being removed from campus and a fine.
13. A student wishing to enter any locked building on campus must contact a campus police officer and fill out a Building Entry Form.
14. Possession of keys by students to any HCC lock is prohibited. The only exception is a dormitory key for which a deposit has been paid. Offenders may be dismissed from school.

15. Indecent dress or language (including written or oral) is prohibited on campus.
16. Any person or persons on the campus for the purpose of soliciting must have prior approval of the chief student services officer.
17. No student cars are to be washed on campus without permission.
18. Cell phones should be turned off when entering classes and school activities where phone calls would interrupt school proceedings. When cell phones become a problem in an academic setting, the issue becomes a disciplinary matter.
19. Students that fraudulently misrepresent facts may be fined up to \$100.00 and may be removed from class or school.
20. Theft on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
21. Any student under disciplinary action may have to forfeit the right to participate in any school related activity. Also, they may not be eligible to run for any elected position nor be selected for any honor or award.

Discipline and Appeal Procedure

Non-academic discipline of the students at Holmes Community College is administered through the Dean of Students' office on the Goodman campus, the Vice-President's office at Ridgeland, and the Vice-President's office at Grenada. These individuals are referred to elsewhere in this handbook as the Chief Student Services' Officer (CSSO). Minor infractions of discipline and conduct are handled as they occur by the faculty and staff directly in charge at the point of infraction. Any discipline imposed in this manner may be appealed by the student to the CSSO on campus. More serious disciplinary problems among students are handled directly by the CSSO. Disciplinary hearings are of private, confidential nature and are closed to the public.

Discipline Procedure

Disciplinary action will proceed as follows:

- (1) The CSSO shall notify the student of the charges.
- (2) The CSSO may temporarily suspend a student until such time as the charges brought against them may be heard. The suspension would occur when it is apparent that the student's presence would affect the well being of the student body, the faculty, or the college property.
- (3) The student has the right to discuss any evidence pertinent to the charges with the CSSO.
- (4) The CSSO, after gathering all information, will make a final ruling.
- (5) The CSSO will notify the student, in writing, of the charges and discipline to be levied.

Appeals Procedure*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

*Please note the following:

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- The President's decision will be final.

Revised 7/09

STUDENT ACTIVITIES

The Student Activities Director on the Goodman campus, the Student Activities Coordinator on the Ridgeland Campus, and the counselor on the Grenada Campus are directly responsible for the supervision of student activities at the various locations of HCC. The District Coordinator of Student Services has been charged with the overall coordination of these activities to include the areas listed in this section. Questions and requests regarding the implementation of policies and procedures relating to activities, if not found in the following sections, should be asked of the individuals listed above.

SGA Constitution

Preamble: We, the students of Holmes Community College, realizing that true harmony among ourselves, the Student Body Organization, and the faculty is essential to formal education, desiring to make an earnest effort to secure the greatest good for the majority, believing that this may be best accomplished by the consolidation of our efforts in a student body organization, do ordain and establish the Constitution for the Student Body of Holmes Community College on this the seventh day of May in the Year of our Lord, 1954.

Revised 1963, 1969, 1972, 1984, 1988, 1989, 1998, 2004, 2007, 2010

Article I: Adoption and Amendment

Section I. This Constitution became effective immediately upon its adoption by a majority vote of the students of Holmes Community College.

Section II. It may be amended as deemed necessary upon ratification by a majority vote of the student body and the approval of the Administration and the Board of Trustees of Holmes Community College.

Article II:

Section I. The organization of students is called the Student Body Organization of Holmes Community College.

Section II. Membership shall be limited to full-time students of Holmes Community College.

Section III. The officers of the Student Body Organization will be known as the Student Council or the Student Government Association.

Section IV. This organization shall meet at least once each month and at any other time deemed necessary and called by the council president and/or the sponsor.

Section V. When called to order, the council will operate under Robert's Rules of Order.

Section VI. Each member of the council shall have one vote; in case of a tie the president shall have the power to vote.

Section VII. Three (3) unexcused absences per year from any member will result in dismissal from the Student Government Association. All members must be excused by the sponsor and the president prior to a meeting, except in case of an illness which can be handled after the meeting.

