

Welcome

Selecting a college is a big decision, and deciding where to live while you attend college is another important decision. We are excited that you are thinking of living with us. We are prepared to provide opportunities for you to **live**, develop as an independent person, find moments and opportunities to **laugh**, join our learning community and **learn** with fellow residents all while you **make life-long friends**.

Living on campus is more than living in an apartment, it is an “experience” that for most students is not comparable to living off campus or at home.

This is a time when you learn skills that are:

- Transferable to the workplace or relationships (confrontation, compromise, listening);
- Beneficial in your personal development (cleaning, doing laundry, dishes);
- Develop yourself as an individual and define “who am I” (living or meeting people different than you, budgeting, making personal choices);

And finally, it is a place where you have the opportunity to be involved, engage in late night conversations, be challenged by fellow residents and have staff members available to help when needed.

As a CampusView resident you will be part of a group that continues to define what it means to be a residential student at JCC, including student, student leader, athlete, friend, student employee, program participant but most importantly ... a JCC community member.

We look forward to you living and learning at JCC!

Your Residence Hall Contract

The Residence Life contract is a contract and is NOT a lease. The contract is between Jackson Community College and the resident or, if the resident is under 18 years of age, the resident's parent(s) or guardian(s). A contract along with the required application fee and deposit must be received, processed and approved before a resident can be assigned to student housing.

Application or admission to the College does not guarantee a residence hall assignment and submitting a contract does not guarantee space will be available. The residence hall contract outlines the legal and financial obligations between you and the College. This booklet, **Residence Life Community Living Expectations Terms and Conditions**, is incorporated by reference into the residence hall contract. You are responsible for being informed of and abiding by the terms and conditions contained within.

Throughout this document, "you," "your," and "resident" means the individual student signing the residence hall contract. "Suite/bedroom" means all space identified by the address for an apartment, including storage and community spaces specifically connected to that apartment.

General Disclaimers

The individual student who signs the residence hall contract agrees to register as full-time student at Jackson Community College. Full-time is defined as being enrolled in a minimum of twelve (12) credits each Fall and Winter semester and six (6) credits during the spring/summer semester if residing in campus housing. Your residence hall contract is not transferrable which means you may not transfer your contract to any other individual. Only the individual student who signs the residence hall contract is permitted to reside in the room/suite.

The College is committed to providing students a safe living and learning environment; consequently, the College reserves the right to deny or terminate housing for any person whom the College feels may pose an unreasonable risk or violates College rules or policies. The College also reserves the right to deny, modify or cancel housing contracts or assignments.

Should a residence hall be destroyed or damaged sufficiently to prevent the use of the facility, in the event of a public emergency or other unforeseen occurrences beyond the control of the College which result in residents being

displaced, your contract may be immediately be terminated. In this event you will only be responsible for charges up to the date of termination. The College shall not be liable for any expenses, damages or loss which you incur for relocation or inconvenience as a result of such termination.

Every effort has been made to ensure the accuracy of the information contained in this document; however the College reserves the right to make corrections and/or updates. Any modifications will be posted on the residence life website.

If you have any questions about the information contained in this document, contact the Office of Residence Life Office, 2111 Emmons Road, Jackson, MI 49201, phone: 517.796.8626, FAX: 517.796.8636.

Application Fee & Damage Deposit

Payment of the application fee and damage deposit is due upon submitting a contract. The application fee is non-refundable.

Application fee:

Returning residents: \$20.00

Incoming residents: \$40.00

Damage deposit: \$200.00

Damage Deposit

The damage deposit is held by the College to defray the cost of any damages attributable to the resident. Each resident is responsible for any damages to their bedroom and its furnishings. All residents of a suite will be held equally responsible for damages to the community living spaces (bathrooms, kitchen and living room) and furnishings.

Returning residents who submit a contract will have their \$200 prior contract year deposit forwarded. However if the resident had charges assessed against their damage deposit, the student must submit a payment sufficient to increase the deposit back to the required level (\$200) at the time their contract is submitted. If damage charges exceed the damage deposit the amount will be charged to the student's JCC account.

When responsibility for public area damage cannot be determined, the amount may be charged back to all members of the community. If a student is found responsible for destruction of College property through the student conduct process, restitution and other disciplinary actions may be imposed.

