From the Department of Residence Life

The Department of Residence Life exists to support the mission of Navarro College by providing on-campus students with comfortable, affordable, accessible, and secure housing. We offer opportunities for residents to grow and develop in all aspects of their lives. In addition, we endeavor to be a community of individuals who teach the value of human diversity and promote the value of good citizenship. We are committed to acting with integrity, dignity, and competence in our service to residents and the College community.

Our mission encompasses the following:

**Academic Support**
This is accomplished by promoting an environment conducive to learning, enhancing student-faculty interaction in the residential setting, and establishing strong partnerships with other campus departments.

**Valuing Diversity**
We are committed to being a community of staff and residents in which individual rights are defended and individual differences are respected. We are also committed to being a community that will not tolerate discrimination or oppression.

**Residence Life Program**
On-campus housing at Navarro College was created to support the resident’s transition to the college experience. Citizenship skills are taught through involvement in social and educational programs, self-discipline, resident accountability, staff partnership, and student employment opportunities.

Table of Contents

- Welcome to Navarro College ................................................................. 5
- Campus Police .................................................................................. 5
- Residence Life Emergency Contact Information ............................ 6
- Residence Hall vs. Dorm ................................................................. 6
- Residence Life Staff ......................................................................... 7
- Central Offices .................................................................................. 7
- Area Coordinators ........................................................................... 7
- Resident Advisors ............................................................................. 7
- Residence Hall Facilities & Services ................................................ 8
- General Expectations of Conduct .................................................... 8
- Residence Hall Statement of Responsibility ................................. 8
- Citations Issued by Residence Life Staff ......................................... 9
- Student Accountability ....................................................................... 9
- Navarro College Disciplinary Point System ................................. 9
- Appeal Procedures ........................................................................... 10
- Fines and Point Values for Violations ........................................... 10
- Residence Hall Policies and Procedures ........................................ 11
- Abandoned Property ........................................................................ 11
- Air Conditioning/Windows ............................................................. 11
- Alcohol Policy .................................................................................. 11
- Bacterial Meningitis ......................................................................... 12
- Cancellation of Housing Contract .................................................. 12
- Check-in/Check-out Procedures ..................................................... 12
- Counseling Center .......................................................................... 12
- Criminal Background Check .......................................................... 13
- Damage or Loss of Personal Property ............................................. 13
- Dress Code ....................................................................................... 13
- Drug Policy ....................................................................................... 13
- Exterior Doors .................................................................................. 14
- Fines .................................................................................................. 14
- Fire Code Violation .......................................................................... 14
- Fire Drills ........................................................................................ 14
- Fire Evacuation Instructions ........................................................... 14
- Full-time Student Status ................................................................. 15
- Gambling .......................................................................................... 16
- Group Billing for Damages/Vandalism/Littering ............................. 16
- Hazardous Weather .......................................................................... 16
- Holidays ........................................................................................... 17
- Horse Play/Shadow Boxing/Slap Boxing ........................................ 17
- Inspection of Rooms .......................................................................... 17
- Keys .................................................................................................. 18
Navarro College Residence Life Department Commitment

The Navarro College Residence Life Department is committed to providing an environment that is conducive to learning. This learning takes place at many different levels. Living on campus will help students learn how to socialize and live in a community governed by rules that help to promote the welfare of each individual in the community.

The residence halls provide additional education outside of the classroom experience, and the Residence Life Staff is here to help facilitate this transition from living at home to becoming a responsible adult. The residence halls are part of the Navarro College community and reflect community living with regard to life. Community is achieved by interaction involving people in various degrees of relationships. One of the goals within the Residence Life Department is to support and encourage interaction among people and to promote awareness, understanding, and diversity inside and outside of our community.

Campus Police

The Navarro College Police Department is professional law enforcement organization — not a “security” organization. The College Police Department is committed to providing professional service to the Navarro College community. Our police officers are Texas State-certified officers and have all the same power and authority as any other sworn police officers in Texas; each officer is empowered by state laws to make arrests, investigate crimes, and carry fire arms. All federal, state, and local laws will be strictly enforced. There are campus police officers on duty 24 hours a day, seven days a week. They can be reached at 903-875-7500 or 903-654-3999. Their primary responsibility is the safety of the Navarro College community and the protection of property, as well as the enforcement of College policies.
Residence Life Emergency & Contact Numbers

Now that you are beginning a new life and building a new home here at Navarro College, we want to share some very important phone numbers with you. These are emergency numbers for Navarro College.

Navarro College Office of Residence Life  903-875-7541
Navarro College Campus Police  903-654-3999
Emergencies (requiring immediate assistance)  911
Residence Life Dept. after 5 p.m. and on weekends  903-654-2778

Van Nelson Area Coordinator
Buildings 1,2,3,10,11  903-467-6356
Keyasha Donaldson Area Coordinator
Buildings 8,9,19,20,21  903-467-6007
Eric Miner Area Coordinator
Buildings 4,5,6,7,18  903-467-4330
Maegan Adams Area Coordinator
Buildings 12,13,14,15,16,17  903-467-4335
Brett Manley Assistant Director
Building 30  903-467-4322
Stan Wong Assistant Director
Buildings 31,32  903-654-0018
Charles Betts, Director  903-654-4279

Residence Hall vs. Dorm

There are several differences between traditional dorms and residence halls. The main mission of a residence hall is to foster an environment of learning and growing outside of the classroom setting. Traditionally, dorms do not provide any social or educational programming. Students find it difficult to learn outside the classroom. Area Coordinators and Resident Advisors (RAs) in residence halls are trained to deal with situations and to help people with their problems. In traditional dorms, housemothers are there to enforce rules and to carry out disciplinary actions for people who violate the rules. Our main emphasis is to give students a place to learn and grow while living in Navarro College residence halls.

Residence Life Staff

Central Offices

The administrative offices of the Residence Life Department are located in the Student Center of Gibson Hall. Our philosophy is to assist each resident in experiencing growth to become a fully balanced and mature citizen, as well as attaining academic standards. The office is open from 8 a.m. to 6 p.m. Monday through Friday. The office phone number is 903-875-7541.

Area Coordinators

Residence halls are supervised by Area Coordinators, each of whom assumes primary responsibility for one or more halls. These Coordinators are professional, educated administrators and full-time College employees who have knowledge and expertise with residential living in the college environment. Area Coordinators are on duty 24 hours a day, seven days per week. They can be reached at all times via the housing cell phone (903-654-2778). All Residence Life staff are College officials, and their requests must be respected by residents at all times. This is stated in “The Code of Conduct” that is found in the Student Handbook. For assistance in your building, please contact your Area Coordinator at his/her apartment or by cell phone.

