



Residence Life Handbook 2020 - 2021

Residence Life Emergency & Contact Information

<i>Navarro College Office of Residence Life</i>	903-875-7541
<i>Navarro College Campus Police</i>	903-654-3999
<i>Residence Life Dept. after 5 p.m. and on Weekends</i>	903-654-2778
<i>Area Coordinator</i> Buildings 1, 2, 3, 10, 11	903-467-6007
<i>Van Nelson, Area Coordinator</i> Buildings 4, 5, 6, 7, 18	903-467-6356
<i>Kathryn Thomas, Area Coordinator</i> Buildings 8, 9, 19, 20, 21	903-467-2319
<i>Area Coordinator</i> Buildings 12, 13, 14, 15, 16, 17	903-467-4330
<i>Sylvia Richardson, Area Coordinator</i> Buildings 30, 31, 32	903-467-4335
<i>Michelle Jozefczak, Residence Life Specialist</i>	903-875-7541
<i>Stan Wong, Assistant Director</i> IOOF Cottages	903-654-0018
<i>Elizabeth Rhyne, Associate Director</i>	903-833-6369
<i>Charles Betts, Director</i>	903-654-4279
<i>Emergencies requiring immediate assistance</i>	911

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 and living on campus will help students learn to socialize and live in a community governed by rules that help to promote the welfare of each individual in the community. We are committed to including a community of staff and residents in which individual rights are defended and differences respected. We are also committed to be a community that will not tolerate discrimination or oppression.

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.

Navarro College is committed to providing a safe and nondiscriminatory employment and educational environment. The College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age veteran status, or other status protected by the law in its programs or activities or in the context of employment. Inquiries regarding non-discrimination may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 3200 W. 7th Ave, Corsicana, TX 75110 or 1-800-NAVARRO.

Residence Life Main Housing Office

Navarro College Residence Life is here to give students a place to learn and grow while living in the Navarro College residence halls. Our philosophy is to assist each resident in experiencing growth to become a fully balanced and mature citizen. Our office has an open door policy and can be located in the northwest corner of the Gibson Hall Student Center. The office is open from 8 a.m. to 6 p.m. Monday through Thursday, and 8 a.m. to 5 p.m. Friday. Our staff can be contacted by phone at 903.875.7541 or email at housing@navarrocollege.edu. After 5 p.m. or on weekends, please call the Housing Cell Phone at 903.654.2778.

Area Coordinators (AC)

Area Coordinators assume primary responsibility for one or more halls. These coordinators are professional, educated administrators, and full-time college employees who have knowledge and expertise with residents living in the college environment. All Residence Life staff are college officials, and their requests must be respected by residents at all times. This is stated in the Navarro College Code of Conduct that is found in the Navarro College Student Handbook. An Area Coordinator is 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. For assistance in your building, please contact your Area Coordinator at his/her apartment or by cell phone. Their individual phone numbers are listed on the first page of this handbook.

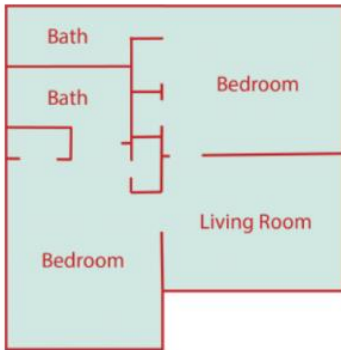
Resident Advisors (RA)

Resident Advisors are returning residents selected for their leadership ability and sensitivity to the needs of others. These are students who are employed by the Residence Life department to help foster community in the residence halls and are not trained in crisis response or responsible for campus discipline. If interested in becoming a Resident Advisor, one must have a minimum grade point average, a satisfactory conduct record, and demonstrated maturity, responsibility, and the ability to communicate well with others. 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 halls in buildings 30 and 32 are two person rooms sharing a bathroom with another two-person room. The apartment-style hall has two bedrooms, each with their own bathrooms, and a common living room. The suite-style apartment has a common area, three bedrooms, and two shared bathrooms. All rooms have beds and mattresses with covers, chest of drawers, a study desk and chair, closet space, and mini-blinds. There is also a couch and a side chair in the living room area in the apartment-style and suite-style halls.

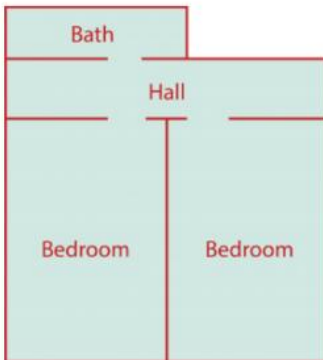
APARTMENT STYLE 1



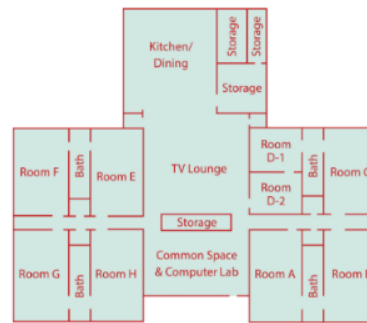
APARTMENT STYLE 2



SUITE



IOOF COTTAGE



Residence Hall Community Standards

In order to meet the educational and social needs of the resident, the Department of Residence Life has established a set of community standards for each residence hall community.

You are expected to:

- Live, learn, and grow.
- Provide the same respect to others that you expect.
- Assist the staff in building a positive community within the residence halls.
- Get involved in activities by becoming active, positive, and contributing community members.
- Abide by all Residence Life policies and report any violations to a staff member.
- Take responsibility for your own actions and the actions of your guests.
- Take your academics seriously by attending and studying for your classes.
- Aid in creating and maintaining a community in which bigotry, oppression, and hatred will not be tolerated.
- Have fun and enjoy the experience of living in the residence halls.

The information in this section is intended to communicate clear expectations regarding personal conduct, contract obligations, and community responsibilities. Residents may be charged with violation of these policies through the Department of Residence Life based on their behavior, actions, or attitudes towards staff or fellow residents. Students will be held to the standards outlined in the Navarro College Code of Conduct, which is included in the Navarro College Student Handbook accessible at navarrocollege.edu.

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. **All students are responsible for meeting with the Assistant Director of Residence Life within 24 hours of receiving a citation.** Students will be held to the standards outlined in the Navarro College Code of Conduct, which is included in the Navarro College Student Handbook accessible at navarrocollege.edu.

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 year (this includes Fall, Spring, Minimesters, Summer sessions, and break periods), he/she will be removed from the Residence Life Program for no less than two academic years and will be subject to being trespassed from the Residence Life Program.** The disciplinary points issued are valid for one full academic year. In addition to the infractions listed on the following pages, illegal activities on or off campus may be grounds for removal from the Residence Life program.

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. Within 24 hours (or 1 business day) of receiving a College citation, the student will submit a letter in person to the Assistant Director of Residence Life stating his/her grounds for appeal. The Assistant Director will determine if the appeal should be overturned and will issue a written response within 3 business days.
2. If the appeal is not granted, the student must submit a second letter of appeal *in person or via email* within 24 hours to the Director of Residence Life stating his/her grounds for appeal. The Director of Residence Life will determine if the appeal has merit to be overturned and issue a written response.
3. 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 Services within 24 hours. The Vice President of Student Services will determine if the appeal has merit to be overturned. The decision of the Vice President of Student Services is final and binding and serves as the final step in the appeal process.