For information regarding the refund of your damage deposit refer to the Contract Refunds section that follows.

Criminal Background Checks

Criminal background checks are completed by the JCC Legal Affairs Office on every student applying to live in campus housing. If a background check reveals an undisclosed conviction or a conviction that would result in the student prohibited from living in campus housing, a residence life staff member will contact the student and request that the student to contact Legal Affairs Office to discuss the findings.

Some of the convictions that would cause a contract to be placed on hold until further details are provided include criminal sexual conduct, drug related offenses, assault or domestic violence. The College, in its sole discretion, reserves the right to refuse housing to any student who may pose a risk to the safety of themselves or others. If you receive a request for additional information regarding your background check, you must contact the Legal Affairs Office as soon as possible.

Any resident convicted of a crime (other than minor traffic offenses) while residing in campus housing is required to notify the Legal Affairs Office. Failure to provide such notification may result in cancellation of your housing contract.

Assignment

Applications for student housing are processed based on the date the completed contract and fees (application fee and deposit) are received and by space availability. Students may request to live with others by indicating their preferences on the contract. In addition, students interested in living in one of the “theme” suites should indicate interest on their contract. Requests will be granted when possible but are not guaranteed. The College reserves the right to make changes in suite/room assignment, at any time.

Room Change Requests

A resident may be required to move, if space is available, when a conflict between residents occurs and all mediation attempts have been exhausted. There is no fee assessed for required moves.

Residents may request a room change by completing and submitting a room change request form (available on the Residence Life website) to the Director of Residence Life, however, room changes are only granted occasionally and only

if space is available. If granted the student's account will be assessed a \$100.00 fee. All room change arrangements are coordinated by the Office of Residence Life. Students may not trade assigned rooms without permission.

Summer Residents

Residents living on campus during the Spring/Summer semester *may* be required to move to a different room, suite or hall in order to complete building maintenance or to utilize the facility for summer functions.

Assignment – Waitlist

A waitlist is created when demand exceeds space availability. Individuals are placed on the lists based on the date their contact and fees were received and by gender. If space becomes available individuals are contacted based on these waitlists.

If you are placed on a waitlist you will be notified in writing. At that time, you may choose to remain on the waitlist or withdraw your request for housing and be refunded the \$200.00 deposit (application fees are not refunded).

Payment of Housing Charges

Once a resident has been assigned a tentative suite, the housing fee will be charged to the student's JCC account. **Payment must be received by the payment dates outlined on the housing contract or the contract will be cancelled. New residents with unpaid housing charges will not be permitted to move in until full payment has been made and may have their housing contract cancelled.**

Returning students with outstanding payments will have their access revoked until payment has been made and/or have their housing contract cancelled. If payment is not made, residents will be required to vacate their suite/bedroom within 48 hours.

Non-payment and/or cancellation of contract due to non-payment does not release the student from the financial obligations of the housing contract.

Payments may be made in person to the cashier in Student Services (Bert Walker Hall) or mailed to: Jackson Community College, 2111 Emmons Road, ATTN: CASHIER, Jackson, MI 49201 (please indicate that payment is for housing). JCC accepts cash, checks, money orders and credit card payments for housing payments. **The FACTS payment system may not be utilized for**

housing payments. For more details regarding payment options, contact the JCC Business Office at 517.787.0800 ext. 8420.

Housing charges for students moving in after classes have started will be pro-rated.

Financial Aid

Residents wishing to utilize financial aid to pay for housing must have sufficient verified financial aid (i.e. federal, state, local scholarships, grants, Pell Grant, Stafford Loans, etc.) to cover their tuition and housing on file in the JCC Financial Aid Office prior to the date that housing payments are due. Outstanding tuition and housing payments will be deducted from available financial aid prior to aid being disbursed to the student. The availability of financial aid does not relieve the student of financial responsibility for all sums due under the contract. Any amounts not covered by financial aid are due in accordance with the payment dates in the contract. If you have questions regarding financial aid refer to the financial aid website or visit the Student Center in Bert Walker Hall.