Resident Advisors

Resident advisors (RAs) are returning residents selected for their leadership ability and sensitivity to the needs of other students. RAs are assigned to a residence hall, and they cooperate with the staff of other halls to help ensure a quality living environment. Their primary duty is to assist students and to foster a strong sense of community. They are committed to helping with academic or personal problems and adjustments to group living. RAs are responsible for enforcing residence hall policies and directives of the Area Coordinators. RAs have scheduled times when they are on duty throughout the year. If you are interested in becoming a resident advisor, you must have a minimum 2.5 G.P.A., a good conduct record, and have demonstrated maturity, responsibility, and the ability to communicate well with individuals and groups. For more information, see the Assistant Director of Residence Life.
Residence Hall Facilities and Services

Navarro College maintains 24 modern, air-conditioned residence halls with space for approximately 860 full-time students. The traditional-style hall (suite-style) is a two-person room, sharing a bathroom with another two-person room. The apartment-style hall has 2 bedrooms, 2 bathrooms, and a common living room. The suite-style hall has a common area, 3 bedrooms, and 2 bathrooms. All rooms have beds and mattresses with covers, chest of drawers, a study desk and chair, closet space, and mini-blinds. At no time should the mattress covers be removed. The mattresses are covered to protect them and to help create a healthier living environment. There is also a couch and a side chair in the living room area in the apartment-style halls.

General Expectations of Conduct

The Navarro College Residence Life program strives to create an atmosphere conducive to the development of responsible citizens in a democratic community. Residents are expected to respect and take care of the facilities and equipment; they are expected to conduct themselves within accepted standards of good taste and to accept individual responsibility for their actions as an important aspect of group living. Consideration for others is the basic principle that needs to be followed by all students. Each resident possesses individual rights, which the roommate(s) and other residents must respect. These rights carry a reciprocal responsibility in that each resident must ensure that these same rights also exist for the roommate(s) and other residents.

Residence Hall Statement of Responsibility

Each resident has the responsibility to:

1) **Respect other residents’ rights**
2) Abide by federal, state, and local laws.
3) Adhere to College rules and regulations.
4) Understand and agree to comply with all information and policies provided in this and other College publications.
5) **Accept responsibility for the actions of his/her guest.**
6) Comply with all reasonable requests of all College officials, which includes, but is not limited to, Area Coordinators and Resident Advisors.
7) Report residence hall and College policy violations to the appropriate staff members.

Citations Issued by Residence Life Staff or Campus Police

Student Accountability

As adults, all residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Lack of knowledge of specific policies will not be an excuse for breaking any Navarro College or State of Texas policy or law. Such behavior will result in disciplinary action, which can include, but is not limited to, monetary fines ranging from $10 to upwards of $300, and/or suspension, or expulsion. A monetary fine is intended to serve as a reminder that such behavior or actions are not to be tolerated in the Residence Life community.

Navarro College Disciplinary Point System

The disciplinary point system is designed to promote consideration and safety for others living in a community. All Residence Life violations are assessed by the disciplinary point system. If a resident accumulates any combination equaling six or more points in an academic semester (this includes Fall, Spring, Minimesters, Summer sessions, and break periods), he/she will be removed from the Residence Life Program for no less than one academic semester and will be subject to being trespassed from the Residence Life Program. The disciplinary points issued are valid for one full academic semester. In addition to the infractions listed on the following pages, illegal activities on or off campus maybe grounds for removal from the Residence Halls.

Appeal Procedures

The appeals procedure is a process that takes place in a college setting and is a community of individuals working together for the benefit of students. Within this framework, the institution embodies the laws of the state and nation, but maintains the authority to govern itself. Any resident who receives a College citation will, under due process, have the right to appeal to Residence Life Authorities. Students wishing to appeal will be required to adhere to the following steps:

1. Each student, within 24 hrs or 1 business day of receiving a College citation, will submit a letter in writing to the Office of Residence Life stating his/her grounds for appeal.
2. The Assistant Director will review the appeal and within 3 business days issue a written reply stating the outcome of the appeal.
3. If the resident’s appeal is not overturned by the Assistant Director of Residence Life, the resident has the right to appeal to the Director of Residence Life within 24 hours.
4. If the resident’s appeal is not overturned by the Director of Residence Life, the resident has the right to appeal to the Vice President of Student Affairs. The Vice President of Student Affairs will determine if the appeal has merit to be overturned. The final step in the appeal process rests with the District President.
## Residence Hall Policies and Procedures

### Abandoned Property
Any resident who checks out of Residence Life or is removed administratively will be required to remove all personal items. Any items left in the facility will be considered abandoned property and will be disposed of. Fines will be assessed according to the condition of the room, removal of property, cleanliness, and damages.

### Air Conditioning/Windows
Each residence hall is air-conditioned for the comfort of the residents. Controls are located in the living room of apartment-style residence halls and in each room of the suite-style halls. The Residence Life Staff will resolve all disputes regarding temperature control. The set ranges for the thermostat are approximately 69 to 78 degrees. Tampering with the thermostat could lead to monetary fines.

For security reasons and to help conserve energy, windows are not to be opened. They are not to be used to enter or exit a room, except in an emergency. Blinds should always be visible from the outside of the residence hall. (There should be no covering between your window and the blinds).

### Alcohol Policy
Alcohol or alcohol paraphernalia is not allowed on the Navarro College campus. Residents found drinking or in possession of or in the presence of alcoholic beverages, alcoholic containers, or paraphernalia will be reported immediately to Campus Police and will face disciplinary action from the College, as well as any penalties issued in accordance with Texas state law. Any containers found in a residence room will be confiscated. Any resident who receives an alcohol violation will be required to complete the Alcohol 101 course as well as meet with a counselor in the Student Services Office. The Department of Residence Life retains the right to have the Navarro College Police Department or the Corsicana Police Department enter any residence hall when deemed necessary. **Residents who return to the residence halls and appear to be intoxicated will be subject to disciplinary action. Determination is left to the discretion of the Residence Life Staff and/or Campus Police.**

### Assault
Any student who is found to have been involved in an assault or violent conduct toward themselves or others will be removed from College housing. If you are the victim of assault or violent behavior please contact the Campus Police department or the Office of Residence Life.
Bacterial Meningitis Vaccination is required for new students living on campus.
The State of Texas requires all first-time freshman and transfer students who wish to live in campus residence halls to have a vaccination against Bacterial Meningitis. Students are strongly encouraged to visit their primary care physicians or area health clinic as soon as possible to receive the appropriate vaccinations. https://webds.dshs.state.tx.us/immco/affidavit.shtml

Cancellation of Housing Contract
All cancellations must be submitted in writing to the Residence Life Office. Any cancellation after the following dates will result in forfeiture of the deposit:

New and Returning Residents must request their deposit before Aug. 1 for the Fall Semester. New and Returning Residents must request their deposit before December 1 for the Spring Semester.

