



2022-2023

MCC STUDENT HOUSING

HANDBOOK



NEED MORE INFORMATION?

Meridian Community seeks to serve this community in the best way possible. The offices listed below can assist prospective students in accessing information. Inquires may be sent to Meridian Community College, 910 Highway 19 North, Meridian, MS 39307-5890. The telephone number 601.483.8241 or toll free 1.800.MCC.THE.1. The fax number is 601.484.8701.



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| Academic Affairs | 601.484.8814 |
| Admissions | 601.481.1357 |
| Adult Basic Education/HSE | 601.484.8796 |
| Advising & Retention | 601.581.3506 |
| Athletic Programs | 601.484.8699 |
| Business Office | 601.484.8706 |
| Campus Life | 601.484.8632 |
| Career Development | 601.484.8724 |
| Disability Support Services | 601.484.8777 |
| Financial Aid | 601.484.8674 |
| Fitness Center | 601.484.8763 |
| Recruiting | 601.484.8819 |
| Residence Life & Housing | 601.484.8804 |
| Registrar's Office | 601.484.8621 |
| Success Center | 601.481.1375 |

MERIDIAN COMMUNITY COLLEGE MISSION STATEMENT

Meridian Community College

is dedicated to improving the quality of life of our local and global communities by serving their diverse intellectual, cultural, and occupational needs through higher education.

We offer campus-based and distance learning experiences leading to certificates, associate degrees, and university transfer, as well as adult education, workforce training, and personal and cultural enrichment which foster an appreciation for lifelong learning.

HOUSING AND RESIDENCE LIFE MISSION STATEMENT



The mission of the MCC Housing Department is to create an environment that is conducive to living and learning that fosters an appreciation for diversity in all students, as well as fosters communities that create a sense of belonging and provide active learning environments that simulate the mind, challenge and encourage academic, personal, cultural and social growth and development by providing facilities that are technologically sound, well maintained, attractive, functional, clean, safe, economical and adaptable.

Meridian Community College, through its residence hall program, attempts to make residence life a learning experience, by including both students and staff in its program planning and activities. Residence hall programs address the educational, recreational and social needs of students. The residence hall staff, to promote personal as well as professional growth, provides a series of enrichment programs. Recreational activities are provided through intramural programs and residence hall-sponsored programs that encourage friendly competition within and between residents. Individuals and groups that elect to celebrate special functions and events also sponsor, social activities within the residence halls. To meet our mission, we perform the following basic functions within the housing and residence life area.

- Provide affordable, safe, secure, clean accommodations that are conducive to learning.
- Provide efficient, cost-effective room assignments and administrative services.
- Provide and actively recruit student participation in experiences to assist new students in their transition of MCC.
- Provide and actively recruit student participation in experience to facilitate their individual development as a total person.
- Establish guidelines that provide structure for compatible and formulation and implementation.

RESIDENCE LIFE STAFF

The Residence Life Department is administered through the Office of the Director of Housing/Residence Life. The Director of Housing/Residence Life is responsible for the Housing Department operations and budget.

Director of Residence Life

The Residence Life Director is responsible for overall housing matters. The residence hall staff, composed of a Residence Hall Director and Resident Assistants, supervises the everyday operation of the residence hall. The Business Office Staff, Campus Police and custodial/maintenance staff provide support services.

Hall Director

The Hall Director is a professional MCC staff member. The hall director lives in an apartment located near the lobby in the residence hall. The hall director's major responsibilities include developing an atmosphere that is conducive to the personal growth and development of students, providing a learning atmosphere of the residence hall, providing personal assistance to students in a variety of areas and maintaining a learning environment that promotes the safety of students.

Resident Assistants

The Resident Assistants (RA's) are full-time students selected by the Director of Residence Life to work with residents living on each floor or each

building. RA selection is based on the student's demonstration of leadership skills, interpersonal skills and sincere interest in helping others. Interested students can contact their Residence Hall Director for more information about applying for these positions.

Work-study Students

Work-study students serve as desk clerks and are considered part-time employees in the residence hall. Their duties include greeting all visitors and answering phone calls in a manner that is courteous and efficient, provide information and assistance to persons who inquire; take messages as needed for residents or staff members and ensure that the messages are delivered; as well as serve as an information resource person on hall activities, policies and procedures; and perform other duties as assigned by the full time residence life staff, and the Director of Housing/Residence Life or the Associate Dean of Student Services.



Campus Police

The campus police department provides patrol of the campus 24 hours a day including security in the residence halls. Campus Police officers are responsible for 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 can be reported directly by any students, faculty or staff member.

FOR EMERGENCIES, CALL CAMPUS POLICE AT:

Campus Police Cell: 601.938.0072

Main Office: 601.484.8620 (ext. 1804)

College Crossing Apartments:
601.484.8874 (ext. 1878)

Thornton Hall: 601.484.8643 (ext. 1643)

Elliott Hall: 601.581.3588 (ext. 1588)



Maintenance or Repair Request

At all residence halls maintenance request should be reported to the Resident Assistant or Residence Hall Director. Once this request has been made, a work order is turned in to the maintenance department responsible for all campus repairs. You may be charged for necessary repairs if items in your room are misused. At no time should maintenance be directly contacted by the residence hall student.

Custodians/Housekeeping

The residence hall housekeeping staff regularly cleans all public areas. Students are responsible for cleaning their own rooms. The residence hall staff will conduct room checks for any health or safety hazards, as deemed necessary.

Students are responsible for providing their own cleaning supplies. The Residence Life Hall Directors have the right to enter any resident's room at any time for reasonable health and safety inspections.

Sexual Misconduct Policy

For the complete sexual misconduct policy, please view or print the policy found in EagleNet or contact the Student Services Office. Meridian Community College is committed to creating and maintaining a community in which students and employees can learn and work together in an atmosphere free of the threat of sexual assault. Every member of the college community should be aware that the College considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a quality learning environment.

MCC views any form of sexual misconduct (including sexual assault, domestic violence, dating violence and stalking) as a serious offense, and such behavior is prohibited by state law and by college policy. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities. The College will investigate reports of violations of sexual misconduct in an impartial, prompt and equitable manner. Reporting an incident is a separate step from choosing to prosecute. We are concerned with the victim's welfare and want to ensure that the appropriate treatment and support is provided. When a person files a report with the Campus Police, they are not obligated to continue with legal proceedings or college disciplinary action. Prosecution of individuals for crimes they commit, whether by state or federal prosecutors, is independent of and in addition to the charges or disciplinary proceedings instituted by the College. The title IX coordinator (or designee) oversees the College's investigation and response to incidents of Title IX violations. Meridian Community Colleges has designated the following employee as the Title IX Coordination.

Mr. Derek Mosley

Social Science Instructor
Ivy Hall, Room 216
910 Highway 19 North
Meridian, MS 39307

Phone: 601.553.3453 | **Fax:** 601.484.8635
Email: dmosley@meridiancc.edu

Reporting Sexual Assault and Receiving Assistance

The Title IX Coordinator (or designee) is available to help anyone who reports a violation of the sexual misconduct policy. The Coordinator can provide assistance and information regarding crisis intervention, assessment and referral for the victim and the accused. The Coordinator along with other members of Student Services, is responsible for coordinating prevention education efforts on campus.

Individuals may report violations of sexual misconduct to the Title IX Coordinator by phone, email or written notice. Employees of the College should report violations to the Human Resources Coordinator located in the Business Office of Hardin Hall.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off-campus, the College will provide the student or employee with a copy of the MCC Sexual Assault policy which contains written explanations of the student's or employee's rights and options.

MCC maintains relationships with various institutions which offer confidential services to assist victims of sexual violence. A few of those institutions are the Care Lodge, Weems Mental Health, Psychology Associates and Wesley House. These institutions provide services such as counseling, health, mental health and victim advocacy. See the contact information at the bottom for off-campus resources.

Procedures for Reporting Sexual Misconduct Violation

1. A person should go to a safe place as soon as possible.
2. The person should also try to preserve all physical evidence. If a person is reporting a sexual assault that has occurred within the previous 72 hours, it may be possible to collect trace evidence of the offense. This evidence is important particularly if a person wishes to prosecute the offender. Do not shower or bathe, wash hands, use the toilet, change clothing, or wash clothing or bedding. If the victim changed clothes, please place all of the clothing that was worn at the time of the incident in a paper (not plastic) bag.

