IT IS THE RESPONSIBILITY OF THE STUDENT TO KNOW AND ABIDE BY THE CONTENTS WITHIN THIS HANDBOOK.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords all students over 18 years of age and parents of students under the age of 18 certain rights with respect to the student’s educational records. They are:

- The right to inspect and review the student’s education records.

Parents or eligible students should submit to the Vice President of the Scooba Campus/Student Affairs a written request that identifies the record(s) they wish to review. The Vice President will make arrangements for access and notify the eligible student or the parent of the student within 45 days of the day the college receives a request for access of the time and place where the records may be reviewed.

- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask EMCC to amend a record that they believe is inaccurate or misleading. They should write the Vice President, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If EMCC decides not to amend the record as requested by the parent or eligible student, EMCC will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by East Mississippi Community College as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the East Mississippi Board of Trustees; or a person or company with whom East Mississippi Community College has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request to officials of another school or college in which a student seeks or intends to enroll, EMCC discloses educational records without consent. Disciplinary actions affecting attendance is included in the student’s record.

EMCC may also disclose, without consent, directory information regarding its students. Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height or members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory information may not include race, gender, Social Security Number, student identification number, ethnicity, or nationality.

- The parent or eligible student has the right to refuse to let EMCC designate any or all types of information about the student as directory information.

The parent or eligible student must notify the Vice President for the Scooba Campus/Student Affairs in writing within 14 days or receipt of this notice that he or she does not want any or all of those types of information about the student designated as directory information.

EMCC may disclose directory information about former students without meeting these conditions.
• A parent of a student **over the age of 18** may access the student’s educational records if the **student is claimed as a dependent for Federal income tax purposes**. If the student is claimed as a dependent on one parent’s Federal Income taxes, access may then be granted to both the parent who claims the student as well as the parent who is not claiming the student. The parent may review the student’s record but may not act on the student’s behalf except in emergency situations.

To access the student’s records, the parent must complete a Parental Request for Academic Information which may be provided by the Registrar upon parental request.

• A parent may access student information if the student is over 18 years of age and the student is not being claimed by either parent for Federal income tax purposes **only if the student is willing to release the information**. The parent may review the student’s record but may not act on the student’s behalf except in emergency situations.

For a parent to access student information when **the student is over 18 years of age and is not being claimed by either parent on Federal Income taxes**, the student must complete a Student Consent for Release of Records which may be provided by the Registrar upon student request.

• Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-46058

### STUDENT RIGHTS AND RESPONSIBILITIES

#### STUDENT RIGHTS

When students choose to accept admission to EMCC, they accept the rights and responsibilities of membership in the College’s academic and social community. Students are expected to uphold the College’s values by maintaining a high standard of conduct. EMCC students have the same rights and protections under the Constitutions of the United States and the State of Mississippi as other citizens. As members of the EMCC community, students have the right to express their own views, but must also take responsibility for according the same right to others.

Students have the right to be treated fairly and with dignity regardless of age, color, creed, disability, marital status, national origin, race, religion, sex, or veteran status. EMCC is committed to providing students with a balanced and fair system of dispute resolution. Students are entitled to appropriate due process protections in all dispute resolutions.

#### STUDENT RESPONSIBILITIES

Along with rights come certain responsibilities. Students at EMCC are expected to act consistently with the values of the College community and to obey all laws. Students have responsibilities to themselves, to others, and to the world around them. To uphold the shared values of the EMCC community, students are expected to:

**Embrace learning:** The faculty and staff are committed to students’ academic success. In turn, they expect each student’s best efforts and dedication to work, through class participation, active involvement in academic and extracurricular programs, and through the productive use of educational resources.

**Commit to civil behavior:** All members of the College are expected to respect others and their differences. Students should respect the College, its reputation, and their physical surroundings. Students need to recognize their duties as members of the EMCC campus, the EMCC district, the State of Mississippi, the United States, and the global community.

**Enhance personal development:** An EMCC education should develop students’ ability to function as a contributing member of society. Service to others is a hallmark of EMCC and students are urged to enhance their own growth through volunteerism.
OWNERSHIP OF INTELLECTUAL PROPERTY

This policy applies to all EMCC employees, students, and partnerships with external agencies into which the College enters. EMCC encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College, to enhance the teaching and learning environment, and to contribute to the betterment of the community. Intellectual property includes but is not limited to intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical and artistic works, computer software, multimedia presentations, and inventions.

EMCC employees and students own all rights to copyrightable or patentable independent works created by that person without College support. Unless otherwise provided in a rights agreement, the College owns all rights to a copyrightable or patentable work created with College support.

In all cases, the EMCC Board of Trustees reserves the right to enter into contractual agreements for ownership of intellectual property at the recommendation of the President.

For further information on the guidelines related to this topic, consult the EMCC Policies and Procedure manual.

CAMPUS SERVICES AND RESOURCES

STUDENT SERVICES AND RESOURCES

Listed by office or department are services and resources available on each campus.

Scooba Campus Switch Board: 662-476-5000

Golden Triangle Switch Board: 662-243-1900

Admissions: (SC-Stennis Hall, 662-476-5041) (GT-Student Services Building, 662-243-1920)
- Admission Questions
- Admission Application

Vice President of Athletics: (SC-Davis Building, 662-476-5068)
- Athletic Activities
- Intramural Sports

Business Office: (SC-Wallace Hall, 662-476-5072) (GT-Student Services Building, 662-243-1906)
- Student Accounts
- Parking Decals
- Student ID’s

Financial Aid: (SC-Wallace Hall, 662-476-5078) (GT-Student Services Building, 662-243-2643)
- Loans, Grants, Aid
- Scholarships
- Work Study

Counseling/Career Services: (SC-Hawkins CT 662-476-5088) (GT-Douglas Building, 662-243-2657)
- Class Advising/Registration
- Add/Drop of a Class
- Career Information
- Transfer Assistance
- Personal Problems (referrals)
- Disability Support Services

Registrar: (SC-Stennis Hall, 662-476-5040) (GT-Student Services Building, 662-243-1923)
- Transcripts
- Academic Standing
- Withdrawal from Class
- Change of Major
- Change of Address

Distance Learning: 662-476-5347

Housing Accommodations: 662-476-5043
STUDENT LIFE INFORMATION

STUDENT ORGANIZATIONS

Clubs and organizations are a vital part of the college experience, and students are encouraged to participate. Organizations promote leadership, scholarship and community involvement.

