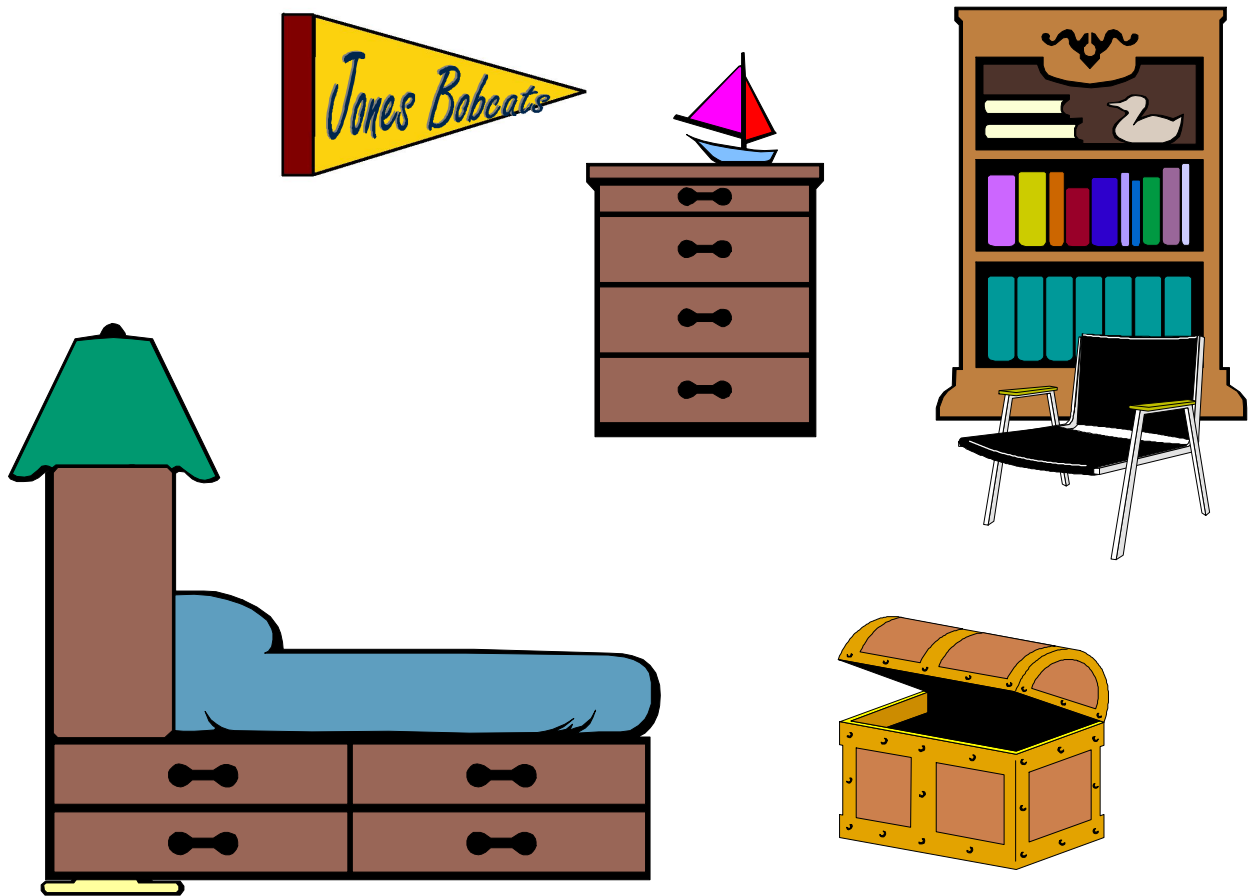


A Guide To Campus Life



Fall 2009 Spring 2010 Summer 2010
Jones County Junior College
Campus Housing Department

Important Phone Numbers

Emergency Phone Numbers: These phone numbers should be used only in case of an emergency.

| | |
|---|----------------------|
| Campus Police | 477-4006 or 477-4169 |
| School Nurse..... | 477-4104 |
| Clarke, Covington, Greene & Jasper Halls..... | 477-4136 |
| Smith Hall | 477-4131 |
| Wayne Hall..... | 477-4128 |

Non-Emergency: Office phone numbers for school business:

| | |
|--------------------------------------|----------|
| Academic Dean..... | 477-4022 |
| Bookstore | 477-4106 |
| Business Office | 477-4010 |
| Director of Men's Housing..... | 477-5406 |
| Clarke Hall (men's) | 477-4136 |
| Director of Women's Housing..... | 477-4039 |
| Smith Hall front desk (women's)..... | 477-4131 |
| Wayne Hall front desk (women's)..... | 477-4128 |
| Campus Housing Office..... | 477-5406 |
| E Learning..... | 477-5454 |
| Help Desk (email/portal)..... | 477-4160 |
| Counseling Center..... | 477-4149 |
| Financial Aid..... | 477-4040 |
| Fine Arts Building | 477-4094 |
| Library..... | 477-4055 |
| Student Records (Registrar)..... | 477-4036 |
| Student Services Office | 477-4030 |

Fall Semester 2009

| | |
|---------------------------------|---|
| August 17 (Monday) | Dormitories Open |
| August 18 (Tuesday, 1:00 p.m.) | Registration |
| August 18 (Tuesday, 5:00 p.m.) | Evening College Registration |
| August 19 (Wednesday) | Registration |
| August 20 (Thursday) | Day and Evening Classes Meet on Schedule |
| August 27 (Thursday) | Last Day for Registration or Adding Classes |
| August 31 (Monday) | Last Day to Drop from Class |
| September 7 (Monday) | Holiday Monday Evening Classes Meet |
| October 9 (Friday) | Mid-Term Grades Due in Student Services Offices |
| November 23-27 (Monday-Friday) | Thanksgiving Holidays |
| December 14 (Monday) | Last Day of Regular Class Schedule |
| December 15-18 (Tuesday-Friday) | Semester Exams |
| December 18 (Friday) | Semester Grades Due in Student Services Office |

Spring Semester, 2010

| | |
|-----------------------------|--|
| January 7 (Thursday) | Dormitories Open Evening College Registration |
| January 8 (Friday) | Registration |
| January 11 (Monday) | Day and Evening Classes Meet on Schedule |
| January 15 (Friday) | Last Day for Registration and Adding Classes |
| January 18 (Monday) | Holiday Monday Evening Classes Meet |
| January 19 (Tuesday) | Last day to Drop from a Class |
| March 5 (Friday) | Mid-Term Grades Due in Student Services Office |
| March 12 (Friday) | Spring Holidays Begin at Close of School Day |
| March 22 (Monday) | Classes Meet on Schedule |
| April 9 (Friday) | Easter Holiday |
| May 7 (Friday) | Last Day of Regular Class Schedule |
| May 10-13 (Monday-Thursday) | Semester Exams |
| May 14 (Friday) | Semester Grades Due in Student Services Office Graduation |

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DEAR RESIDENCE STUDENT

Welcome to Jones residence halls!