If a student does not request an appeal within the timeline, or does not follow proper procedures, the decision made by the college official shall be regarded as final.

Appeal Letters

Students wishing to submit an appeal to the Assistant Director of Residence Life, Director of Residence Life, or Vice President of Student Services should ensure that the following information is included in their letter:

- Contact information (Name, Phone Number, Navarro College Email Address)
- Brief reason for appeal
- Any information that may be of benefit the person considering the appeal

Letters should be written neatly in pen, typed and printed, or emailed to the appropriate College official within 24 hours of the citation or denial of previous appeal. Appeals for Assistant Director and Director of Residence Life can be emailed to housing@navarrocollege.edu and appeals to the Vice President of Student Services should go to student.services@navarrocollege.edu.

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. When items are left in or around campus housing facilities after the owner has vacated, or when there is not ownership indicated on the items, the items will be considered abandoned. Property that is left unclaimed after 48 hours will be disposed of at the expense of the resident.

Academic Standards

All residents must enroll in 15 credit hours to be cleared to move into Residence Life and maintain 12 hours throughout the semester. Residents must also be making satisfactory academic progress toward degree completion as determined by the Office of Financial Aid. Should a resident drop below 12 credit hours, the resident has 3 class days to begin the academic reinstatement process or complete an appeal to stay in Residence Life. Appeals will be heard by Residence Life Administration. If reinstatement is not possible and the appeal is denied, the resident must move out within 24 hours. Any resident whose appeal is granted will be placed on Residence Life probation and will be required to keep their current number of hours through the rest of the semester, maintain satisfactory disciplinary record, and remain in good overall standing with Navarro College. Any resident who fails to meet these requirements will be required to vacate Navarro College Residence Life within 24 hours of notification.

Air Conditioning/Windows

Each residence hall is air conditioned for the comfort of the residents. Controls are in the living room of the apartment-style residence halls and in each room of the suite-style halls. The set ranges for the thermostat are approximately 69 to 78 degrees, and should a dispute occur between the students in the apartment, Residence Life staff will determine an appropriate set temperature that should not be changed by the residents. Tampering with the thermostat could lead to monetary fines.

Residents are always instructed to keep their windows shut. This is to conserve energy and for your safety – leaving a window open could invite someone to enter the residence, resulting in theft. Windows are not to be used to enter or exit a room unless it is an emergency (fire). To ensure that residents remember this expectation, a fine may be assessed for an open window at the discretion of the Housing staff. Should a student need to open a window, they must first receive approval from a Housing staff member.

Blinds should always be visible from the outside of a residence hall. There should be no covering that comes between the windows and the blinds.

Alcohol Policy

Alcohol or alcohol paraphernalia is not allowed on the Navarro College campus, regardless of resident age. Residents found drinking, 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 resident's room will be confiscated and the alcohol will be immediately disposed of. The Department of Residence Life retains the right to have the Navarro College Department of Public Safety, Corsicana Police Department, or other local authorities 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 Residence Life Staff and/or Campus Police.

Assault

Navarro College Residence Life has a zero-tolerance policy for fighting. Any student who is found to have been involved in an assault or violent conduct toward themselves or others will be removed from the Navarro College Residence Life program. Students present during a fight/assault will be subject to the same disciplinary penalties as students directly involved. If you are the victim of assault or violent behavior, please contact Campus Police, Student Counseling, or the Department of Residence Life.

Bulldog Health Center

The Bulldog Health Center is staffed by the Medical Associates of Navarro County and is available to currently enrolled students, staff, faculty, and community members on-campus. The building is located inside Gibson Hall (left door entrance), next door to the Student Center on the Corsicana Campus. A wide variety of conditions can be treated and most major insurance plans are accepted. For more information or to make an appointment online, visit navarrocollege.edu/support-services/health-center/.

Check In Procedures

Check in procedures are crucial, as students must complete all check in paperwork before occupying a room. Students should arrive on campus during the scheduled times for check in unless prior arrangements have been made with the Housing office. The schedule for check in each semester will be posted online at housing.navarrocollege.edu, as well as emailed to all Residence Life students before August 1 for Fall semesters or January 1 for Spring semesters. If you have any questions, please feel free to contact the Department of Residence Life at housing@navarrocollege.edu or 903-875-7541.

It is important to note that when a student takes possession of a room key, they assume financial responsibility for the full semester room charges and indicate an understanding and acceptance of Navarro College Residence Life policies. Online room inventories must be completed at reslife.navarrocollege.edu within 48 hours of checking in. If a room inventory has not been filled out, Residence Life staff will assume that the room has no damages and any damages discovered during the check-out process will be the student's responsibility. Students are encouraged to fill out a housing contract and personal property form before checking in by visiting housing.navarrocollege.edu.

College Closure

Residence Halls officially close during Thanksgiving break, winter break, spring break and summer breaks, and prior to summer and fall semesters. **All students are required to leave campus during these times except for student groups who are required to be here by the College. Any student found on campus during a closed period will be assessed an initial penalty of \$300 and an additional \$100 per day.** Any student remaining on campus will be reminded that all Student Handbook/Residence Life policies are still in effect during this time period and are required to fill out a break contract with the Department of Residence Life. Break contracts must be submitted and approved at least a week before the start of the closed period. **Visitation/guest privileges are suspended during all college closures, meaning students are to have no one not registered to the room present at any time.** Room payments do not cover periods when classes are not in session. Any student needing to stay during a closed period will be required to pay a nightly rate prior to the closed period beginning.

Counseling Center

The Counseling Center at Navarro College offers a wide range of services to meet your needs. It is their desire to help students make positive choices about their education and life. The Counseling Center is staffed by both state-licensed professional counselors (LPC) and by experienced academic advisors. The following services are available in the Counseling Center: Academic Advising, Short-Term Personal Counseling, Career Counseling, Early Warning Referral Counseling, and Agency Referrals. The Navarro College Counseling Center can be found on the second floor of the Gooch One-Stop Student Center or can be reached at 903-875-7397.

Other important numbers you can contact if you would like help:

- **National Suicide Prevention Lifeline:** 1-800-273-TALK (8255) or TTY: 1-800-799-4TTY (4889) Confidential online chat is also available at www.suicidepreventionlifeline.org.
- **Red Nacional de Prevencion del Suicidio:** 1-888-628-9454
- **The Trevor Project Hotline for Lesbian Gay Bisexual Transgender or Questioning Youth (LGBTQ):** 1-866-488-7386 (text or call)
- **North Texas Behavioral Health Authority (NTBHA) Crisis Line:** 1-866-260-8000
- **Crisis Text Line:** text HOME to 741741 from your mobile device
- **National Domestic Violence Hotline:** Voice: 1-800-799-SAFE (7233); TTY: 1-800-787-3224
- **Texas Department of Family and Protective Services Child Abuse Services:** 1-800-252-5400
- **Texas Addiction Helpline:** 1-800-559-9503
- **Texas Department of Health – Corsicana:** 903-874-6731

Damage or Loss of Personal Property

Although reasonable steps are taken to maintain all college facilities and to provide adequate security, **the College does not assume responsibility for any loss/damage of personal property** - whether by theft, fire, vandalism, flooding, etc. and renters' insurance/personal property insurance is highly recommended. Personal property inventory forms are available at housing.navarrocollege.edu or during check in for the resident to list serial numbers and relevant information regarding their personal property. These lists are kept on file in the Housing Office and are available to the student at any time for police or insurance reports. Any missing items should be reported to the Department of Residence Life and Campus Police immediately. Campus Police will then investigate the incident accordingly.