Section VIII. Any action taken by the council must be submitted to the Chief Executive Officer of each Campus/Center and the President of Holmes Community College for approval.

Section IX. Functions of Student Government are to:

- A. assist with student activities on campus;
- B. assist with homecoming activities in cooperation with the faculty;
- C. assist faculty in drawing up student rules and regulations;
- D. serve in the capacity of mediator between the faculty and the student body; and
- E. supervise all student council elections.

Section X. Any student government member who is placed on disciplinary probation or convicted of a crime, excluding traffic violations, while serving, will be required to resign from office.

Section XI. A faculty sponsor shall be selected by the administration. The sponsor will help coordinate student affairs and give such assistance as needed, and attend all meetings.

Section XII. Vacancies in student government will be filled by appointment by the SGA with approval of the sponsor.

Section XIII. Eligibility for office and positions is based on all previous full-time semesters. (Summer school is considered a full-time semester if 12 or more hours are taken.)

Article III: General Election Rules

Section I. Nominations shall be made by presenting to the election committee a petition containing fifteen signatures of full-time students from the same class as the electee is to represent.

Section II. The election committee shall consist of student body president, the student council sponsor, and a Holmes staff member.

Section III. The election committee shall determine the validity of nominations and provide that a faculty member or sponsor be present for the tabulation of ballots.

Section IV. Voting shall be by secret ballot.

Section V. Any student who receives a majority of the votes cast on the first primary will be considered elected.

Section VI. In the event that no candidate receives a majority the top two will be placed on the run-off ballot.

Section VII. In an election where two or more candidates are to be selected (as in the case of class representatives) the individuals receiving the most votes will be selected.

Section VIII. Students on disciplinary probation or those serving probation for a crime, excluding traffic violations, at the time of selection are not eligible to hold positions listed in Articles IV, V, and VI at Holmes Community College.

Section IX. Students must have and maintain a 2.0 QPA to run for and hold an office at HCC. Mid-term grades are included in computing QPA's. The student must maintain a 2.0 QPA and full-time status to continue serving in the office or position.

Section X. Students are limited to running for, or holding, a specific office one time with the exception of running for office under Article IV, Section 5.

Section XI. Wherever the phrase "full-time student" occurs, it is understood this means on the campus or center where you run for election or vote.

Article IV: Elections

Section I. Student Body Officers to be elected on the Goodman and Ridgeland Campuses during the last week of April are:

A. President, Secretary, and Treasurer.

1. Qualifications are to

- a. be a full-time student;
- b. be a first or second semester freshman; and
- c. have at least "C" average for any previous work including mid-term grades.

2. Voter eligibility is limited to full-time freshman students.

B. Vice-President and Reporter (a Reporter will also be elected at the Grenada Center) shall be selected to serve the remainder of the school year in which they are elected and until the election of their successors during the fall semester of the following year.

1. Elections will be held at the end of the third school week (runoff during the fourth week).

2. Qualifications are to

- a. be a full-time student;
- b. be a first or second semester freshman; and
- c. have at least "C" average for any previous work including mid-term grades.

3. Voter eligibility is limited to full-time freshman students.

Section II. Council Representatives are to be elected throughout the district.

A. There shall be four representatives to the student council elected at the end of the third school week (run-off the fourth week) from the freshman class.

1. Representatives will be composed of at least one man and one woman.

2. Qualifications are to

- a. be a full-time student;
- b. be a first or second semester freshman; and
- c. have at least a "C" average for any previous work including mid-term grades.

3. Voter Eligibility is limited to full-time freshman students.
- B. There shall be three representatives to the student council elected at the end of the third school week (run-off during the fourth week) from the sophomore class.
 1. Representatives will be composed of at least one man and one woman.
 2. Qualifications are to
 - a. be a full-time student;
 - b. be a third or fourth semester student; and
 - c. have at least a "C" average for any previous work.
 3. Voter Eligibility is limited to full-time sophomore students.
- C. There shall be one dormitory representative elected from each dormitory including Attala, Choctaw, Cook, Grenada, Motel, Webster, and Yazoo Halls (Goodman Campus only).
 1. Elections will be held the end of the third school week (runoff at the end of the fourth week).
 2. Qualifications are to
 - a. be a full-time student and
 - b. have at least a "C" average for any previous work.
 3. Voter eligibility is limited to full-time students.
- D. There shall be one commuter student elected to represent non-dormitory (Goodman Campus Only)
 1. Elections will be held the end of the third school week (runoff at the end of the fourth week).
 2. Qualifications are to
 - a. be a full-time student and
 - b. have at least a "C" average for any previous work.

