

Guide to Residence Living

2023-2024

This Guide is a supplement to the MGCCC Student Handbook and contains policies and procedures that relate to students living on campus. Please refer to the Student Handbook for a broader list of student policies and procedures.

Housing Procedures

a. HOUSING CONTRACT

The Office of Residence Life does not discriminate based on race, color, religion, or creed in the placement of students in residence halls. No roommate changes on this basis will be honored. The college reserves the right to change the room assignment of a student, request him/her to move into other accommodations, and to inspect resident's rooms. Each resident will electronically sign the housing contract when they apply for housing in Web Services. The housing contract will be terminated by the college in the event the student withdraws from school, the student drops below 12 hours*, if he/she is dismissed or suspended from college due to academic or disciplinary action, or he/she violates campus and/or housing policies. The student may appeal a decision of suspension and/or expulsion from college housing. However, suspension and/or expulsion will continue during the appeal process. At least nine hours of class must be taken by traditional method (in a classroom). If a class is offered on the Perkinson Campus, it must be taken here. Extenuating circumstances will be honored only with approval from the Director of Residence and Student Life. The housing contract may be terminated for nonpayment of room and board fees. The student must accept responsibility for paying room and board costs in order to remain in housing. In order for a student to live in college housing, he/she must have a five- or seven-day meal plan. The college does not permit a student to sublet a residence hall room. Students should keep valuables **LOCKED** in their rooms. The college is not liable for theft of or damage to any personal property from resident's rooms. Residents are advised to obtain rental insurance at their cost through a qualified insurer. A \$50 non-refundable application fee is required for all students who live in campus housing.

*Part-time students with extenuating circumstances may submit a request to the Director of Residence and Student Life for consideration to reside in the residence halls. The request must explain the student's reasoning for needing to reside in a residence hall while being enrolled on part-time basis.

b. OFFICIAL CHECK-IN TO RESIDENCE HALLS

All residents must officially check in to their residence hall on move-in day. Students should utilize the following procedure to officially check in to their residence hall:

1. Present MGCCC ID to receptionist at the front desk of your assigned residence hall.
2. Obtain your key and sign your room condition report (RCR).
3. Fill out your emergency card completely and leave it with the receptionist at the front desk.
4. Take your copy of your RCR to your room and check any damages against it. Submit **ALL** discrepancies between your room and your RCR to the front desk before the end of move-in day.
5. Enjoy your stay!

c. COHABITATION

Cohabitation (two people living together in an emotionally and/or physically intimate relationship) is not permitted between any two or more residents regardless of gender.

d. ACTIVITY FEE

A \$10.00 activity fee is assessed to each resident upon check-in. The activity fee is assessed to each resident checking into a residence hall (returning students, students changing buildings, or first-time residents) for each term. This activity fee is used to maintain a residence hall fund at each hall to finance social, educational, and recreational events held during the year for its residents. It also maintains games and hall supplies that can be checked out and can be used as a benevolence fund for residents.

e. STAFF ENTERING ROOMS

Area Coordinators, Resident Assistants (RAs) and other staff members are authorized to enter student rooms for purposes of overall inspection of sanitary and/or maintenance conditions, or in emergency situations. Other specific rules regarding the entering and search of residents' rooms are as follows: The College reserves the right to inspect students' rooms. Rooms will be inspected for sanitation, fire hazard control, and for regular maintenance. Residents will be notified of the room inspection date by housing staff. However, the college reserves the right to inspect the student's room/suite at any time if any health, safety, or maintenance concerns are suspected or reported. When possible, health and safety inspections will be conducted when the occupant(s) of the room is present. A housing staff member will not conduct any type of search in a resident's room at any time. If items which are against state or county laws or college regulations are observed in plain view, then Campus Police will seize the items and make a written report of his/her findings to the resident. They will forward the report and items to conduct administrators.

f. BULLETIN BOARDS, STUDENT EMAIL, HANDBOOKS AND OFFICIAL NOTICES

Students are responsible for reading notices posted on official bulletin boards, and checking student email on a regular basis. Ignorance of such material or any notices that have been posted or emailed will not be accepted as an excuse of the content of such notices.

g. RESIDENCE HALL CABLE SERVICE

Cable/satellite service to each residence hall room (Excluding Andrews Hall) is provided at no extra charge to residents. This service includes local channels, plus other additional cable channels, and a campus movie channel. Residents are responsible for their own TV and standard coaxial cable.

h. RESIDENCE HALL INTERNET SERVICE

Internet access through the college's internet network is provided at no extra charge to residents. Residents are responsible for their own computer and Ethernet card and/or cable. Wireless routers of any kind are not permitted from the residence halls and will be confiscated if found inside a room. Please contact the housing office for specific requirements and information regarding internet access.

i. LAUNDRY- Each residence hall has at least one laundry room that residents of that hall can access at any time. Laundry machines take quarters specifically, or can be paid electronically through the laundry provider's mobile application.