Collection of Payments

The resident agrees that if the College utilizes legal counsel, a collection or other agent to enforce this contract, the resident will pay the collection costs, attorney's fees and court costs in obtaining payment amounts due under this agreement and interest at the rate of 1.5 percent monthly on any unpaid balances.

Contract Modification

Each resident must indicate on the residence hall contract the contract term they are selecting. Options include: Fall, Winter and Spring (full-year); Fall and Winter only; Fall only; Winter only or Spring only. Residents may request to modify the term of their contract by submitting a request in writing to the Office of Residence Life. Approval of requests to modify the contract term are subject to availability and are not guaranteed.

Cancellations

Contract Cancellation – No Show

Any student who has been assigned a housing space who fails to cancel his/her contract prior to the occupancy date and does not move in remains financially responsible for housing charges for the duration of the contract term or until the space is reassigned. Any space not claimed by 5 p.m. on the first day of classes may be reassigned to another student.

Contract Cancellation – Prior to Occupancy Date

If a contract is cancelled prior to occupancy date the housing applicant named on the contract forfeits the \$200 deposit; however other cancellation or housing fees are not assessed (see Contract Cancellation and Termination Fees chart below).

Contract Cancellation – After Occupancy

Residents wishing to cancel their contract after moving in must submit a Contract cancellation form, available online (www.jccmi.edu/campusview). The completed form must be submitted to the Office of Residence Life. Submission of a contract cancellation form does not automatically release the student from financial obligation.

Contract cancellation requests are processed in order according to the date and time they were received. Vacated spaces are filled based on date/time the cancellation form is received and incoming residents assume responsibility for the contract of the exiting resident at the top of the list. It is important to note that a resident could be living in “your” vacated space; however, you may still financially responsible due to when you submitted your contract cancellation.

Contract Cancellation and Termination Fees

The following are the fees associated with cancelling a contract.

Type	Cost	Condition
Application fee (New)	\$40	Non-refundable at any point once contract is submitted.
(Returning)	\$20	
Deposit	\$200	Non-refundable if contract terms not fulfilled. Refundable if student completes contract and has no damage assessments.
Cancellation Administrative Fee	\$500	Fee assessed when contract is cancelled or terminated after occupancy. Non-appealable.
Damage Deposit	Varied	Determined by Director based on room check out.
Housing Costs: pro-rated or balance of contract	Varied	Amount is assessed based on the number of days student resided in housing if space is reassigned. Residents may appeal difference between time stayed and contract amount when meeting criteria.

Housing charges will continue to accrue until a proper check-out has been completed with a staff member and a contract release is granted or an incoming resident is assigned. Until all sums due and owed under this contract are fully paid, the Resident may not register for future course work at the College, receive transcripts, diplomas, degrees or certificates.

Contract Refunds

When due, any refunded amount (including unused damage deposit) will be credited to the student's College student account. Any amount in excess of the balance owed on the student's account will be refunded to the student.

Contract Termination

The College may terminate a resident's housing contract and take possession of a student's assigned space at any time for violation of any of the provisions herein or when it is in the interest of the College. The student's housing contract will be cancelled if the student's enrollment at Jackson Community College is terminated through withdrawal from the College, academic suspension, or administrative dismissal. The resident remains responsible for housing charges until the space is filled.

If the contract is terminated, the student agrees to vacate student housing within 24 hours unless, written permission has been obtained from the director of residence life or designee.

Move In

Fall Semester

Students are notified by mail no later than July 15 of move in dates and times. New residents are encouraged to participate in the new student move in and welcome activities. Returning students may not move in until the Sunday prior to the start of Fall semester classes unless they are assisting with Welcome Days/Orientation, Student Leader training, approved athletes and/or individuals assisting with residence life move in.

Suite Condition Check List (SCC)

A suite condition checklist is completed and signed by all residents of the suite upon move in. The SCC details items for the resident bedroom, bathroom, living room and kitchen. This document is used at check-out to assess damage charges so it is important that the information is complete and accurate.

Student ID Card

When residents move in they are issued a student identification (swipe) card that provides specific access to their building, suite and bedroom. The student ID is an integral part of our security system so it is important that the student keep their swipe card in their possession. Residents are responsible for their keycard at all times. Lost or stolen cards should be reported immediately so the card can be deactivated. Failure to report lost or stolen cards compromises CampusView security.