AMATEUR RADIO CLUB is to further the exchange of information and cooperation of members, to promote radio knowledge, fraternalism, and individual operating efficiency.

ART CLUB is open to any student interested in any of the arts. Activities may include trips to art exhibits or performances, sponsoring art events on campus such as art exhibitions, art demonstrations, cookouts, and get-togethers to discuss artistic ideas.

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS is a national organization that offers Information Technology (IT) students participation in leadership and education through partnerships with industry, government, and academia.

BAND provides concerts, halftime shows at football games and participates in many community parades and activities.

CHEERLEADER SQUAD function is to instill pride and commitment to excellence at the college and community. Audition for the squad is held during the spring semester of each year.

CHOIR is open to any student interested in singing. Choir members earn a credit each semester. The choir performs at a variety of functions and events throughout the year.

DELTA EPSILON CHI is a national organization of students enrolled in Marketing Technology and Fashion Merchandising Technology which develops leadership in the fields of marketing and merchandising.

AMERICAN DRAFTING AND DESIGN ASSOCIATION is a professional organization comprised of industry draftspersons with educational chapters. This organization sets standards and certifications for its members. The ADDA is recognized nationally as the leader in the Drafting and Design industry.

FORESTRY CLUB is comprised of students in the Forestry Technology program. It promotes the development of the forestry sector of the economy and reflects the attitudes and expectations of those who plan to make forestry their career.

FUTURE EDUCATORS OF AMERICA gives the members the opportunity to network with other education majors and association with individuals currently in the profession. Training is provided on teacher education program certification requirements, requirements of Praxis testing and test preparation for Praxis I, and access to resources.

HEALTH OCCUPATION STUDENTS OF AMERICA is a national organization comprised of Health Occupations Students. Members compete on the state and national levels.

MISSISSIPPI ORGANIZATION OF ASSOCIATE DEGREE NURSING STUDENT ASSOCIATION (MOSA) is a chapter of the Mississippi Organization of Associate Degree Nursing (M-OADN). This organization strives to promote nursing at the local, state and national levels. Students have an opportunity to work on service projects both locally and statewide. Any student enrolled in an Associate Degree Nursing program is eligible for membership.

NATIONAL FEDERATION OF LICENSED PRACTICAL NURSES-STUDENT CHAPTER is a chapter of the Mississippi LPN Association. The purpose is to increase awareness of nursing roles, issues, and medical technology through hands on experiences, educational conferences, guest speakers and community services.

PHI BETA LAMBDA is a national Collegian organization of students enrolled in business subjects. It seeks to develop business leadership, to increase interest and understanding in the choices of business occupations, and to encourage improvement in scholarship.

PHI THETA KAPPA is an international society for two-year Colleges and is the official honorary recognized by the American Association of Junior and Community Colleges. The college chapters are Eta Upsilon (Scooba) and Beta Iota Zeta (Golden Triangle). The society promotes scholarship, develops character, and provides
opportunity for leadership and service. Invitations are extended to academic and technical students who make the President’s List (3.5 GPA) on a minimum of twelve academic hours and who exemplify good character and qualities of leadership.

**NATIONAL TECHNICAL HONOR SOCIETY** is a national honor society that recognizes scholarship and leadership among secondary and postsecondary Career & Technical Education students.

**SIGMA PHI SIGMA (Mu Chapter)** is a national mortuary science fraternity. The purpose is to promote knowledge, professionalism, and fellowship among funeral service majors.

**STUDENT CHRISTIAN FELLOWSHIP** is the campus organization for Christian students. Its purpose is to provide a fellowship of study, prayer, and discussion for students on campus.

**STUDENT GOVERNMENT ASSOCIATION** is comprised of elected representatives of the student body and serves as the voice of the students. The SGA plans activities, encourages student discussion of campus concerns, presents recommendations, and acts in an advisory capacity to the students.

**SKILLS USA** is a national nonprofit organization serving teachers, high school and College students who are preparing for careers in trade, technical and skilled service occupations.

**THE CULTURE OF EMCC**

Any institution has certain aspects of its activities that make up its unique “culture” or tradition. The following are some examples:

**HOMECOMING**

One of the big events for the College each fall is the week of Homecoming. Activities are scheduled all week to involve students, faculty and alumni. The week is culminated with the Annual Homecoming Football Game, crowning of Homecoming royalty, Distinguished Service Award, Alumni of the Year Award, Post-game Reception for Alumni, and annual Alumni meeting.

**BEAUTY REVIEW CONTEST**

Students each year compete in the Beauty Review Contest in which talent and appearance determine students chosen for the honors.

**PINE GROVE FESTIVAL**

Each spring, EMCC celebrates the “Pine Grove Festival,” including arts and crafts shows, musical entertainment, and assorted other activities that involve the students, faculty and community in a celebration of the Arts.

**BLACK HISTORY WEEK**

Students need an appreciation of where their heritage may originate and how cultural and societal forces make them “who they are.” African American heritage is celebrated in College-wide activities during the week.

**INTRAMURALS**

The intramural sports program at EMCC is designed to allow students the opportunity to participate in a variety of activities oriented to physical exercise and appreciation of sports. The programs are voluntary and open to all students at the Scooba Campus. Areas such as flag football, volley ball, basketball, board games, softball, and other sports are represented. For additional information, contact the Director of Student Activities.

**ATHLETICS**

Athletics should be educationally centered, committed to the College mission and used to promote school morale. Athletics are often a focal point for comparison with other institutions and should promote togetherness within the student body. At East Mississippi Community College, football, men and women’s basketball, baseball, golf, men and women’s soccer and women’s softball teams participate on an intercollegiate basis.
ANNOUNCEMENTS & ACTIVITIES

Scooba Campus - On the Scooba campus, important announcements and planned activities are posted on bulletin boards in the Food Court, Student Center, Hawkins Career-Technical Building, Gilbert-Anderson Hall, Women's Honors Dorm, and John C. Stennis Hall.

Golden Triangle Campus - At the Golden Triangle Campus, announcements are posted on the bulletin boards in the main hallways and the marquee at the campus entrance.

Announcements may be sent via Leo, the EMCC internal information website portal.

Note: Any items posted on bulletin boards must be approved by the administration.