Check-in/Check-out Procedures
Check-in and check-out procedures are crucial. Students must complete all check-in paperwork before occupying a room. Students should arrive on campus during the scheduled hours for check-in unless prior arrangements have been made. Prior to leaving campus at the end of every semester, each student must complete specific check-out procedures. On the day of their last final exams, students are expected to check out of Housing with a professional staff member. Failure to do so could result in an improper check-out charge of $150.00. Failure to check out on the day of your last final exam will result in a $100.00 charge for every day past the initial check-out date. Instructions for this process are given at the mandatory residence hall meetings at the beginning and end of the semester and should be followed. If these instructions are not followed, a disciplinary fine may be assessed. Thanksgiving and Spring break residents are required to complete a checkout form and leave it on their bed. Residence Life Staff will inspect rooms and collect the forms upon school closure. Fines will be assessed for improper checkout.

Counseling Center
The Counseling Center at Navarro College offers a wide range of services to meet your needs. We want to help you make positive choices about your education and about your life. Staffed by both state-licensed professionals and by experienced advisors, the Counseling Center is located in the Student Services area of the Gooch-One Stop Student Center. The following services are available in the Counseling Center: Academic Advising, Advising on TSI Scores and Course Placement, Assistance in transferring to a Four-Year University, Faculty-Centered Student Advising Referrals, International Student Advising, Short-Term Personal Counseling, Career Counseling, Early Warning Referral Counseling, and Agency Referrals. The contact number for the Navarro College Counseling Center is (903) 875-7379. Other Important Numbers you can contact if you would like help:

Suicide Hotline (24 hours) 1-800-Suicide (784-2433)
Abuse Hotline (24 hours) 1-800-252-5400
Addiction Helpline 1-800-559-9503
Corsicana Health Services 1-903-872-5625

Drug Policy
Any student who possesses or participates in the presence of and/or under the influence of the use, sale, manufacturing, or distribution of illegal drugs and/or mood-enhancing substances will be subject to disciplinary action and/or criminal proceedings. Sanctions will include, but are not limited to, probation, suspension from on-campus housing, or expulsion. Drug paraphernalia, including bongs, hookah pipes, clips, residue, seeds, needles, a smoke-filled residence hall room, or any other items used in the preparation or consumption of illegal drugs and/or mood-enhancing substances, are not permitted on the Navarro College campus. These items are subject to confiscation by the College Police Department, Corsicana Police Department, or the Texas Department of Public Safety. Random room inspections by authorized staff accompanied by NC Staff with canine or independent contractors with canine units may be conducted periodically to enforce the zero tolerance policy in reference to the unlawful possession, use, sale, or distribution of narcotics, dangerous drugs and related paraphernalia, and any mood-enhancing substances on campus. Navarro College considers the possession, use, sale, or distribution of illegal and/or mood-enhancing substances detrimental to students and the educational process. Students found in possession of prescription drugs not prescribed to the student or who have an abnormal amount of over-the-counter drugs will be sanctioned under the terms of illegal drug possession. Room inspections are subject to but not limited to an individual room, whole apartment, personal items, or entire facility. Students who make a conscious decision to remain present during illegal activities such as alcohol consumption, use of illegal drugs, or other illegal activities will be disciplined accordingly, which may include cancellation of housing contract and referral to the Office of Student Services for further sanctions. Those who believe they have a problem with drugs are urged to call the Navarro College Counseling Center for assistance at 903-875-7379.
Exterior Doors
Exterior doors or doors with a deadbolt to the residence halls should be locked at all times to promote safety and limit access by non-residents. These doors should not be left unlocked or propped open at any time. Unlocked doors could lead to fines for all residents of an unlocked room. These fines will be assessed at $25 per resident or $100 collectively for all residents in that apartment. Front doors and bedroom doors are to remain closed and locked, except for the purpose of entering or exiting a room. Any student, whether resident or non-resident, found trying to enter a room illegally or by force will be removed from College housing.

Fines
Students who fail to abide by Residence Life procedures may be assessed an administrative fine.

Fire Code Violations
Halogen lamps are prohibited in the residence halls. Holiday lights, lava lamps, colored light bulbs, and bulbs over 60 watts are also prohibited. Use of these lamps is against the National Electrical Code and The Life Safety Code. Several colleges and universities have experienced residence hall fires due to the amount of heat these lamps produce. Space heaters of any kind are not allowed in residence halls. Candles of any kind (decorative or scented), including candles that have not been lit, wickless candles, incense, and open-flame decorations such as potpourri are fire hazards; therefore, the burning of candles, incense, or potpourri is prohibited. Any cooking/kitchen device with a heating element, such as coffee pots, crock-pots, hot plates, George Foreman Grills, and toaster ovens, are not allowed. All these items will be confiscated, and a monetary fine will be issued (this is listed on the fines list as a violation of the fire code). There will be a $30 charge per item, not to exceed $250. Repeated offenses could be subject to termination of the housing contract. Possession of these items will result in immediate confiscation, fine, and disposal of the items.

Fire Drills/Emergency Evacuation
Fire drills are conducted every semester to educate residents on how to react in the event of an emergency situation. Staff use various techniques to alert students of such a situation. Examples include using the sound of the fire alarm, staff knocking on a door, using air horns, directing students to the emergency exits, and following the procedure for evacuating the building. During a fire drill, every room will be checked by staff to ascertain that all areas have been evacuated. Failure to evacuate in an immediate and cooperative manner during a drill or alarm will result in a $50 fine and further disciplinary action. A fire drill is conducted at least once a semester in each residence hall.

Fire Evacuation Instructions
If the smoke alarm sounds, students are to evacuate the building IMMEDIATELY following the instructions listed below:

1. If your door is HOT to the touch (use the back of your hand to touch) do not open it.

A. Turn on lights and unlock your room door. A staff member will check the room.
B. Use a secondary means to exit the room.

2. If your door is cool to the touch, open it slowly.

A. If the living room or the opposite bedroom is clear, close the door behind you and proceed to the exit. If possible, alert other students on your way to the designated area.
B. If you encounter heat and/or pressure in the living room or coming from the opposite bedroom, leave your apartment/suite, carefully closing all doors behind you, and proceed to the previously designated area to be counted by a staff member. If possible, alert other students on your way to the designated area.