OFF-CAMPUS RESOURCES

Care Lodge

24 Hour Hotline: **601.693.4673**
Community Service: **601.482.8719**

Domestic Violence Shelter

601.483.8436

Wesley House

1520 8th Avenue | Meridian, MS 39307
601.485.4736

Weems Community Mental Health Center

1415 College Drive | Meridian, MS 39307
601.483.4821

Psychology Associates

5004 Highway 39 North | Meridian, MS 39307
601.693.8307

Anderson Regional Medical Center

2124 14th Street | Meridian, MS 39301
(ER) **601.553.6111**

Ochsner Rush Medical Center

1314 19th Avenue | Meridian, MS 39301
(ER) **601.703.9260**

Care Lodge - Meridian, MS
www.carelodge.com

Mississippi Coalition Against Domestic Violence
www.mcadv.org

Wesley House - Meridian, MS
www.wesleyhousemeridian.org

Clery Center for Security on Campus
www.clerycenter.org

Housing for Disabled Persons

MCC does not exclude any person with a disability from residential living. This is in compliance with the Americans with Disabilities Act of 1990 (ADA). For information regarding ADA, or, if you will need reasonable accommodations while attending MCC, contact the ADA Coordinator.

Policy on Service Animals

The Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 define a service animal as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or other mental disability.

The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Commonly Asked Questions Regarding Services Animals

- 1. My animal does not perform one of the tasks listed above, but it's a big dog and is a deterrent to criminal activity, which is important to my well-being. Does that count?** The crime deterrent effect of an animal's presence does not constitute work or tasks for purposes of the ADA definition of service animal.
- 2. My animal does not perform any of the tasks listed above, but it provides emotional support for me. I have a letter from my doctor saying that the animal provides comfort to me and should be with me at all times. Does that meet the definition?** No, the ADA regulations are very specific. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of the definition.

Room Fee

No rooms should be reserved for students until a \$150 non-refundable application fee has been posted to the student's account.

Application Procedures

Each student living in college housing must have a completed application on file with the Residence Life Office. Applications may only be obtained from the housing website, www.meridiancc.edu/housing. Completed applications must be accompanied by the application fee.

Outstanding Balances

In order to reserve a room for any semester, students with outstanding balances will not be permitted to reserve a room until the student has either (1) paid/his or her bill in full or (2) at a minimum, formulated a viable payment plan with the Business Office to address current and prospective charges.

Failure to Honor Payment Plan

Any student who fails to honor the payment plan he/she has formulated with the Business Office will be removed from housing and meal plan. This will occur following failure to make the first payment agreed upon in the plan, barring extenuating circumstances, which would warrant an extension as approved by the VP for Finance. After the good faith payment is made, the first installment on any payment plan should not be required until after the first four weeks of the current term.

Meal Plans

Per college policy, all students in residence must pay for a meal plan each semester in full at the time of occupying his/her room.

Application Procedures

Each student living in college housing must have an electronically signed Residence Hall License Agreement on file in the Residence Life Office. Applications for student housing may be obtained from the housing website, www.meridiancc.edu/housing. Completed applications must be accompanied by the required fee.

Re-Application

Before the end of the fall and spring semesters, the housing office will provide residents the chance to re-apply for the upcoming semester. If you do not submit a re-application to the Director of Residence Life, the reservations are canceled for the upcoming semester. By stating that you are not returning on the form, arrangements are also canceled. Schedule must be presented when resident re-applies for housing.

Summer Term

Students living in the residence halls during the summer term must take a minimum of three hours per five-week term or six hours of full-term summer classes. A student may choose the option of living in the apartments for only one or two five-week terms with a minimum of three academic hours per term. Students are only housed in the College Crossing Apartments during the summer sessions.

Withdrawal from MCC

You should be aware that proper check-out of the residence hall is part of the withdrawal process from MCC. Students should follow the steps of checking out with his/her Residence Hall Director. You have 12 hours to vacate the residence hall after withdrawing from MCC.

Roommate Assignments

In order to select your roommate, you must fill out the roommate group tab on your application for housing that will be labeled roommate group. You will need your roommates' school email addresses in order to send them a roommate request.

Room Changes/Residence Hall Transfers

Room and roommate changes are made during the course of the year at the request of the student or at the discretion of the Director of Residence Life. The Director of Residence Life at his/her discretion may approve room changes within the residence hall, if space is available. Residence Hall Transfer (i.e., a change from one residence hall to another) requests must be made in writing to the Director of Residence Life.



Room Consolidation

During the semester, your roommate may move off campus, or to other room within the residence halls, which means a space is available in your room. If we are unable to assign another person to fill the open space, it become necessary for students to consolidate who do not have a roommate and do not wish to pay a single room rate. Two choices are available for residents: move into another room or another resident may move into the room with you. The residence hall staff is available to answer questions and assist you in getting another roommate by either moving you to another room or moving another person into the room with you. Failure to consolidate will result in a single room charge.

Room Entry

MCC reserves the right to enter a student's room for maintenance and safety measures, as well as in the event of an emergency which may jeopardize the well-being of the occupant or other students in the hall. MCC housing personnel may enter any room at any time to perform health, welfare and cleanliness inspections. Room inspections will be conducted between 9 a.m. to 9 p.m. Therefore, MCC will not allow any residents to place personal locks on doors (bedrooms and main entrance). A fee will be imposed if a personal lock is used.

Check-in

Upon arrival, each resident should check in at the main desk in his or her assigned hall. At this time, a room key will be issued if the student has met all housing requirements. Each resident will be asked to inspect his or her room and sign a Room Inventory Form (RIF) verifying the general condition of the room and its contents upon check-in.

Check-out

Rooms must be vacated in the same or better condition than they were at check-in, at the end of the spring semester, by all residents. At the end of the fall semester, the same rule applies to residents who do not intend to return in the spring. Residents must vacate no later than noon on the day after the last scheduled class. Official check-out from the residence hall consists of removing all personal belongings (including all trash), a room inspection, return of all keys and signing a room condition form. A check-out form must be filled out by the Residence Hall Director or Resident Assistant upon return the

key. Property left in residence hall rooms will be disposed of after checkout. Any trash or personal items left in room may result in extra cleaning fees. Residents must make an appointment with their assigned A to schedule a walk-through for check-out. Failure to make an appointment will result in a fine.

Hall Openings and Closings

Student rooms are available for use when the College is in session. A calendar of specific vacation and recess dates will be posted at appropriate intervals. In general, the residence hall will be:

- Open to freshmen and new students before the beginning of the fall semester for orientation.
- Closed during Thanksgiving and Winter break, (*Note: Residents are required to leave the residence halls no later than noon on the day after the last scheduled class*).
- Reopen after vacation on the day prior to the resumption of class.
- Close at the end of the Spring and Summer Sessions. (*Note: Residents must leave the halls no later than noon on the day after the last scheduled class*). All personal belongings must be removed from the residence halls. The College will not assume responsibility for articles left in the residence halls or rooms.

Note: The College is not responsible for personal items that are left in the rooms after the residence halls close. Students are to remove all of their personal belongings before the residence halls close.

Furnishings

The typical room is furnished with twin beds, closets, drawer space, desks, chairs, and a window dressing. These items should not be moved from the student's assigned room nor should furniture be moved into the room from public spaces within the hall or from other locations (e.g., other residence halls, offices, classroom buildings, etc.).

What Students Should Bring

Residents must provide their own linens for bed and bath, including pillows, mattress cover, sheets, bedspreads, blanket or quilt and a laundry bag. Other items the resident might consider bringing to the hall include toiletries, surge protector (no extension cords are allowed) an alarm clock, flashlight, an iron and ironing board, a desk lamp, a wastebasket with liners, broom, mop, dustpan and area rugs. Cell phones are also needed. Please see your housing director for any emergency phone calls.