Deposit

The \$240 deposit placed when the student applies for Housing covers several things. \$10 is non-refundable and is a fee associated with the background check run by the College to determine eligibility for the Navarro College Residence Life program. The remaining \$230 is comparable to a damage deposit that would be encountered when renting a property. This covers any damages to the room upon the resident moving out and is kept on file the entire time the student resides in Residence Life. Please note that the College may keep any portion of the refund to cover unpaid fees on the student account. Students who leave Housing with intent to return will only be required to pay the \$10 background check fee upon re-application, provided the \$230 deposit is still on file with the College.

All cancellations must be submitted electronically to the Residence Life Office and take roughly four to six weeks to process. **Please send all refund requests to housing@navarrocollege.edu and include the student's name, ID number, phone number, and address where check should be mailed.** Any cancellations after the following dates will result in forfeiture of the deposit:

For students moving in during the Fall semester: August 1

For students moving in during the Spring semester: January 1

Deposits are forfeited if not requested back in a timely manner (by January 1 for Spring semester or August 1 for Fall semester). This includes situations as: the student received a room assignment, but never moved into Housing, regardless of the reason; the student was removed from housing, regardless of the reason; or the student moved out of Housing and did not submit a deposit refund request in a timely manner (by January 1 if not returning for the Spring semester or by August 1 if not returning for Fall semester). Deposit refunds not requested by August 1 or January 1, whichever comes first after the student leaves Housing, will be not be honored and will automatically be forfeited.

Dress Code

Residents must always be appropriately dressed in compliance with the institutional standards that can be found in the Navarro College Student Handbook. Residents who are not in compliance with these standards could receive verbal warning or disciplinary sanctions for continual disregard for the dress code policy in the form of an uncooperative manner sanction. A resident must be fully clothed (ie: wearing a shirt and pants/shorts/skirt or dress) always in the Housing area and when dealing with Housing staff members, even in their own residence hall room.

Drugs

Navarro College is a drug and alcohol-free campus. Possession, sale and/or use of any type of illegal drugs/paraphernalia, alcohol/paraphernalia, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug, and mood-enhancing substance violations. Paraphernalia is defined as bongos, hookah pipes, clips, residue, seeds, needles, or any other items used in the preparation or consumption of illegal drugs and/or mood enhancing substances and are not allowed on the Navarro College campus. A smoke-filled residence hall room may indicate the use of drugs and/or drug paraphernalia.

Any items used in the consumption, preparation, or distribution of drugs (including grinders and scales) are subject to confiscation by the Navarro College Department of Public Safety, Corsicana Police Department, or the Texas Department of Public Safety. Random room inspections by authorized personnel accompanied by Navarro College 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 number 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.

A student found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances on or off campus will be subject to disciplinary action and/or criminal proceedings. Incidents occurring off-campus will be assessed based on the College's Off-Campus Conduct procedures that hold all students to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community. Incidents occurring in Navarro College Residence Halls will subject the student to probation, suspension from on-campus housing, or expulsion.

Students who make a conscious decision to remain present during illegal activities will be disciplined accordingly, which may include cancellation of housing contract and referral to the Office of Student Services for further sanctions.

This policy includes prescription medications not prescribed to the individual, marijuana, hemp, any THC oils/products, any CBD oils/products regardless of the THC content without a prescription, and any other mood-enhancing substance considered illegal under State Law.

Navarro College offers drug and alcohol abuse screening/counseling programs to students. The College employs experienced and licensed professional counselors to assist with drug and alcohol abuse. Those who believe they have a problem with drugs are urged to call the Navarro College Counseling Center for assistance at 903-875-7397.

End of Semester Check Out Procedures

All residents are required to check out of their room on the day of their last final exam by 5 pm. Failure to do so will result in a \$100 fine each day past the initial checkout date in addition to an initial \$200 improper checkout fine.

Students have two options for checking out of Housing:

- **Express Checkout:** This is an option for students not wanting to schedule a time with their Area Coordinator at the time of departure. **Students wishing to utilize express checkout waive the right to appeal any damage charges under \$500 and agree to pay for all damages, missing or misplaced furniture, or cleaning charges assigned to their room.** Failure to properly check out may result in fines up to \$200. By using this option, students waive the right to appeal any charges under \$500. Students using this option should return the completed envelope with room keys to the Housing Office or an Area Coordinator.
- **Scheduling a Check Out Time with Area Coordinator:** Students can schedule a checkout time in advance with their Area Coordinator, at which point, the AC will come to the room and do a damage/cleanliness inspection. Students are required to schedule a time before finals begin. Area Coordinators can be reached via cell phone, text message, or email – phone numbers are listed on the front of this Handbook as well as on the back of the living room door.

All questions regarding damage charges assessed at checkout should be directed to the Area Coordinator directly.

Each resident must complete the following action items:

- Fulfill End of Semester Mandatory Meetings Requirement (either in-person meeting or Canvas course at discretion of Director of Residence Life)
- Sign up for a check out time with Area Coordinator for the day of the student's last final or indicate participation in express checkout option
- Clean occupied living spaces, remove personal items, and lock bedroom/apartment doors
- Complete check out form and turn in housing keys to an Area Coordinator or Housing Office
- Failure to complete all required check out procedures will result in a \$200 improper check out fee

Epidemic Refund Policy

Navarro College is committed to the safety and health of all of its students. Recent events in the world with relation to the COVID-19 pandemic should be carefully examined and each student should make their own decisions about health risks before enrolling in college for face-to-face classes, student housing, and other activities that take place in a college environment.

Navarro College may adjust the housing services schedule contained herein, temporarily close, and /or place restrictions on use of housing facilities as necessary in the College's sole discretion to preserve the health and safety of its students and the campus community.

Because Navarro has incurred operating expenses such as staffing, cleaning, and maintenance prior to such national, state or local occurrences above taking place during the semester, the College is not committed to dispersing refunds to students in the event of such temporary closures, restrictions, and/or adjustments to the housing service schedule.

Exterior Doors

Exterior doors or doors with a deadbolt to the residence halls should always be locked 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 unlocked room. These fines will be assessed at \$25 per resident if no one person takes responsibility. If one resident takes responsibility for the unlocked door, the fine will be dropped from the other residents and the responsible resident will be fined the full \$100. 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 immediately.

Fire Code Violation

Use of certain items is against the National Elected Code and The Life Safety Code. Several colleges and universities have experienced residence hall fires due to the amount of heat these lamps produce.