3. If you encounter smoke, take short breaths through your nose and stay close to the floor; crawl, if possible.

4. Once outside the building:
   A. Move far away from the building and wait until contacted by an authorized College official.
   B. Disabled people who require assistance in evacuating should notify and make prior arrangements with their Resident Advisor.

5. Do not try to remove personal items!

6. If your clothing catches fire, STOP...DROP...AND ROLL!!

7. ALWAYS REMEMBER: YOU ARE NOT EXPECTED TO FIGHT A FIRE YOURSELF.

Full-time Student Status
Residents must be enrolled in 15 semester hours and maintain 12 semester hours each Fall/Spring semester. Resident enrollment is monitored, and residents who do not maintain full-time status may be removed from the Residence Life Program without a refund. These students will be required to turn in their IDs and will be removed (criminally trespassed) from the housing area due to falling below the required number of hours. This removal may be appealed, in writing, to the Office of Residence Life. Any student found residing illegally in a residence hall room once removed for not maintaining 12 semester credit hours is subject to a Criminal Trespass issuance.
Gambling
Any form of gambling is prohibited at all times on the Navarro College Campus (including the Game Room) and at all College-sponsored activities.

Group Billing for Damages/Vandalism/Littering
Residents are collectively accountable for any special cleaning required or repair of damages occurring as a result of horseplay or vandalism to the hall or apartment. This includes billing for damages to an entire apartment or residence hall if these damages cannot be attributed to a specific resident or unit. The office of Residence Life will determine the amounts of such loss or damage. Residents will receive warnings in the form of hall meetings and letters before billing will occur. The total amount of the damage/vandalism to date will be addressed at each warning. If those responsible come forward or if information is given that leads to the identification of those responsible, then the billing will be assessed to those individuals rather than to all residents of a building.

Hazardous Weather
When weather conditions are sufficiently hazardous to warrant limited activities at Navarro College, residents and staff will be advised by the Watchdog Alert System. Residents and staff will be given instructions as to the status of Navarro College operations via the system. Only under emergency or threatening conditions will Navarro College be closed during normal operating hours.

In case of bad weather, tune in to one of the following local news sources for current information on Navarro College closing information.

TELEVISION
- FOX-4 Dallas/Fort Worth KDFW-TV
- NBC-5 Dallas/Fort Worth KXAS-TV
- NBC-6 Waco KCEN-TV
- ABC-8 Dallas/Fort Worth WFAA-TV
- CBS-10 Waco KWTX
- CBS-11 Dallas/Fort Worth KTVT-TV
- ABC-25 Waco KXXV

Radio
- KAND 1340 AM CORSICANA
- KNES 99.1 FM FAIRFIELD
- KBEC 1390 AM WAXAHACHIE
- KRVF 106.9 FM CORSICANA - THE RANCH

Holidays
Room payments do not cover periods when classes are not in session. The residence halls will be closed for Thanksgiving, Winter and Spring Break holidays, and prior to the Summer and Fall semesters. All students are required to check out during these times with the exception of groups such as athletics, band, and choir who are involved in school-sanctioned events. Students who are staying for graduation are required to follow all Residence Life Policies. During the break periods, all College and Residence Life policies apply. Visitation is prohibited during break periods and holidays. Any violation will result in immediate removal.

Horseplay/Shadow Boxing/Slap Boxing
Water fights, water guns, water balloons, water balloon launchers, toy guns, darts and any other horseplay including, but not limited to, wrestling and running in halls with water or other substances (i.e. shaving cream, whipping cream, toothpaste, superglue, Vaseline, etc.) are prohibited. Residents will be subject to disciplinary action and an administrative fine and will be held responsible for any damages associated with this behavior. Any students who engage in any form of shadow boxing/slap boxing will be subject to disciplinary action or removal from the Residence Life Program.

Throwing objects from windows and stairwells is prohibited. Throwing objects, such as, but not limited to, footballs, baseballs, Frisbees, etc., is prohibited in the housing area. Playing golf in or near the residence halls or close to windows is prohibited. You are responsible for your guests and for the actions of other residents in your room.

Inspection of Rooms
College employees have the right to enter assigned rooms of residents in the performance of legitimate functions, including, but not limited to, maintenance, emergency situations, possible violations of College policy or civil or criminal law, and to ensure that safety and sanitation standards are being observed. Illegal or unauthorized items may be confiscated, and appropriate citations may be issued to the residents involved. Inspections may take place at any time and without warning to the resident. Area coordinators will conduct health and safety inspections throughout the semester. The Department of Residence Life retains the right to inspect closets, storage trunks, and refrigerators during any health and safety inspection. Any resident found in possession of another person’s personal items will be subject to disciplinary actions. Students are not allowed to store items of any nature that do not belong to them. Random room inspections by authorized staff accompanied by NC staff or independent contractors with canine units may be conducted periodically to enforce the Navarro College zero tolerance policy in reference to the unlawful possession, use, sale, or distribution of narcotics, dangerous drugs, and related paraphernalia on campus.
Keys
All keys are considered College property and must be returned to the Residence Life Department. Duplication of keys is strictly prohibited. Under no circumstances should a resident lend his/her key(s) to anyone else. Students should keep his/her room key in their possession at all times. A student found giving his/her key to another person to use to enter their room or building will be subject to an improper key usage charge of $75 and will receive a three-point violation, as well as be subject to expulsion from the Residence Life Program at the discretion of the Director of Residence Life. A charge of $50 will be assessed for any lost key; a $25.00 charge will be assessed for a lost mailbox key. Any student returning keys after the checkout process will be charged $25 for a housing key and $12.50 for a mailbox key.

Lockout Policy
Residents living in College housing are required to display their Navarro College ID and have their Residence Hall keys on them at all times. If a student is locked out, he/she can call the Emergency Cell Phone (903-654-2778) and request to have his/her door unlocked. The student must show his/her Navarro College ID before he/she will be allowed entry into the room. The first unlock is free. Each additional unlock will result in a $10 fee. Doors will not be unlocked if you are not a resident of that room or if you leave personal items in another resident’s room.

Loitering
All porch areas, sidewalks, parking lots, and stairwells must stay free of loitering at all times. Students are allowed to sit on the benches in front of the residence halls in groups of six (6) or less students during the hours between 10 am and 10 pm. On a daily basis, Quiet Hours are enforced from 10 pm to 10 am, which means that no one will be permitted to be out and about in the Residence Life area unless going to a destination. For Navarro College, loitering means a congestion of students outside a residence hall, Gibson Student Center, any College building, or parking lots associated with the buildings. Loitering is also defined as “to wander or be idle in the Residence Life area without a valid purpose or destination.” A College citation will be given to anyone who violates this policy. Students who are in groups of six or more will be asked to disperse at the discretion of the Residence Life Staff. Inside the residence halls, there should be no more than four (4) people in a room or twelve (12) people in a suite at any time, due to the size of the residence halls. If a group becomes excessively loud or unruly, the group will be asked to disperse.