RESIDENCE HALL FACILITIES AND SERVICES



Dining Hall Services

Included in housing fees is a meal plan. Nineteen (19) meals per week are included. Proper attire must be worn in the dining area. This includes:

- No pajamas
- No exposed undergarments
- Shoes are required
- Pants are to be worn at waist level

Appliances

Any of the following items may be used in a student's room in the residence halls: desk lamps, personal computers, radios, stereos, portable television, DVD, vacuums, fans, clocks, personal hair dryers, curlers, shavers and toothbrushes. Irons and electrical blankets are permitted, but should be used with caution. Portable heaters, other cooking appliances (such as hot plates, deep-fat fryers, ovens, slow cookers, electric skillets, grills of any types, etc.) broadcasting equipment, power tools, candles and unauthorized air conditioners, microwaves, refrigerators, extension cords are examples of prohibited items.

Cable Television

The College provides cable TV in lobbies and only cable outlet (hookups) in student rooms. Tampering with cable equipment is prohibited and violators are subject to disciplinary action.

Mail Services

All residents of dormitories mail will be delivered and can be picked up at the mail room located in Ivy-Scaggs Hall inside or the Physical plant. Apartment residents may receive mail in the mail room, physical plant or post office boxes located in building 2 of College Crossing.

Cooking

Elliott and Thornton halls are not designed for individual food preparation; therefore, cooking is strongly discouraged in the student's room. Furthermore, great precautions must be taken with authorized appliances. Electrical and grease type fire extinguishers are not provided, due to **"NO COOKING"** regulations. Toasters, hot plates, frying pans, coffee pots, etc are prohibited and will be confiscated by residence hall staff members.

Room Alterations/Decorations

Each student is provided with basic room furnishings. Students may not move additional items into the room from public areas of the lobby or from other student bedrooms. Residence hall furniture cannot be removed from the dorm/apartment or replaced by a student's personal furniture. Any missing or damaged furniture will result in an immediate fine.

Students may bring items from home to personalize their rooms. Care should be taken not to damage walls or the general condition of the room. Walls may not be painted by students. (Nails and screws are not allowed in the walls. In order to hang material, you must use hanging adhesive strips or Velcro* fixtures.)

Students will not be permitted to display collections composed of alcoholic containers, obscene pictures, etc. No distasteful materials will be allowed on the walls. Any damage to any room will result in an immediate fine to cover cost of repair and labor. Be sure the Housing Director provides you with a signed check-in form at the time you check into your dorm. This form will verify the condition of your room upon check-in.

Residents are discouraged from making extensive, unapproved changes to their assigned room. Unapproved changes include using prohibited window dressings, painting the room, and affixing permanent devices and decorative paper to the doors, walls, or furnishings. Pictures are not to be hung with nails, tacks, pins, or glue. Students are required to discuss and obtain approval of all renovations with the Housing Director prior to making such changes. Charges for all damages and unapproved changes to the student's room will be billed to their Business Office account.

Storage of Personal Possession

The College does not offer a storage program for student use during and between school terms. Students, therefore, are required to remove all personal possessions from the residence hall at the end of the school term or at the time of checkout. Valuables should not be left in the residence hall for extended periods (e.g., holidays, in-semester breaks, long weekends and between semesters).

The College/Residence Life Department is not responsible for any personal possessions left in the residence hall.

Parking

Resident parking is available in the area provided by each residence hall. All students operating motorized vehicles must register their vehicle with the MCC Campus Police office. Campus Police issues information explaining parking regulations and residence hall stickers to be placed on the vehicles. Only one vehicle per resident is allowed. Vehicles that are not in working order and are left in the lot for more than one week will be towed at the owner's expense. Washing of vehicles or performing maintenance on vehicles is prohibited on the MCC Campus.

Maintenance

Students are required to perform general upkeep of their rooms regularly, this includes cleaning and mopping the floor, emptying the wastebasket, cleaning all appliances, disposing of personal items, and washing personal belongings. If necessary, the custodial staff will be assigned to clean a student's room that is unclean. The student's account will be charged if the custodial staff is assigned to clean their room or suite due to unsanitary conditions.

Custodial staff are available weekdays to clean public spaces of the residence hall. Limited custodial service is provided on weekends. Custodial staff is not responsible for cleaning students' assigned rooms or disposing of students' personal trash. Students who do not maintain a sanitary room or clean refrigerators may be subject to a fine or further disciplinary actions.

Laundry

Washers and dryers are available in the residence halls. Students are urged to read carefully the

instructions regarding the use of the equipment. Cooperation is also expected of all students in maintaining sanitary conditions in the laundromat. Service hours are posted in the facility. The College is not responsible for clothing left unattended.

Policies for Laundry

In order to maintain a safe and clean laundry facility for all MCC students, please follow these rules:

- Do not sit or slam doors on washers or dryers.
- Do not overload the washers or dryers.
- Do not leave clothes or any personal items unattended.
- Hair combing and/or braiding is prohibited in the laundry facility.
- Do not re-arrange or remove any furniture from the laundry facility.
- Vandalism will not be tolerated. Students will be charged for any damaged the laundry equipment.

Helpful Hints:

- For better service, clean washer and dryer vents before and after each use.
- Wash white clothes together. Wash colored clothes together.
- Please utilize trash receptacles.
- Report any malfunctions to the Resident Hall Director or Resident Assistant (RA). The hours are posted outside the office.

Room Cleanliness/Orderliness

It is the sole responsibility of each resident to provide the cleaning of his/her room and bathroom. It is the responsibility of all roommates to provide cleaning for the common areas. Inspections will take place periodically. Residents failing room inspection will receive a **Class "C"** violation by the Office of Residence Life.

Room Inspections

Residence hall staff will conduct room checks twice a month to determine whether students are maintaining sanitary living conditions and to inspect for damages to college property. Students are expected to keep their room clean and free from damage. Students will be subject to disciplinary and/or a fine for unsanitary conditions and damages.

Damages

At check-in you will receive a form that lists the general condition of the room and contents. This must be turned in to the Residence Hall Director within 24 hours after checking in. Students are liable for any missing College property or damage that they cause to college property and will be required to pay for replacement or restoration costs.

Residents who vandalize or damage housing facilities can expect disciplinary action. If the staff is unable to identify the individuals responsible for damage, all residents in the area may be billed for common area damages.

If students feel they are being unjustly billed for hall/floor damages, or that the charges are excessive, they may appeal the charges to the Director of Residence Life. For this policy to be fair and effective, all residents within a particular living unit must work to develop a positive environment for them. This will include respect for the facilities and furnishings of that living unit, as well as the willingness to take responsibility for damage caused by oneself and one's guest.

When this does not happen and when residents are not willing to conform, and when necessary, report those responsible for damage, then all members of that living unit will be responsible for paying for these damages. In either case, this will enable the Residence Life Department to bill damages directly to individuals or groups of individuals on the floor where they occur.

Pets

Animals such as cats, dogs, rabbits, rodents, birds, reptiles, or insects of any type are not allowed in the residence halls unless they are considered emotional support animals. Proper paperwork must be submitted from the student's doctor to deem the pet necessary.

Keys

Room keys and building access cards (identification cards) remain the property of the college and must be surrendered upon request by college officials including Director of Residence Life, and members of Campus Police. While in the student's possession control and use, the key/card must be assigned to or given to another person; the key must not be duplicated by off-campus persons.

If a student loses a key/card during the course of the semester, he or she must report the lost key/card to the Director of Residence Life/Residence Hall Director and pay a fee to have the key/card replaced. Failure to return the assigned key by the specified check out time will result in a charge for key replacement. A \$50 fee is charged to replace lost keys.

A residential student is responsible for the security of his/her room key/access card. The residence hall staff is not responsible for locking and unlocking room doors at the request of the student. Students will be charged \$10 fee if they must borrow the board key or if the staff must open the room door.

In case of an emergency a staff member may unlock the room door for the resident or lend a key to the resident.

Residence Hall Lobbies

Residents and guests must present ID before entering the residence halls. Guests may be asked to leave their ID at the desk with the residence hall staff. Identification cards will be returned once the guest leaves the residence hall.

Lobbies are provided for the residents of each residence hall for use in social educational and certain recreational activities. Television and cable service are provided in the lobby of each residence hall.

Each member of a residence hall community is expected to accept responsibility for general upkeep of the lobby and for the behavior of guests. Residents, as well as their guest(s), may lose lobby privileges for the remainder of the semester due to excessive noise or other offensive behavior in the lobby, as determined by the Resident Hall Director.