Section III. Homecoming Court (Open to female students only) elections will be held at least two weeks prior to homecoming.

- A. The Homecoming Queen (Goodman Campus only)
 1. Qualifications are to
 - a. be a full-time student;
 - b. be a third or fourth semester student and have not held the title; and
 - c. have at least a "C" average for any previous work.
 2. Voter eligibility is limited to full-time students.
- B. Student Body Maid
 1. In the case of a run off between the top two candidates for homecoming queen on the Goodman Campus, the runner-up shall be declared student body maid. If the top candidate for homecoming queen receives a majority of the votes the candidate with the second highest number of votes shall be declared student body maid.
 2. On the Ridgeland Campus and at the Grenada Center, a Student Body Maid will be selected from the sophomore class and the remaining candidates will run for the sophomore maid positions.
 3. Qualifications are to
 - a. be a full-time student;
 - b. be a third or fourth semester student and have not held position; and
 - c. have at least a "C" average for any previous work.
- C. Freshman Maids
 1. There shall be two freshman women elected from the freshman class of the Goodman and Ridgeland Campuses and one from the Grenada Center.
 2. The election will be held at least two weeks prior to homecoming.
 3. Qualifications are to
 - a. be a full-time student;
 - b. be a third or fourth semester student and have not held position; and
 - c. have at least a "C" average for any previous work.
 4. Voter eligibility is limited to full-time freshman students.
- D. Sophomore Maids

1. There shall be two women elected from the sophomore class of the Goodman, Ridgeland Campuses and Grenada Center. Candidates on the Goodman Campus shall include all participants in the Homecoming Queen election who were not in the run off.
2. The election will be held at least two weeks prior to homecoming.
3. Qualifications are to
 - a. be a full-time student;
 - b. be a third or fourth semester student and have not held position; and
 - c. have at least a "C" average for any previous work.
4. Voter eligibility is limited to full-time sophomore students.

Section IV. HCC Beauty Review (Open to female students only)

A. Qualifications are to

1. be a full-time student on any campus;
2. be nominated presenting to the Student Activities Director a petition containing fifteen signatures of full-time students;
3. attend rehearsal for the pageant; and
4. have at least a "C" average on any previous work.

B. Off-campus judges will choose the HCC Most Beautiful and four beauties during the pageant.

C. The pageant will be held late first semester or early second semester.

Section V. The HCC Who's Who election will be held in January to select Mr. and Miss HCC (Goodman, Ridgeland and Grenada campuses) and sixteen campus favorites. Campus favorites will consist of eight Freshman Favorites (four men and four women) and eight Sophomore Favorites (four men and four women). The two students receiving the highest number of votes for Mr. and Miss HCC will enter a second primary, unless one student receives a majority of all votes cast; in which event, that student will be declared the winner. In the final primary for Mr. and Miss HCC, the runners-up will automatically be named Sophomore Favorites.

A. Mr. and Miss HCC (Goodman and Ridgeland campuses and Grenada Center)

1. Qualifications are to

- a. be a full-time student;
- b. be a third or fourth semester student;
- c. have at least a "C" average on any previous work; and
- d. represent the very best in leadership, attitude, and behavior.

2. Voter eligibility is limited to full-time students.

B. Sophomore Men and Women Favorites

1. Qualifications are to

- a. be a full-time student;
- b. be a third or fourth semester student;
- c. have at least a "C" average on any previous work; and

2. Voter eligibility is limited to full-time students.

C. Freshman Men and Women Favorites

1. Qualifications are to

- a. be a full-time student;
- b. be a first or second semester student ; and
- c. have at least a "C" average on any previous work.