The Department of Campus Housing would like to welcome you to Jones County Junior College. We are happy to have this opportunity to greet both new and former students.

The Department of Campus Housing's objective is to provide you with a life-style that meets your needs and to assist with your overall learning experience. The residence staffs goal is to provide a positive social, academic, and recreational environment. Our personnel will strive to make your life in the residence halls as pleasant as possible. We invite you to visit us at any time.

This publication is provided to acquaint you with the necessary regulations of residence hall life. The key to making these experiences meaningful for everyone is to understand and to respect the rights and interest of others. You are responsible for reading this handbook and becoming familiar with the rules and expectations established by the college.

Sincerely,

JCJC Housing Staff

PURPOSE AND GOALS OF JONES COUNTY JUNIOR COLLEGE

Purpose

The purpose of Jones County Junior College is to provide programs and support services consistent with the ideals of a democratic society to meet the educational needs of students and communities in the Jones County Junior College district.

In order that this is accomplished, the school has established a number of goals:

1. To provide human, financial, and physical resources necessary for quality programming.
2. To provide educational programs to meet students interest and needs.
3. To provide resources to work with agencies and industries to enhance economic development.
4. To provide educational support services to meet the needs of students and educational programs.
5. To provide for educational improvement through continuous planning and assessment.

Jones County Junior College offers equal education and employment opportunities to all persons without discrimination and without regard to sex, race, religion, color, or national origin. These provisions also apply to qualified handicapped persons.

GENERAL INFORMATION

Jones has traditionally had residence halls that have been operating since 1927. At this time, space is available for 408 females and 264 males, totaling 672 students in the residence halls.

The residence campus is designed to broaden the educational experience of students. Residence halls provide students an opportunity to meet new friends, become involved in various activities, and learn in a living environment.

Residing in the residence halls carries with it certain responsibilities and obligations. The purpose of this handbook is to acquaint the students with necessary policies and regulations of residence hall life. Students are expected to read this handbook and be knowledgeable of the rules and expectations set by the college.

FACILITIES There are six residence halls. All residence halls are air conditioned, have cable television hook-ups, parking, vending machines, and laundry rooms. Each room is furnished; students should bring their own bed linens, pillows and personal items.

SMITH HALL First occupied in 1988, Smith Hall houses approximately 156 females. A lobby is located on the first floor, and a study room is on the second floor. A T.V. and VCR are available in the lobby. Adjacent to Smith Hall is the college swimming pool. There are suites located in Smith Hall with three bedrooms, two people to each room sharing two complete bathrooms.

WAYNE HALL First occupied in 1977, Wayne Hall houses 252 females. The large lobby is well furnished and contains a T.V. and VCR. There are suites located in Wayne Hall with three bedrooms, two people to each room, sharing two complete bathroom facilities.

COVINGTON, GREENE & JASPER HALLS These residence halls were constructed in 1976. Each residence hall houses 62 males for a total of 186 students. There are suites located in the residence halls with two males sharing one room, two males sharing another room, and a complete bathroom facility between the two rooms.

CLARKE HALL This two story building was built in 1995. Approximately 78 students live in this residence hall. There are suites located in the residence halls with two males sharing one room, two males sharing another room, and a complete bathroom facility between the two rooms.

CAMPUS HOUSING AND RESIDENCE LIFE STAFF

The Department of Campus Housing provides management for the residence halls. A trained staff provides leadership to assist residents with personal and academic matters. The staff is composed of the Director of Men's and Women's Housing, Residence Hall Directors, Office Personnel, Residence Hall Managers, Residence Hall Assistants, and Custodial Personnel.

CAMPUS HOUSING OFFICE The central office for campus housing is located on the first floor of the Administration Building.

RESIDENT HALL DIRECTORS The Resident Hall Directors are professional staff members hired by the college. They have apartments located on campus with offices in the area they supervise. They are available to assist students and staff in any area of college life. Their major responsibilities are to provide efficient administration of the residence halls, provide personal assistance to residents in a variety of areas, to maintain an environment that promotes safety and security, and to develop an atmosphere that is conducive to the personal growth and development of residents.

RESIDENCE HALL MANAGERS Residence Hall Managers are staff members hired by the Campus Housing Department. They are responsible for the total operation of their area. Residence Hall Managers are available to assist residents and staff in any area of college life. For any type of an emergency contact the Residence Hall Manager or Assistant.

RESIDENCE HALL ASSISTANTS The Residence Hall Assistants live with the residents in the resident hall. The RA is a student selected by the housing office. They assist the Residence Hall Director with the area where they live.

CUSTODIAL PERSONNEL Custodial services are provided in all residence halls for care and general upkeep. All residents are expected to contribute to the cleanliness of the residence hall. It is the responsibility of residents to clean their suites and rooms.

RESIDENCE HALL OPERATIONS

A. Application Procedure

Housing Contracts are in the Campus Housing Office, Business Office, Student Affairs Office, and are available on line at www.jcjc.edu under “students”. The completed contract and \$50.00 application fee should be returned to the Campus Housing Office (check/money order) or the Business Office (cash/credit & debit cards) as soon as possible. Preference for room assignments will be given according to previous semester G.P.A. Preference for incoming freshmen will be given according to ACT scores.

The application fee will only be refunded if the college fails to provide a room by the 1st day of classes.

A new contract and \$50.00 application fee must be submitted for each new school year. Contracts are good for summer, fall and spring.

B. Cancellation Procedure

Cancellations must be made to the Campus Housing office by email, letter, or personal visit. No phone calls will be accepted. Cancellations must be made by the following dates in order to avoid room and board charges.