Mental Health Care

Mental health services are available, free, to all full-time MCC students on a confidential referral basis. Contact the Dean of Student Services office or your advisor for more information. [See page 6](#) of residence life handbook for a list of sources mental health care.

Security of Personal Property

Security of personal property within the residence hall is primarily the responsibility of the student. The room door should be locked at all times when the student is away from the room even for a short time period.

Although precautions are taken to maintain adequate security, the college does not assume responsibility for the loss of or damage to student possessions. Students are advised to label their personal belongings, to record serial numbers, and to photograph property as a means of identifying it in case of loss or theft. **All residents are strongly encouraged to carry sufficient insurance to cover such losses.** Information on a student property insurance policy is available in the Residence Life Department/Housing and the Residence Hall.

Security Doors

Emergency/Security doors are a part of the security system in each residence hall. In all halls, these doors are kept locked at all times and should only be used in case of an emergency. Each resident has the responsibility of adhering to the rules in each hall governing the use of emergency/security doors. At no time should any door be forced or propped open. Students found entering the emergency/security doors or propping the doors open will be fine and could face further disciplinary action.

Vehicles

All student vehicles must be registered with the Campus Police and must display a valid registration decal if they are parked on campus. Parking space is somewhat limited in the vicinity of the residence halls, but all vehicles must be parked in designated areas, or they will be ticketed or towed. Cars that are blocking sidewalks, ADA parking spaces, parked in reserved parking spaces, and service drives are subject to tow at the owner's expense.

Bicycles, motor scooters, and motorcycles must remain outside of buildings. Owners of these vehicles are responsible for securing them in the designated areas.

Theft/Fire Insurance

The Housing/Residence Life Department distributes information about a national student theft and fire insurance program. The low-cost program is specifically designed to protect the personal property of students living in residence halls. The policy covers the following items: computer, laptop, stereo, television, a calculator, clothing, books, a camera, etc.

While this information is available as a service to interested students, neither the Residence Life/Housing Department nor the College should be considered endorsers of the product or services of the insurance provider. Homeowner insurance policies may also provide coverage of the student's personal items. It is strongly recommended that you insure your property.

Indemnification

The College will not indemnify (be responsible for) third parties who cause loss or damage to student's property. Nor will the College be liable for damage to or loss of the student's personal property due to failure or interruption of utilities, or loss due to fire, flood (including burst pipes), or theft. **You are encouraged to purchase rental insurance.**

Communication with Residence Hall Residents
The Residence Life Department/Housing uses several methods of communication to interact with residents on a regular basis. This includes regular hall meetings, personal and group conferences, direct mail, postings to bulletin boards and telephone calls. They frequently contain valuable policy and procedure updates, campus news and motivational information.

Residence Hall Meetings

The Resident Hall Director and other members of their staff conduct monthly mandatory hall meetings. All residents are expected to attend these meetings where valuable information is distributed, and discussions held about residential life policy and procedures.

Note: Failure to attend hall meetings will result in a disciplinary fine.

Fine Imposed Unacceptable Behavior

The purpose of this section is to outline different situations and types of unacceptable behaviors where a fine will be imposed. The following will be subject to a fine of \$25 for the first offense, \$50 for the second offense, and \$100 for the third offense and disciplinary action including but not limited to probation or suspension.

1. Public profanity, cursing or vulgarity
2. Meridian Community College prohibits smoking and/or using tobacco products on or in any facility owned or operated by MCC. Smoking includes the use of any product that is smoked and produces smoke or vapor including but not limited to cigarettes, hookahs, and electronic cigarettes. This policy applies to all students, faculty, staff, and visitors. Violators will face a fine and could face further disciplinary action.
3. Failure, refusal, or inability to present a current MCC ID card upon request (wear on visible location of one's person always when on MCC property).
4. Unauthorized entry to or use of MCC facilities.
5. Unusually loud noise, which creates a public disturbance, including, but not limited to, shouting, use of portable radios, use of automobile radios, use of laptops or musical instruments.

Moral or Decency Offenses (including Use of Profanity)

Meridian Community College students are expected to dress in a manner appropriate to the occasion and environment on and off campus. In all situations, faculty, and staff members have the authority to stipulate dress regulations for their classes, other events and activities sponsored by the College. Lewd, indecent, or obscene conduct or expression, or other moral decency offenses will not be tolerated. This includes, but is not limited to, indecent exposure, Peeping Toms, indecent telephone language and crimes against nature. Violators will be given [Violation B](#) write up.

Respect for Self and Others

Residence hall students are expected to behave consistently with the educational objectives and priorities of the Residence Life/Housing Department and the College. Respect for the rights of others and their needs for study and rest must receive priority. Staff are responsible for helping to create an atmosphere conducive to study, rest, enjoyment,



and learning how to live responsibly with other individuals. Students are expected to respond appropriately to reasonable requests from staff members or from other residents concerning behavior, which disrupts this atmosphere.

Quiet and Courtesy Hours

To provide a study time for students to pursue their individual endeavors, specific hours are designated as "quiet hours" by the Residence Life/Housing Department or by hall residents themselves. During these hours the floor should remain quiet enough to provide an atmosphere in which the residents may study and sleep. At all other times courtesy hours are in effect which means one is expected to be considerate of one's neighbors at all times.

Quiet Hours: 10 p.m.-10 a.m. each day.

Courtesy Hours: 24 hours each day.

The use of sound producing equipment at a volume in a manner that disturbs other residents, whether during quiet or courtesy hours, are not allowed. Sound from such equipment must not be audible outside the residents room. Failure to comply after two warnings may result in confiscation of equipment by the residence hall staff. In addition to mechanical sounds, human sounds such as loud talking, laughing, screaming, yelling, running, stepping is not allowed. Persistent violators will be subject to a [Violation C](#) write up and a review of being allowed to stay in housing.

Visitation/Visitation Hours

Failure to sign-in or sign-out, late check-out, failure to escort a guest, failure to sign out, inappropriate or disruptive behavior, or other violations of the visitation policy will be referred to the Director of Housing and Associate Dean of Student Services with the possibility of fines, removal of housing privileges and/or termination of housing/residence life agreements.

Sign-In/Sign-Out Procedures

1. The host must meet his/her guests) at the door to the residence hall
2. At the front desk, the desk personnel will record the name of the host and guest, date and time, room number and a valid phone number of host. Students may not sign in during visitation if a desk worker is not present. If policy and procedures are not followed, student personnel (DA) would be subject to termination and administrative sanctions.
3. The guest must leave a photo ID at the desk after being signed in.
4. The guest must always remain in the room with the host while inside a residence hall, with an exception for bathroom use and commuting to and from the host's room. At no time is a visitor permitted to roam without the host. The host is responsible for the actions and behavior of his/her guest. Guests of Residence Halls that are of the opposite sex must ONLY use the lobby restroom facilities.
5. When the guest leaves the hall, the host must sign the guest out at the front desk. At that point, the guest will receive his/her ID.

Visitors

Students living in Elliott Hall and Thornton Hall should follow the visitor schedule listed:

- Visitation is from 5-10 p.m. Sunday-Saturday.
- Limit 2 visitors per room occupant (No house parties).
- All guests must leave a valid picture ID with Desk Assistant, even if staying in the lobby.
- Overnight guests are prohibited.
- Guests of the opposite sex are allowed in the main lobby only.
- Residents are held responsible for the conduct of their guests.
- Non-students violating these rules will be held accountable under appropriate civil and criminal law.
- Failure to comply with visitation rules will result in 30-day loss of visitation, second offense loss of visitation for one semester. Third offense results in complete loss of visitation indefinitely.

College Crossing

Students living in College Crossing Apartments should follow the visitor schedule.

- Residents are held responsible for the conduct of their guests.
- No opposite sex visitors.
- Residents will need to contact a RA or housing director for proper check-in methods
- Non-students violating these rules will be held accountable under appropriate civil and criminal law.
- Children are not allowed in any housing area. Failure to comply with visitation rules will result in 30-day loss of visitation, second offense loss of visitation for one semester. Third offense results in complete loss of visitation indefinitely.

Babies and Small Children

Babies and small children are not permitted to enter or stay overnight in the living areas of the residence halls. Babysitting in the residence hall is strictly prohibited. When children visit the residence halls, a parent must always accompany them. Persons failing to adhere to this regulation will be subject to disciplinary action, which may result in arrest by civil authorities, disciplinary warning, probation, suspension, or expulsion.