2. Voter eligibility is limited to freshman students.

Article V: Escorts for Homecoming

Section I. Queen, Student Body Maid, and Class Maid escorts shall be chosen by the Homecoming Committee from the Student Government Association.

STUDENT CONTESTS

Students either named or elected to positions whereby they represent the student body in an honorary capacity, such as homecoming court member, SGA officer, Beauty, Who's Who member, and Hall of Fame member, etc., must conform to all scheduled activities of that group, such as photography sessions, organizational meetings, and related activities, etc. Failure to meet the necessary requirements may result in the loss of the office or position being occupied by the student and also the loss of recognition of the student in *Horizons*, *The Growl*, or through press releases sent by the Public Information Office.

The College Who's Who contest is sponsored each year by the SGA and is completed by the third week of January. Mr. and Miss HCC are elected on the Goodman, Ridgeland and Grenada campuses and must be representative of the college's best as to scholarship, character, participation in co-curricular activities and attitude.

CAMPUS RECREATION & INTRAMURAL SPORTS **(Goodman Campus Only)**

The Campus Recreation & Intramural Sports program at Holmes Community College is designed to provide students, faculty, staff, and their spouses the opportunity to participate in a variety of enjoyable competitive sports. Holmes Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. The college is in compliance with Title IV of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The activities selected are determined on the basis of their contribution to the development of the whole individual – physically, socially, emotionally, and intellectually. Another purpose of the recreation and intramural program is to make participation in sports and physical activities a meaningful part of total education, thus providing individuals with opportunities to develop skills that can be utilized for lifelong fitness. The implementation of a wide variety of activities allows participation for different ability and interest levels – “Something for Everyone”. The program provides competition in a spirit fostered by fair play and sportsmanship among all participants. A major objective of the Campus Recreation & Intramural Sports program is to provide enjoyable activities in a safe environment to enhance social interaction and develop a sense of community within the college. Intramurals are voluntary in nature (i.e. the student has a choice of activities) and every student is given an equal opportunity to participate – regardless of physical ability. Current students, faculty, and staff with a valid Holmes Community College I.D. are eligible to participate in the Campus Recreation and Intramural Sports program. Faculty is encouraged to participate in intramural activities and make “out-of-classroom” connections with students. Recreation and Intramural activities include team competition leagues, individual sports, team sports, and other special events. In addition, the HCC Fitness Center is open to all current students with a HCC ID.

HOUSING **(Goodman Campus Only)**

Holmes Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The Director of Housing has been designated to receive and investigate complaints and carry out responsibilities in conformity with the foretasted acts and their amendments.

Check In To check in, students should report to their assigned residence hall at the time specified in the student handbook (Sunday afternoon before the beginning of classes the following day usually between the hours of 3:00 p.m. to 6:00 p.m.). Students are then required to complete and turn in the Key/Damage Deposit Policy Form to their dormitory supervisor. This form will be placed on each bed before you move into your room. If a student does not turn in this form, he or she may be liable for damages to the room that existed before they moved in. This is a pre-damage inventory sheet for the student to report damages which he or she is not responsible for. Failure to turn this form in will forfeit the student's right to challenge any decision made by the Director of Housing and/or Dormitory Supervisor to charge the student for damages not reported.

Check Out To check out, a student is required to move out all belongings, clean room thoroughly, have the Hall Director complete a dormitory withdrawal form, and turn in the key and ID to that individual. Failure to properly check out of the residence hall will result in the loss of the housing deposit.

Lost Keys The Director of Housing and the Dormitory Supervisor should be contacted immediately when a room key has been lost. See the Director of Housing for replacement of key. The student will be charged \$25 for a new key. If a student returns a broken key to the Director of Housing, a new one will be issued to him or her at no additional cost. For those students using HCC ID cards as keys, the charge will be \$10 to replace a lost one.

College Property Students are responsible for college property. Any damages in a student's room will be charged to the occupants of that room unless those students completed and turned in a Key/Damage Deposit Policy form reporting that the damage existed in the room before they moved in. Common area (lounges, restrooms, vending, laundry, hallway, or suites) damages may be assessed to the students living in that area unless the party responsible can be identified.