CLUB COMPETITION - FIELD TRIPS

During the school year, students are given the opportunity to leave the school campus for field trips or to represent the school in club competitions, intercollegiate sports, or other activities. Students are expected to abide by all regulations while on campus and while representing the College at off-campus activities. Additional program guidelines must be adhered to if applicable.

COUNSELING SERVICES

The counseling services of East Mississippi Community College are dedicated to the purpose of providing assistance to all students in making educational, career-technical, and personal decisions related to their educational goals. Counseling services are available to all students, full-time or part-time. Counseling Center hours are from 8:00 a.m. until 4:30 p.m. Mon – Thur and 8:00 a.m. until 3:00 p.m. on Friday.

INSTRUCTIONAL COUNSELING

Academic counselors offer assistance in the areas of academic advisement, academic difficulty, transcript evaluation, and transfer information to four-year institutions. Additionally, students are assigned academic faculty advisors based on their area of study.

Career/Technical counselors assist students with program and career advisement, career information and assessment. Career interest inventories are available to all students (career/technical and academic). Instructors assist with program specific advisement and placement.

Students interested in Work Based Learning and Job Placement opportunities are encouraged to contact Linda Gates at 243-1978 on the Golden Triangle Campus and James Rush at 662-476-5048 on the Scooba Campus.

PERSONAL COUNSELING

Referral lists are available in the counseling offices for students in need of personal and/or professional counseling. Additionally, educational materials on a variety of personal health (mental, emotional, physical) issues are available to students.

CAFB, MNAS and ONLINE

CAFB and MNAS students are provided academic advisement by the professional staff at their extension and may participate in the other counseling services at the Scooba and Golden Triangle campuses. Online students are afforded all the counseling services through the traditional avenue and are encouraged to make an appointment with the appropriate counselor and/or visit the counseling centers when on campus.
TRANSFER AND JOB PLACEMENT FAIRS

During the fall semester a Transfer Fair is held on the Scooba and Golden Triangle campuses. Students are provided the opportunity to receive first-hand information from the state’s four-year universities and colleges. The Job Placement Fair is held each spring semester on the Golden Triangle campus. This allows businesses and students the opportunity to interact concerning job and career opportunities. Additionally, four-year colleges and universities participate.

DISABILITY SERVICES

East Mississippi Community College seeks to comply with the letter, intent and spirit of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Section 504 and ADA require institutions not to discriminate against students with disabilities and to make all offerings and programs of the College accessible. East Mississippi Community College provides reasonable accommodations for students with disabilities through Disability Support Services (DSS). DSS verifies eligibility for accommodations and works with eligible students who have self-identified and provided current documentation.

Students should schedule an appointment with the designated DSS staff member on their respective campus to establish a plan for reasonable accommodations and services.

Scooba Campus: Tanzie Brown (662) 476-5088 or (662) 476-5000
Golden Triangle Campus: Delfi Wilson (662) 243-1979 or (662) 243-1900

HEALTH SERVICES

SCOoba CAMPUS

Student Health Care Services are made available to all students through an agreement for services between EMCC and the Scooba Family Medical Clinic, located in Scooba, MS. A pre-paid health fee will entitle a student of East Mississippi Community College to the following services at the Scooba Family Medical Clinic:

• Unlimited office visits at no cost during the semester.
• Prescribed injections (patient’s own meds) at no cost.
• All lab procedures such as injection from clinic stock, suturing, blood work, etc. will be charged to the patient on a sliding fee scale, if they are not covered under any insurance, CHIPS, Medicaid/Medicare program.
• If the patient has insurance, CHIPS, Medicare/Medicaid coverage, claims will be filed as a courtesy and that patient will be removed from participation in this program.
• Nursing Students and athletes’ physicals will be provided, or assistance given, at no cost (except when lab fees are incurred, sliding scale will apply).

East Mississippi Community College will collect a $30.00 Health fee at registration each semester. The Health Fee will be mandatory for all residence hall students and optional for all commuting students. This plan can only be joined and paid for during registration.

In case of minor injuries first aid services/supplies are available in the Academic Dean’s Office - Stennis Hall; Business Office - Wallace Hall; President’s Office - Administration Building; Asst. Director’s Office - Hawkins Career-Tech Building; Residence Hall Supervisors’ apartments; and Security Department's Office. In the event of an emergency, students should contact the College staff available or the nearest administrative office. If it is determined by College officials that the situation needs emergency professional care, College officials will contact appropriate emergency services to transport the injured party to the nearest hospital.

Emergency Telephone Numbers: (Scooba Campus)

Scooba Campus (662) 476-5000
Security (662) 476-5016, or (662) 476-5000
Ambulance/Sheriff/Police/Fire Dept. 911
GOLDEN TRIANGLE CAMPUS

In case of minor injuries, first aid service/supplies can be found in all shops and in the administrative offices. In the event of a serious injury, the instructor or office manager should contact the administrative office, the Student Services Department, or someone at the emergency numbers listed below. The injured person should never be moved or left alone if at all possible.

If administration or appropriate staff determines the situation needs emergency professional care, the injured party should be taken to Baptist Memorial Hospital - Golden Triangle in Columbus as soon as possible. If the need for an ambulance arises, Baptist Memorial Regional Medical Center should be called.

Emergency Telephone Numbers: (Golden Triangle Campus)

Switchboard  243-1900
Security  243-1990, 1900
Ambulance/Sheriff/Police/Fire Dept.  911

TITLE II OF PUBLIC LAW 101-542
CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

CAMPUS SECURITY

The Security Department is the unit or department responsible for law enforcement, security and emergency response at EMCC. The office is located in the Student Center on the Scooba Campus and at the main campus entrance on the GT Campus. To report a crime or emergency, call the Security Department at (662) 476-5116 or (662) 476-5000. The Golden Triangle number to report a crime or emergency is (662) 243-1900 ext. 1979, 1956, or 1957.

The law enforcement officers of the Security Department receive their police authority via the provisions of 37-29-275 of the State Statute of Mississippi Code. Security officers have full law enforcement authority on all property owned or controlled by the College.

The primary duty of the Security Staff of East Mississippi Community College is to protect the students, staff, visitors and their property. At the same time, security officers must monitor the student body and ensure compliance with the rules and regulations set forth by East Mississippi Community College. Under legislation passed by the Mississippi Legislature in 1994, Campus Security Officers have arrest powers and may be authorized to carry weapons in order to perform their duties in maintaining a secure campus.