Move Out

Based on the selected contract term, residents must vacate the residence hall within 24 hours following their last exam or on the last day of classes by 7 p.m., whichever occurs first. Residents must sign up for a suite check-out with a residence life staff member.

Additional information about Move Out procedures and protocols is provided at applicable times.

Early Move In/Late Stay

There are special circumstances that require campus housing residents to move in prior or stay longer than the contract listed dates. These circumstances are reviewed on a case by case basis and individuals are notified via the Office of Residence Life through the “Early/Late Move Guide.”

Residents Rights & Responsibilities

1. Each resident has a right to live (i.e. read, study, sleep, etc.) in an environment that is supportive of learning. Excessive noise and other disturbances inhibit the exercise of this right.
2. Suitemates and other residents should respect each other’s property. Ask permission before borrowing or using any other resident’s possessions (e.g., stereo, computer, etc.) and respect their right to say no.
3. Residents should be considerate of suitemate(s) schedules and preferences. Ask suitemates before inviting guests to visit and/or to stay overnight. Overnight guests of the opposite sex are not allowed (see Guest and Guest management, Policies & Procedures).
4. Residents can expect a clean living environment.
5. Suitemate(s) have the right to have free access to and use of the shared areas of the suite (i.e. living room, kitchen, and bathroom).

6. Suitemates(s) should respect one another's right to personal privacy.
7. You are responsible to assure that your guests do not violate/invoke other residents rights.
8. Talk directly to the individual(s) involved when something is bothering you.
9. Listen to fellow residents if there is a problem and try to resolve it. If you are unable to resolve problems talk with your residence advisor (RA) or the director of residence life.
11. Respect each resident's right to live in an environment free from intimidation, physical and/or emotional harm, sexual harassment, discrimination and/or violence. Violations will result in disciplinary action.
12. Treat other residents as you would like to be treated, do not give orders, make unreasonable demands or expect favors.
13. Whenever possible, seek to compromise.
14. Report maintenance issues, damage in suites, bedrooms and common areas promptly so repairs can be made.

Office of Residence Life

The Office of Residence Life is part of the Student Services and Student Life division of the College. Our primary mission is to provide support to our residents. There are other campus offices and staff that can assist residential students with questions, concerns and issues such as academic advising, tutoring, financial aid, etc. The residence life staff can assist residents by making referrals to other campus offices or staff. The Office of Residence Life is located in Campus View 2 and is open between the hours of 8 a.m. – 5 p.m. daily.

Residence Life Staff

Residence Life staff members are committed to providing the best possible living experience for all residents. Residents are encouraged to get to know the staff, they are valuable sources of information about the College and the many services available.

Director of Residence Life

This live in professional staff member provides leadership and supervision for all aspects of residence life. Residents are encouraged to utilize the director as a resource. The director of residence life's office is located within the Office of Residence Life in Campus View 2.

Students who want to meet with the director should schedule an appointment by contacting the service desk. Scheduling a meeting in this manner ensures the student time on the director's calendar.

Assistant Director of Residence Life

This live-in professional staff member provides leadership and supervision to the resident assistants, residents and leadership committee, as well as assisting the director with special projects. Residents are encouraged to utilize the assistant director as a resource. The assistant director's office is located in Campus View I.

Resident Assistants (RAs)

Resident assistants (RAs) are JCC students who reside in the residence halls. One of their major roles is to create and maintain an environment on their assigned floor that promotes academic and personal success for the residents. They are responsible for promoting and assisting in the organization of residence life programs and services as well as serving as an informational resource. The RAs are trained to assist when conflict or crisis occurs, to manage policy and procedure violations, to assist with maintenance or service requests and with general College and community issues.

Desk Assistants (DAs)

Desk assistants (DAs) are JCC students who are employed at the residence life service desks. One of their major roles is to create and maintain a safe environment within the building which includes reporting concerns and managing guest registration. In addition, DAs are responsible for answering telephones, answering general questions from guests and parents, completing maintenance/work order requests and managing equipment and supply delivery to residents. Residents interested in working as a desk assistant are encouraged to contact the JCC human resources department.