Items that Navarro College Residence Life **does not allow** to ensure Fire Safety:

- Holiday lights, halogen lamps, lava lamps, colored light bulbs, and bulbs over 60 watts
- Space heaters of any kind
- Plug ins of any kind (ie: Glade plug ins or wax warmers)
- Candles of any kind (decorative or scented), including candles that not have been lit, wickless candles, incense, and open-flame decorations such as potpourri. The burning of candles, incense, or potpourri is prohibited.
- Any cooking/kitchen devices with a heating element, such as coffee pots, Keurigs, crock pots, hot plates, George Foreman grills, and toaster ovens.
- Segways and hoverboards
- Extension cords without a surge protector

All decorative lighting including LED lights, black lights, **Christmas lights**, colored bulbs, rope lights, lava lamps, and bulbs over 60 watts are prohibited.

Possession of these items will result immediate confiscation, fines, and disposal of the items. Any citations issued are considered Fire Code Violations. There will be a \$30 charge per item, not to exceed \$250. Repeated offenses could result in termination of the housing contract.

Fire Drills/Emergency Evacuation

Fire drills are conducted every semester to educate residents how to react in the event of an emergency. 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 alerting students to 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 \$100 fine and 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 back of your hand to touch), do not open it.**
 - A. Turn on lights and unlock your room door if possible. 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 authorized College official.
 - B. Those who require assistance in evacuating should notify and make prior arrangements with their RA or AC.
5. **Do not** try to remove personal items.
6. If your clothing catches fire, **STOP, DROP, AND ROLL!**
7. Always remember that **you are not expected to fight a fire yourself.**

Gambling

Any form of gambling is always prohibited on the Navarro College Campus (including the Game Room) and at all College-sponsored activities. Students who make a conscious decision to remain present during illegal activities will be disciplined accordingly, which may include cancellation of housing contract and referral to the Office of Student Services for further sanctions.

Group Billing for Damages/Vandalism

There are situations when it is difficult to determine the responsible party for damages, vandalism, or excessive trash in or outside of a building or room. Should this occur, residents are collectively accountable for any special cleaning required or repair of damages that happen

as a result of horseplay or vandalism to the hall or apartment. Residents will be billed either individually, as roommates, entire apartment, or building based on the extent and location of damage or vandalism that has occurred. The Department of Residence Life will determine the amount of loss or damage and notify the resident. Vandalism, trash, and other damage to common areas, such as breezeways, hallways, or porches will result in a group damage charge. If the responsible party comes forward or information is given that leads to the identification of those responsible, charges will be altered accordingly. **Missing or broken College property in assigned rooms will be charged to the resident(s) unless property noted on the room inventory during check in.** Residents are not permitted to make any repairs or alterations to their room or suite. Residents may also be held accountable for abnormal wear, damages, or extra cleaning of public areas of their residence hall. Residents will receive warnings in the form of hall meetings, emails, flyers, and/or letters before group billing occurs.

Hazardous Weather

The WatchDog Alert System is an emergency notification system whereby faculty, staff, and students are contacted by telephone, e-mail, and text message in the event of weather-related or other emergencies. Residence Life students also may be alerted by an Outdoor Warning System that is located near the residence halls. The WatchDog Alert System is a free service to students, faculty and staff. Current contact information (e.g., phone numbers, email addresses) may be updated on Self-Service.

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.

Tornado watches are common occurrences in Texas in the spring. When a tornado watch is issued, it simply means the conditions are favorable for tornadoes – these are not an emergency, but do mean that you should be weather aware. Tornado warnings require immediate action and mean that a tornado and potential danger is imminent. Some helpful information in the event of a tornado warning:

- Stay away from windows, doors, and outside walls.
- Have a safety plan ahead of time. Typically, the safest area to seek shelter is a first-floor closet. In the event of a tornado warning, immediately go to interior spaces and stay away from glassed areas. Cover your head and body.
- If time permits, residents will be relocated to the basement of the Gooch One Stop building.
- If there is no shelter nearby, lie flat in the nearest ditch or ravine, using your hands to shield your head.
- Stay informed by listening to the radio (KAND 1340) or watching TV (local channels are 3, 4, and 5) for the latest weather advisories, if possible.
- Report any injuries to Campus Police or by dialing 911 in the event of an emergency.
- Report any property damage to the Residence Life Department or Campus Police.

Housing Cell Phone

Navarro College Department of Residence Life realizes that not all situations occur during normal business hours. To that end, a member of the Housing staff is available at all times via the Housing Cell Phone. This number is 903-654-2778 and is staffed by an Area Coordinator during their assigned duty shift. Students should contact the Area Coordinator on call via the Housing Cell Phone in emergency situations, to request a door unlock, or after 5 pm with questions or maintenance emergencies.

Inspection of Rooms

College employees retain 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/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 on a weekly basis. 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.* Furniture is not to be moved from room to room and students will be asked to return furniture to the appropriate room (for example, couches should stay in living room).

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

Keys issued by Navarro College Residence Life are considered College property and must be returned to the Residence Life Department. Duplication of these keys is prohibited. Residents are required to have their key on them at all times. **Residents are to NEVER lend their key to another person allowing them entry into their room or building.** Any resident who gives another individual their room key will receive an improper key usage fine of \$75, a three-point violation, and may be subject to expulsion from the Residence Life Program.

Lost keys are to be reported to the Office of Residence Life immediately. A charge of \$50 will be assessed for any lost room key. Should the student also lose their mailbox key, a \$25 charge will also be charged to the student account.

Lockout Policy

It is the resident's responsibility to keep their room key and Navarro College ID on their person at all times. If a resident should find themselves locked out of their room, they should:

- Contact roommate first. If the roommate is not available, contact the housing cell phone at 903-654-2778 and request a staff member unlock the door.
- Notify the staff member of your exact location so they know where to meet you.
- The staff member will verify the student's housing assignment and will only allow that resident access to the room they are assigned to. **Entry will not be granted to suitemates, friends, or relatives for any reason.**
- Residents will be required to produce an ID upon entry into the room to ensure the safety and security of all residents on campus.
- **The first lockout is free, and each additional lockout will result in a \$10 fee charged to the student's account, pending verification by the Housing Office.**
- Lost or stolen keys will be replaced at the expense of the student and charged to their student account.

Loitering

Loitering is defined at Navarro College as a congregation of students outside a residence hall, the Gibson Student Center, any College building, or parking lots associated with these buildings. Wandering or being idle in the Residence Life area without a valid purpose or destination is also considered loitering. All porch areas, sidewalks, parking lots, and stairwells must always stay free of loitering. This means residents may only 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**. **Students who are in groups of six or more will be asked to disperse at the discretion of the Residence Life staff.**

Quiet hours are enforced from **10 pm to 10 am**, which means that the resident and any guests must be inside a campus building or off campus. Any student that violates this policy will be subject to disciplinary action. Campus visitors that violate this policy are subject to being criminally trespassed from the college campus.