The Security Department maintains a close working relationship with the Kemper County Sheriff’s Office, local, state and federal law enforcement agencies and all appropriate elements of the Criminal Justice System. The Security Department provides twenty-four (24) hours a day patrol to the Scooba Campus and GT Campus and security in the residence halls. Security officers are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of federal and state laws, rules and regulations of the College and all other incidents requiring security assistance.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty, or staff member. For Scooba Campus emergencies call: (662) 476-5116. Golden Triangle Campus emergencies call (662) 243-1900 Ext. 1990, 1979.

Numerous efforts are made to inform members of the campus community on a timely basis about campus crime and crime related problems. These efforts include the following:

- **Annual Report**: A comprehensive annual report of crime related information is compiled and available to any member of the campus community upon request.
- **Special Alerts**: If circumstances warrant it, special printed crime alerts are prepared and distributed either selectively or throughout the campus.

A copy of the Crime Awareness and Campus Security Report is available upon request from the Vice President of Student Affairs (662-476-5065) or the Dean of Students (662-243-1979).
BOOKSTORE

SCOOBA CAMPUS - The bookstore is located in the rear of the Student Center. The Scooba Campus Bookstore normal operating hours are 7:30 a.m. to 4:00 p.m. Mon – Thur and 7:30 – 3:00 on Friday.

GOLDEN TRIANGLE - The bookstore is located in the rear of the Aaron Langston Student Center. Normal hours of operation are 7:30 a.m. - 6:00 p.m., Mon. - Thur., 7:30 a.m. - 3:00 p.m., Friday.

All necessary books and most supplies may be purchased during and after registration. In order to purchase books students must have a current EMCC ID, pink slip and class schedule or MSVCC student profile.

During the first week of each semester, students have three (3) days from the first day of class to return a book provided the book is still in the plastic wrap and the student has the receipt. Books purchased after that time can only be returned within three days from the date the book was purchased provided the book is still in the plastic wrap and the student has the receipt.

Used hardback and paperback books in good condition may be purchased from students at the END OF EACH SEMESTER ONLY for one half the original purchase price provided the books will be used again as textbooks. Workbooks are excluded.

FOOD SERVICES

Scooba Campus - The Food Court serves nineteen meals per week on an all-you-can-eat basis. The meal plan is required of all resident students. Commuter students can purchase meals on an individual basis. The Food Court is also open to the general public for all meals. Hours will be posted each semester.

Golden Triangle Campus – The GRILL 155 is located in the Student Center and serves breakfast and lunch meals Monday through Friday from 7 a.m. – 2 p.m.

LIBRARY

The East Mississippi Community College libraries contain a wide selection of reference materials and other traditional library holdings necessary to complement the educational program. They are closed on official school holidays.

Normal hours of operation for the Scooba Campus Library are:
8:00 a.m. - 9:00 p.m. Monday - Thursday
8:00 a.m. - 3:00 p.m. Friday
3:00 p.m. - 9:00 p.m. Sunday

Normal hours of operation for the Golden Triangle Campus Library are:
7:30 a.m. - 9:00 p.m. Monday - Thursday
7:30 a.m. - 3:00 p.m. Friday

COMPUTER LAB – Students must have a current ID to be able to use the lab. All students must open their own accounts and remember their passwords.

CIRCULATION - Students, faculty, and staff may check out books for a two-week period. A fine of twenty-five cents per day is assessed for each day that a book is overdue. Renewal is permitted provided that the book is returned to the circulation desk.

RESERVES - Reserve books may not be removed from the library. EMCC Library Web Page address is as follows: http://www.eastms.edu/academics/library.php.

AGREEMENTS WITH OTHER AREA LIBRARIES - The EMCC Libraries are members of the Mississippi State University-led Golden Triangle Regional Library Consortium. Current students may check out from any of the
Consortium libraries in person or by computer. Student library accounts can be accessed through the EMCC Libraries’ online catalog by entering their student ID.

**FOOD, DRINKS, TOBACCO PRODUCTS, AND THE USE OF CELL PHONES ARE PROHIBITED IN THE LIBRARY. SCHOOL-RELATED WORK TAKES PRIORITY OVER SOCIALIZING AND ENTERTAINING IN ALL AREAS OF THE LIBRARY, INCLUDING THE COMPUTER LAB.**

**AUDIO/VISUAL MATERIALS AND EQUIPMENT** - These materials are available for student and faculty use. Students must use these materials in the library.

**ONLINE DATABASES** - Access to databases is through the EMCC Libraries’ home page. If a student is using online databases from off-campus, a password is required. There are numerous handouts on the use of the databases, and students may also telephone or email the library for further assistance.

**LOST AND DAMAGED BOOKS** - Reporting a book lost does not relieve the borrower of the responsibility for that book. The borrower is charged the cost of replacing the book plus a $4 processing fee, and any accrued fines, not to exceed $10 per book. Any book damaged to such an extent that the binding and pages are completely ruined is considered a loss to the library because it cannot be rebound. The borrower is assessed the cost of replacing the damaged book plus a $4 processing fee, and any accrued fines, not to exceed $10 per book. If the book is damaged, but can be rebound, the borrower is assessed the cost of rebinding.

**CONDUCT** - The library is a place for reading and study. Students should conduct themselves in a manner which is conducive to quiet study. Violators may be instructed to leave the library. For more serious or repeated infractions, a student may be required to surrender his/her College Identification Card.

**STUDENT MAIL**

**Scooba Campus** - Resident students will be issued a mailbox space at the time of registration. Mailboxes are located in the Lion’s Den. Any mail to a student who is not a resident student will be returned to the Town of Scooba Post Office. Mailbox combinations and questions regarding mail will be handled through the Office of Student Services.

**STUDENT CENTERS**

**Lion’s Den  Scooba Campus** – Hours are ordinarily 8:00 a.m.-10:00 p.m. weekdays, and Sundays 3:00 p.m.-10:00 p.m.

**Student Center  Golden Triangle Campus** – Hours are from 8:00 a.m.-9:00 p.m. M-Th and 8 a.m. – 3:00 p.m. on Fridays.

**STUDENT ACTIVITIES CENTER**

Scooba Campus -The Student Activities Center is open for monitored student activity use from 11:00 a.m. to 1:00 p.m. and 5:00 p.m. to 9:00 p.m., Monday - Thursday. These times and days are subject to change. Any modifications of the scheduled times and days will be posted.