Student Behavior Code

Students are expected to exhibit self-reliant, acceptable, and desirable behavior. The guiding principles to meet these expectations include respecting the rights of others, being truthful, not participating in unacceptable behavior or violating federal, state, and local laws and ordinances. The student behavior code is applicable to behavior on any MCC property as well as off-campus MCC related activities or events. Review the complete behavior code in the MCC Catalog.

Subleasing/Unauthorized Resident

Subleasing of room space in the residence hall is prohibited. A person living in the hall must be currently enrolled as a residential (i.e., on campus) student. Any student found to be living in or housing unauthorized persons in the residence hall may be subject to arrest for trespassing, eviction and disciplinary action.

Practical Jokes and Pranks

Behavior, which leads to actual or potential harassment, accident, injury, or damage to residence hall property or personal possession, is prohibited. Activities, which create circumstances requiring additional cleaning, or maintenance of residence halls facilities is prohibited. Students who engage in practical jokes or pranks violate residence hall policy, will be expected to clean the area and may be charged with replacement or restoration of any residence hall property or personal possessions which are damaged because of the activity. Students will be charged for repair, replacement, or cleaning costs. Disciplinary action may also be taken.

Damage to Common Areas

Vandalism, graffiti, tampering with fire equipment, camera equipment, or any other type of damage to the residence halls in common areas or students' rooms will not be tolerated. In the event of loss or damage to College property in the assigned room or for loss or damage in the common areas caused by students), that said student or students shall be liable for any damages. Damages to common areas shall be assessed to each student who lives in the residence hall on a pro rata basis if we are unable to identify the person or persons who caused the damage.

Sales, Solicitations, Postings

Soliciting and selling of products and services by individuals or groups on College property is prohibited unless written permission has been granted. The College's policy on fund-raising, sales and solicitations is found in the MCC Catalog. For further information contact the Office of Campus Life. All posters, flyers or any information posted or placed in the residence hall must have prior approval or permission from the Dean of Student Services.

Drug-Free Policy

Meridian Community College prohibits unlawful possession, use, or distribution of illicit drugs and alcohol on college property or at any part of its activities. Therefore, the College informs all students and employees regarding illicit drug and alcohol abuse and use. If a student is found to be engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, the College will initiate legal action or begin dismissal proceedings or both, against the violator(s). MCC shall continue to inform and educate all students of the dangers of drug abuse. Should a student need

counseling, referral, or other assistance, the College will provide this assistance. This statement is prepared to comply with the "Drug-Free Workplace Act of 1989," 34 CFR Part 85, Subpart F, and the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). To comply with this act, any student convicted of a drug statue violation is required to notify MCC within five days of such conviction. Students found guilty of substance abuse may be suspended from campus housing and/or suspended from MCC for one or more semesters as determined by the Dean of Student Services or the Associate Dean of Student Services. For additional information related to the MCC substance abuse policy, contact the Student Services Office in Ivy Hall.

Smoking and Tobacco Policy

Meridian Community College prohibits smoking and/or using tobacco products on or in any facility owned or operated by MCC. Smoking includes the use of any product that is smoked and produces smoke or vapor including but not limited to cigarettes, hookahs, and electronic cigarettes. This policy applies to all students, faculty, staff and visitors. Violators will face a fine and could face further disciplinary action.

Alcoholic Beverages

Under MCC's drug-free campus, alcohol possession and/or use on any MCC property as well as off-campus MCC related activities or events are strictly prohibited. Those individuals determined to be in violation of the alcohol policy will be placed on disciplinary probation. In addition, the following actions will apply:

1. For the first offense, possession of alcohol on MCC property or any MCC related activity or event carries a \$100 fine, mandatory, confidential alcohol counseling provided through contracted mental health service provider and viewing of a violations presentation.
2. For the second offense, possession of alcohol on MCC property or any MCC related activity or event carries dismissal from housing.

Illegal Drugs

The College, in accordance with state and federal laws, prohibits the manufacture, possession, purchase, sale, or use of illegal drugs on college property. Persons or groups in violation of this policy are subject to disciplinary action and/or criminal charges and subject to arrest.

Firearms and Other Weapons

Unauthorized use or possession of fireworks, firearms (guns), or other deadly weapons are prohibited.

It is the law of the State of Mississippi and the policy of the Board of Trustees of State Institutions of Higher Learning, as adopted by Meridian Community College, that possession of pistols or other weapons on campus or at student functions is not permitted. If you are found in possession of a pistol or other weapons, you will be guilty of a misdemeanor and subject to a fine or imprisonment, or both. You will also be subject to suspension or expulsion from the College.

Firearms Policy (07-2013)

Providing a safe and secure campus environment that is conducive to the teaching learning process is a primary goal of Meridian Community College. To promote such an environment for MCC faculty, staff, students, and campus visitors, MCC:

- Provides 24-hour armed policing of its premises. The officers of the MCC Police Department are certified through the Board of Minimum Standards for Law Enforcement Officers for the State of Mississippi.
- Restricts the possession of firearms on college premises-including all satellite facilities, i.e., commercial truck driving site, Workforce Development Center, Magnolia Hall, Tommy McDonald Field-to law enforcement officers and individuals who hold an "Enhanced Concealed Carry License."

Note: In the case of college residence halls, firearms in the possession of non-law enforcement personnel are prohibited- period-even to persons holding an Enhanced Concealed Carry License.



Forbidden Articles and Acts

The possession and use of certain articles and acts respectively, in or near the residence hall is prohibited. Examples follow:

Alcoholic beverages, drugs, and/or beverage containers as well as gambling and stealing, are not allowed in the residence hall, firearms and other weapons (Note: this includes BB/pellet guns), fireworks (firecrackers, cherry bombs, etc.); pets of any kind; solicitation without authorization from the Office of Student Life; silverware, dishes, trays, and other utensils from the dining hall or snack bar; hot plates, grills of any type; electric skillets; hot pots; and other unauthorized appliances (such as microwaves, coffee pots, refrigerators, freezers, etc.); extension cords; candles; incenses; water guns; water balloons; bull horns; whistles; air-conditioning units; window fans; babysitting; braiding or combing hair in the lobbies; food and drinks in the lobbies; loud and boisterous noise; loud music; playing band instruments; keyboards; stepping; running in the hallways; practical jokes; propping open exit doors; entering exit doors; vandalism; graffiti; tampering or playing with fire safety equipment; tampering with fire doors; tampering with the camera system; pouring substances out of the window; throwing items out of the window (such as paper, bottles, trash, etc.); hanging items in the window such as clothes, towels, shoes; wearing masks, or costumes in the building.

Use or possession of these articles and performance of these acts will result in fines and/or other disciplinary actions.

Violation Classification

Residence hall violations are grouped into three main categories. All **Class "A"** offenses will result in immediate dismissal from MCC campus housing.

Any combination of two **Class "B"** offenses in one school year will result in immediate dismissal from campus housing. Any two **Class "C"** offenses will equal one **Class "B"** offense. Any offense that is not listed below will be assigned a class rating by the Director of Residence Life, the Dean of Student Services, or the Associate Dean of Student Services.

CLASS "A"

First Offense: Dismissed from housing and banned from housing for one academic year and in addition to a \$200 fine that must be paid.

- Possession or use of drugs and/or paraphernalia
- Stealing
- Possession of firearm or knife (6 inches or longer) [\(see firearms policy\)](#)
- Use of club or other object used as a weapon or to threaten another individual
- Pulling a false fire alarm
- Calling in a false alarm
- Fighting
- Unauthorized use of school property (i.e. vehicles, machines, telephones, computers, fax machines)
- Violating MCC rules while being on disciplinary probation
- Jamming open residence hall outside doors
- Removing or tampering with smoke detectors

CLASS "B"

First Offense: \$100 fine and Violation Letter B

Second Offense: Dismissed from housing and banned from housing for one academic year and in addition to a \$100 fine that must be paid.