Inside the residence halls, there should be no more than **four (4)** people in a room or **eight (8)** people in a suite at any time, due to the size of the residence hall rooms. **If a group becomes excessively loud or unruly, the group will be asked to disperse. If the group continually shows a disregard for their fellow residents, visitation privileges may be revoked either temporarily or permanently.**

Mandatory Residence Life Information Modules (Meeting or Online Course)

Mandatory Residence Life information will be conveyed via an online Canvas course. Residents are required to complete the online modules. Failure to complete the online module by the due date will result in a student being asked to attend a face-to-face meeting. Failure to attend the meeting after failing to complete the online module will result in a \$25 fine. Residents will be notified by Residence Life of expectations via Navarro College mailbox, signs, and/or student email. One of these will occur at the start, middle, and end of each semester.

Residence Life understands that students have busy schedules and coordinating a time that is conducive for all residents is virtually impossible – therefore, we are utilizing this method of delivering critical information. Students will be required to participate and there will be feedback portions (similar to a quiz in a typical academic course). Each student will be expected to answer 70% of the questions correctly in order to receive credit for completing the course. There will be a deadline for each unit of content. These deadlines will be communicated via email prior to the course opening.

Meetings: Meetings are offered as a second chance for any student who missed the deadline to participate in the online course offering. Roll will be taken - residents are expected to bring student ID cards to swipe in for attendance records. ***It is the responsibility of the student to make sure they are recorded as present for the meeting.*** At each designated meeting, residence hall procedures and college policies are explained. Any resident who is late to a Mandatory Meeting will not be allowed to enter and will not receive credit for attending the meeting. Should a student not attend the face-to-face meeting, they will be fined \$25. The Residence Life Office will notify students expected to attend via Navarro College email or Canvas message at least 24 hours before the meeting is held.

Residents are required to attend an in-person meeting or participate in the online course delivery. If a student fails to participate in one of the options, a \$25 fine will be assessed per module. There are three modules per semester – in the Fall, Beginning of Semester, Thanksgiving Break, and End of Semester. In the Spring, these modules will be Beginning of Semester, Spring Break, and End of Semester.

Noise Policy

Navarro College expects all residents to respect and to be aware of the impact their activities may have on neighbors 24 hours a day. Social gatherings are an essential part of campus life, but when you have guests, be considerate of your neighbors. ***Any noise that disturbs others at any time of the day/night may be considered a noise violation.***

If you are bothered by excessive noise, contact the person(s) responsible. If a satisfactory solution is cannot be reached, call the Housing cell phone at (903) 654-2778 for assistance.

Residence Life reserves the right to enact or extend quiet hours if deemed necessary at any point during the semester. Residents are expected to monitor their behavior, regardless of the time of day.

Residents are held to the following guidelines:

- Quiet hours are observed from 10 pm – 10 am.
- 24-hour quiet hours are observed during Dead Week & Finals Week.
- Loud noises that can be heard outside apartment/room are always prohibited.

Any member of the Residence Life staff or Campus Police Department can issue a citation for noise if a resident is infringing on 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, large groups, 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.

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. A summons can be issued in the form of a phone call, email, letter, or citation and should always be taken seriously. The student is responsible for following up with the College staff who issued the summons, request for meeting, or request for action within 24 hours. Failure to cooperate with the issuance of a summons will be considered a violation and a disciplinary sanction will be administered. Students who fail to respond to a College summons will be issued a citation for Uncooperative Manner.

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. Any resident(s) found in violation of this policy will be subject to an administrative fine and will be asked to remove the pet immediately. If pet has not been removed within 24 hours, Navarro College Residence Life will coordinate the animal's delivery to the Corsicana Animal Shelter and student will be responsible for all monetary costs associated with pet, including but not limited to removal, delivery, and boarding. **Students who require a service animal will be accommodated after registering with Navarro College Disability Services.** See the Navarro College Student Handbook for an overview of Disability Services and procedures for applying for emotional support/assistance animals in Housing.

Physical/Verbal Abuse/Harrassment/Bullying/Profanity

Physical or verbal abuse of any person on college property, 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. Students present during a fight/assault will be subject to the same disciplinary penalties as students directly involved.

Navarro College specifically prohibits the use of profanity and obscenity on College-owned property or at College-sponsored events. Music containing profanity or obscenity that can be heard by others may result in a fine or citation. Use of profanity and obscenity may result in one or more disciplinary measures, ranging from a warning to a fine. Students will be held to the standards outlined in the Navarro College Code of Conduct, which is included in the Navarro College Student Handbook accessible at navarrocollege.edu.

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.

Prohibited Activities

Residence Life prohibits certain activities in the Housing areas due to the possible damage to College/resident property. Any resident who engages in these activities could be subject to disciplinary sanctions, administrative fines, property damages reparations, or suspension. Prohibited items/activities include but are not limited to:

- Water guns, water balloons, balloon launchers, water fights, and horseplay associated with these activities
- Toy guns, dart guns, and plastic guns
- Horseplay including wrestling, shadow boxing/slap boxing, roommate/suitemate pranks are prohibited.
- Throwing objects from windows and stairwells
- Throwing objects such as, but not limited to, balls, Frisbees, etc.
- Playing golf in or near the Residence Halls or close to windows
- Any activities that could damage Navarro College property or cause harm (even if unintentional) to other persons

Residence Life Early Removal Process

Once removed by Residence Life or Navarro College, you are no longer a resident of Navarro College Residence Life and will be required to adhere to the following guidelines:

1. Must check out officially with a staff member and return student ID.
2. Possible Criminal Trespass Warning may be issued based on policy violation.
3. Remove all personal items in the Residence Halls. Students are not allowed to leave belongings in the care of another student and all belongings must be removed from Navarro College property or they will be considered abandoned and disposed of.
4. Not allowed to visit residents for extended periods of time, use their facilities, and/or be left unattended by the resident. Any host found in violation of this will receive disciplinary action from the Department of Residence Life.
5. If found living on campus after removal, the student will either receive a Criminal Trespass Warning or be arrested.
6. All students removed from Housing for disciplinary reasons will not be allowed to reapply for Housing for a period of no less than two (2) full academic years.

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 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 readily shown upon the request of any College official. Residents could receive a verbal warning, written warning, or disciplinary sanction for not brandishing it upon request.** Failure to comply with policy can result in a Failure to Show Identification sanction to the resident. Lost ID cards should be reported immediately to the appropriate campus location, where they can be replaced at a cost of \$10, which is charged to the student's account.

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 or offenses involving moral wrongdoing or of a serious nature, or who exhibits serious psychological problems. Any resident who exhibits a continual disrespect for college policies or staff will be referred to the Director of Residence Life for disciplinary action which could lead to the loss of the resident's eligibility to remain in on campus housing or future housing requests. Navarro College Residence Life may, in its sole discretion, disapprove an applicant if it determines that such applicant is a possible or actual threat to the safety of other students and/or NC employees. The Navarro College Residence Life Department has discretion to disapprove or approve applicants in accordance with these guidelines.

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.