Lying
Providing false information to College officials or Campus Police, lying in a disciplinary hearing or lying to Residence Life Staff will result in disciplinary action. This can lead to removal from Residence Life and administrative fines.

Mandatory Residence Life Meetings
Mandatory Residence Life meetings will be held throughout the semester. They are held to notify residents of important information. They are usually held at the beginning, middle, and end of each semester and each resident must attend. A $25 fine will be assessed for failure to attend. Residents who miss the meeting are still responsible for the information discussed. All residents will be notified through posters, emails, and flyers. Any resident who is late to a Mandatory Hall Meeting will not be allowed to enter and will not receive credit for attending the hall meeting.

Noise
Consideration for other residents should be observed 24 hours a day, especially with regard to noise. Quiet hours, which begin at 10 p.m. and continue until 10 a.m., are maintained to give residents a period of solitude each day to rest and study. The Residence Life Office reserves the right to extend quiet hours when deemed necessary. During final exam week, quiet hours are in effect 24 hours a day. Please note: Any loud noise (i.e., music from stereos, car stereos, radios, and TVs) that can be heard outside of a room or apartment is prohibited at all times. Parties are not allowed at any time in the residence halls. Any noise that disturbs other people at any time of day may be deemed a noise violation. Residents with noise complaints are encouraged to contact the residents making the noise and request that the occupants lower their volume. If the problem is not resolved, the residents should contact a staff member to report the problem. A member of the Residence Life staff or the Campus Police Department may issue a citation for noise if a resident is abusing the rights of others. After a warning, items can be confiscated to help ensure the quality of the living environment. Items include, but are not limited to, radios, speakers, TV’s, etc. Excessive noise coming from car stereos can result in having parking privileges revoked and no longer being allowed to park in the housing area for a set time period. It is very important that residents be aware of their responsibility to monitor their behavior, regardless of the time of day. The Residence Life Office /Housing Department tries to provide a reasonably quiet environment that is conducive to the community.

Official Summons
Failure to respond to an official College summons will result in additional disciplinary action by the Residence Life Office, Student Services, or Business Office.

Pet Policy
Pets of any kind are not allowed at any time in or around the Residence Halls, including porch areas and Gibson Hall. This is for cleanliness as well as to safeguard the health of those who have allergies. Students who require a service animal will be accommodated. Any resident(s) found in violation of this policy will be subject to an administrative fine and removal of the pet.
Physical/Verbal Abuse/Profanity
Physical or verbal abuse of any person on College property or disregard for the physical well-being, property, or rights of any person on College-owned property or any conduct that threatens or endangers the health, safety, or well-being of any such person is subject to disciplinary action. Navarro College specifically prohibits the use of profanity and obscenity on College-owned property or at College-sponsored events. Use of profanity and obscenity may result in one or more disciplinary measures, ranging from a warning to a fine. Music containing profanity or obscenity that can be heard by others may be confiscated.

Resident Identification
During the registration process, each student is required to obtain a current student identification card from the Registrar’s Office. This ID card is required for library services, campus activities in Gibson Student Center, and meals. It is also required for participation in student activities, elections, athletics, and cultural events. This ID card must be validated with a color-coded sticker for the current semester. An ID card is non-transferable; only the student to whom it was issued can use it. **ID’s must be worn and visible at all times to help promote safety on campus, and readily shown upon the request of any College official, faculty member, or other person of authority.** A student should never lend his or her ID card to another student and may not use another student’s card for any function. Lost ID cards should be reported immediately to the appropriate campus location, where they can be replaced at a cost of $10 (first two are free). Failure to comply with this policy can result in a Failure to Show I.D. charge to any student who has been charged or convicted of a felony, offenses involving moral wrongdoing, other offenses of a serious nature, or who exhibits serious psychological problems.

Restriction of Housing
The Residence Life Department reserves the right to refuse a request for campus residency to any student who has been charged or convicted of a felony, offenses involving moral wrongdoing, other offenses of a serious nature, or who exhibits serious psychological problems.

Room Assignments
With regard to room assignments, first priority is given to returning students. Every attempt is made to accommodate student roommate preferences for housing assignments. New/incoming students are considered for placement once all Residence Life paperwork is received and if the student meets all the Residence requirements set forth by the College. The student may be subject to a waiting list if maximum occupancy is reached. If maximum occupancy for on-campus housing is reached, students may be placed three to a room at the discretion of the Office of Residence Life. The Residence Life Department reserves the right to make adjustments to room assignments when deemed necessary.

Room Change Requests
There is a two-week freeze on room changes at the beginning of each semester. After the two-week freeze, you may visit with the Assistant Director of Residence Life for a room change. A resident who wishes to make a room change should contact his/her Area Coordinator or visit the Office of Residence Life. Any resident requesting a new roommate will usually be required to change rooms. **Residents changing rooms must follow standard room change procedures through the Residence Life Office.** Room changes take place two weeks after the first day of class and are at the discretion of the Residence Life Office. Any student who moves from his/her assigned room or building without written consent from the Residence Life Department will be charged a fee of $100/2pts and will be asked to move back to his/her originally assigned room. Any resident found not residing in his/her assigned room will be subject to disciplinary actions. The host of the guest will be held responsible and disciplinary sanctions administered. The room change/hall transfer policy was developed to help promote the safety and security of residents by allowing College officials to know exactly where students are residing.

Roommate Conflict
Any student who is experiencing roommate/suitemate conflict is encouraged to speak with his/her roommate/suitemate in an attempt to resolve the situation. If the attempt is unsuccessful, the student will be required to meet with the Area Coordinator and the roommate/suitemate and set up a roommate/suitemate contract. If either party fails to comply with the contract, both parties will meet with the Assistant Director of Residence Life. One or both parties may be required to move in an attempt to alleviate the conflict. Moving of residents is done at the discretion of the Office of Residence Life.