- Possession of alcohol (mandatory alcohol counseling)
- Smoking or use of any tobacco product inside dorm room/apartment
- Pets/animals in room or apartment
- Harassing other students
- Unauthorized visitors
- Public drunkenness (mandatory alcohol counseling)
- Possession of fireworks or explosives
- Arguing with an MCC employee when told to conform with MCC housing regulations.
- Unauthorized presence in a room or hallway of a member of the opposite sex
- Unauthorized appliances
- Use of candles and incense

CLASS "C"

First Offense: \$50 fine and Violation Letter C

Second Offense: \$100 fine and Violation Letter B

Third Offense: Dismissed from housing and banned from housing for one academic year and in addition to a \$100 fine that must be paid.

- Loss of room or apartment key

- Excessive noise (includes car stereo in parking lot)*
- Littering in residence hall or on campus
- Obscene language/music
- Failing room inspection
 - Unauthorized room change
 - Change door lock to rooms or apartments
 - Loitering in parking lot or breezeways
 - Removing furniture or using furnishings from other side of room not assigned.

*See fine imposed Unacceptable Behavior Code see applicable fee.

If you are dismissed for any disciplinary reason, you are ineligible for any other MCC housing facilities for a time determined by the Dean or Associate Dean of Student Services.

Removal from Residence Hall

Removal from the residence hall is justified if a resident remaining in the hall would prove detrimental to either the residential community or the resident. The decision for removal from the residence hall will be made by the Dean or Associate Dean of Student Services. Appeals of the dean's decision will be made to the Vice President's Administrative Council.

Offenses which may cause removal from the residences hall include but are not limited to the following:

1. Continued disruption of the day-to-day activities of residents, including, but not limited to disturbances to normal sleep and study habits and disregard of the roommate's rights and privileges to the room.
2. Behavior detrimental to the resident or others.
3. Behavior which presents a continuing health problem.
4. Criminal or civil offenses which may pose a threat to residents (i.e. drug or alcohol possession, theft, assault, vandalism)
5. Repeated or flagrant violation of published MCC rules and regulations as stated in the MCC Catalog, MCC student behavior code located in the MCC Catalog or this guide.
6. Behavior that may be a safety issue or may be the cause of damage to anyone's property or person.
7. Any action deemed necessary by the office of the Dean of Student Services.

Restitution/Fine

A student who has committed an offense against property may be required to reimburse the College or others for damages to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement. Charges for fines and restitution are charged to the student's Business Office account. Charges must be paid within seven business days of the fine notification.

Warning

A College official, including residence hall staff members, may notify the student verbally followed by a written warning, that continuation or repetition of specified behavior may be cause for disciplinary action.

Residence Hall Probation

A resident placed on residence hall probation is deemed not to be in good standing with the residence hall community, and continued residency is contingent upon adherence to the rules, regulations and provisions of the Residence Student Handbook.

Student Grievance Procedure

See Section 5 of the MCC Catalog.

Residence Hall Suspension and Forfeiture

A student suspended from the residence halls may not reside, visit or make any use whatsoever of a residence hall facility or participate in any residence hall activity during the period for which the sanction is in effect. The residence hall student will forfeit his/her fees including any unused portion thereof. Students who are suspended may be given 48 hours to comply with the sanction. Students residing in College residence halls or other College housing are expected to abide by the rules and regulations, policies and procedures contained in the Resident Student Handbook and other relevant publications. Infractions of such rules or interference with the rights of others to a peaceful and enjoyable living environment may also subject a student to disciplinary action.

Other Rules and Regulations

In addition to rules and regulations as stated in this guide and all other rules and regulations of MCC, any laws, civil or criminal, of the State of Mississippi and United States of America, shall also be in effect upon students residing in the residence hall. In addition, the MCC Dean of Student Services will deal with civil or criminal violators through the MCC disciplinary process if he/she decides this action is necessary.

EMERGENCIES

All emergencies (e.g., medical, maintenance, personal, etc.) occurring within and around the residence hall should be reported to the Resident Hall Director or staff member on duty immediately. The staff member will take action to correct the situation (i.e., contact the appropriated officials for assistance or provide the procedure for addressing the situation).

Emergency Equipment

The unauthorized use, abuse, or interference with fire protection equipment, firefighting personnel, or warning devices may result in death, injury or substantial property damage is strictly prohibited. It is critically important that all fire protection equipment be in its place and in proper working condition if the safety and welfare of the members of the residence hall community are to be assured.

Emergency Instruction

Emergency instructions are outlined in the Security Emergency Plan located on the door of each room. If you do not have a plan posted in the room, contact the Residence Director for a replacement. The residence hall has an evacuation plan in the event of fire. The Resident Assistant and Resident Hall Director will be able to instruct residents as to the predetermined plan for leaving the building.



Fire Hazards

Gasoline and other flammable items or materials such as fireworks, incense, candles and matches are prohibited in the residence halls. These items jeopardize the safety of all residents and should not be used. Anyone found with dangerous substances such as gasoline, flammable items or materials such as fireworks, incense, candles and matches will face disciplinary actions.

Fire Alarm Equipment

It is very important that all residents be familiar with fire drill procedures. In order to protect all residents smoking, incense, and candle burning is prohibited. Open coil electrical appliances (such as hot plates, grills, electric skillets, slow cooker-Crock Pot, toaster ovens, etc.) and extension cords are not allowed in the residence halls at Meridian Community College. The residence hall staff will confiscate appliances. Violators will be subject to disciplinary action and fines.

Safety Drills

All students are required to participate in announced as well as unannounced emergency drills, such as fire, dangerous weather conditions, etc. Failure to participate in emergency drills will result in a fine and/or disciplinary action.

Security of Residence Halls

Residence halls are secured (closed) at 10 p.m. daily. Residents are strongly encouraged to return to the premises before the facility closes. When entering the residence hall students must use the front entrance only for security purposes.

Security is primarily the responsibility of the student. Doors should be locked whenever resident is not in the room, including when the resident is down the hall or outside of the room area. Should a theft occur, report it immediately to the Director of Residence Life, Hall Director, or Campus Police.

Although precautions are taken to maintain adequate security, MCC cannot assume responsibility for the loss or damage to student possessions. Students (or their parents) are encouraged to carry appropriate insurance to cover such losses. Entering or exiting the residence hall must be through the lobby and not through the fire exits except in an emergency situation. Opening an alarmed door will result in disciplinary action. If found propping or jamming the doors, the student will be immediately dismissed from the residence hall. All MCC housing students must possess their MCC ID.

SECURITY TIPS FOR RESIDENCE HALL LIVING

Cars

- Maintain in good working order
- Keep doors locked and windows up
- Park in well-lighted areas
- Do not leave valuables in car
- Have keys out before going to car
- Check around a car and look in windows before entering vehicle

Bikes

- Keep a lock on them; record serial number in safe place.

Buildings

- Be aware of surroundings and of potential hiding places like stairwells and bushes.

Resident Hall Rooms

- Look on elevators before entering; do not enter quickly.
- Room doors should be locked even when the student leaves for a short period of time.
- Keys should be carried at all times and never lent to others.
- Residents should ask visitors to identify themselves before allowing them access to a building or a room.
- Keep windows locked.
- Do not give keys to friends or keep in a hiding place.
- If you find your dorm room open, contact Residence Hall Director or Resident Assistant before entering room.
- MCC will not be responsible for personal items left in student's room.
- All personal items should be removed during breaks and during checkout.
- Do not open door to delivery man unless they have a Resident Assistant escorting them
- Keep a list of emergency numbers.
- Secure all belongings in dorm rooms, class rooms, bathrooms and library.
- Exterior doors to the residential areas should never be propped open.



Telephone

- Never give personal information to unidentified callers.
- With an obscene phone caller, hang up immediately and contact Campus Police.

Outside

- Be aware of surroundings at all times.
- Do not walk alone at night; go in groups.
- Try to stay close to other people.
- Carry keys in hand.
- Do not talk to strangers.
- Do not carry too many packages; use backpack as an alternative.
- Vary routes and routines.
- Pick out places you consider safe; know where they are.
- Learn the campus; know where you are going.
- Avoid overgrown areas.
- Don't flaunt valuables.
- Report suspicious looking individuals to the Residence Hall.

HALL DIRECTOR OR CAMPUS POLICE

Missing Persons Policy and Procedures

Each student who lives in on-campus student housing, regardless of age, has the option to identify an individual that Meridian Community College can contact no later than 24 hours after the time the student is determined missing according to the school's official notification procedure.