Room Change Requests

There is a two-week freeze on room changes at the beginning of each semester. We acknowledge that conflict may at time arise, so we ask that students utilize our trained staff members to help them work towards a resolution. We believe that roommates should develop open, communicative relationships. Our staff is available to assist with this process. Students are expected to maintain mutual respect towards one another during this process. Housing will work with the residents to resolve the situation in a timely manner, however, **this process may take up to three weeks if the change is able to be fulfilled.** Room change requests are not guaranteed to be fulfilled. Any resident requesting a new roommate will usually be required to move rooms. 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 will be administered. Requests for people of the same sex in a relationship to room together will be denied.

Room Change Process

Step 1: Speak with the roommate/suitemate.

- Identify the issues that need to be resolved.
- Talk about concerns and listen to concerns of the other party.

Step 2: Ask your Area Coordinator for assistance.

- Review areas of concern.
- Set up a Roommate Contract with the assistance of the Area Coordinator.

Step 3: If issues are not resolved, contact housing@navarrocollege.edu and you will be provided with a link to fill out a room change request.

Step 4: Appropriate Residence Life staff will contact student requesting room change for a meeting to discuss the change and decision will be made shortly thereafter.

Any resident that chooses to move rooms without following these guidelines will be charged a \$100 fine and will receive two points. The student will also be required to move back to their originally assigned room. One or both parties may be required to move as an attempt to alleviate the conflict. Residents are moved at the discretion of the Residence Life Department.

Room Decoration

No screws, nails, bolts, double-stick tape, masking tape, pins, or tacks are to be used in residence hall rooms (walls, ceiling, or floors). Plastic, adhesive putty "hold it" may be used to attach decorative pictures to walls. Command strips and like adhesives are allowed, but student will be billed upon move out if paint is taken from wall upon removal. All decorative lighting including LED lights, black lights, **Christmas lights**, colored bulbs, rope lights, 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 necessary furniture. College property including furniture, may not be moved between the apartment rooms or removed from the apartment.

Room Maintenance

Cleanliness

Cleanliness of each unit is the shared responsibility of all residents assigned to that unit. All public areas of the unit are to be kept clean and in good condition. Individual bedrooms are the responsibility of the individuals assigned to that room and are to be kept clean at all times. Room inspections occur once each week. Cleaning supplies are available for free check out in both the Residence Life Office and in building 13, room 147. Mops, brooms, vacuums, dust pans, various chemical cleaners, toilet paper, and trash bags are available. Residents will receive a written warning for their first failed room check, and disciplinary fines will be assessed for each additional failed room check thereafter. Residents are collectively accountable for any special cleaning required.

Trash

Trash is to be disposed of properly in the provided dumpsters located at various points around the residence halls. Trash left outside the front door and porch areas, or that is disposed of in an inappropriate manner will be identified and charged to the responsible resident. Athletic equipment/clothing is not to be stored outside of the building and will be subject to disposal. Residents are collectively accountable for any special cleaning required due to trash left in common areas.

Maintenance

Residents are responsible for reporting all maintenance needs in a quick and timely manner. This should be done by visiting reslife.navarrocollege.edu and submitting a work order. Students can log in with their Navarro College username and password (username is `firstname.lastname`). This is a required step to notify Physical Plant that staff should address a concern and must be initiated by the student.

For emergency maintenance issues, such as flooding, power outages, or smoke, residents should call the Housing cell phone at 903-654-2778. The area coordinator on duty will assess the issue and will then contact afterhours maintenance staff if necessary. Students should still go online to reslife.navarrocollege.edu to document the issue.

Should you experience delays in service – meaning if a routine work order is placed and has not been addressed in 72 hours – please call the Department of Residence Life at 903-875-7541 during regular business hours (8 am – 5 pm Monday-Friday) and we will follow up. You may also email housing@navarrocollege.edu.

Safety Tips for Residents

1. **Keep your doors/windows locked at all times.**
2. If someone is at the door, ask who it is and look out of the peephole to be sure.
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 and go to a safe, public area. Do not return home.
4. If you see someone wandering around who looks out of place, call the Housing cell phone at 903-654-2778 or Campus Police immediately.
5. If something serious happens, call the Housing cell phone or Campus Police.
6. Protect your personal items. Always keep record of your belongings including your books. Personal property forms are given at check in or are available online at housing.navarrocollege.edu for students to record serial numbers and identifying information in the event of that it is needed for an insurance claim or police report. This sheet can be returned to the Residence Life Office and requested by the resident at any time.

Security Cameras

To help deter theft, damage, and to monitor the traffic flow in and out of the residence halls, surveillance cameras are installed. Tampering with surveillance camera equipment is viewed as a threat to community safety and may result in damage charges, removal from housing, and possible legal action. Recorded activity may be used as evidence in the campus judicial system or in legal proceedings. Security footage will not be released to students or parents by the Department of Residence Life and will be considered property of the Navarro College Department of Public Safety.

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, including closets, bedrooms, drawers, etc. Should a locking device be placed on Navarro College property, student will be charged for the repair to the property immediately. Students are encouraged to bring footlocker storage bins, locking file cabinets, or small safes. Please note that any storage device is subject to being searched by professional staff or campus police.

Self Service

This portal allows students to stay on track with completing their degree. You have real time access to degree planning, financial aid, payments, transcript requests, tax documents and more. It is intuitive and user-friendly. For Self Service access assistance, please contact the Navarro College One Stop Service Desk at servicedesk@navarrocollege.edu or (903) 875-7416.

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 another resident to move into the room on short notice. **Beds are not to be pushed together if only one student is assigned to the room.** 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 residents living in a room without a roommate. All room changes are decided by the Residence Life Office. Students are not able to request a single room.

Smoking/E-cigarettes On Campus

All Navarro College Campuses (including classroom buildings and residence halls) are smoke/tobacco free (including e-cigarettes and vaping). Smoking/vaping in the residence halls or in the Housing area is punishable by a fine and 2 points. Multiple violations will lead to removal from Residence Life. Smoke in a residence hall room is considered evidence that a resident was smoking in the room – if the culprit is not able to be determined, both residents registered to the room will be held responsible.

Social Media

Navarro College Residence Life realizes that today's students are living in a connected world, and social media is a large part of that. To that end, threats, harassment, bullying, intimidation, or any disciplinary concerns that are communicated electronically will be treated with the same concern as in-person interactions. Cyberbullying and cyber harassment include, but are not limited to, harsh text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. This type of behavior will not be tolerated and will be referred for disciplinary proceedings.

Student Grievances

The student is advised to discuss the grievance informally with the person who is the source of 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 regards a Navarro 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 the 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

Any resident found relocating, removing, disabling, tampering with, or destroying smoke detectors or firefighting equipment is strictly prohibited. Any resident found in violation of these policies will be subject in serious disciplinary actions as such an act may endanger the lives of other residents. If batteries are needed, please speak to the Department of Residence Life or your Area Coordinator.

Temporary 24-Hour Quiet Hours

Temporary quiet hours may be enacted to ensure the safety of all residents on campus. 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 policy.

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. **When a resident takes possession of a room key, they are responsible for the room rent charges for the remainder of the term – even if they leave Housing voluntarily or for discipline reasons.** The unused portion of the meal plan will be pro-rated and refunded upon request.

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. Any resident in possession of stolen property will be subject to removal from Residence Life. 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 can provide information on companies who offer insurance coverage to students. Each resident is asked to fill out a personal property form online at housing.navarrocollege.edu at the time of move in to record serial numbers and identifying information about personal property.

