

Guide to Residence Living

2026-2027

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, national origin, sex, pregnancy, age, or qualified disability 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 resident, request them 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, drops below 12 hours*, is dismissed or suspended from college due to academic or disciplinary action, or 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 resident must accept responsibility for paying room and board costs in order to remain in housing. For a student to live in college housing, they must have a five- or seven-day meal plan. The college does not permit a student to sublet a residence hall room. Residents 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. Failure to check in on the designated move in day risk forfeiture of their room assignment. All students who check in to the residence halls must sign a Room Condition Report, and are obligated to the charges associated with their specific room assignment and meal plan.

c. 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 residents' 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 their findings to the resident. They will forward the report and items to conduct administrators.

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

Residents 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.

e. RESIDENCE HALL CABLE SERVICE

Cable/satellite service in some residence hall rooms is provided at no extra charge to residents. This service includes local channels, plus other additional cable channel. Residents are responsible for their own TV and standard coaxial cable.

f. 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.

g. LAUNDRY- Each residence hall has at least two sets of laundry machines 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.

- a. 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.
- b. 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; residents are responsible for monitoring their own items.

h. 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.

i. 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 register for a minimum of 12 class hours (9 seated). Twenty-four hours following registration of classes, you may reclaim your room. If one fails to reclaim a room after the completion of the semester, they will have to repay a \$50 non-refundable application fee.

j. OFFICIAL CHECKOUT OF RESIDENCE HALLS

All residents must officially check out when leaving their residence hall at any point of the semester. Residents should utilize the following procedure to officially check out of their residence hall:

- a. If withdrawing from classes and your residence hall, obtain an official Withdrawal Form from the Enrollment Center and complete the steps listed.
- b. If withdrawing from the residence hall only:
 - i. Remove all belongings and clean your portion of the room and/or appliances.
 - ii. Contact a residence hall staff member at your front desk to check your room.

- iii. Return your key to your residence hall staff member and sign out on your room condition report (RCR).

The resident agrees that any personal effects, valuables, or other property left in the residence halls after expiration of the current contract period and not reclaimed within 7 days after the end of such contract period shall be abandoned property. Abandoned property may be retained by the College as its property or may be disposed of through sale, donation, or in such manner as is deemed appropriate by the College. Any proceeds derived from the sale of or other disposition of such property shall be the property of the College. Any items removed from the room by college officials will result in additional charges.

k. HOLIDAY HALL OPENINGS AND CLOSINGS

All residence halls will be closed on:

11-20-26 at 3:00 p.m. and will reopen on 11-29-26 at 3:00 p.m. for Thanksgiving Holidays.

12-10-26 at 3:00 p.m. and will reopen on 01-11-27 at 10:00 a.m. for Winter Holidays.

03-12-27 at 3:00 p.m. and will reopen on 03-21-27 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. **AMPLIFIED INSTRUMENTS** - Drums and amplified instruments are not permitted in the residence halls.
- b. **LOBBY DRESS** - Residence hall lobbies are considered public areas whereby a resident'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.
- c. **OFFENSIVE ODOR** - An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are cooking smells, perfume, air-freshening spray or large amounts of dirty laundry.
- d. **PETS** - Possession of a pet of any kind inside a building is not permitted.
- e. **QUIET HOURS** - Courtesy quiet hours are in effect 24/7 in which unusually loud noise is not permitted. Quiet hours are in effect from 8:00p.m. until 8:00a.m. during which time no noise should be heard outside student rooms.
- f. **VISITATION** - Each resident may have only one (1) visitor at a time. Visitors are defined as non-MGCCC students, MGCCC students who do not reside on campus, or MGCCC residents visiting another resident's room (including within their own residence hall).

Procedures: Roommates must agree to having a visitor in the room and may not abuse this privilege. Residents and visitors must leave a picture ID at the front desk and both must sign in and out for the resident's room. The resident is responsible for the visitor and their actions and must accompany the visitor at all times while in the residence hall.

The College reserves the right to modify or revoke the visitation policy at any time.

- a. **In-Room Visitation** - Residents may have visitors who are 16 years of age or older with proper identification in their room during the following times:
 - i. Tuesday, Wednesday, Thursday, Friday: 3:00 p.m. to 11:00 p.m.
 - ii. There will be no in-room visitation on Saturday, Sunday, Monday, or during recognized College closures.
 - iii. If the residence hall receptionist is not present at the front desk, visitation is not permitted.
- b. **Lobby Visitation** - Lobby visitation is permitted for individuals 16 years of age or older during the following times:
 - i. Sunday through Friday: 11:00 a.m. to 11:00 p.m.
 - ii. There will be no lobby visitation on Friday or Saturday or during recognized College closures.
 - iii. If the residence hall receptionist is not present at the front desk, visitation is not permitted.
- c. **Access to Non-Public Areas** - Visitors may only enter non-public areas of the residence hall, including resident rooms, suites, upper-floor lounges, restrooms, courtyards, and similar spaces, when accompanied by the resident who registered them. The resident must escort the visitor at all times while in non-public areas.
- d. **Overnight Guests** - Residents may request approval for an occasional overnight guest of the same sex, using the official Overnight Guest Form. Overnight guests must be approved by the Area Coordinator, have the consent of all roommates, and be requested at least 24 hours in advance.
 - i. Approved overnight guests may not stay more than three (3) nights within any thirty (30) day period without written approval from the Area Coordinator.
 - ii. Children under the age of 16 and members of the opposite sex, including family members, are not permitted as overnight guests. Babysitting is not permitted in the residence halls.
 - iii. Residents are responsible for their overnight guests and their actions. Guests who remain beyond the approved period or stay without authorization will be required to leave the residence hall, and the resident may be subject to disciplinary action.
- g. **WALKWAYS** - In consideration of safety and of individuals with disabilities, hallways, sidewalks and stairwells must be kept free of obstructions at all times.