Leadership Committee

The leadership committee is a group of students who plan programs for the residence hall as well as provide feedback about living on campus. Committee membership is voluntary. The group meets bi-weekly to discuss upcoming programs and ideas. Residents interested in serving on this committee should contact the assistant director of residence life.

Faculty Mentors

Faculty members are assigned a floor and/or wing of a building and throughout the semester(s) will engage in activities with residents. Activities could include lunch in the Potter Center, movie nights (on or off campus), discussions about current events, trips to an off campus cultural event or just dropping by to see how residents are doing.

Residents can recommend faculty members to participate as Faculty Members by contacting the director of residence life.

Community Living Expectations

Residential living promotes individual and group responsibility through the promotion and maintenance of positive living/learning environment. The policies of residence life balance the rights of the individual and the rights of the community. While carrying out its educational mission, Jackson Community College aspires to create and maintain conditions that are fun and educational. All JCC residents (**and their guests**) are responsible for conducting themselves in a manner that does not infringe on the rights of others or interfere with the educational mission of the College.

By signing your residence hall contract, you agree to make yourself aware of and abide by all residence life policies and expectations; the JCC Student Code of Conduct; and applicable State and Federal laws. A copy of the JCC Student Code of Conduct may be obtained from Student Services in Bert Walker Hall or online at www.jccmi.edu/studenthandbook. Violations are subject to disciplinary action, criminal prosecution, removal from student housing, and/or payment of replacement fees as deemed appropriate by College officials. Residents are responsible for the conduct of their guest(s) and may be subject to disciplinary action as a result of misconduct of their guest(s).

Jackson Community College and the Office of Residence Life reserves the right to contact the individual(s) you have listed as an emergency contacts on your housing contract.

The Resident's Role in Building Community

We would love to say that living on campus is going to be all fun, but we would be misleading you if we didn't share that there will be some struggles. Some students will be homesick, others will not do well academically and some may have disagreements with friends or even those they are living with.

Living on campus is a great opportunity for residents to gain skills in conflict management, dealing with differences, compromise, getting along, meeting new people and learning to communicate with others. All are great skills that supervisors look for in job applicants. By living in a residence hall during your time here at Jackson Community College you are gaining practical job experience.

Staff Role in Building Community

Residence life staff plan programs for residents to get involved, confront concerns as they arise and most importantly serve as a resource for residents when feeling overwhelmed by suitemate(s), friend(s) and/or academic concerns. Residents and the staff are a part of the problem-solving team, so residents should be prepared to answer questions and dialogue further about concerns with staff and those you are having concerns with.

- Having problems with classes? Residence life staff can share ideas on how to connect with faculty, tutors, the Center for Student Success and academic advisors.
- Problems with your suitemate? Residence life staff can facilitate a meeting to talk about things – such as what are the concerns, revising suitemate agreements.
- Homesick? Miss family and friends? Staff can offer ways for you to get involved so you create a “home away from home.”

Keep in mind it is up to you to meet us and engage in what we are providing. We will do everything we can to help you; however you play an integral role in that journey.

Suitemate Agreements

Suitemate agreements are distributed and completed by each suite within the first four weeks of each semester. The agreement provides an opportunity for residents of a suite to discuss specifics relating to how they will manage cleaning, noise, guests, etc. The resident assistant assigned to the floor will schedule a follow up meeting with each suite to discuss and collect a copy of their agreement.

Conflict Management

An important part of college is learning to get along with others and developing an awareness of and appreciation for other lifestyles, values and views. One of the first opportunities you will have to establish close relationships with others and learn about living in a community will be when you move in to your suite. Creating and maintaining positive relationships with your suitemates will depend on each person’s willingness to make an honest attempt at getting to know one another and willingness to compromise. Prepare for this experience by keeping an open mind and appreciation for the differences that exist in each person’s background.

The quality of suitemate relationships is directly related to the communication between the suitemates. Positive relationships have been shown to be typified by suitemates who clearly understand each others' expectations, openly communicate with each other, and verbalize to each other their thoughts and feelings. The first step to a good suitemate conversation or meeting is to **listen carefully**. Try to be unconditionally accepting of what you hear, even though you may disagree. When you are accepting, your suitemate will feel free to express things honestly. Additional information relating to managing conflicts with fellow residents or suitemates is available by contacting a member of the residence life staff.