Trespass Policy

A "Notice of No Trespass" or "Criminal Trespass Notice" means that an individual **by law** is not permitted nor privileged to visit upon, occupy, or enter any apartment, residence structure, or property in the immediate area surrounding the residence halls of Navarro College. This may be done for nonresident students and nonstudents alike. This Notice is issued to individuals who have committed serious College or Residence Life offenses and/or violations of the law or who have their Residence Hall Contract terminated by the Department of Residence Life. A student may receive a written Notice of No Trespass when the Residence Hall Contract is terminated due to disciplinary reasons. 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 Department of Residence Life. This is a precautionary measure for all involved, including the residential community, and does not assume responsibility or guilt. A student may be required to continue abiding by this notice from the Department 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 Department 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:

- Failure to present ID when requested to do so by a college official.
- Conduct that is disorderly, lewd, profane, or indecent.
- Providing false or misleading information to College officials, Campus Police, or Residence Life Staff, or lying in a disciplinary hearing.
- Intimidation using words or gestures or committing acts with the intended or actual result that a reasonable person feels bullied or fearful, where such words, gestures or acts serve no legitimate purpose.
- Threatening another individual physically, verbally or by any other means in a manner to make that individual reasonably believe that there is an immediate threat.
- Failure to participate in emergency drills or emergency situations.

Any resident who exhibits a continual disrespect for College policies or staff will be referred to the Assistant Director of Residence Life for disciplinary action. This could lead to the loss of the student's eligibility to remain in on-campus housing or the denial of future housing requests. The consequences for a citation for uncooperative manner are a \$50 fine and 3 points. A second uncooperative manner citation will lead to dismissal from Residence Life.



Visitation Privileges/Guest Policy

Residence Life welcomes guests to our campus and asks that they respect the privacy of our residents and the policies while visiting the residence halls. Non-resident guests (including family members) must be physically accompanied by a host at all times. Should the host need to leave for class, etc., guests are expected to leave the Housing area. Residents may find it helpful to explain this policy to friends and family prior to their arrival on campus.

Items to note:

- Please communicate with your roommates about guest visitation expectations for your specific room or apartment.
- The host (resident of the hall in which the guest is visiting) will be held accountable for the actions of his/her nonresident and/or resident guests within the residence halls. Residents are responsible for any and all violations that occur within their rooms, regardless of whether or not they are physically present in the room at the time of approach by a residence services staff member.
- Residents are not allowed to have guests under the age of 17.
- Guests found to be staying an extended period of time will be criminally trespassed from all of housing and the host(s) will be held accountable.
- Non-student visitors who are found in the residence halls after hours can be subject to a notice of no trespass.
- ***To ensure that all residents have the opportunity to study, sleep, relax, or prepare for the upcoming day, Residence Life applies the hours of visitation to all guests including same-sex and on-campus residents.***
- Students found in or seen coming from/going to the grassy areas, sidewalks, parking lots, etc. of opposite sex buildings outside of visitation hours will be considered in violation of visitation policy.
- Students who knowingly invite persons with a Criminal Trespass Warning to their residence hall room will receive a visitation citation regardless of the time of day.
- There should be no more than **four (4)** people in a room or **eight (8)** 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. If the group continually shows a disregard for their fellow residents, visitation privileges may be revoked either temporarily or permanently.

Visitation Allowed

Sunday – Thursday	10 am – 11 pm
Friday – Saturday	10 am – 1 am

Weapons

No weapons, ammunition, empty shell casings, or explosives of any kind are allowed in the Residence Life areas (including 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. Knives are considered a weapon when used as such but are allowed otherwise. The Residence Life Department retains the right to have the Navarro College Police Department, Navarro County Sheriff's Office, and/or the Corsicana Police Department enter any room for the purpose of search and seizure. Students found with weapons will be subject to a \$200 fine, immediate removal, and/or criminal charges. Items carried for self-protection (excluding firearms) are considered a weapon when used in an aggressive or inappropriate manner.

Additional College Services

Northland Internet Services

Northland is the internet service provider for Navarro College Residence Life. Each resident will be required to create an account, register online devices, and utilize the Northland team for all customer service trouble tickets.

To sign up, a student must acquire a registration code from the Housing Office or during Housing check in. Once that registration code has been obtained, residents will visit <https://northland.cosmos.us.com/account/register.php> to create a new account. Students will need to know their registration code, unit number (building/room), student ID number, and student email address to register.

To connect additional devices, residents should log in with their username and password (created during the registration process). In case of a device that is unable to login, a student can register additional devices at <https://northland.cosmos.us.com/mysite> and add devices using their MAC addresses.

Northland Technical Support can be reached 24 hours a day at 1-844-863-5054.

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.

Actions for Violations of Acceptable Use Policy: Failure to follow this acceptable use policy can result in suspension or termination of access to the Northland 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

Navarro College 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.

Students are given two choices for meal plans but are automatically assigned the 18-meal plan at the beginning of each semester. Students wishing to change their meal plan should email dining@navarrocollege.edu no later than two weeks after the beginning of each semester.

Option 1: 18-Meal Plan – 3 meals a day each weekday and an additional 3 meals each weekend. Designed for students who will spend most weekends on campus or miss only a few meals.

Option 2: 15-Meal Plan – 3 meals a day with no weekend meals. This option provides students an opportunity to eat every meal during weekdays.

Dining Hall and Deli menus and hours are posted on the Navarro College website and are subject to change.

Email

Navarro College students are issued an email account when they are admitted to the College. **It is required that each student check his/her email account daily, as this is often the way our office will communicate with students.** Student email can be accessed by visiting mync.navarrocollege.edu. For assistance, students should contact the Navarro College One Stop Service Desk at servicedesk@navarrocollege.edu or 903.875.7416.

Intramurals

The Intramural Sports Program at Navarro College is committed to providing quality programs and service to all students and 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 the Gibson Hall Student Center or at <http://www.navarrocollege.edu/athletics/intramurals/> or by contacting Rolando Martinez, Coordinator of Intramurals.

Laundry Facilities

The laundry room is located in the Student Center of Gibson Hall. Washers and dryers are provided for residents living on campus at no charge. The laundry facility is available for the use of residents ONLY. Any problems related to the operation of the laundry facility can be reported to student center staff or the Residence Life Office.

Laundry Room Hours:

Monday – Friday	8:00 am – 10:00 pm
Saturday/Sunday	10:00 am – 10:00 pm

Mail Service

All residents receive mail in the student mailroom located in the Gibson Hall Student Center. Students will be assigned a resident mailbox number and receive a key to your mailbox during the check in process. Should a student lose a mailbox key, there will be a \$25 charge for the replacement. Mail should be addressed as follows:

Navarro College
Student Name
3000 Waller Drive, Box # _____
Corsicana, Texas 75110-3856

Parking Permits

Parking permits can be requested online at selfservice.navarrocollege.edu by clicking on "User Options" on the left hand side, then vehicle registration. You will be notified when it is ready to 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 of one year to August of the next.