Dormitory Rental System A commuting student sometimes finds it necessary to stay overnight on campus. Reasons for this may range from a need to study or do library work to a transportation problem. A commuting student may stay in a dormitory at a minimal fee. The following regulations govern this system:

1. The commuter must be a full-time student of Holmes Community College.
2. Students must obtain permission from the Director of Housing and will be under all dormitory regulations during their stay.
3. The charge is \$5.00 per night and is to be paid to the HCC Business Office. This charge is per person, not per room.
4. The student will not be allowed to spend more than two consecutive nights in the residence hall without special permission.
5. Students who have received a fine for a disciplinary offense will not be allowed to rent a room.

Residence Hall Hours All residence halls open at 4:00 p.m. on Sunday afternoon and close at 2:00 p.m. on Friday afternoon. At the end of a semester or the beginning of a holiday, students are expected to vacate dormitory rooms as soon as their classes and/or exams are completed. Residence halls are closed on weekends unless permission has been granted from the Director of Housing to stay. Quiet hours shall begin at 11:00 p.m. and continue until 8:00 a.m. the next day. Reasonable quietness is expected at all times. During this period, students should be able to study in their rooms without loud noise or disturbances. Loud stereos, televisions, yelling, etc. will not be tolerated.

Weekend Stay Generally, only out-of-state or out-of-district athletes are granted permission to stay on weekends. Other than this group, the only other students who may stay on weekends with permission are those who are involved in a school activity (athletic competition, choir, band, cheerleading, etc.).

Room Inspection Residence hall rooms are subject to inspections by appropriate college officials. During the room inspections, the rooms will be checked for room damages and unsanitary conditions. Students may be subject to a \$25 fine for failing room inspection. Students are responsible for cleaning their rooms, bathrooms, and common areas (common areas only include the hallways in Attala Hall suites). Safety checks may be made from time to time as well.

Residence Hall Furnishings and Care Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish linens, and toilet items, including tissue, and is accountable for the care of the room and its furnishing. Students are not allowed to move any furniture or equipment from their rooms supplied by the college. Missing furniture or other items from rooms provided by the college or damage to them will result in a \$25 fine or higher plus the cost of the items to the occupants of that room. Rooms are to be kept clean and in order at all times. Garbage is to be swept up in rooms and/or hallways and thrown into the trashcans or garbage shoots provided. Trash should be put into garbage bags first if possible before disposal for sanitary reasons. Students are responsible for their individual rooms, including furniture and everything else in the rooms furnished by the college. The room's occupants will pay for any damages found in a room. All dormitory rooms will be checked for damages to the mattresses, beds, floors, walls, windows, ceilings, doors, furniture, lights, bathroom, etc. All residents will pay for damages to common areas outside of dormitory rooms from housing deposits. Residence hall rooms remain the responsibility of the student until they have completed a dormitory check-out form and turned in their key and ID card to the Hall Director or Director of Housing.

Sales and solicitations are prohibited in the residence halls.

Personal Property *The College is not responsible for loss or damage of any and all personal items or valuables irrespective of cause. Students should consider purchasing renter's insurance or insuring these items are covered by the parents' homeowner's policy.*

Visitors during School Hours Visiting at any time by non-students requires permission from the hall director. Same-sex visiting by students is allowed until 12:00 a.m. Between the hours of 12:00 a.m. and 6:00 a.m., no visiting in dormitory rooms is allowed, meaning that dormitory residents must be in their own rooms. Visitors after school hours must leave by 12:00 a.m. when all lobbies close. No visiting is allowed after 12:00 a.m. without authorization. Immediate family members, with permission, may assist students in moving in or out of the residence halls. Male students are not allowed in Yazoo Hall or Choctaw Hall except in the lobby area during regular visiting hours. No females are allowed in any male dorm lobby at any time.