Meetings – Building, Floor, Individual and Suite

During the year residence life staff will host meetings to share information, discuss community events/issues or for general status checks. Attendance at these meetings is important to ensure that all individuals are aware of upcoming events, deadlines and information. Residents are expected to attend, and if they are unable to attend make arrangements with the appropriate staff member to get the information provided at the meeting.

Noise

It is reasonable to expect a certain level of noise in a community building. However, it is expected that students are courteous of one another and respect their fellow suitemates and residents.

Courtesy hours are in effect at all times and quiet hours are in effect Sunday – Thursday 10 p.m. – 8 a.m. and Friday – Sunday 1 a.m. – 8 a.m.

Beginning the Sunday prior to final exams week each academic semester, quiet hours are in effect 24 hours a day.

Noise Community/Shared Space

Blaring stereos are never permitted; **the use of headphones is encouraged**. Stereo speakers are not permitted on window sills and at no time should amplified sound be directed out windows without permission.

Special Housing/Accommodation Requests

Students that have special housing needs and/or accommodations must submit requests to the Center for Student Success and must be accompanied by a physician's certification.

Enrollment Requirement

Resident students are required to be full-time students meaning enrolled in twelve (12) credits for each Fall and Winter semesters and six (6) credits during the Spring/Summer session. Residents who drop below the minimum required credits any time are subject to cancellation of their contract.

The Office of Residence Life will periodically monitor the registration status of resident students and will contact students who are below the required minimums. If a resident's program of study recommends or requires enrollment at levels lower than the required minimums the resident may request an exemption. The exemption request must be submitted in writing, no later than the first day of classes; however, residents are encouraged to submit their request as soon as they are aware of the situation. The request will be reviewed and the student notified, in writing, of the decision.

Academic - Student Success

Residence life has a vested interest in your academic success and recognizes that the transition to college and living on your own can be a difficult one. In order to partner in your academic success we have implemented the following policies to assure resident students are taking advantage of the resources available.

Academic Probation

Residents whose grade point average (GPA) is 2.0 or lower will be placed on academic probation. Academic probation can result in loss of financial aid eligibility and scholarships. At the end of each semester, the Office of Residence Life checks the GPA of all residents. Residents on academic probation will be contacted to discuss campus resources and services to assist the student improve his/her academic performance. Available resources and/or referrals include but are not limited to: academic advisors, financial aid staff, tutoring and other support services available through the Center for Student Success, and campus social workers.

Alcohol, Illegal Drugs & Tobacco

Campus View is an alcohol and smoke-free environment. The consumption and/or possession of alcohol (including empty or partially full containers), illegal substances, and drug paraphernalia (including anything resembling a bong, hookah or tobacco pipes) are prohibited.

Regardless of age residents may not have or consume alcohol within our facility. Smoking is only permitted 25 feet away from the buildings.

Suite Furnishings & Amenities

Each suite has four bedrooms, two bathrooms, a kitchen and living room. Bathrooms have a walk-in shower, toilet, and a two-person vanity outside of the shower area.

Each bedroom is furnished with a bed, mattress, desk, desk chair, window shades, wardrobe, dresser and ceiling light. You may arrange the furniture in your bedroom according to your preference. Trading furniture with other rooms or storing furniture is not permitted. A mattress cover is provided on each bed at move in. If the mattress cover is missing or damaged at move out the student will be charged \$25.00 for a replacement.

Each suite has a kitchen equipped with a dishwasher, microwave, stove/oven, full size refrigerator/freezer, and garbage disposal.

The suite's living room is furnished with a sofa, chair, coffee table, and end table. Cable hook ups are available in each bedroom and in the living room. Cable service (approximately 50 channels) is included.

Computers & Printing

There are limited JCC computers available for your use located on the second and third floors of each hall. Residents are able to access the third floor computer lab with their student ID card. Printing is available from these JCC computers at the service desk free of charge.