1. Equipment damages - Overloading the laundry equipment is not permitted. If equipment is damaged due to overloading, the student responsible may incur the cost of machine replacement/repair.
2. Personal Items - The College is not responsible for damages of personal items due to machine malfunction or misuse. The College is not responsible for items that are moved or taken from laundry rooms/equipment; students are responsible for monitoring their own items.

j. ROOM CONSOLIDATION

At the beginning of each semester residents residing in a double or triple occupancy room without a roommate will be given an opportunity to consolidate into a room with a roommate. If the resident does not find a new roommate, or move to an empty space in another room, a new assignment will be made for that resident.

k. ROOM RECLAIM

Everyone who expects to live on campus for an upcoming semester must apply for that semester online through Web Services PRIOR to the end of the current semester. You must pre-register for a minimum of 12 class hours (full-time status), 15 class hours if on scholarship. Following pre-registration of classes, you may reclaim your room. If one fails to reclaim a room but after the completion of the semester they live on campus decides to do so, they will have to repay a \$50 non-refundable application fee, pre-register for at least 12 class hours and select a room from those available.

l. DRAINS

Residents should not flush anything except toilet paper down toilets. Wipes marked "flushable" are not flushable in residence hall toilets. Water based liquids are the only items that may be washed down sinks or drains.

m. OFFICIAL CHECKOUT OF RESIDENCE HALLS

All residents must officially check out when leaving their residence hall at any point of the semester.

Students should utilize the following procedure to officially check out of their residence hall:

1. If withdrawing from classes and your residence hall, obtain an official Withdrawal Form from the Enrollment Center and complete the steps listed.
2. If withdrawing from the residence hall only, obtain an official Withdrawal Form from your residence hall front desk or the Office of Residence Life. Complete the steps listed including:
3. Remove all belongings and clean your portion of the room and/or appliances.
4. Contact a residence hall staff member at your front desk to check your room.
5. Return your key to your residence hall staff member and sign out on your room condition report (RCR).

n. HOLIDAY HALL OPENINGS AND CLOSINGS

All residence halls will be closed on:

11-17-23 at 3:00 p.m. and will reopen on 11-26-23 at 3:00 p.m. for Thanksgiving Holidays.

12-14-23 at 3:00 p.m. and will reopen on 01-09-24 at 10:00 a.m. for Winter Holidays.

03-15-24 at 3:00 p.m. and will reopen on 03-24-24 at 3:00 p.m. for Spring Holidays.

Please make plans to stay elsewhere during these dates. THERE WILL BE NO EXCEPTIONS.

Community Expectations

Community Expectations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these expectations. These expectations are a supplement to the Code of Student Conduct found in the MGCCC Student Handbook. Any violation of these expectations may result in disciplinary action. General policies regarding the conduct process may also be found in the Student Rights and Responsibilities section of the MGCCC Student Handbook.

1. Respect for Persons

- a. **VISITATION** –Each residence hall member may only have one visitor at a time. Roommates must agree on having a visitor in the room and may not abuse this privilege. Residents and visitors must leave picture ID at front desk. Resident and visitor must both sign in and out for the member’s room. Resident is responsible for visitor and his/her actions. Resident must accompany the visitor at all times while in the residence hall. The College reserves the right to change or revoke the visitation policy at any time.
 1. **In-Room Visitation:** Residents will be allowed to have visitors over the age of 13 with proper identification in their room on the following schedule:
All Residence Halls - Tuesday, Wednesday, and Thursday from 3:00pm-11:00pm
There will be no in-room visitation on Friday, Saturday, Sunday, or during recognized College closures. If the receptionist is not present at the desk, there is no visitation.
 2. **Lobby Visitation:** Lobby visitation is open from Noon-11:00pm Sunday-Thursday for individuals over the age of 13. There will be no lobby visitation on Friday or Saturday. If the receptionist is not present at the desk, there is no visitation.
- b. **ACCESS TO NON-PUBLIC AREA** - A resident who has been authorized by a building staff member to have a visitor must escort them to any non-public areas (suites, rooms, upstairs lobbies, restrooms, courtyard, etc.) at all times.