Room Cleaning and Maintenance
Residents are responsible for the cleaning of their assigned rooms, common areas, and bathroom areas on a regular basis. Residents must promptly correct any unsafe or unsanitary condition pointed out to them by staff. If not corrected, an administrative fine will be assessed. Students who fail room check will receive a written warning the first time, and fines will follow for each failed room check thereafter. Residents are responsible for promptly reporting any maintenance needs or broken or missing items to the central office Monday through Friday from 8 a.m. to 5 p.m. at 903-875-7541, or to the housing cell phone after 5 p.m. at 903-654-2778. College property, including furniture, may not be moved within the apartment or removed from the apartment. **Missing or broken College property in assigned rooms will be charged to the resident(s) unless properly noted on the Room Inventory Sheet during check-in.** Inventory sheets must be turned in within 2 hours after the resident has received the key. If not, the inventory sheet will not be accepted. Additionally, residents may be held accountable for any abnormal wear, damages, or cleaning of public areas of their residence hall. **This includes billing for damages to individual residents, as well as billing for damages to an entire apartment or residence hall, abnormal cleaning, or vandalism, which cannot be attributed to a specific resident or apartment.** College officials shall make a determination of the amount of such loss or damage.
Room Decorations
No screws, nails, bolts, double-stick tape, masking tape, pins, or tacks are to be used in residence hall rooms (walls, ceilings, or floors). Plastic, adhesive putty "hold it" may be used to attach decorative pictures to walls. Black lights, Christmas lights, colored bulbs, lava lamps, and bulbs over 60 watts are also prohibited. Please do not bring couches or love seats. The College furnishes all living room and common areas with the furniture.

Satisfactory Attendance and Academic Progress Requirements for Residence Life
The Navarro College Board of Trustees has adopted the following requirements for all students residing in residence halls. The intent of this policy is to ensure success for students during the semester. The fifteen-semester-credit-hour (15 SCH) minimum enrollment is designed to allow students to maintain twelve semester credit hours (12 SCH) so that students may continue to be eligible to reside in the residence hall and maintain financial aid eligibility if it becomes necessary to drop a course.

1. Enrollment in 15 SCH while Maintaining 12 SCH
All students living in residence halls are required to enroll in at least fifteen (15) semester credit hours and maintain twelve (12) semester credit hours during the sixteen-week fall and spring semesters. Enrollment in at least six (6) semester credit hours is required for residents enrolled in a summer term. Students enrolled in internet courses only will not be permitted to reside in campus housing.

2. Attendance Requirement
All Residence Life students will be monitored to assure that they are in strict compliance with the Navarro College Attendance Policy as cited in the Navarro Catalog. Excessive absenteeism is defined as being equivalent to two (2) weeks of instruction in a sixteen (16) week semester.". At the end of the fifth, eighth, and tenth weeks of classes, the faculty will be required to submit a listing of students with excessive absenteeism or who are not attending classes. This attendance report will be administered by the Vice President of Student Services, and a copy of the report will be provided to the Student Financial Aid Office and the Residence Life Office. Exceptions to this policy will be approved by the Vice President of Student Services.

Students residing in residence halls who are in non-compliance with this policy will be given one warning commensurate with the first offense. Students will be informed that they are subject to removal from Residence Life at the College with one additional occurrence. Notice of the second unexcused absence will result in the student being dismissed from the Navarro College Residence Life Program.

The Vice President of Student Services will require all Residence Life students not attending class or with excessive absences to move out of the residence hall within 48 hours.

3. Grade Point Average (GPA) Requirement
Students in the Residence Life/Housing Program are required to have a minimum GPA of 1.75 at the end of their first semester. A cumulative GPA of 2.0 or higher is required at the end of the second and subsequent semesters in order to remain in the Residence Life/Housing Program.

4. Course Load Requirement
Students residing in residence halls must ensure that their course load includes at least two-thirds traditional lecture/laboratory form with face-to-face teacher-student relationship in a classroom on one of the Navarro College campus sites. This face-to-face teacher-student relationship must prevail throughout the full sixteen-week semester. Exceptions to this policy will be approved by the Vice President of Student Services.

Students who fail to meet this requirement for two consecutive semesters will not be permitted to continue as a resident student living on campus. If the student course load fails to meet this requirement at any time during a long semester and the student has been permitted to participate in the Residence Life program, the student will be removed from the Residence Life program within one week following notice of violation of College policy.

The policies will be administered by the Vice President of Student Services. Any appeals or exceptions to these policies must be approved by the Residence Life Appeals Committee, composed of the Director of Residence Life, the Assistant to the Vice President of Student Services, the Director of Student Activities, a student representing the Student Government Association, and a faculty member appointed by the Faculty Association Executive Committee.

Retail Services
Residents are not allowed to solicit, sell, offer services, or purchase items in the residence halls. This includes any services including an exchange of money for services rendered. Students found violating this policy will be subject to disciplinary action or removal from Residence Life.

Securing Personal Items
Navarro College does not allow a student to add personal locks to any part of the residence hall in order to secure personal items. All residence halls are equipped with locks on the main entry door and the doors to personal rooms. Students are encouraged to bring a footlocker, storage bins, locking file cabinet, or a small safe. Please note that any storage device is subject to being searched by professional staff or campus police.
Single Occupancy Rooms
If a resident is occupying a double room without a roommate, the resident must keep the unoccupied half of the room in a condition that would allow someone to move into the room on short notice. Any resident using the unoccupied half of the room will be documented and required to remove his/her belongings from the unoccupied half of the room immediately. The College reserves the right to periodically inspect half-filled rooms. Failure to comply with this policy could lead to monetary fines and disciplinary action. Navarro College reserves the right to consolidate students living within a Residence hall when students are singularly occupying a double room. All room changes are decided by the Residence Life Office.

Smoking/E-Cigarette On Campus
All Navarro College Campuses are smoke/tobacco free.

Student Grievance Policy
The student is advised to discuss the grievance informally with the person who is the source of the grievance. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by the Assistant Director. A formal written complaint must be submitted in order to initiate the process. If the complaint is on a College employee, either the Administrator who directly supervises the employee or the Administrator's designee will oversee the complaint. (To promote a fair and swift resolution of their concerns, students are advised to consult with only those administrators designated by this procedure, unless there are compelling reasons to do otherwise). A written response will be given to the initiator within 5 business days of the submission.

Tampering With Safety Equipment
Tampering with, unnecessary use or misuse of or removal of a fire extinguisher, smoke alarms, or fire alarm equipment (including removal of smoke alarm batteries) will result in serious disciplinary action, because such act may endanger the lives and safety of others. If batteries are needed, please speak to the Residence Life Office or your Area Coordinator.

Temporary 24-Hour Quiet period
Residence Life staff members will announce to all residents that they need to be in their rooms or leaving the Residence Life areas. Residents are not to loiter outside in the Residence Life area during this period. Disciplinary actions can be assessed to the residents who are in violation of this period.

Termination of Housing Contract
The room rent portion of the room is due in full when a student signs the Residence Life contract and takes possession of a room key. If a resident moves out of College Housing voluntarily or is removed for discipline reasons, he/she is still responsible for the room rent charges for the remainder of the term. The unused portion of the meal plan will be pro-rated and refunded.