**TRAFFIC REGULATIONS**

Students operating motorized vehicles on school premises shall do so in accordance with Mississippi traffic laws and such rules and regulations as may be formulated by College officials. All students, faculty, administration, and staff must register and purchase a decal for vehicle operation on campus at the time of school registration. The student decal is to be affixed to the left rear window or bumper.

Decal cost is $15 per school year and decals are non-transferable. Each vehicle must have a separate decal. Temporary decals are free but are valid for only two weeks in a semester.
1. Failure to register a vehicle will result in issuance of a ticket to the offending party.

2. Parking is not permitted:
   • on any sidewalk
   • on any grassed area (including roadside areas unless designated for parking)
   • in a loading/unloading zone
   • in any driveway
   • in any designated no-parking zone
   • in a double or multiple manner
   • in any manner that obstructs traffic
   • in areas designated for staff and faculty without proper decal
   • in Disabled Parking areas without Disabled tag, hanging decal, proper documentation

3. Vehicles should not be driven in excess of 15 mph on the Scooba Campus and 10 mph on the Golden Triangle Campus.

4. Pedestrians have the right-of-way on campus; however, they must exercise caution when crossing high traffic areas.

5. Driving in a reckless manner is prohibited. All traffic signs on campus are to be obeyed.

6. Registered students are responsible for their vehicles on campus.

7. All accidents should be reported immediately to Campus Security or the Student Services Department. All accident report forms must be completed by Security or other institution officials. Failure to report accidents may result in loss of privilege to make a claim on the student’s accident insurance program and also may result in disciplinary action.

8. If a vehicle is to be left on the Golden Triangle campus after normal hours, Campus Security must be notified.

9. Music volume must be adjusted so that it can only be heard by the occupants of the vehicle.

10. EMCC reserves the right to remove, impound and/or immobilize any illegally parked (pursuant to traffic regulation #2) or abandoned vehicle on campus (a vehicle shall be deemed abandoned after it remains in a location four consecutive weeks). In such cases the registered owner will be responsible for all costs involved, and EMCC will not be liable for damages to the vehicle occurring during the removal, impoundment, or immobilization.

11. Any damages to a vehicle caused by passing over speed-breakers will result in no liability to EMCC.

12. Residential students may not drive to class during the day.

13. Access to the campus will be limited during closed campus hours and during emergencies. Between 11:00 p.m. and 6:00 a.m. anyone must enter and exit the campus using the Highway 16 entrance under the archway. Failure to enter/exit campus using the Highway 16 entrance between the hours of 11:00 p.m. – 6:00 a.m. will result in disciplinary action.

**PROCEDURES FOR PAYING TICKETS**

1. Tickets are to be paid in the College Business Office.

2. Students with outstanding tickets will suffer the following penalties:
   a. Students will not receive diplomas.
   b. Students’ transcripts will be held.
   c. Students will not be allowed to register until account is cleared.

**STUDENT CODE OF CONDUCT**

Enrollment at EMCC entails an obligation on the part of the student to be a responsible member of the College community. It is the responsibility of the College to inform students of their rights and responsibilities, to define reasonable standards of behavior, and to assure students of substantive and procedural due process. It is the student’s responsibility to be aware of this published and readily available code of conduct.

All members (students, faculty/staff, administrator, etc) of the College community are expected to contribute to a positive campus environment conducive to the educational goals and objects. To be successful, all members of the College community must abide by the following:

1. Cooperate with the College employees in the performance of duties and authorized activities.

2. Refrain from obstructing educational activities.

3. Meet all financial obligations to the College.

4. Obey all local, state and federal laws and regulations and all East Mississippi Community College policies.
5. Give accurate and complete information for all official records required by the College.
6. Have the College Student Identification card at all times while on College property.

A student enrolled in East Mississippi Community College assumes responsibility for conduct compatible with the functions and the processes of the College as an educational institution. While the College is dedicated to the rights and freedoms afforded individuals, some actions are considered inappropriate in an institution of higher education.

**INAPPROPRIATE CONDUCT INCLUDES:**

1. Obstruction or disturbance of teaching, administration of the College or other College activities on or off College properties.
2. Failure to comply with the directives of College officials acting in the performance of duties.
3. Forgery, alteration, misuse of and/or theft of College documents, records, means of identification, e-mail and other electronic information.
4. Physical abuse of any person on College-owned or controlled property at College-sponsored or supervised functions that threatens or endangers the health or safety of any such person.
5. Psychological abuse of any person on College-owned or controlled property or supervised functions. This includes threats, harassment, stalking and use of e-mail to intimidate, harass, terrify, annoy or offend.
6. Theft or damage of property of the College or to the property of a member of the college while said property is on the College property.
7. Violation of copyright laws associated with print, audio/video and computer software materials.
8. Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons with the intent of bodily harm on any individual or damage of a building or grounds of College property.
9. Use, possession or distribution of illegal drugs, alcohol and other substances on campus or at any College or at any College-sponsored activity (home or away).
10. Unauthorized use of the computers for the purpose of compromising computer systems or network security.
11. Plagiarism or behavior involving academic dishonesty.
12. Profanity, gambling, loitering and other behaviors deemed as inappropriate are not allowed on campus.
13. Any attempt to tamper with or falsely activate fire alarms or other protective equipment is strictly prohibited and may include criminal charges.
14. Pets on campus are strictly prohibited.
15. Public display of affection is strictly prohibited on campus and at any activity of the College.
16. Unauthorized tampering or entry into any building, vehicle, or private property of the College, students, faculty/staff or authorized visitors is prohibited.
17. Smoking is prohibited in all buildings including residence halls.
18. Electronic devices used without permission in classrooms is strictly prohibited.
19. All students must exit the building during a fire alarm.

While the above list includes the types of behaviors and activities deemed to be in violation of the Code of Conduct, the list is not intended to be all inclusive. Students failing to abide by the Student Code of Conduct are subject to disciplinary action. It is the responsibility of the student to know and abide by the code of conduct.

Disciplinary action imposed on students in violation of the Code of Conduct is based on the severity of the infraction.