Fall semester: July 1st

Spring semester: December 1st

Summer semester: May 1st

The Business Office establishes the percent of refund after a resident has occupied a room. If a student has not occupied the room by 8:00 a.m. on the first day of registration for the semester, the assignment will be canceled, and the application fee will be forfeited. If a resident fails to register for classes by the last day of late registration, the assignment will be canceled and the resident will be required to vacate the room within 24 hours. The application fee will be forfeited and the resident will be assessed a room and meal rate. If the resident registers and fails to pay housing fees, the resident will be required to vacate housing and will be billed for room charges and meals that are used.

C. Residence Hall and Roommate Assignment

A residence hall assignment priority is based on previous semester G.P.A. or ACT scores and the date the application fee is paid. Students must state preferences for roommates. Special attention is given to preferences. No specific room assignment based upon a resident's request is guaranteed. Preferred roommate assignments are granted if both applicants request each other, both contracts and fees are received by the housing office at the same time, and if a double room vacancy exists. Students who do not state a preference will be randomly assigned a roommate.

D. Room and Hall Changes

A written request for a room change may be made two weeks after the day the residence hall opens each semester. Residents must receive permission from the Residence Hall Director. Before permission will be granted, a student must pay a \$25.00 fee in the Business Office.

Residents must receive a room/hall change form from the Residence Hall Director.

Residents must:

- Move all items out of the room
- Make sure the room is straight and clean
- Inform the staff when the above is completed
- Residents must take form to front desk to exchange keys.
- Return completed form to the Residence Hall Director.

Residents that move without written permission or fail to move after receiving permission will be charged \$75.00 and/or removal from campus housing.

E. Opening and Closing of Residence Halls

1. **Occupancy Opening and Closing** – Residents may occupy a room beginning at 2:00 p.m. one day prior to the day designated by the college for registration. Occupancy is defined as receiving of a key. The resident will be considered as occupying a room until the key is returned and the resident checks out according to authorized procedure in the residence hall. Rooms must be vacated by 4:00 p.m. on the last day of semester exams. A room will be provided until one hour before commencement exercises for graduates obtaining permission at least 5 days in advance from the Residence Hall Director.

2. **Vacation and Holiday Periods** The college does not provide room and meal accommodations during recess periods of Thanksgiving, Christmas, Semester Break, Spring Break, Easter Break, July 4th, Labor Day, Memorial Day, Martin Luther King Break, between Spring and Summer semester, and break between Summer and Fall semester.

Residents who want to remain on campus must have permission at least five days in advance from the Residence Hall Director. Residents who must remain on campus may be consolidated in one building. These residents will be charged \$18.00 per night with no meals provided. The residents may leave personal property in the assigned room during the recess and vacation period with permission from the Residence Hall Director. The college assumes no responsibility and strongly urges the resident to take televisions, stereos, etc. home. All residents are requested to turn off lights, unplug appliances, empty trash cans, and remove perishables from refrigerators before holidays. Locked windows and doors and drawn drapes will enhance the security of a resident's room during vacation periods.

3. **Safety and Security** Campus Police personnel are on duty at all times. In conjunction with the college administration and the housing staff, Campus Police personnel are committed to providing a safe and secure environment. All residents are expected to observe all rules, regulations and request of Campus Police. Residents that need assistance are encouraged to contact a residence hall

assistant or in case of an emergency to contact campus police by calling 477-4006.

F. **Late Night/Overnight Procedure**

1. **Resident Returning/Leaving campus on the weekend and weekday**

Residence hall students may leave the residence halls for the night from 6:00 a.m. until Campus Police arrives to lock residence halls. No one can leave or enter the residence halls from approximately 2:00 a.m. until 6:00 a.m. The residence halls will be locked at 2:00 a.m. Students must be in by 2:00 a.m.

The residence halls will be locked at closing hour. No student can enter the residence halls after closing hour unless prior arrangements have been made with the housing staff. All residence halls will open by 6:00 a.m. No one may enter before 6:00 a.m.

Quiet hours begin at 10:00 p.m. During this time, students must either be in a room or in transit to and from buildings. Reasonable quietness is expected. Loud noise and disturbances will not be tolerated.

All residence hall students on campus are expected to be in the residence halls at 10:00 p.m. No loitering or visiting will be allowed around the front of female residence halls past 8:00 p.m. each night. Students cannot be on the front porch area of residence halls after 8:00 p.m. Students can enter until 2:00 a.m.

Unauthorized entry or aiding with unauthorized entry into a residence hall or other college facility will result in immediate action by the Residence Hall Director.

Residents who are later than 2:00 a.m. must justify their lateness to the Residence Hall Director. Depending on the amount of lateness, the condition of the resident and the reason for the lateness, the resident may meet with the Dean of Student Affairs.

2. **Overnight Trips** A student who is going to be out of the residence hall overnight must leave by the time Campus Police arrives to lock the residence hall and return after 6:00 a.m. Students cannot enter the residence hall from the time the residence halls are locked until 6:00 a.m. unless prior permission has been given by the Housing Staff. An offense will be given; and the student will be placed on probation and will be subject to early curfew.

3. **Returning to Campus After School Sponsored Events** Residents are encouraged to attend college sponsored events. When these events involve late entry into residence halls, residents are expected to cooperate with housing staff to allow all residents to enter and move to their rooms as safely and quietly as possible. Residents will be expected to return to campus with the school sponsored group and all students will be allowed to enter at the same time. Residents are encouraged to remain on campus after returning from late night events. Those choosing to leave will be expected to do so quickly and quietly. Common areas in housing will be locked ten minutes after the school sponsored group returns to campus.

G. **Check-In** Upon arrival, each resident should check-in at the reception area in the assigned residence hall. Room assignments, keys, and orientation materials will be given to the resident. The resident is

expected to verify the condition of the room and furnishings per the inventory check sheet and report any discrepancy to the resident manager within 48 hours of receiving a key.

H. **Check-Out Procedure** (During or at the end of a semester)

Inform the Residence Hall Director in advance.

Move all personal property out of the room and suite.

Rooms and suites must be clean and in order, swept and all trash removed. Nothing should be affixed to walls, doors, or windows.

Completed move out form and key must be turned in to the Resident Manager or Resident Assistant on duty at the time of move-out room inspection.