Each on-campus housing student will be given a Confidential Contact Information sheet in which they can register one or more persons with the Director of Residence Life and Housing in the event the student is determined missing for more than 24 hours. This contact information is confidential and will only be accessible by authorized campus officials and may only be disclosed to law enforcement personnel.

Meridian Community College will notify the parent or guardian of any student under the age of 18 years of age (who is not emancipated) no later than 24 hours after the time the student is determined to be missing according to the College's official notification procedure.

Meridian Community College will initiate the emergency contact procedure that the student designates if Campus Police or law enforcement personnel have been notified and determine that the student has been missing for more than 24 hours and has not returned to campus.

All concerns regarding a possible missing person (student, faculty, or staff) should be immediately directed to the Campus Police Office. Upon receipt of a missing person report, Campus Police will initiate a priority investigation. An investigation officer will meet with the individual(s) making such a report and will gather the following information:

1. Essential information about the missing person—description, clothes last worn, possible location, including last known destination, individuals the missing person might be with, known associates and vehicle description. A recent photograph will also be secured.
2. The investigating officer will also gather information about the physical and mental well-being of the missing person. A current class schedule, class attendance information, job

information and work schedule; and residence hall information sheet (if applicable) will be obtained.

3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing person's status.
4. If after the completion of steps one through three appears that the person is actually missing, parents or an emergency contact person will be notified by the Dean or Assistant Dean of Student Services of the Chief of Campus Police.
5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.
6. The Dean or Associate Dean of Student Services and/or the Chief of Campus Police will keep family apprised of the status of the investigation.



First-Aid Medical Care

In case of sickness or injury of a serious nature, report the injury or illness to your Residence Hall Director or, if not available, to the Campus Police. The director or officer will call for emergency medical services and/or transportation to a local health care facility if necessary. The director will also notify the family or guardian. Students are encouraged to use local health services whenever necessary. The Lauderdale County Health Department, doctor's offices and local hospitals are located near the campus. The student will be financially responsible for all medical bills.



MERIDIAN COMMUNITY COLLEGE TURBULENT WEATHER PROCEDURES

Watch television, add the local TV apps to your phone, subscribe to Eagle alerts, or listen to the radio for weather reports. Stay abreast of the situation. You will be notified of weather conditions. Remain calm! Listen for the tornado sirens. These sirens are used in case of severe weather. They will sound continuously if dangerous weather conditions occur.

Example: If the area civil defense feels there is danger of a tornado touching down the civil defense sirens will sound. Each resident should keep personal essentials handy and prepared. This includes medication, a change of clothing and personal hygiene items. When you learn of an emergency, do not panic, get excited or overreact. Respond as follows:

- Do not use elevators.
- Stay as quiet and calm as possible.
- Get a pillow and other essentials, and go to a bathroom or hallway area.
- Sit on the floor or in the bathtub with your back against the wall.
- Use the pillow to cover your face in case of flying glass and other objects

Do not listen to rumors. Members of the residence hall staff will communicate information concerning weather conditions and published alerts to you.

You may find it difficult to follow directions during the disturbance. Please listen carefully and follow directions quickly.

Do not go outside if the tornado sirens are sounding.

Wait until an official tells you "ALL CLEAR" before going outside.

Remember the residence hall staff will be there to assist you.

Cover Areas

- Hallways on the lower level.
- Restrooms and inside corridors on lower floors without windows.

Note: Do not stand within 30 feet of the exterior doors

All students are required to participate in emergency drills. Failure to participate will result in a fine and/or disciplinary actions.

SEVERE WEATHER

Meridian is vulnerable to tornadoes and other types of severe weather. Severe weather situations can both build over time and can also occur with very little warning. When severe weather strikes campus, the Incident Management Team (IMT) will use the Eagle Alert System to notify faculty, staff and students of the impending weather and actions to be taken.

Tornado Warning

A tornado warning means that a tornado is in or moving towards the area. If Meridian is within the threatened area, the Lauderdale County Emergency Management Agency will activate the tornado sirens. Take cover procedures for each building should be followed as applicable. In general, the following steps should always be taken:

1. Upon receipt of a tornado warning, persons on an upper floor should move to the lowest floor of a building. Go to a center stairwell, enclosed hallway, restroom, or a room without windows.
2. Take cover by getting underneath a sturdy object. If outside, go inside a permanent building. If this is not possible, get into a depression or ditch and lie flat on the ground.
3. Wait for the warning to expire or for sirens to stop sounding.

In the event a tornado or other severe weather strikes the campus, the following steps should be taken:

1. Injured persons should be located and provided with emergency medical care (first aid) to the best level possible.
2. The Incident Management Team shall be notified and the Emergency Operations Center activated.
3. The Chief of Campus Police shall notify the City of Meridian and/or the Lauderdale County Emergency Management Agency if additional emergency service resources are needed.
4. Damaged buildings should be closed. If shelter is needed for building inhabitants, a suitable and safe shelter will be identified and made available. This information will be disseminated across the campus using the most effective way possible, including the Eagle Alert System.
5. Depending upon the extent of damage, the President or his designee should determine whether or not the institution should be closed.

Main Storm Shelter Buildings

1. **Ivy Hall**
 - A. Bottom of Gym and Basement Hallways
 - B. Davidson Phase IV and V
 1. Hallway away from windows
 2. Room 1012 and 1013
2. **Todd Library Basement**
 - A. Production Hallway away from windows.
3. **Thornton Hall / Elliott Hall**
 - A. Bottom Hallways away from windows.
4. **Riley Health Building**
 - A. Dental Lab hallway downstairs away from windows.

If for any reason you find yourself in the middle of a storm with no time to relocate to a main shelter, these areas are best recommended to take shelter in the on- and off-campus buildings listed here:

On-Campus Buildings

1. **Hardin Hall** - Conference room and the two restrooms.
2. **Smith Hall** - Downstairs break area and hallway by the break room.
3. **Webb Hall** - Hallway past the main entrance and restrooms.
4. **Montgomery Hall** - Restrooms downstairs
5. **Chapel** - Not a safe area, go to Smith building hallway or Todd Library basement.
6. **E-Learning (The Holladay Center for E-Learning)** - Center of the building.
7. **Reed Hall** - Room 11 S(A) Including hallway by the restroom away from windows.

Outside Perimeter Buildings

1. **GED (The Ralph E. Young, Jr. Adult Basic Education Center)** - Restrooms.
2. **LPN (Rush School of Practical Nursing)** - Center hallway away from windows
3. **Weddington Hall** - Center of the building.
4. **Cosmetology Building (The Charles L. Young, Sr. School of Cosmetology)** - Back of the building.
5. **MCC Culinary Building (Center for Culinary & Hotel Management Studies)** - Kitchen area or middle room away from windows.
6. **Rush Hall** - Restrooms and hallway away from windows.
7. **Emergency Medical Science Academy (The Tommy E. Dulaney Center)** - Freezer in the back of the building.
8. **Workforce building (The Structural Steel Services Welding Technology Center)** - Welding break area.

Residence Halls

1. **College Crossing Apartments** - Take shelter in Thornton Hall, Elliott Hall or the Ivy basement. In the event that you cannot get to the main shelter, take shelter in a first floor dorm room.
2. **Elliott Hall** - Center hallway away from the windows.
3. **Thornton Hall** - Center hallway away from the windows.

Educational Mobiles

1. **MCC Truck Driving School** - Move to the nearest hard building closest to your area and shelter in place.
2. **Annex Buildings** - Students, faculty and staff should move to Webb Hall or -Learning and shelter in place.
3. **State Games Building** - Staff should move to Webb Hall or E-Learning and shelter in place.

Buildings Not Listed

If you are in any building not listed here, it is suggested that you relocate to a stronger building close to your area and shelter in place.