Theft
Theft or possession without permission of any property of the College, any member of the College community, or any campus visitor is subject to disciplinary action. Each resident will be issued a property form during the check-in process. Any resident in possession of stolen property will be subject to removal from the Residence Life Program. Navarro College is not responsible for personal items that are stolen or damaged. All students are encouraged to obtain insurance coverage for all personal belongings. The Residence Life Office has information on companies who offer insurance coverage to students.

Threats/Harassment/Bullying
Any act or threat, including profane or abusive language, used for the purpose of harassing or submitting any member of the College to pain, discomfort, or indignity, whether in or on College property, is subject to disciplinary action. This includes racial, ethnic, or sexual harassment. It is the responsibility of the student to report any type of threat, bullying, or harassment to either Campus Police or the Residence Life Office.

Safety Tips
1. Keep your door locked at all times.
2. If someone is at the door, ask who it is and look out of the peephole to be sure, even if your roommate is in the room.
3. If someone harasses you on the street or you think someone is following you, contact Campus Police at 903-654-3999 or 903-875-7500.
4. If you see someone wandering around who doesn’t look as if they belong here, call your Area Coordinator or Campus Police immediately.
5. If something serious happens, call your RA, Area Coordinator, or Campus Police.
6. Protect your personal items. Always ID your belongings including your books.

Tornadoes
1. Tornadoes require immediate action.
2. Stay away from WINDOWS, DOORS, AND OUTSIDE WALLS.
3. Pre-select the safest ground floor area (usually a first-floor apartment or lobby area) within the building. Immediately go to interior spaces, such as bathrooms, closets, or hallways. Stay away from glassed areas. Cover your head and body.
4. If there is no shelter nearby, lie flat in the nearest ditch or ravine, using your hands to shield your head.
5. Stay informed by listening to the radio (KAND 1340) or watching TV (channel 3) for the latest weather advisories, if possible.
6. Report any injuries to the Campus Police Department.
7. Report any property damage to the Residence Life Department or the Campus Police Department.
8. DO NOT run to another building. You may be inviting serious injuries.

Trash
It is the responsibility of every resident to ensure that all trash is removed from the building and placed in the dumpsters provided outside in the parking lots. Trash left around buildings, stairwells, hallways, or lobby areas will result in a community fine for all residents living in the building. If trash found in public areas contains items with a student’s name, that student will be assessed a fine for the removal of trash.

Trespass Policy
A “Notice of No Trespass” means that an individual by law is not permitted nor privileged to visit upon, occupy, or enter any apartment, resident structure, or property in the immediate area and surrounding the residence halls of Navarro College. This Notice is issued to individuals who have committed serious College/Office of Residence Life offenses and/or violations of the law or who have their Residence Hall Contract terminated by the Office of Residence Life. A student is required to receive written “Notice of No Trespass” when the Residence Hall Contract is terminated. A Notice of “No Trespass” may also be issued upon immediate removal from the residence halls and is required pending the investigation of serious violations as deemed such by the Office of Residence Life. This is a precautionary measure for all involved, including the residential community, and does not assume responsibility. This may be done for non-resident students and non-students alike. A student may be required to continue abiding by this notice from the Office of Residence Life until a decision is made regarding the violation. A review of a student’s disciplinary file will be initiated upon the student’s request once the sanction has been completed or a decision has been reached. The Office of Residence Life reserves the right to extend the suspension of housing, deny an application for housing, or complete placement for housing based upon the severity of the violations/sanctions in the disciplinary file.

Uncooperative Manner/Disorderly Conduct
A student is expected to comply with the reasonable request of a College official. Examples of Uncooperative Manner would include, but are not limited to, refusal to open a room door, refusal to produce/show identification, giving false or misleading information, or failure to follow Residence Life emergency procedure directives.

Visitation/Guest Policy
The reason for the visitation guideline is to ensure, at a certain time, that members of a suite or room could have privacy from people who are not contracted and assigned members of that community. All residents are responsible for seeing that their guests follow the rules and policies as described in this handbook and can be subject to disciplinary action for their guest’s actions. A resident of the designated room must always be present when there is a guest in the room. All guests must be at least 17 years of age. No children are allowed in the Residence Life area. All guests are expected to leave the premises in a timely fashion in order to ensure that the privacy of the remaining community members is respected. Visitors found in the opposite-sex area before or after visitation hours will be issued a citation. Visitation hours for all guests (same sex and on-campus residents) are as follows:

- 10 a.m. to 11 p.m. Sunday – Thursday
- 10 a.m. to 1 a.m. – Friday – Saturday

Any person found unattended in a room during visitation hours will be asked to leave, and the host will be assessed an unattended guest violation. An unregistered guest is defined as any individual who is found to be residing in the residence hall and not assigned to that room. Any unregistered guest will be asked to leave, criminally trespassed, and the resident will receive disciplinary sanctions.

Non-student visitors after hours could be subject to a criminal trespass. There is no visitation during closed times of the College (Thanksgiving, Christmas, Spring Break, Closed summer). This includes visitation of the opposite sex, as well as a same-sex visitor from outside the Residence Life Program. Any resident found not residing in his/her assigned room, with a guest present, will be subject to disciplinary actions. The host of the guest will be held responsible and disciplinary sanctions administered.
Weapons

No weapons, ammunition or empty shell casings, or explosives of any kind are allowed in the Residence Life areas (front entryways, rooms, hallways, lounges, parking lots, and grassy areas). **This includes but is not limited to the following:** firearms/guns, BB guns, airsoft guns, paintball guns, rifles, handguns, slingshots, martial arts equipment, darts, knives, swords, bows, crossbows, arrows, fireworks, and decorative weapons. The Residence Life Department retains the right to have the Navarro College Police Department and/or the Corsicana Police Department enter any room for the purpose of search and seizure.

Other College Services

Residence Life Dawg Network

The College’s information technology resources are available to students to further the educational mission of the College. The appropriate uses of information technology are related primarily to the academic assignments and course work of students. To ensure availability and reasonable service, users must exercise responsible, ethical behavior. The misuse of information technology can result in performance problems for all users and can interfere with legitimate academic endeavors.

Prohibited Activities

While the policy attempts to enumerate activities that constitute misuse, the rapid changes in technology make it impossible to list every possible misuse. Therefore, the general areas of misuse are identified with examples of each given, but are not all-inclusive.

- Interfering with normal operations and other users
- The execution of any program or instructions with the intent of:
  - Disrupting the normal operations of the network, software, or computers at the College;
  - Obscuring the true identity of the user;
  - Harassing of any individual or group;
  - Use of College resources for non-College-related activities that create an undue increase in the network load, e.g., file sharing, network games, spamming, chain mail;
  - Scanning the system to find running service and vulnerability

Commercial Use:

Using any College technology equipment, including, but not limited to, network equipment or transmission lines, for any commercial use or gain not expressly approved by the College; using any College resource to support or benefit a private business.