*****Failure to properly check-out will result in the student continuing to be charged for the room and meals until the correct check-out procedure is conducted.*****

Please see Resident Manager or Resident Assistant on duty for move out forms.

Example of Move out form:

MOVE OUT FORM

(**STUDENT** should complete top portion and return to Resident Manager or Resident Assistant on duty for room inspection)

Key(s) must be returned at time of move out to avoid replacement fee. Any damages to the room and/or suite will be charged to student's account.

Student's Name: _____ EMP ID: _____

Dorm: _____ Room: _____ Side of room occupied: Left Right

Student's Signature: _____ Move-out Date: _____

What is your reason for moving out of the residence halls?

- Financial Aid Difficulty Academic Difficulty Work Relocation
 No longer interested in living on campus Personal Reasons Health Reasons
 Desired Program Unavailable Unhappy with housing facilities
 Other _____

=====

Resident Manager or Resident Assistant will check the items which apply to your room and suite.

- | | | | |
|-----|-------------------------|-----------|----------|
| 1. | Clean Floor | Yes _____ | No _____ |
| 2. | Clean Furniture | Yes _____ | No _____ |
| 3. | Clean Walls/Ceiling | Yes _____ | No _____ |
| 4. | Clean Bathrooms | Yes _____ | No _____ |
| 5. | Clean Suite Hallway | Yes _____ | No _____ |
| 6. | Clean Suite Closet | Yes _____ | No _____ |
| 7. | Trash Removed | Yes _____ | No _____ |
| 8. | Personal Items Removed | Yes _____ | No _____ |
| 9. | Cable Connector Present | Yes _____ | No _____ |
| 10. | Refrigerator | | |
| | Cleaned | Yes _____ | No _____ |
| | Damaged | Yes _____ | No _____ |

Key (s) has been returned to front desk? Yes _____ No _____

Comments: (Maintenance/Damages/Housekeeping)

Resident Manager/Assistant's Signature: _____

- I. **Damages** The residents are responsible for damages to their rooms and suite areas including the bathroom, windows, door and screens. The room doors, suite doors, windows, immediate hallway areas and glass panels should be kept clean, and there should be nothing affixed. Residents should use masking tape rather than sticky putty, nails, tacks, glue or scotch tape to hang items on walls. Damage to any areas of the common areas, residence hall room or property will be charged to the occupant. The cost of the damage will be determined by the Maintenance Department. Furniture should not be removed from rooms. Residents will be charged for missing pieces. **No water furniture is allowed.**
- J. **Residence Hall Billing/Fee Information**
1. **Room and Board Payments** Fees are established and paid to the Business Office. The date and amount of each payment is set by the Business Office. Failure to pay the amount due by the date the payment is due can result in removal from the residence hall. Residents who do not check out properly will continue to be charged a fee. Room/Board refund policy is available on pages 32 & 33 of the College Catalog.
 2. **Meal ticket/Student ID** Residents are issued a student ID card by Student Services. When activated, the ID serves as a meal ticket. The ID must be presented in order to eat in the cafeteria. Meal charges are placed on a resident's account upon receiving a room key and meal charges continue until the resident presents a move out form to the Housing Office. **Meal charges must be terminated in the Campus Housing Office.**
 3. **ID** If a resident should lose their I.D. card; a new I.D. may be purchased at the Business Office for \$15.00 and remade in Student Services.
 4. **Activity Fee** The residence hall staff of each building will control the fee, the amount, and how it is spent. Residents who decline to pay the fee may not participate in programs or services funded by activity fees.
- K. **Room Searches** JCJC completely respects the Constitutional rights of all students. Students are protected by the Constitution against unreasonable search and seizure. However, college officials reserve the right to enter and inspect dorm rooms at any time necessary to protect and maintain the school's property as well as the health and safety of its students. Room inspections may also occur when necessary to aid in the basic responsibility of the college regarding discipline and maintenance of an educational atmosphere. Reasonable effort will be made to notify the resident(s) in advance and to have the resident(s) present at the time of entry. Routine and unannounced maintenance inspections may be conducted by the college without prior notification of the resident.
- L. **Weekly Room Inspection**
Rooms, bathrooms, refrigerators and entrance halls in the residence halls will be inspected each Friday afternoon between 10:00 a.m. – 5:00 p.m. Additional inspections may be announced. Failure to pass room inspection will result in the following penalties:

1st offense- warning and meet with the Residence Hall Director

2nd offense- will result in a \$25.00 charge per student.

3rd offense- will result in a \$25.00 charge per student, community service; meeting with the Residence Hall Director and may result in removal from the residence halls for one calendar semester.

The following items are expected to be cleaned upon room inspection: furniture, floor, carpet, bed, refrigerator, bathroom floor, sink, mirror, toilet, bathtub, and shower. Room and bathroom trash should be emptied, and both should have an orderly appearance. Residents are asked to sweep trash and place in garbage cans.

Custodial Personnel are **NOT** responsible for student's room, bathrooms, or entrance halls.

- M. **Maintenance** Request for repairs should be submitted in writing to the front desk of a student's residence hall or to the residence hall staff. The Residence Hall Director must approve all needed maintenance repairs.
- N. **Miscellaneous** The intercom should be used to call residents to the lobby for a visitor or a phone call. Residents are expected to respond promptly and appropriately.

Bulletin boards should be checked daily.

Cafeteria hours are established and posted each semester by cafeteria staff.

Residence hall students are responsible for having their I.D. s at all times. Failure to submit an I.D. in the cafeteria will require payment for meals.

- O. **Withdrawal from College** It is the student's responsibility to officially withdraw from the college. The withdrawal process can be initiated in the Counseling Center, or calling 477-4149. Residents are also expected to officially withdraw from housing by contacting the housing office, following proper move-out procedures, and completing paper work. The Business office will adjust fees based on official withdrawal dates. Residents are expected to vacate housing within 24 hours of withdrawal from the college.

REGULATIONS

- A. **Room Keys** Room keys are issued by the residence hall staff when students move into the hall. Keys must be returned to the residence hall staff when a resident vacates an assigned room. Residents who do not return their key at move-out will be charged a \$25.00 (per key) replacement fee. Residents who lose or misplace a key will be charged \$25.00 (per key) to receive a new key. The Residence Hall Directors may issue keys. Do not leave keys in the residence hall mailboxes. The college is not responsible for articles lost, misplaced, or stolen. Residents are encouraged to keep their room doors locked at all times.