2. Respect for Property

- a. **ALCOHOL DEVICES** - Kegs, beer balls, funnels, bongos and other devices that promote irresponsible drinking are not permitted in the residence halls.
- b. **APPLIANCES AND COOKING**
 - a. **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.
 - b. **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.
 - c. **Cleaning cooking areas** - All areas used for cooking should be cleaned immediately after use. Residents should keep all sinks free of dishes or other items.
- c. **CLEANLINESS** - Residents are responsible for the cleanliness of their rooms, bathrooms, and suites. Residents may be charged judicially and/or financially for special cleaning necessitated by improper care of rooms and common areas.

- d. **DAMAGES** - Residents 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.** Residents 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.
- e. **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.
- f. **DECORATIONS** - Decorations must be appropriate for the College's residential community standards and may not be lewd, obscene, pornographic, discriminatory, offensive, or depict or promote illegal activity, including the use or possession of alcohol, weapons, illegal drugs, or drug paraphernalia.
 - a. **Walls** - Nails, screws, tacks, glue, duct tape, and other permanent adhesives are not permitted. Only removable Command™-style products, blue painter's tape, or white removable adhesive putty (sticky tack) may be used. Painting is prohibited.
 - b. **Building and Fire Safety** - Decorations may not be attached to light fixtures, smoke detectors, sprinklers, or other safety equipment, and must not obstruct air conditioning units, vents, or other HVAC equipment.
 - c. **Decorative Containers** - Collections of age-restricted product containers, whether decorative or otherwise, are not permitted in the residence halls. This includes, but is not limited to, alcohol bottles, cans, bottle caps, tobacco or nicotine product containers, THC or cannabis product containers, and similar items.
- g. **FIRE SAFETY**
 - a. **Fire equipment tampering** - Residents 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.
 - b. **Setting fires** - Setting of, or adding to unauthorized fires on college property is not permitted.
 - c. **Unattended cooking food** - Cooking food must be attended at all times to prevent fires and unintentional fire alarms.
 - d. **Vacating building during fire alarm** - Residents must vacate the building when the fire alarm system is activated.
 - e. **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.
 - f. **Shower** - Water cannot be run in the shower for prolonged periods of time without anyone in it.
- h. **MISUSE OF EXITS** - Propping open of exterior doors or using emergency exits or windows for reasons other than emergencies is not permitted.
- i. **PERSONAL TRANSPORTATION DEVICE USAGE** - Self-Propelled personal transportation devices are prohibited on any campus or center of Mississippi Gulf Coast Community College. Approved manual personal transportation may not be ridden or rolled inside residence hall lobbies, hallways, rooms, or courtyards.
- 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. **SHOWER HEADS** - Residents may not remove, replace, alter, or tamper with College-supplied shower heads. If a shower head is damaged, leaking, or otherwise not functioning properly, residents should submit a maintenance work order for repair or replacement. Missing or damaged shower heads at check-out may result in the resident being billed for replacement or repair.

- m. **TAMPERING WITH LOCKS** - Residents 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. Damage to or tampering with the room locks will result in a damage fee and/or other fine.
- n. **THROWING OBJECTS** - Throwing or dropping objects is not permitted.
- o. **TRASH** - Public area trash cans, including community bathroom trash cans, should not be used to dispose of room trash, nor should they be used for liquids, seafood, or other odorous materials. Room trash and bulky items (boxes, carpets, clothes hangers, cinder blocks, etc.) must be carried to outside dumpsters.
- p. **WINDOWS-**
 - a. **Opening Windows** - Windows must remain closed and locked with the exception of emergency situations or approval of the Area Coordinator.
 - b. **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.
- q. **WORKOUT EQUIPMENT** - Free weights, weight machines, and commercial-grade equipment in student rooms pose concerns of safety, damage, and noise, and are not permitted.

3. Respect for Operations

- a. **ATTENDANCE** - Attendance is required of scheduled residence hall meetings.
- b. **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.
- 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. **CURFEW** - The College reserves the right to implement a temporary curfew should the need arise.
- e. **KEYS** - A resident shall have one key to ~~their~~ 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.
 - a. **Lockouts** - Residents will get two (2) free lockouts before being charged a \$25 fee to unlock doors, payable through the Business Office. You are responsible for doors left unlocked and subsequently locked by a staff member, roommate, or campus police.
 - b. **Unauthorized duplication of keys** - Unauthorized duplication of keys is not permitted.
 - c. **Reporting of missing keys** - Residents 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.
- 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. **ROOM CHANGES** - All room changes must be authorized by appropriate housing personnel and must follow established change procedures. Residents who change rooms without authorization are subject to being moved back to their previous location and/or further disciplinary action.
- h. **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.