

## **Housing**

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 fore stated 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 a key. The student will be charged \$50 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 \$25 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.). For those people involved in a school activity the following steps should be followed:

1. Have your coach, supervisor, teacher, etc. complete a weekend list form for staying on campus due to school business. This form should be turned in to the Director of Housing no later than Wednesday by 3:30 p.m. prior to the weekend of staying.
2. This form should include your name, Social Security number, residence hall and room number, and appropriate nights (Friday and/or Saturday) you will be staying.
3. The list should also include your group's name and the reason for staying on campus.
4. If you stay and your name is not on the list or if you do not stay on the nights you indicated, you will be subject to a fine and possibly disciplinary action.

**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.

**Telephone Service** Students are responsible for hookup of telephone service if they so choose. For telephone service, contact BellSouth telephone service. They will ask for your dormitory name, room number, and physical address. All students are required to have their bill mailed to either their parents' home address or to their own mailbox (free of charge) on campus in the Student Center. All mail received at the dormitory's physical addresses will be returned to the sender.

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

**Academic Guidelines for Residence Hall Students** All students must be enrolled in a minimum of 12 semester hours to live in campus housing and must maintain a 1.75 GPA for two semesters to remain as a dormitory resident.

**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** **(Goodman Campus Only)**

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 as set forth in this handbook 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.