The housing staff will open a resident's room. The staff will not open a room for a guest, visitor, or another resident. There is a \$2.00 charge for unlocking a door. Please see the person on duty or visit the housing office. Charges will be collected at the time the door is unlocked.

Duplication of room keys is not allowed. Any duplicated key redeemed at check-out will be treated as a lost key.

- B. **No Subletting** Residents are not permitted to sublet their rooms.
- C. **Entering Residence Halls Late** Smith & Wayne Halls are locked at curfew each night. Clarke, Covington, Greene, and Jasper parking lots are monitored at the closing hour. Students returning late to campus must contact Campus Police to gain entrance to the residence hall. A JCJC I.D. will be required to obtain admission to the residence hall.

Campus Police will write a report each time a student enters the residence halls late. Students will receive a disciplinary offense for returning to campus after hours and/or not having a JCJC I.D. Students will be placed on probation and subject to early curfew.

- D. **Furnishings and Care of Facilities** Rooms will be furnished to accommodate two residents per room with two beds, desks, chairs, drawer space, closet space and one refrigerator. Students must unplug and defrost units in the bathroom area before leaving at the end of fall semester. The refrigerator should be moved back into the room after defrosting has occurred, and locked in the room prior to the students leaving for the break. Blinds or curtains are furnished. The resident is directly and financially responsible for keeping the room, bathroom, entrance hall, and furnishings clean and free from damage. An inventory/care of property check will be conducted each semester. Charges for damages and/or cleaning will be assessed to the resident.
- E. **Solicitation** No door-to-door solicitation is allowed. Vendors may use common areas for demonstration purposes only with the written permission of the office of Student Affairs. Residents are not allowed to post advertisements for items for sale in the residence hall.
- F. **Bicycles** Bicycles may be kept inside residents rooms with the consent of the roommate; however, they are not to be left anywhere else inside a residence hall.

Bicycles should be parked in the racks provided or in the residence hall room. Bicycles left in other areas of the hall will be removed.

Chained bicycles should not obstruct any entrance, exit, or handicap access ramp.

- G. **Computer Use** Personal computer equipment is permitted in the residence halls. Telephone attachments to accommodate computer modems are also permitted; however, all installation cost must be paid by the student. Wireless routers are prohibited.
- H. **Screens and Windows** Window screens are not to be removed from the windows, and nothing is to be hung or affixed to the outside of the building or window. Throwing objects from the window is prohibited.

- I. **Stairwells and Balconies** Dropping any object down stairwells, out windows, or off balconies are prohibited. Hanging clothing or other items on the railings in the residence halls is prohibited.
- J. **Electrical Safety and Other Appliances** Students may have a coffee pot, microwave, stereo, TV, hair appliance. Major electric appliances are not permitted in the residence halls. Toaster ovens, hot plates, and frying pans are not permitted. Students should use multiple outlet adapters or connect more than one appliance to an extension cord. Extension cords should **not** be placed under carpets or wrapped around pipes in rooms. Residents who overload circuits and cause circuit breakers to trip will be fined and/or charged \$15.00 to have breaker reset. Outside or inside grills are prohibited.
- K. **Prohibited Items** The following items are prohibited in the residence hall parking lots, residence hall rooms, areas around any residence hall: personal air conditioners; refrigerators drawing over 1.8 amps; exterior aerials or antennae; water guns; air guns; pets; firearms; ammunition; firecrackers or other explosives; barbells; grills; alcoholic beverages and/or containers and controlled substances; candles, incense or hot plates; toaster ovens; skateboards; roller blades; "surround-sound", amplifier/electric guitar. **No candles allowed!** Motorcycles cannot be taken into the residence halls, and must be parked in designated parking lot area.
- L. **Dead Week/Noise** The week and the weekend preceding fall and spring final exams will be dead weeks. Residence hall noise should be kept to a minimum each day of dead week. Unnecessary noise during dead week may result in disciplinary action.

Residence halls are expected to be quiet and conducive to study. Radios, TV's, and tape players must be turned low enough so that they cannot be heard in the hallway of the residence halls at all times. Students must gather in each other's rooms if they want to talk after 10:00 p.m. Groups must not be so loud as to be heard in the hallways or walkways. Groups cannot gather in the hallway, walkway or stairwells.

- M. **Student Property** The college shall assume no responsibility for theft, destruction, loss of money, valuables, or other personal property belonging to or in the custody of the student, for any cause whatsoever, whether such losses occur in the student's room, hall, suite, or storage. Students should carry their own property insurance, lock doors and secure valuables.

Abandoned Property All resident property will be considered abandoned if the property is not claimed. Any items left behind immediately become the property of JCJC to be disposed of. Bicycles or other personal items found in stairwells, court-yards or hallways will be considered abandoned and will be removed immediately.

- N. **Pets** NO pets are allowed.
- O. **Fire and Safety Equipment** Tampering with or misuse of fire safety equipment is prohibited. Fire safety equipment includes, but is not limited to alarms, smoke detectors, and extinguishers. Anyone apprehended for vandalizing or using fire safety equipment for any purpose other than safety will be subject to removal from housing. Bulletin boards are in each residence hall with emergency evacuation procedures posted.

- P. **Parking** Residents are expected to register motorized vehicles with Campus Police. A campus parking decal must hang from the rear view mirror of all vehicles. Parking spaces are filled on a first come basis. Residents are required to leave vehicles in the parking areas near the halls until 1:00 p.m. Residents will not be allowed to park vehicles illegally in order to be closer to entrances. Residents will be expected to comply with the Motor Vehicle Parking Regulations in the Student Handbook. Parking is open between the hours of 1:00 p.m. and 9:00 p.m. only. No parking in handicap spaces, fire zones, Faculty/Staff parking located at Wayne/Smith hall. Tickets will be given. Additional parking located in the back parking lot by the football stadium.
- Q. **Observance of Policies and Personnel** The College considers that students who choose to live in the residence halls certify their acceptance of policies and regulations related to residence hall life. Failure to observe policies and regulations related to residence hall life subjects residents to disciplinary action. Failure to respond to disciplinary action makes the resident ineligible to live in the residence halls.
- R. **Smoking** The residence halls are non-smoking facilities.
- S. **Student Dress** All students recognize that one of the primary purposes of the college is to prepare the individual for a professional career. Dress and conduct should reflect the accepted morals in the field that the student has chosen.