Wireless

A wireless network is provided for your use and is shared among all residents within CampusView. Please be considerate of other residents trying to use the network. Large downloads or other bandwidth intensive items will affect the performance of others using the service. Although best effort has been made to make the wireless network compatible with computing devices we cannot guarantee this. You may choose to get support for your device at any available merchant or support center. The College does not support student owned devices. Non-JCC wireless networks are not allowed within the complex as these will conflict with the performance and/or availability for others depending on the wireless service. It is recommended that you install and maintain your own firewall, virus and spyware products in order to protect your investment and

data. The College does enforce a Responsible Use Policy (which can be found at <http://www.jccmi.edu/infotech/pdfs/RUP2003-2004.pdf>) and the Digital Millennium Copyright Act (which can be found at <http://www.copyright.gov/legislation/dmca.pdf>) regarding downloading or sharing copyrighted movies and music. Disciplinary action is taken for reported violations.

Trash/Littering

Students are expected to take their trash to the trash bins on the south side of campus. Leaving items such as trash and furniture in the hallways, stairwells, elevator and public areas is not permitted. Littering inside or around the halls is also a violation of College policy.

Trash picked up by staff will be billed to your student account at a rate of \$25.00 per bag. A major objective of our residence life program is the creation of an environment in CampusView that is compatible with and supportive of the student's academic, personal and social development – cleanliness is a part of creating that environment.

Telephone Service

Each suite is equipped with one telephone located in the kitchen area. Each telephone features unlimited local and long distance service within the continental U.S. at no additional charge. Calling cards may be used for calls beyond these boundaries including international calls. The telephone number assigned to your suite cannot be changed and will remain when you leave. It is assigned to the College. You may intercom other rooms within campus housing by dialing the last four digits of any campus housing telephone number. If you wish to place calls outside of the campus housing you will need to dial the full telephone number including area code. Caller ID (Name and Number) is provided as a standard service as is voicemail and call waiting. You cannot accept collect calls or third party calls on your room telephone. Charge based services as well as 900 numbers are blocked. The telephone is to be left in place and cannot be replaced by another telephone. Report any telephone problems to the service desk by completing a maintenance request form.

Decorations

Residents are permitted to decorate their bedrooms and suite spaces within the following guidelines: must use bulldog hooks (provided free of charge at the service desk) or poster putty to hang items. Decorations may not hang from the ceiling or cover more than 10 percent of any wall or door due to fire safety concerns. Sticky tape is not permitted on walls or doors. **See also prohibited items.**

Electrical Equipment

Any electrical equipment residents bring for use in Campus View must have an approved “UL” rating. Before using or purchasing items not listed below contact the director of residence life.

Electrical equipment approved for student use in bedrooms:

- Irons (equipped with an auto-shutoff feature),
- Small desk lights with a glass cover.
- Personal computers and accessories, clocks, coffee makers, microwaves (under .5 cubic feet), desk and window fans, non-halogen floor lamps, answering machines, portable hair dryers/curlers, radios, compact disc players, TVs, VCRs and DVDs.
- Refrigerators (must be smaller than 5 cubic feet and use less than 1.5 amps of electric current).

Electrical equipment approved for student use in kitchen:

- Toasters
- Popcorn Poppers
- George Foreman style grills

Appliances - Safe Use

Do not leave heat-producing appliances (i.e. curling irons, irons, etc.) unattended. Unplug them when not in use and allow them to cool before storing.

Do not cover ventilation openings on TVs, stereos or radios. Appliances should be used only with proper extension cords. Unplug all appliances before leaving for vacations. Don't overload circuits by plugging too many appliances into one outlet or extension cord. If you need more outlets, we recommend that you purchase a multi-outlet strip with a circuit breaker (limit two multi-outlet strips per bedroom).

Personal Property

The College is not responsible for the loss or damage of personal property of residents. Residents are encouraged to purchase renter's insurance.

Prohibited Items and Activities

The following is a list of examples of items and activities the College has prohibited. The College reserves the right to prohibit other dangerous items and/or behavior.