- c. **OVERNIGHT GUESTS** - Residents are permitted to have a guest of the same sex stay overnight in their rooms on occasion if that guest is approved with the Area Coordinator and roommate, and identified as a guest at least 24 hours prior. Such guests may not stay for more than 3 days in any 30-day period without expressed permission from the Area Coordinator. This policy does not include children under the age of 13 or members of the opposite sex (including family members). No babysitting is permitted at any time in the residence halls. Roommates should always consider each other and study schedules before inviting guests. Residents are responsible for guest and his/her actions. If guests stay longer than authorized or stay without authorization, he/she will be asked to leave and the resident will lose their privilege to have guests. Guests are defined as non-MGCCC students or MGCCC students not residing on campus. Residents of a residence hall visiting in another residence hall room (including their own residence hall) are also considered guests of that room and may not enter after 10:45p.m. unless authorized by the Area Coordinator.
- d. **QUIET HOURS** - Courtesy quiet hours are in effect 24/7 in which unusually loud noise is not permitted. Quiet hours are in effect from 8:00pm until 8:00am during which time no noise should be heard outside student rooms.
- e. **CURFEW** - The College reserves the right to implement a temporary curfew should the need arise.
- f. **LOITERING** - Loitering on any part of campus is prohibited from 11:00 p.m.–6:00 a.m. and loitering in campus parking lots is prohibited at all times.
- g. **MISUSE OF EXITS** - Propping open of exterior doors or using emergency exits or windows for reasons other than emergencies is not permitted.
- h. **PETS** - Possession of a pet of any kind inside a building is not permitted.
- i. **WALKWAYS** - In consideration of safety and of students with disabilities, hallways, sidewalks and stairwells must be kept free of obstructions at all times.
- j. **TOBACCO PRODUCTS** - Please refer to the policies listed in the Student Handbook under Student Conduct Regulations.
- k. **CLEANLINESS** - Students are responsible for the cleanliness of their rooms and bathroom suites. Residents may be charged judicially and/or financially for special cleaning necessitated by improper care of rooms.
- l. **LOBBY DRESS** - Residence hall lobbies are considered public areas whereby a student's expectation of privacy is limited. Because members of the opposite gender are often present, and in respect for fellow residents and guests, it is therefore requested that mature judgment be exercised concerning dress in the lobby at all times. Dress should be such as to prevent any underwear, lingerie, etc., from showing.
- m. **SEXUAL MISCONDUCT** - Please refer to the policies listed in the Student Handbook under Student Conduct Regulations.

2. Respect for Property

- a. **KEYS** - A resident shall have one key to his/her room and suite. Roommates will not be allowed to share a key. You may not give your key or ID to anyone else. Replacement keys are \$25. Residents losing a key should report the loss to your residence hall front desk and understand that \$25 will be charged to your account for the key replacement. Students will get two (2) free lockouts before being charged a \$25 fee to unlock doors, payable through the Business Office. Damage to or tampering with the room locks will result in a damage fee and/or other fine. You are responsible for doors left unlocked and subsequently locked by a staff member, roommate, or campus police. Any keys found should immediately be turned in to a staff member.
- b. **STUDENT IDs** - Residents who lost an ID should report the loss to the Business Office, pay \$10 for an ID replacement, then present the receipt to Campus Police where a new ID will be issued. Any IDs found should immediately be turned in to a staff member.
- c. **DAMAGES** - Students living in campus housing will be billed for all damages or losses they cause to college buildings, furnishings, equipment, or other property. Costs for damage that occurs in common areas (hallways, bathrooms, suites, etc.) will be charged to all residents assigned to that common area unless one or more individuals are found to be directly responsible. **Malicious and/or deliberate residence hall damage will result in removal from college housing and/or further disciplinary action.** Students may not attach outside aerials, mount T.V.'s, or use any type of object that will leave a hole in the wall or rip paint off of the wall for any reason. Students cannot register for classes until fines for residence hall damages are paid.
- d. **DECORATIVE CONTAINERS** - Container collections, decorative or otherwise, including but not limited to alcohol bottles, cans, and bottle caps are not permitted in the residence halls.