Students must be properly dressed for noon meal on Sunday.

Sunday lunch The cafeteria will not serve students who are not dressed with appropriate shoes, polo shirt, jeans, and or/slacks for an eating establishment.

Females must be properly dressed to enter the lobby from 7:30 a.m. until 10:00 p.m. Females must be properly dressed to leave their suite to enter the lobby from 7:30 a.m. until 10:00 p.m. Males **MUST** have shirts on at all times.

- T. **Sun-bathing** Females may sun-bathe in courtyard. Females must wear appropriate swim wear. Swim wear is not allowed in the lobby. Sunbathing is not allowed around the lake. All students may sun-bathe at the JCJC pool when the pool is open for use. Students entering illegally will be subject to disciplinary action.
- U. **Tape Players, Televisions, Etc.** The residents may use the television in the lobby from Friday 5:00 p.m. until Sunday afternoon at 5:00 p.m. A television, cd player, etc. may not be played at other times. Cd players, stereos, etc. that are being played in or around a residence hall must be kept at a level that does not disturb other people.
- V. **Weapons Policy** Weapons are prohibited from college campuses by Mississippi state law and by college policy. Any student found to be in possession of a weapon will be arrested, and due process procedures will also be instituted by the college.

- W. **Other** In addition to the rules and regulations as stated in this handbook, the Student's Handbook, all other rules and regulations of Jones County Junior College and any laws, civil or criminal, of the State of Mississippi and of the United States of America shall also be in effect upon students residing in campus housing. This publication is a supplement and not a substitute for the aforementioned.
- X. **Academic Requirements** Students must pass a minimum of 9 hours a semester with a G.P.A. of 1.5 or higher to be eligible for student housing the next semester (Fall/Spring). Those students who do not meet the requirements but do have an overall G.P.A. of 2.5 or higher may continue to live in student housing on a probationary status. These students must meet the requirements the next semester to remain eligible, regardless of their overall G.P.A. Students who do not meet housing academic requirements may appeal to the Housing Committee at an appointed time and date. Students who do not appear for their appeal at the appointed time forfeit any further consideration in this matter.
- Y. **Full-Time Status** Students must be enrolled in 12 hrs. with at least 9 of these hours on-campus to be eligible for student housing. Students who drop below 12 hours during the semester must move out of the residence hall. A student may remain in the residence hall while appealing. Below-hours students may appeal his/her removal by making an appointment with the Residence Hall Director. Students have the right to appeal the decision to the Vice President of Student Affairs. Students who do not appear for their scheduled appeal forfeit any further consideration in this matter.

RESIDENCE HALL VISITATION POLICY AND PROCEDURES

- A. **Visitation and Lobby Regulations** All visitors are required to leave a valid ID at the front desk while visiting with a residence hall student. The ID may be picked up when the visitor is departing from the residence halls. Children under the age of 12 may not visit a residence hall student in the residence halls for over an hour each week. Commuting students or other people cannot bring their children to school and expect for their children to be kept in the residence halls. There are specific hours set aside for visitation of males and females halls. Each day of the week males may enter a female residence hall lobby from 2:00 p.m. until 10:00 p.m. One male may be the guest of one female residence hall student. Visitors are expected to observe any suggestions made to them by those in charge. Males needing a female residence hall student before 2:00 p.m. or after 10:00 p.m. may call the female but the male must wait for the female outside the front doors of the residence hall. Males are not allowed in the immediate area around the female residence halls before 8:00 a.m. or after closing hours.

Sunday at 5:00 p.m. – Friday 5:00 p.m., the lobby areas may be used only for studying and quiet visitation; no games or card playing; no radio; TV; or DVD's are allowed. Friday 5:00 p.m. – Sunday 5:00 p.m., TV and DVD's are allowed.

Males must secure permission from the Housing Staff to assist females upon move-in or move-out. Proper paper work should be completed at the front desk.

Day visitors of the same sex are allowed in rooms from 8:00 a.m. until 10:00 p.m. Residents are responsible for the actions of guests.

- B. **Overnight Guests** A request in writing must be made 3 days in advance to the Residence Hall Director. Students will be informed regarding approval or denial of request. The fee for an overnight guest is \$10.00. Guests must sign in and pay before entering the room. Guests may stay no more than one night per week. Students who have unapproved overnight guests will be subject to additional fees and disciplinary action by the student affairs committee. All guests are governed by college and residence hall regulations, and it is the host's responsibility to make guests aware of this policy. In cases where the guest is in violation of a college policy, disciplinary action may be brought against the host.

Guests age 12 and up may spend the night Friday and Saturday nights. Guests on any other night must present a JCJC I.D.

- C. **Common Areas** The main lobbies of the residence halls are open to female residents of that hall at all times. Lobbies should only be used for quiet visitation and studying by residents and their guest from Sunday at 5:00 p.m. until Friday at 5:00 p.m. Friday at 5:00 p.m. until Sunday at 5:00 p.m. the lobbies may be used for viewing movies. TVs and card table games are allowed on Saturday from 1:00 p.m. until 5:00 p.m. One residence hall student may have one guest. Guests must present a valid ID upon entering the lobby area.

Common areas of residence halls may be used for social or programmed activities; however; prior reservations with the Residence Hall Director is required. Participants must observe the college regulations and respect the rights of others. If residents have questions, contact the Residence Hall Director.

Smith Hall study room must be used for studying until closing. If no one is using this area at 11:30 p.m., students can use the room to play cards/games. No undue noise will be allowed.

- D. **Off Limits** Residents of the same sex may visit freely in other residence hall rooms until closing hour. Residents of the opposite sex are not allowed.

Loitering in and around campus buildings after school hours (before 8:00 a.m. and after 10:00 p.m.) and on non-school days is not permitted.

Loitering and visiting around the residence halls in parking areas is not permitted after 8:00 p.m. each night.

The area around the lake is restricted from sunbathing and familiarity. No parking is allowed around the lake.

Students are expected to exit parked vehicles immediately upon arrival in the parking areas adjacent to residence halls. Prior to 10:00 p.m., residents are allowed five minutes in the parking lot. After 10:00 p.m., students are not allowed in the residence hall parking areas.