**Disciplinary action may include one or more of the following:**
- Disciplinary Probation
- Monetary fines
- Dismissal from a class or program
- Expulsion
DUE PROCESS FOR STUDENTS

Students have the right to appeal following the Judicial Process. Students will receive a written verification of their violation and the disciplinary action to be imposed. The student has the right to appeal the disciplinary action to the Judicial Council. A standing Judicial Council for each campus is appointed by the College President. The Council is comprised of 5 members of the administration/faculty and 2 students.

The steps are:

1. The student must file a written request with the appropriate administrator as designated in their disciplinary letter within 3 days of receiving written notice, stating the grounds for the appeal.
2. The appropriate administrator will notify the student forty-eight hours in advance as to the time and place of the appeal hearing.
3. The Judicial Council will conduct the appeal by parliamentary procedures with the following policies, procedures and rights in effect for all cases.
   a) Minutes of the proceeding will be taken. A tape recorder may also be used. The minutes are on file in the appropriate administrative office on each campus.
   b) The chairperson in the presence of the student will present the charges and evidence to support the charges.
   c) The student may present their case with the aid of witnesses.
   d) The student may be accompanied by an advisor. If the advisor is an attorney, the VP of Student Services must be notified 48 hours prior to the hearing.
   e) The student, not the advisor, is responsible for presenting their case.
   f) All individuals appearing at the hearing will be asked to sign a statement attesting to the truth of their statement.
   g) The Council will be responsible for deciding on the guilt or innocence of the accused and if the disciplinary action imposed was appropriate. The decision is based solely on the facts presented; the committee will not have advanced notice of any facts (only the chairman).
   h) After hearing all evidence, the Council will deliberate in executive session. All decisions are by majority vote and the chairman only votes if there is a deadlock.
   i) The decision of the Council will be given to the student in writing.
   j) All hearings will be closed to the public.
4. The student has the option of accepting the Council’s decision or appealing to the Office of the President. An appeal to the President must be a written request within three (3) days of the Council’s notice stating the grounds for the appeal.
5. The President’s review of the student’s appeal will be on the record alone, the student has no right of appearance or presentation.
6. The decision of the President will be the final appeal at EMCC. The student will be notified of the decision in writing.

ADMITTANCE OF STUDENTS PREVIOUSLY DISMISSED FROM EMCC FOR DISCIPLINARY REASONS

Students who previously attended EMCC and were dismissed from EMCC and/or student housing for disciplinary reasons must be approved by a special review committee for re-admittance to the College.

DRESS CODE

Students are to dress appropriately during regular class hours and on visits to the library, food court, student center and any College sponsored event. Appropriate dress is shirt and long pants or modest shorts for male students and long pants (or modest shorts) with shirts or blouses for female students. Males are not to wear pants where the waistband falls below the waist and under garments are visible. Dresses or long pants or modest pants with blouse/shirt are appropriate female attire. This policy applies to all occasions other than when activity shorts are required class attire. Shoes must be worn at all times other than in the resident hall or the immediate area surrounding the resident hall. Students wearing clothing deemed inappropriate or offensive will be asked to change to more appropriate wear. Additional requirements may apply to CT students due to safety requirements or identifications requirements in clinical settings.
NON-STUDENTS ON CAMPUS

Any and all persons with no legitimate reason for being on College property are subject to relevant local, state and Federal laws.

EMCC students are responsible for the actions of any one visiting them on campus.

Children left unattended in personal vehicles or on College property are considered endangered and the appropriate local legal and/or protective agencies will be contacted.

CONDUCT WHEN REPRESENTING THE COLLEGE

All rules and regulations of the school shall remain in effect during the entire time that students are away from the campus and participating in any College-sponsored activity. During this time, students are representing this institution and will act accordingly. Any infraction of the rules and regulations as set forth in the Student Handbook, and those deemed necessary by the instructors/advisors, will be grounds for immediate disciplinary action.

Depending on the severity of the infraction, the student may be suspended from that function and be subject to disciplinary action. Upon securing the most economical transportation to the home campus for said student, the instructors/advisors will no longer be held liable or responsible for said student.

Upon returning to the campus, that student may be dismissed from that class or course with the option for termination once due process has been afforded the student.

STUDENT I.D. CARD

An ID card is issued to each student as part of the registration process. No charge is made for the first card issued. The replacement cost is $5. The ID card must be surrendered to any College official upon request and upon withdrawal from school. The ID must be worn on a visible location of one’s person at all times when on college property. Students without a visible ID card will be subject to $25 fine.

The card is needed for the following purposes:

1. For proof that you are a current student.
2. Admission to on-campus College sponsored activities.
3. Admission to on-campus athletic events and out-of-town athletic events of the Mississippi Community & Junior College Conference at student rates.

ALCOHOL AND DRUG POLICY STATEMENT

EMCC is greatly concerned with the health and well-being of its students. EMCC is committed to providing and maintaining for its students an environment in which they may flourish, excel, and attain their individual goals and standards of achievement. It is the position of EMCC that the use and/or abuse of alcohol or illegal drugs by its students on EMCC owned or controlled property or in association with EMCC related activities is inconsistent and incompatible with the purpose and mission of EMCC. Therefore, it is the policy of EMCC that any possession, consumption, manufacture, or distribution of alcohol or illegal drugs is prohibited.

If students of EMCC should experience problems or crises that are alcohol or drug related, they are encouraged to seek confidential assistance through a local community counseling center. For more information on available counseling services, contact the counseling center.

Any student failing to observe the EMCC Alcohol and Drug Policy will be subject to the imposition by EMCC of sanctions in accordance with local, Mississippi, and federal law. For EMCC students, these sanctions may include suspension or expulsion. In addition to sanctions, any EMCC student found in violation of the EMCC Alcohol and Drug Policy may be referred to the appropriate authorities for prosecution.
The following acts of conduct constitute grounds for sanctions against EMCC students:

1. Use, possession, under the influence of, manufacture or distribution of alcoholic beverages, barbiturates, narcotics, or other illegal drug substances such as marijuana or LSD, on EMCC owned or EMCC controlled property or in association with EMCC related activities;

2. Disorderly, licentious, obscene, lewd, or indecent behavior or expression performed on EMCC owned or controlled property or in association with EMCC related activities;

3. Any violation of local, Mississippi, or federal laws regarding illegal drugs or alcohol.

EMCC Administration personnel have the authority to review and investigate any allegations made against an EMCC student concerning alcohol or drug possession, manufacture, or use/abuse. If an EMCC student is determined to have possessed, manufactured, or used/abused alcohol or illegal drugs, that individual will be subject to disciplinary or administrative hearings, and that individual will be required to submit to an alcohol or drug treatment program, or to specialized counseling. Medical expenses, lab fees, and further treatments costs will be the responsibility of the student.