Programming

Residence Life presents residents with an opportunity to participate in multiple program opportunities. These programs embrace social, recreational, emotional, 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.

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 five campuses.



Residence Life
Damage/Cleaning Charge List

ITEM	Damage Charges
<u>Walls</u>	
Holes in wall (nail, screw or tack)	\$50.00 - \$100.00
Larger holes requiring professional estimate	\$150.00 - \$1,000.00
Other Damage	\$50.00 - \$300.00
<u>Air Conditioner</u>	
Replace Thermostat	\$120.00
Replace A/C Vent	\$40.00
<u>Ceiling</u>	
Damage to Ceiling	\$250.00
<u>Doors</u>	
Closet Door	\$150.00
Bedroom Door	\$200.00
Bathroom Door	\$100.00
Door Lock (Replace Completely)	\$100.00
Door Lock (Rekey/ Core)	\$50.00
Door (Passage Knob)	\$50.00
Door (Peep Holes)	\$15.00
Door Frame (Stop)	\$200.00
Replace Door Closer (Buildings 30/32)	\$100.00
<u>Flooring</u>	
Replacement of Carpet	\$600.00
<u>Closet</u>	
Closet Rod	\$25.00
Closet Shelf	\$25.00
<u>Shower</u>	
Shower Curtain	\$10.00
Shower Rod	\$15.00
Shower Head	\$25.00
<u>Sink</u>	
Replace Sink	\$100.00
Remove Items and Clogs	\$25.00
<u>Toilet</u>	
Replace Toilet	\$150.00
Replace Toilet Seat	\$20.00
Repair Toilet	\$50.00
<u>Bath Tub</u>	
Replacement of Bathtub	\$1,000.00
Per Patch	\$100.00
<u>Towel Rack</u>	
Replacement of Rod	\$15.00
Replace Complete Fixture	\$25.00
Pulled out of Wall	\$30.00
<u>Lights</u>	
Light Fixtures	\$30.00
Globe	\$15.00
Light Switch	\$9.00
Light Switch Cover	\$3.00
<u>Furniture</u>	
Items not in Proper Rooms	\$50.00
<u>Sofa</u>	
Replacement of Sofa	\$700.00 - \$1,200.00
Burn Marks	\$20.00 - \$200.00
<u>Side Chair</u>	
Replacement of Chair	\$300.00 - \$800.00
Burn Marks	\$20.00 - \$200.00
<u>Replacement of Desk Chair</u>	\$120.00
<u>Replacement of Study Desk</u>	\$250.00

Residence Life
Damage/Cleaning Charge List
(Continued from previous page)

<u>Bed</u>	
Bed Frame (Head or Foot Board)	\$40.00 - \$200.00
Bed Frame (Steel Springs)	\$120.00 - \$200.00
Mattress	\$80.00 - \$150.00
<u>Chest of Drawers</u>	
Replacement of Chest of Drawers	\$120.00 - \$250.00
<u>Windows</u>	
Replacement of Window	\$110.00 - \$200.00
Replacement of Window (Buildings 1, 2, 3, 30, 32, or IOOF)	\$50.00 - \$100.00
<u>Replacement of Mini Blinds</u> (Vertical Blinds)	\$40.00 - \$120.00
<u>Replacement of Mirror</u>	\$50.00
<u>Smoke Alarm</u>	
Hard Wired	\$130.00
Battery	\$20.00
<u>Fire Extinguisher</u>	
5 lb.-ABC	\$50.00
10 lb.-ABC	\$75.00
Case (Buildings 30/32)	\$80.00
<u>Replacement of EXIT Sign</u>	\$125.00
<u>Replacement of Emergency Light</u> (Buildings 30/32)	\$145.00
<u>Service Fees</u>	
Cleaning Fee	\$35.00 per hour
Painting Fee	\$35.00
Maintenance Fee	\$35.00
<u>Keys</u>	
Recore/Re-key	\$50.00
Key Card	\$10.00
<u>Improper Check-Out</u> (Includes the cost for 1 key and 2 hours of cleaning)	\$150.00
<u>Tampering with Electrical Equipment</u>	
(Smoke alarms, Computer Network, Phone Jacks, etc.)	\$100.00

The listed prices are estimates only and are subject to change without notice. The Housing Department reserves the right to charge more than indicated in special or extreme cases. All questions concerning residence hall charges should be directed to the Housing Office in Gibson Hall.



Disciplinary Restitution and Points

Alcohol – includes usage, paraphernalia, or presence

First Time	\$80/Res Life Counseling	3 Points
Second Time	\$100/Removal from Res Life	3 Points

Assault/Fighting - Includes disruptive or violent conduct toward yourself and/or others

First time	\$200/Removal from Res Life	6 Points
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Drugs – includes usage, paraphernalia, or presence

First Time	\$200/Removal from Res Life	6 Points
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Fire

Failure to Evacuate During Drill	\$50	2 Points
Fire Code Violation – First Time	\$30/item (up to \$250)	2 Points
Fire Code Violation – Second Time	\$50/Res Life Counseling	2 Points
Tampering with Fire/Security Equip.	\$50	3 Points

Keys

Lockout	\$10	0 Points
Mail Key Replacement	\$25	0 Points
Room Key Replacement/Re-core	\$50	0 Points
Improper Usage	\$75/Possible Removal	3 Points
Unlocked Door(s)	\$25/\$100	0 Points

Conduct

Failure to Respond to College Summons	\$50	1 Point
Failure to Show ID	\$50	2 Points
Gambling	\$20	1 Point
Horseplay/Shadow Boxing	\$100/Possible Removal	3 Points
Loitering – First Time	\$30	1 Point
Loitering – Second Time	\$40/Res Life Counseling	2 Points
Loitering – Third Time	\$50/College Counseling	2 Points
Profanity – First Time	\$20	1 Point
Profanity – Second Time	\$40/Res Life Counseling	1 Point
Profanity – Third Time	\$50/College Counseling	1 Point
Noise – First Time	\$20	1 Point
Noise – Second Time	\$30/Res Life Counseling	2 Points
Noise – Third Time	\$40/College Counseling	2 Points
Theft	\$200/Removal from Res Life	6 Points
Uncooperative Manner	\$50	3 Points

Rooms

Improper Room Change - First Time	\$100	2 Points
Improper Check Out	\$200	0 Points
Open Window	\$10	1 Point
Unauthorized Pet – First Time	\$150/Pet Removed	2 Points
Unauthorized Pet – Second Time	\$200/Pet Removed	2 Points
Unsanitary Living – First Time	Written Warning	0 Points
Unsanitary Living – Second Time	\$50	1 Point
Unsanitary Living – Third Time	\$75	1 Point

Smoking

First Time	\$30	2 Points
Second Time	\$40	2 Points
Third Time	\$50/Removal from Res Life	2 Points

Guests

Unregistered Guest	\$150	3 Points
Visitation/Unattended Guest - First Time	\$50/Res Life Counseling	2 Points
Visitation/Unattended Guest – Second Time	\$75	2 Points
Visitation/Unattended Guest – Third Time	\$100/Removal from Res Life	2 Points

Weapons

	\$200/Removal from Res Life	6 Points
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