Unauthorized Access and Use:

Using College resources to gain unauthorized access and use to either the College’s resources or other entities’ and individuals’ technology resources; Use of network packet “sniffers” or packet analyzers; Providing access to student’s Ethernet Port to other people; Installation of routers, switches, hubs, or wireless access points; Making unauthorized copies of copyrighted material. The general assumption should be that all software, music, graphic images, and similar items are copyright-protected. Both copying and down-loading without authorization from the copyright holder is a violation of copyright law subject to prosecution. More information about copyright laws can be found on the U.S. Copyright Office’s Website at http://www.copyright.gov/

Violation of City, State and Local Laws:

Any student found in violation of state, federal, or city law or ordinance governing criminal activity, property copyright, harassment, or electronic commerce will be prosecuted to the fullest extent of the law.

Damage or Impairment of College Resources:

Using or damaging any technology resource that results in the impairment or otherwise adversely affects the access of others; this includes introducing viruses or worms that attack or diminish access to resources and disruption of transmission cable or transmission equipment.

Servers/Internet Services:

Students are not permitted to run web proxy or e-mail servers from their Dawgnet-connected computer.

Actions for Violations of Acceptable Use Policy

Failure to follow this acceptable use policy can result in suspension or termination of access to the College’s Dawgnet Network and/or other disciplinary actions by the College. Navarro College reserves the right to investigate unauthorized or improper use of College information technology.

Campus Dining Services

Food Service at Navarro College is provided by the College campus dining services. Campus Dining Services strives to provide quality food service programs that reflect the varied lifestyles of today’s college student. Students are expected to adhere to College policy and act in a manner that is appropriate for the Dining Hall setting. Students who do not adhere could be subject to removal from the dining hall or restricted to carry-out meals only. In the event that this takes place, the College will assume the cost of the to-go containers.

What meal options are there to choose from?
The College Meal Plan

**Choice 1: 18-Meal Plan**
Seven days a week for 18 meals: Targeted for students who will spend most weekends on campus or miss only a few meals.

**Choice 2: 15-Meal Plan**
Five days a week for 15 meals Targeted for students who will miss most weekends. This option provides students an opportunity to eat every meal during weekdays.

The Dining Hall hours are as follows: Monday through Friday
Breakfast: 7:00 a.m. to 10:00 a.m.
Lunch: 11:00 a.m. to 2:00 p.m.
Dinner: 4:30 p.m. to 7:00 p.m. (Friday Dinner hours are from 4:30 p.m. to 6:30 p.m.)

Saturday
Lunch: 11:30 a.m. to 1:30 p.m.
Dinner: 4:30 p.m. to 5:30 p.m.

Sunday
Lunch: 11:30 a.m. to 1:30 p.m.

The hours for the Deli are as follows:
Monday - Thursday 7:00 p.m. to 8 p.m.
Friday 7:00 a.m. to 4:00 p.m.

Email
Navarro College students are issued an email account when they are admitted to the College. It is highly encouraged that each student check his/her email account on a regular basis, as this is often the way our office will communicate with students. All student email is now being sent to BeauMail. In order to access your active BeauMail account, you will need to follow the link below:
http://mail.nc.navarrocollege.edu

Your user name has not changed: Example user name: jessica.gray

Your password HAS changed: year of your birth (four digits) and the last four digits of your social security number.

Example password:
If you were born in 1982 and your social security number is 123-45-6789, then your new password would be 19826789.

You will be able to log in to your old Navarro Webmail Account with your previous information in the event you want to transfer your old email to your new account.

Intramurals
The Intramural Sports Program at Navarro College is committed to providing quality programs and service to all our students and employees. The overall aim is to provide widespread opportunities for the student population to participate and have fun with their peers in an athletic environment. During the fall and spring semesters, students will be able to participate in both recreational and leisure activities. These activities consist of flag football, indoor/outdoor volleyball, basketball, softball, and other team sport events. More information is available in Gibson Hall Student Center, where the Intramural Sports Department is located, and on our website at: www.navarrocollege.edu/athletics/intramurals/

Laundry Facilities
The laundry room is located in the Student Center of Gibson Hall. It is equipped with coin-operated washing machines and dryers. The laundry facility is available for the use of residents ONLY. The laundry room is available daily from 7 a.m. to 1 a.m. Monday to Friday and 12 noon - 1 a.m. Saturday and Sunday. The last load must start on/or before 11 p.m. The cost for washing machines is $1.25 per load, and the cost for dryers is $1.25 per load. Any problems related to the operation of the laundry facility can be reported to your student center workers or the Residence Life Office.

Mail Service
All Residents receive mail at the Student Mailroom, which is located in the Gibson Hall Student Center. When you check in, you will be assigned a resident mailbox number and receive a key to your mailbox. If you lose a mail box key, there is a $25 charge for the replacement.

Email your mail should be addressed as follows: Navarro College
Your Name
3000 Waller Drive Box #_____ 
Corsicana, Texas 75110-3856

Maintenance
Students with maintenance issues should report them immediately to the Residence Life Office between the hours of 8 a.m. and 5 p.m. Monday through Friday. After 5 p.m. report it to the housing cell phone 903-654-2778.

Parking Permits
Parking permits can be picked up free of charge at the Registrar’s Office, located in the Gooch One-Stop Center. Parking permits are valid for one full academic year, from August 9 until August 9 of the following year.

Programming
Residence Life presents residents with an opportunity to participate in multiple program opportunities. These programs embrace social, recreational, emotional, and educational activities, diversity and multi-culturalism, and community service. Not only are you encouraged to attend, but you are invited to participate and take an active role in planning programs. See the Assistant Director of Housing to assist in event planning.
Telephone Service
All rooms are equipped with telephone service that provides direct access to on-campus and local calls. Upon check-in, each room will have an active telephone line providing basic, local service in the Corsicana area. This service includes voice mail that allows your incoming callers to leave a voice message. Each resident is responsible for payment of all calls placed from, or any billing to, the telephone number assigned to a room. (Protect your telephone from any long distance billing.) Residence Life reserves the right to terminate the service without notice. Students must supply their own telephones to receive local service. Long distance is available by purchasing a calling card from Wal-Mart ONLY.

The Watchdog Alert System
The Watchdog Alert System is an emergency notification system whereby you will be contacted by telephone, e-mail, and text message in the event that a weather-related or other emergency situation should develop on any of our four campuses.