If a student is suspended or expelled, he/she will be considered for readmission following counseling and/or appropriate treatment. An appeals process is available to any student who desires additional consideration of an action taken against him/her. (Note: Federal law states that students found guilty of engaging in the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance during the period covered by all Title IV funds [financial and] will lose the right to obtain any future Title IV funds.

Students suspended or expelled under the EMCC Alcohol and Drug Policy may be eligible for re-admittance at the discretion of EMCC.

Drug dogs may be used in searches of EMCC property including parking lots.

Non-Discrimination and Anti-Harassment Policy and Grievance Procedures

General statement of policy

East Mississippi Community is committed to providing all students and adults with a safe and supportive school environment. Members of the college community are expected to treat each other with mutual respect.

It is hereby the policy of East Mississippi Community to oppose and prohibit discrimination based on age, race, color, religion, national origin, marital status, sex or disability. Harassment is also a form of unlawful discrimination as well as disrespectful behavior, which will not be tolerated. Any discrimination or harassment of a member of the college community by another member of the college community is a violation of this policy.

East Mississippi Community College shall investigate all complaints of discrimination and/or harassment; formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the school community who is found to have violated this policy.

Procedure to file a grievance based on discrimination or harassment is as follows:

Complaints should be addressed to the Vice President of Student Services, P.O. Box 158, Scooba, MS 39358, telephone (662) 476-5000, who has been designated to coordinate such compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

2. A complaint must be filed within ten (10) working days after complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by a person designated by the President. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the person so designated in No.3 and a copy forwarded to the complainant no later than twenty (20) working days after its filing.

5. The coordinator shall maintain the files and records of East Mississippi Community College relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made within five (5) working days to the coordinator who will remand the complaint to a grievous committee made up of five (5) faculty/staff members and is assigned at the beginning of the year by the Vice President for Student Services.

7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA (Americans with Disabilities Act) complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that East Mississippi Community College complies with and implements the appropriate regulations.

Retaliation
It is a separate and distinct violation of this policy for any member of East Mississippi Community College’s community of faculty, staff and students to retaliate against any person who reports alleged discrimination or harassment. Further it is also a violation of this policy to retaliate against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such discrimination or harassment. It is possible to have violated this anti-retaliation provision even if the underlying complaint of discrimination or harassment is not found to be a violation of this policy. Retaliation includes, but is not limited to any form of intimidation or reprisal and may be addressed through application of the same reporting, investigation, and enforcement procedures as for discrimination and/or harassment. In addition, a person who knowingly makes a false report may be subject to the same action that East Mississippi Community may take against any other individual who violated this policy. The term false report refers only to those made in bad faith and does not include a complaint that could not be corroborated or which did not rise to the level of discrimination or unlawful harassment.

Consequences
Any college employee or student who is found to have violated the discrimination, harassment, or retaliation policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, expulsion, transfer, termination or discharge.

Reporting
Any college employee, who observes, overhears or otherwise witnesses discrimination or harassment, which may be unlawful, or to whom such discrimination or harassment is reported, must take prompt and appropriate action to prevent its reoccurrence.

FIREARMS AND WEAPONRY POSSESSION POLICY
East Mississippi Community College recognizes that the possession of firearms (including handguns) or other weapons on school premises or at school functions by other than duly authorized law enforcement officials create unreasonable and unwarranted risk of injury or death to EMCC employees, students, visitors, and guests, and also creates an unreasonable and unwarranted risk of injury or death to EMCC employees, students, visitors, and guests, and also creates an unreasonable and unwarranted risk of damage to properties of EMCC, employees, students, visitors, and guests. Therefore, EMCC prohibits the possession of firearms or weapons in any form by any person other than duly authorized law enforcement officials on school premises or at school functions, regardless of whether the possessor of the weapon has a valid permit to carry the weapon.
HOUSING

The College maintains six residence halls and thirty cottages on the Scooba Campus which house approximately 600 students. These residence halls are air conditioned and equipped with furniture and utilities essential for comfortable living. Students must provide their own linens, pillows, and toilet articles. A person desiring residence hall accommodations should submit a $50.00 room deposit with the Application for Student Housing to the Student Services Office at the College. The deposit will remain on file until the student discontinues participation in campus housing. The student will be refunded the room deposit, provided there are no charges for damages or other debts to the College and providing the student completes a Housing Withdrawal Form with the residence hall supervisor, Director of Student Housing or the Vice President of Student Services. Request for refund is made to the Director of Student Housing or the Vice President of Student Services Office.

To apply for student housing, a student must obtain a Housing Application Form from the Director of Student Housing and pay the proper fees to the Business Office. No student will be allowed to reside in College housing for more than six semesters without approval of the Residence Hall Appeals Committee.

In the event of limited residence hall space, Mississippi residents will be given first preference. A limited number of out-of-state residence hall spaces will be reserved to coincide with scholarship limits for non-residents as established by the MACJC.

ACADEMIC REQUIREMENTS FOR RESIDENCE HALL STUDENTS

All students must be enrolled in and maintain a minimum of 12 semester hours of on-ground courses to live in the residence hall. Any student who is enrolled at EMCC must maintain a cumulative 1.50 GPA or better to be eligible for campus housing. All resident hall students who are in non-compliance with these GPA standards at mid-term (9 weeks) will be sent a written warning of their residence hall status. Notification of non-compliance of these regulations will be made by the Director of Student Housing. Any student in non-compliance with the GPA requirements at mid-term will be required to attend counseling and study aid programs two nights a week under the direction of assigned staff. The study aid program schedule will be posted in residence halls and classrooms in advance of such times. Students attending the study aid programs will be allowed a maximum of two unexcused absences. Any student exceeding two unexcused absences will immediately lose housing privileges. The Dean of Student Services will determine if an absence is excused or unexcused. While attending the study aid programs, any student who is disruptive and/or presents a disciplinary problem will immediately lose housing privileges and may receive additional sanctions depending on the violation(s). If students at the end of the semester are in non-compliance, they will lose campus housing privileges until their cumulative GPA is 1.50 or above. Any person may appeal dismissal from campus housing by doing so in writing to the Director of Student Housing or the Dean of Student Services. Any appeal by a student not meeting these requirements will be directed to the Residence Hall Appeals Committee which will be designated by the President.