- E. **No Loitering Policy** Loitering will not be allowed in the areas in front of the cafeteria and along the east side of the cafeteria. Between the hours of 5:00 p.m. and curfew, loitering will not be allowed on the sidewalk between Wayne hall and the cafeteria. Students may be ticketed for violating this policy.

- F. **Access to Boys Dorm** Any non-resident who needs access to a male resident must check in with the housing office located in the breezeway in Clarke Hall.
- G. **ID Cards** The Jones ONECard is the One Card for every JCJC student and employee. The card serves as the official college identification card, grants access to dorms for campus housing students, and can be used as a debit card at various locations, both on and off campus by purchasing Bobcat Bucks for your account. The ONECARD serves as a library card, a meal card, a fitness center card, and it is used for admission to athletic and other college-sponsored events. Students are issued the permanent card upon initial enrollment to the College, and this card will be used during all enrollment periods by revalidation. A \$15.00 replacement fee will be charged for each additional replacement card issued throughout a student's enrollment. The ONECARD should be carried at all times and is to be shown for student identification upon the request of any college official. Failure to present the card when requested by authorized personnel is a violation of college regulations and subjects the holder to disciplinary action. Lost or stolen cards should be reported to Student Services at 601-477-4030.
- H. **Official Notifications** JCJC will communicate with housing students through postal mail and the jcjc.edu email system. Students are expected to check their email accounts regularly for official notifications regarding campus housing information.

SERVICES IN RESIDENCE HALLS

- A. **Private Telephones** Telephone connections are available in every room. Privately owned telephones may be arranged by calling the phone company. Phones, phone bills and any matters concerning phones should be handled between the student and the phone company. The number to call for a telephone in your room is 601-757-6500. JCJC physical address is 900 South Court St, Ellisville, MS 39437.
- B. **Cable Television** Basic cable television service is provided in each residence hall room. Residents must provide their own cable cord.
- C. **Internet** Campus Housing rooms are wired for Internet service through the college network. Students utilizing personal computers through the college network are expected to abide by the College's **Electronic Usage Policy**.

The student must provide the computer with a Network Interface Card (NIC) and a category 5 (CAT5) patch cable. These may be purchased at many discount or computer stores, as well as online. The college does not specify or recommend a brand. Generally the NIC will cost between \$35 and \$70 depending on the brand and quality and the patch will cost a few dollars. (If your computer is relatively new, check it for a built-in NIC, as many new computers already have them.) Once the student arrives on campus, he/she should call the Helpdesk at 477-4160. Arrangements will be made for a technician to come and complete any setup that is needed. (Computers with XP or Windows 2000 may connect without a room visit by the staff.) Technicians can help troubleshoot Internet problems, but cannot handle other software or hardware issues on the personal property of the student.

- D. **Washers and Dryers** Washers and dryers are provided in all residence halls for the convenience of the residents. Rooms may be locked at closing hour each night. (75 cents per load)
- E. **Vending** Vending machines dispensing snacks and drinks are available in the residence halls. To report lost money, a resident should notify the residence hall staff. Vending rooms are locked at closing hour each night. Change is not available in residence halls.
- F. **Computer Lab** Labs are available for student use in the library and in the Academic Support Center.
- G. **Courtesy Check** A courtesy check will be conducted at 10:00/10:30 each night by the housing staff. (If a resident is going to bed before room check or will be out for the night, they inform the person on duty that they are going to bed/out for the night.)
- H. **Message Boxes** Female message boxes are located in the lobby area of the residence halls. Students should check their assigned message boxes regularly for messages. Tampering with message boxes will result in an offense.
- I. **Mail Service** A postal fee is included in the housing charges. Students will be assigned a post office box in the student center to receive personal mail. Students must return their keys at the end of each semester. Students not returning keys will be charged \$25.00 and transcripts will be held until the fee is paid

PROHIBITED

- A. **Alcohol/Drugs** Alcohol, drug consumption or possession of alcohol, drugs, alcohol containers or drug paraphernalia, will not be allowed in the residence halls, and may result in immediate removal from housing for one semester.
- B. **Firearms** Firearms of any form are not allowed in the residence hall or residence hall parking lot. If firearm is found in the residence hall immediate removal from campus housing with possible criminal charges.
- C. **Abuse** Any form of physical or verbal abuse of a resident or staff member may result in immediate suspension from College Housing and possible College disciplinary action.
- D. **Public Display of Affection** Public display of affection is improper and not allowed on campus. Failure to abide by rules will result in disciplinary action.
- E. **Pornography** Pornography is prohibited in the residence halls. Violations will result in disciplinary action.

DISCIPLINARY ACTION

Residence life at JCJC is a privilege. Students who refuse to follow housing rules will lose this privilege. Repeat offenders will be instructed to move out by the Residence Hall Director.

Upon move-in, residents agree to conform to the rules and regulations of the housing staff and the college. Any violation of these rules and regulations will result in one of several forms of disciplinary action. The Residence Hall Director may give the resident a warning, an offense, administrative decision, or a referral to the Dean of Student Affairs.

The resident may choose to:

Accept the penalty and abide by all sanctions.

Appeal the penalty of the Dean of Students/Dean of Student Affairs within 48 hours of the rendered decision.

The Dean of Student Affairs may decide sanctions or refer the resident to the Student Affairs Committee. The Student Affairs Committee procedures are available in the Student Handbook.

RESIDENCE HALL EMERGENCY PROCEDURES

- A. **Nuclear Emergency** The Emergency Preparedness Sirens will sound for emergencies. Monitor local radio and/or TV stations for nature of emergency and instructions.
- B. **Utility Emergencies** Loss of electrical power, loss of heat, gas leaks, and overflowing water supplies are considered utility emergencies. These should be turned into residence hall personnel.

Loss of air conditioning or telephone service is not considered an emergency. This should be turned into residence hall personnel for repair.

- C. **Severe Weather Conditions**
(WARNING SIGNAL) Intercom system verbally or 4 bell rings.

Tornado Watch A tornado watch is a forecast of the possibility of one or more tornadoes in a large area. Continue normal activities but watch for tornadoes.

Tornado Warning

A tornado warning means that a tornado has been detected and is approaching.

The public warning signal-a five minute steady blast of the emergency preparedness sirens is activated. The signal may be repeated if necessary.