- e. **ALCOHOL DEVICES** - Kegs, beer balls, funnels, bongos and other devices that promote irresponsible drinking are not permitted in the residence halls.
- f. **AMPLIFIED INSTRUMENTS** - Drums and amplified instruments are not permitted in the residence halls.
- g. **FREE WEIGHTS** - Free weights in student rooms pose concerns of safety, damage and noise, and are not permitted.
- h. **FIRE SAFETY**
 - 1. **Fire equipment tampering** - Students are not to tamper with or remove any fire or safety equipment, including but not limited to smoke detectors or fire extinguishers, in the residence halls.
 - 2. **Setting fires** - Setting of, or adding to unauthorized fires on college property is not permitted.
 - 3. **Unattended cooking food** - Cooking food must be attended at all times to prevent fires and unintentional fire alarms.
 - 4. **Vacating building during fire alarm** - Students must vacate the building when the fire alarm system is activated.
 - 5. **Open element burning** - Possession and/or burning of any type of material to include candles, incense or other open flame or open element devices is not permitted in the residence halls.
 - 6. **Shower** - Water cannot be run in the shower for prolonged periods of time without anyone in it.
- i. **APPLIANCES AND COOKING**
 - 1. **Appliance guidelines** - Only one refrigerator is permitted in individual rooms. Refrigerators may not be larger than 5 cubic feet and permitted cooking appliances should not exceed 1,000 watts.
 - 2. **Appliances not permitted** – Any appliance over 1,000 watts and any open elements including but not limited to toaster ovens, charcoal or gas grills, electric frying pans, griddles, burners, electric hot plates, etc. are not permitted in student rooms, lobbies or courtyards.
 - 3. **Cleaning cooking areas** - All areas used for cooking should be cleaned immediately after use. Students should keep all sinks free of dishes or other items.
- j. **REMOVAL OF COLLEGE PROPERTY** - College property may not be removed from student rooms or from public areas.
- k. **ROUGHHOUSING** - Sports and general roughhousing are not permitted inside residence hall rooms or public areas.
- l. **WINDOWS-**
 - 1. **Opening Windows** - Windows must remain closed and locked with the exception of emergency situations or approval of the Area Coordinator.
 - 2. **Decorating Windows** – Student room windows should remain clear, and not be decorated or be used to promote or communicate. Blinds should not be altered or removed.
- m. **TAMPERING WITH LOCKS** - Students may not remove, alter or tamper with door closures, peepholes or locks. Additional locks may not be added to the room or suite bathroom doors.
- n. **THROWING OBJECTS** - Throwing or dropping objects is not permitted.
- o. **PERSONAL TRANSPORTATION** - Personal scooters (including electric/battery-powered scooters and one-wheels), skateboards, bikes, and other personal transportation may not be ridden inside residence hall lobbies, hallways or rooms.
 - 1. **HOVERBOARDS** – Any person is prohibited from possessing, using and charging hoverboards in any building or facility on MGCCC’s premises. This prohibition does not include battery-operated scooters used to meet disability mobility needs. It is not the intent of this policy to prohibit the use of hoverboards (including self-balancing scooters, battery operated scooters and hands-free segways on College-owned roadways/sidewalks.

3. Respect for Operations

A. ATTENDANCE- Attendance is required of scheduled residence hall meetings.

B. ROOM CHANGES - All room changes must be authorized by appropriate personnel and must follow established change procedures.

C. COMPUTERS

a. Routers - Routers are not allowed in the residence halls and will be confiscated upon discovery.

b. Downloading - Downloading or sharing copyrighted material is not permitted.

c. Servers - Computers will not be used as servers.

D. KEYS AND RESIDENCE HALL ACCESS

a. ID/Keys - Students are not allowed to give their MGCCC ID or room key to others.

b. Unauthorized duplication of keys - Unauthorized duplication of keys is not permitted.

c. Reporting of missing keys - Students are expected to report lost, stolen or missing keys or access cards immediately to Campus Police or the Office of Residence Life.

d. Key record falsification - Falsification of information in an attempt to obtain a back-up key is prohibited.