GENERAL HOUSING GUIDELINES & REGULATIONS

In order to protect the rights of each individual and to ensure protection of College property, there must be certain guidelines for all to follow. **FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN DISCIPLINARY ACTION.**

1. Residents of the College residence halls must be enrolled in at least 12 hours of on-ground courses, and must maintain at least 12 traditional semester hours throughout the entire semester.

2. Each resident is responsible for the College property assigned to them. Neither furniture nor equipment should be removed from your room without first securing permission from the Director of Student Housing or the Vice President of the Scooba Campus. Each room occupant will be held accountable for all room furniture and fixtures and all suite occupants will be held accountable for all common areas.

3. All residents must attend any residence hall meetings and will be held responsible for all information set forth.

4. Costs of repairing damage or replacing losses to a residence hall room will be charged to each room occupant unless the party directly responsible is known. Costs of repairing damage to bath and restroom areas will be charged to each suite occupant sharing the restroom area unless the party directly responsible
is known. Costs of repairing lounge areas, hallways, and/or the residence hall itself will be charged to all residence hall occupants unless the party directly responsible is known. DAMAGE TO ANY COLLEGE PROPERTY IS CONSIDERED A SERIOUS OFFENSE.

5. The College reserves the right to inspect any living quarters at any time the administration deems it necessary.

6. Possession or use of intoxicating beverages and dangerous drugs is prohibited. Any student who is under the influence of an alcoholic beverage, or has alcoholic beverage in his/her possession, or who has alcoholic beverage containers in his/her room or trash can will receive disciplinary action, possibly be disallowed housing privileges, or may receive the maximum penalty of dismissal from the College.

7. Smoking is not allowed in any residence hall at any time.

8. The College is not responsible for loss or damage of valuables, money, or other personal property. If loss or damage does occur, the residence hall supervisor, Director of Student Housing, security, or the Vice President of Student Services should be notified immediately. Students are strongly encouraged to have their parents check with their home owners insurance regarding renter insurance.

9. Residents are expected to abide by all Federal, State, and Local Laws.

10. Students are responsible for maintaining the cleanliness of their room, restroom, and bath areas. There will be a systematic room inspection each week and/or as needed of all residence halls at which time rooms must be clean, neat and attractive. Failure to maintain rooms, restrooms, and bath areas in a clean and orderly condition may result in the room occupant being evicted from the residence hall.

11. Aluminum foil is not allowed in the residence hall windows. Students must use appropriate curtains or blinds.

12. Permanent fasteners or connectors on the walls, doors, or fixtures are prohibited without the permission of the Residence Hall Supervisor or the Director of Student Housing.

13. Offensive, inappropriate, or obscene materials may not be visible anywhere in the residence hall.

14. DECALS are not permitted on any room walls or furniture.

15. Pets are not allowed in the residence halls.

16. Fire alarms, fire extinguishers and other protective equipment are in place for the safety of all students. Any attempt to tamper or abuse such devices is strictly prohibited and will result in disciplinary action.

17. No person should sit on guard rails, in open windows, or hazardous areas of any kind.

18. Students should not carry on conversations with other students through the residence hall windows. Visitation is limited to rooms, the lobby or outside the residence hall.

19. UNAUTHORIZED VISITATION OF MALES IN THE FEMALE RESIDENCE HALL OR FEMALES IN THE MALE RESIDENCE HALLS IS PROHIBITED AND WILL RESULT IN DISCIPLINARY ACTION.

20. Male students are allowed to enter the lounge area in Gilbert-Anderson Hall only under those guidelines specified. Females are not allowed to enter the lounge areas in any of the male residence halls due to the absence of proper supervision in these lounge areas.

21. Students may call for fellow students between the hours of 10:00 a.m. and 10:00 p.m. WAITING STUDENTS SHOULD NOT REMAIN IN THE LOBBY AREA FOR MORE THAN 15 MINUTES.

22. Loitering in and around the residence halls is prohibited.

23. Overnight visitors in the residence halls must be of the same sex as the room occupant and must be approved in advance by the residence hall supervisor, Director of Student Housing, or the Vice President for the Scooba Campus. All visitors are expected to conduct themselves appropriately and comply with the rules of the institution.

24. Only residents will be permitted to enter the residence halls during school hours unless the residence hall supervisor grants permission. Any visitors should be accompanied by a resident and have the supervisor’s approval.
25. CLOSED CAMPUS HOURS will be observed beginning at 11:00 p.m. until 7:00 a.m. for the entire campus, unless noted otherwise (example - “dead week”). With exception of participation in school sponsored functions, all students on campus should be in their assigned residence hall by 11:00 p.m. All visitors will be required to leave the campus at this time. Students arriving after 11:00 p.m. should go directly to their assigned residence hall. After this hour, all loud noise should be eliminated.

NOTE: The doors to Gilbert-Anderson Hall and Women’s Honors Residence Hall will be locked at 11:00 p.m. on Sunday through Thursday for security purposes. Security personnel will be stationed at the main entrance of Gilbert-Anderson Hall to allow residents to enter and exit the residence hall. On Fridays and Saturdays there will be limited access to enter and exit the residence hall. The weekend time schedule will be posted by the Residence Hall Supervisor.

26. Housing Withdrawal Procedure: A student should contact the residence hall supervisor, fill out a Housing Withdrawal Form, allow the supervisor to sign the withdrawal form and then turn in keys to residence hall supervisor. A student should turn in the student I.D. card to the Business Office. DO NOT MOVE OUT OF THE RESIDENCE HALL WITHOUT FIRST OFFICIALLY WITHDRAWING. Charges for your room and meals will continue until the withdrawal process has been completed. Keys not turned in will result in forfeiture of the room deposit. NO REFUNDS WILL BE GRANTED UNTIL A STUDENT HAS OFFICIALLY COMPLETED THE WITHDRAWAL PROCESS.

27. Lost Key - Any time a key is lost, a $35.00 charge will be levied. The lock will be changed to protect the property of all occupants of that room.

28. Grilling or barbecuing is not allowed on campus except for EMCC designated events and faculty/staff supervised functions.