Proceed to lowest floor of the building. Avoid windows or other structures with wide free span overheads.

All resident hall students should go to the first floor bathrooms.

- D. **Fire**
(WARNING SIGNAL) Intercom system verbally or 2 bell rings.

In the event of fire, proceed according to the following plan.
Sound fire alarm nearest the location of the fire.

Evacuate the building. Occupants are to be at least 300 feet from the structure and out of the way of the fire department officials.

No one should return to the building until fire department officials declare the area safe.
After closing hours, students should exit through fire exit doors.

- E. **Bomb Threats**
Bomb threat call checklist

Exact location of the bomb?

Time set to detonate?

What does it look like?

What is the explosive?

Why was it placed?

Obtain as much detailed information as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or detection-request more data by expressing a desire to save lives.

In Case of Bomb Threat Warning, Immediately Call

The Resident Manager

Campus Police-Police will in turn notify Ellisville Police Department.

The Resident Manager will make the decision whether or not to evacuate. (IT IS RECOMMENDED THAT EVACUATION BE MADE IN ALL CASES.)

If Evacuation is Made

Do not touch any suspicious objects. Report anything out of the ordinary to the residence hall personnel.

Evacuation should be to a minimum of 300 feet.

Investigator's Report

If you receive the call, make yourself available to the investigating officers.

Do not discuss the call with other personnel.

INJURY/ILLNESS/DISEASE

- A. **Serious Injury or Illness** In case of serious injury or illness, the immediate concern is to aid the injured or sick student. The following should be used as general guidelines only:

Notify a member of the residence hall personnel if the accident occurs in a residence hall.

Call the school clinic (4104). The clinic will send needed help and call an ambulance if needed. If it happens on Saturday, Sunday, or daily after 3:30, contact the resident manager.

If clinic does not answer, call 4006 or 4007. Campus police will know the whereabouts of the campus nurse and will call an ambulance if needed.

- B. **Illness in Residence Hall** The housing staff will not write an excuse for a student. If a student is ill and wants to be excused from class because of illness, the student will have to go to the clinic. The student should get an excuse from the clinic. The clinic is located in the Home and Health Building. A student who is ill and remains in the residence hall **can not** be given an excuse.

The Housing Staff must write approval for carry-out meals in cafeteria due to illness.

- C. **Infectious Diseases Guidelines** Appropriate college personnel will continue to review information about infectious diseases as it becomes available from The American College Health Association. Any concerns regarding infectious diseases may be addressed through the college clinic. The college clinic's emphasis will be to ensure the rights of the affected individual and members of the campus community.

- D. **Violent or Criminal Behavior**

The Campus Police Department provides 24-hour assistance on campus. Immediately contact campus police personnel if hostile or violent behavior, actual or potential, is witnessed.

1. Initiate immediate contact with Campus Police officers (after 5pm and on weekends) to ensure that a timely response is begun before a situation becomes uncontrollable.
2. Leave the immediate area whenever possible and direct others to do so.
3. Should gunfire or explosives hazard the campus, you should take cover immediately using all available concealment. Close and lock doors when possible to separate yourself and others from the armed suspect.
4. In the event of a school shooting or other violent threat, immediately notify Campus Police. The campus police will then notify the proper authority and proper campus administrator. Officers in charge will evacuate all persons not directly involved, from the area.

| JONES COUNTY JUNIOR COLLEGE CLASS TIME SCHEDULE PERIODS | | | | |
|--|---------------------|---------------------|---------------------|---------------------|
| MON | TUES | WED | THURS | FRI |
| A1 7:30 - 8:20 | T1 7:00 - 8:15 | A2 7:30 - 8:20 | R1 7:00 - 8:15 | A3 7:30 - 8:20 |
| B1 8:30 - 9:20 | T2 8:30 - 9:45 | B2 8:30 - 9:20 | R2 8:30 - 9:45 | B3 8:30 - 9:20 |
| C1 9:30 - 10:20 | T3 10:00 - 11:15 | C2 9:30 - 10:20 | R3 10:00 - 11:15 | C3 9:30 - 10:20 |
| D1 10:30 - 11:20 | T4 11:30 - 12:45 | D2 10:30 - 11:20 | R4 11:30 - 12:45 | D2 10:30 - 11:20 |
| E1 11:30 - 12:20 | T5 1:00 - 2:15 | E2 11:30 - 12:20 | R5 1:00 - 2:15 | E3 11:30 - 12:20 |
| F1 12:30 - 1:20 | T6 2:30 - 3:45 | F2 12:30 - 1:20 | R6 2:30 - 3:45 | F3 12:30 - 1:20 |
| G1 1:30 - 2:20 | T7 4:00 - 5:15 | G2 1:30 - 2:20 | R7 4:00 - 5:15 | |
| H1 2:30 - 3:20 | | H2 2:30 - 3:20 | | |

CODE FOR BUILDINGS-REFER TO STUDENT HANDBOOK

PROBLEM SOLVING AT A GLANCE

Knowing who to contact in certain situations isn't always so clear. This quick reference guide should provide some help. We encourage you to contact your RA before calling or going to an office. Your RA is your primary source for information and usually can help save you a great deal of time and effort. If your RA is not available, contact your Resident Manager or Hall Director.

| <u>PROBLEM</u> | <u>SEE OR CALL</u> |
|-------------------------------------|---|
| Elevator Repairs | Hall Staff Front Desk |
| Emergency or Safety Problem | Campus Police |
| Hall Activities | Hall Staff |
| Health or Injury | Hall Staff/School Nurse |
| Housing Payments | Business Office |
| ID Card/Meal Card | Student Affairs |
| Laundry Facilities/Lost Money | Residence Housing Office/477-4039, 477-4136 |
| Mail | JC Bookstore |
| Maintenance Repair..... | Hall Front Desk or Housing Office |
| Noise Problem..... | Front Desk |
| Parking Decal..... | Student Affairs |
| Pest Control..... | Residence Hall Director |
| Room Changes | Residence Hall Director |
| Housing Application | Campus Housing |
| Room Key/Lost..... | Front Desk or Housing Office |
| Room Telephone | 601-757-6500 |
| Roommate Problem..... | Residence Hall Director |
| Theft..... | Housing Office/Campus Police 477-4006 |
| Vending Services/Lost Money..... | 4006 |