FIRE ALARM PROCEDURES MERIDIAN COMMUNITY COLLEGE

It is important that all residents be familiar with fire drill procedures. If one should discover a fire, the closest fire alarm should be pulled and notification should be given to the Campus Police and persons in charge of the facility. In the event of a drill or fire, students are to follow these procedures:

- Remain calm.
- Raise your blinds.
- Close your windows.
- Turn on overhead light.
- Put on suitable clothing and shoes for the hot floor inside and rainy or cold weather outside.
- Take a towel to be used if there is heavy smoke.
- Leave your room and close your door.
- Leave the building by the nearest clear exit as indicated.
- Do not take the elevator. Use the stairways.
- Go immediately to your assembly area and check in with your residence hall representative or Fire Marshall. Remain there until the "ALL CLEAR" signal is given.
- Cooperate with the Residence Hall Staff, Campus Police, and the Fire Officials.
- Listen carefully for directions and follow.
- Do not worry about any personal articles. They can be replaced, but your life cannot be replaced.

Unacceptable Behavior

Aggressive/Disruptive Behavior

Aggressive and disruptive behavior will not be tolerated within the residence halls. Residents participating in aggressive/disruptive behavior, including bullying, physical, verbal, or sexual harassment, are in violation of Housing and College policies and could face possible termination of contract.

Harmful Behavior

Residents are expected to desist from any behavior that directly or indirectly endangers the safety of any person in housing. Examples of violations that can lead to contract revocation include but are not limited to bomb threats, the activation of false fire alarms, tampering with emergency equipment, or infliction/threat of bodily harm.

Physical Abuse, Verbal Abuse and/or Harassment

Physical abuse, verbal abuse, and/or sexual harassment of Meridian Community College officials, staff, other residents or guests is grounds for immediate cancellation of resident's contract. Verbal abuse of staff in conflict and/or disciplinary situations will not be tolerated. Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, or sexual orientation has no place in a learning environment. In addition, violence has no place in a learning environment. Fighting, hazing, harassment, or intimidation, whether verbal, physical, or sexual in nature, of another individual will not be tolerated.

Sexual Harassment

Uninvited or coerced sexual contact is sexual assault and is in violation of the Meridian Community College Housing Policy, the Meridian Community College Code of Conduct and state law and will result in disciplinary sanctions and possible criminal prosecution. Sexual intercourse without consent is sexual assault (rape), even if it is with a friend or acquaintance. Persons who are intoxicated cannot legally consent to sexual intercourse; this may also be considered sexual assault. References to sex or sexuality can be viewed as sexual harassment. Sexual harassment also includes public display of affection.

REMEMBER THESE IMPORTANT THINGS

What you can do or bring:

- Twin bed sheets
- Microwave
- Dorm-size refrigerator (4.3 cu ft. or less)
- Clean rooms/bathrooms (bring your own broom and bathroom cleaning supplies)
- Multiple outlet strips (i.e., surge protectors or heavy-duty outlet strips)
- Washers and dryers are College Crossing Apartments only
- ID cards (carry them with you everywhere)

What not to do or have:

- Hot plates, toaster ovens, hot pots, etc.
- Pets (of any kind)
- Lost keys (\$50 replacement fee)
- Alcoholic beverages
- Any form of tobacco (inside all campus buildings)
- Firecrackers
- Firearms
- Household extension cords
- Babysitting or young children staying in the residence hall
- Using your room or any part of the dorm as a place of business
- Disruptive loitering in parking lots or breezeways
- Pellet or BB guns
- Paintball guns or toy guns
- Absolutely no type of gun or ammunition

Violence against Women Act (VAWA)

Your Rights as a Tenant

A federal law that went into effect in 2006, and was reauthorized and amended in 2013, provides legal protections to individuals (men or women) who are victims of domestic violence, dating violence, sexual assault and stalking (collectively referred to as “violence” in this notice). The name of the law is the Violence Against Women Act, or “VAWA.” Among other things, VAWA provides protection to victims of violence who receive publicly assisted housing benefits. The federal government is drafting an approved notice explaining your rights under VAWA, including the 2013 changes. In the meantime, this notification is a temporary explanation of those rights.

Who is covered?

VAWA protections extend to you if the victim of the violence is:

- You.
- Your spouse, parent, brother, sister, or child (including a stepchild or foster child).
- Any individual, resident, or lawful occupant living in your household. In the language of VAWA, these people are “affiliated” with you.

Protections for Victims

If you or an affiliated person is a victim of violence, you may not be denied assistance, evicted or have your assistance terminated because of the violence you or the affiliated person experienced. MCC Office of Residence Life or MCC Administration may not:

- Deny you financial aid assistance because you or an affiliated person is a victim of violence
- Terminate your occupancy or evict you because of threats or violence committed against you or an affiliated person.

You may only be evicted or terminated on the basis of violence against you or an affiliated person if there is an actual threat to other tenants or employees at the property if you remain in your unit.

Remedies

If you or an affiliated person is a victim of violence, you may request that MCC Office of Residence Life or MCC Administration take one of the following actions:

1. If a member of your dwelling has committed criminal acts of violence against you or other dwelling occupants, MCC Office of Residence Life or MCC Administration will remove said occupant until investigations are complete.

2. MCC Office of Residence Life or MCC Administration can terminate the abuser’s occupancy while allowing you to continue to receive assistance if you are eligible for financial aid.
3. MCC Office of Residence Life or MCC Administration may permit you to move and still keep your financial aid assistance not related to housing, even if your current contract has not yet expired.

If you request protection under VAWA, the MCC Office of Residence Life or MCC Administration may request verification that you or affiliated people are/ is a victim of violence. If so, you will be required to submit one of the following:

1. A federal, state, tribal, territorial, or local law enforcement agency, court or administrative agency report or record.
2. Documentation signed by a person who has assisted the victim in addressing violence. This person may be an employee, agent or volunteer of a victim service provider; an attorney; a medical professional; or a mental health professional. The person signing the documentation must state under penalty of perjury that the person believes that the domestic violence, dating violence, sexual assault, or stalking meets the requirements of VAWA. The applicant or tenant must also sign the documentation; or
3. At the discretion of MCC, a statement or other evidence provided by the applicant or legal occupant.

Confidentiality

MCC Office of Residence Life or MCC Administration must keep confidential any information you provide about the violence against you, unless:

1. You give written permission to MCC Office of Residence Life or MCC Administration to release the information.
2. MCC Office of Residence Life or MCC Administration needs to use the information in an eviction proceeding, such as to evict your abuser.
3. A law requires MCC Office of Residence Life or MCC Administration to release the information.

If release of the information would put your safety at risk, you should inform MCC Office of Residence Life or MCC Administration.



COVID-19 EXPOSURE AND CONTACT TRACING POLICY AND PROCEDURE+

COVID-19 Positive Individuals

Meridian Community College students who test positive for COVID-19 are required to notify, immediately, the MCC Office of Student Affairs at 601.484.8894 or rdavis21@meridiancc.edu. MCC employees who test positive COVID-19 are required to notify, immediately, the MCC Office of Human Resources at 601.581.3508 or apickard@meridiancc.edu. The individual should take place via telephone or email. Infected individuals are expected to follow instructions provided by their health care provider and follow the most current CDC guidelines.

Exposure to COVID-19

Meridian Community College refers to the Centers of Disease Control and Prevention (CDC) guidance for evaluating students, faculty, and staff with potential exposures to COVID -19. This guidance may be updated as changes are recommended by the CDC.

After Exposure or Positive Test for COVID-19 or Variant

1. Complete the Contact Tracing Form, which is located at meridiancc.edu/covid19 and on EagleNet.
2. Notify your instructor or clinical instructor, immediate supervisor, or department chair of the exposure.
3. Monitor for fever or symptoms consistent with COVID-19 or variant.
4. Contact your healthcare provider to arrange a medical evaluation and testing if you develop symptoms.

Contact Tracing

When a college community member presents a positive test for COVID-19, the College will investigate potential exposures of others and conduct contact tracing. The student or employee will be instructed to complete the contact tracing form to list names (if possible), dates, and times, where they may have put others at risk of exposure. This includes times of prolonged close contact with a student, faculty, or staff member. The College's delegated representative will follow up with communication with the infected person to evaluate the length of interaction, location of the exchange, the nature of the interaction, and the personal protection equipment utilized in the interaction. To protect privacy, close contacts are only informed they have had potential exposure. The identity of the infected person will not be given, and no identifying information will be released.

The College will communicate with the persons listed who have been determined to be at risk of exposure when contact information is available and provide them with the necessary information to understand their risk and information to prevent the spread of illness to others. See chart for return to campus requirements.