Dismissal from Dormitory A student may be dismissed from a dormitory for academic or disciplinary reasons that may include cutting below twelve (12) hours in a class schedule, failing to have a 1.75 GPA for two semesters, pulling a fire alarm, etc. The consequences for such actions are dismissal and removal from the dormitory with loss of all dormitory privileges. When this occurs, a student is not allowed in any residence hall on campus as a visitor or otherwise. That student must leave the campus after his/her last class each day and must not be found on campus after 4:00 p.m. Students found in violation of this rule will face trespassing charges on school grounds and possible dismissal from school at the discretion of the Dean of Students.

Internet and Cable Wireless internet and cable will be provided in all dorm rooms.

Search of a Student's Room Holmes Community College is firmly committed to the principles of complete respect for the constitutional and human rights of all students. At the same time, as has been confirmed in many court cases, the institution has the authority to enforce reasonable Rules of Conduct and to search housing facilities as needed and at times without notice to provide for a safe and healthy environment. It is the policy of Holmes Community College that police searches of a student's room may not be conducted unless reasonable suspicion exists that violations of college regulations or state or federal law are occurring or have occurred.

Closure for Breaks Several times during the year it will be necessary to close all residence halls completely. They are Thanksgiving break, Christmas break, and spring break.

Dormitory Regulations

1. Occupants of dormitory rooms are responsible for everything in the room and the room itself. Total damages to halls and areas not considered a part of a room will be assessed and charged to occupants of the dormitory. First offense will result in a warning or possible dismissal from the dormitory and payment of damages. Second offense will result in dismissal from dormitory and payment of damages.
2. The following are not allowed in dormitories or rooms: gambling, weight lifting equipment, pets, candles, incense, carpet, bicycles, motorcycles, or weapons (guns, knives, bow and arrow, etc.). Sound equipment (amps, speakers, etc.) is not allowed in dormitory rooms.

3. With limited exceptions, every electrical appliance must have a ground. Outlet adaptation for multiple uses of electrical outlets may not be used. (If you have any questions, please check with dorm supervisor.)
4. Students may bring irons, radios, televisions, coffeepots, and refrigerators (not to exceed 4.0 cubic feet or 4.5 amps). The only cooking appliance allowed in your room is a microwave oven.
5. Pictures, wall hangings, or additional furniture cannot be placed in a room without express written consent from the Director of Housing. Any damages resulting from this practice will be assessed to the students. HCC reserves the right to require removal of anything posted in a room. Obscene pictures will not be allowed.
6. Failure to keep your room clean will result in a fine after one warning. No trash is to be swept into halls; it must be picked up in your room.
7. Men are not to use the lobbies of the women's dormitories unless they check in at the front desk with their student ID. They must also be the guest of only one female resident assigned to that particular dormitory. It is the female student's responsibility to check her guest in at the desk. The female should present her student ID along with her guest's student ID at the front desk upon entering the lobby. No more than one guest is allowed per female resident. Men are not allowed in any other part of the female dormitories. Persons violating this regulation may be fine up to \$200 and may lose housing privileges.
8. Women are not allowed in the men's dormitories. Persons violating this regulation may be fined up to \$200 and may lose housing privileges.
9. Male students are not allowed in the parking area behind Yazoo Hall.
10. No sexual activity is allowed in the residence halls.
11. No horseplay (running, playing ball, etc.) is allowed at any time in the dormitories, including the hallways.
12. Students are not allowed at the windows or doors of dormitories of the opposite sex.
13. After dark the blinds in all dormitory rooms must be closed.
14. Lobby furniture found in rooms will result in a fine.
15. There will be a \$25.00 fine for unauthorized moves of persons or furniture from or between dormitory rooms. The second unauthorized move will result in dismissal from the dormitory. (Room change may be permitted only after being processed through the office of the Director of Housing.)
16. In the absence of a fire, pulling a fire alarm will result in removal from the dormitory or from school.
17. No smoking is allowed in residence halls. All smoking must be done outside the building at least fifteen feet from any entrance.
18. Use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage bottles, empty or full, can be kept anywhere on campus. First offenders are generally fined \$200 and may be removed from the dormitory or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.

Any student violating the rules and regulations is subject to being suspended from college. There will be a mandatory dormitory meeting after school begins where you will be given specific rules and regulations pertaining to your dormitory.