- Waterbeds and other water-filled furniture
- Lofts.
- Contact paper in your room or on the interior or exterior of doors, on furniture, or on floors is not permitted
- Nails, screws, duct tape, wall adhesive are not permitted as they cause significant damage to walls, doors, windows, etc.
- Live Holiday Trees
- Candles/Incense
- Dangerous materials such as gun powder, laboratory chemicals, acid, fire works, air guns, paintball, gasoline, oil, kerosene, propane, charcoal, turpentine and other combustibles are not permitted. Motorcycles and other fuel-driven engines may not be placed or operated anywhere inside the hall or the patios.
- Natural cut trees, branches or greens, other than potted plants, are prohibited in student suites/bedrooms
- Additional door locks
- Mug warmer
- Wax/candle warmer
- Grills
- Space heaters
- Air conditioners
- Halogen lamps
- Hot plates

Recreational Equipment, Horseplay and/or Hall Sports

Bicycles, skateboards and inline skates may not be used inside Campus View. In addition, students may not play basketball, football, hockey, frisbee or any other type of physical activity inside the facility which may injure others or damage property.

Weapons

The display, possession, use or intent to use firearms, ammunition, firecrackers, dangerous weapons, explosives or other hazardous objects or substances is prohibited in any residence hall. Weapons, explosives and other hazardous objects covered by this regulation shall include, but are not limited to, the following:

- Handguns, rifles, shotguns, BB guns, pellet guns, air/CO₂ guns, paint guns, soft air guns, blow guns, or sling shots;

- Longbows, compound bows, crossbows and arrows;
- All knives (with the exception of culinary knives used solely in kitchen areas or for cooking purposes);
- Martial arts weapons (e.g., nunchucks, swords and throwing stars).

Residents taking a class that involves using weapons (e.g., ROTC and archery) should talk to their instructor or the corresponding academic dean for a storage location for their weapon.

Windows and Window Screens

For safety purposes, windows and screens must not be removed. To protect residents and maintain the environment, do not throw or drop anything out of a Campus View window. No one is permitted to exit, enter, or pass items in or out of the building via a window. Campus View has screens which are permanently secured in place and a replacement charge will be assessed if screens are removed. All installation must be done by JCC personnel. Out of respect for other residents, speakers and sound systems may not be placed on window sills or aimed out windows. Window painting or decorating is prohibited.

Failure to Comply with College Officials

Any Jackson Community College and/or residence life staff member is serving as a College official to enforce policies, address situations and ensure the safety of the building. Failure to comply with directions issued by these staff members is a violation of our conduct policy and will lead to documentation and sanctions and/or discipline.

Obstruction of Residence Life Functions

Behavior and/or conduct that obstructs/disrupts residence life staff members from performing their official duties is prohibited. This may include, but is not limited to, physical and verbal abuse and/or threats of violence. Failure to adhere to the request of a residence life staff member or College official is a violation of this policy.

Posting

Registered student organizations and College departments may request information to be distributed to each resident by obtaining authorization or written approval from the assistant dean of student life & athletic director. Once approval is provided, the Office of Residence Life will coordinate the delivery of the information.

Any postings, flyers or advertisements from a non-registered JCC student organization or any outside entity will need stamped approval from the director of residence life.

Residence Life

JCC considers the entire exterior suite door, wall surrounding the exterior door and hallway walls to be under the governance of the Office of Residence Life. Only postings by residence life staff may be placed in this space. There are public posting places on each floor maintained by CampusView staff to keep residents aware of residence life, College and community activities. Only authorized Residence Life personnel are permitted to post or distribute materials. At no time may postings be slid under CampusView room doors, except for those authorized by residence life.

Trespassing

Entry into any completely or partially closed CampusView area is prohibited. Residents will be issued a student ID card which will provide student access to appropriate doors.

Residents are expected to lock their bedroom / suite door and carry their ID keycards when they leave their suite. Loaning keycards to guests or leaving them unattended compromises the safety measures provided and is therefore not permitted.

Security cameras are placed in CampusView lobbies, stairwells, hallways and emergency exits for resident's safety and security.

Unauthorized Entry and/or Exit

Propping open or entering/exiting out of doors that are emergency exits only is prohibited. Guests and residents must gain permission to enter suites/bedrooms that they do not occupy. Individuals who violate these policies will be documented. Guests violating may lose visitation privileges and residents may receive sanctions.

Pets/Animals

The only pets permitted are aquarium fish and the maximum tank size is 20 gallons. This restriction does not apply to animals providing assistance to residents with a disability. Residents seeking approval for an assistance animal must contact the Center for Student Success and provide documentation. The Center for Student Success office will review and provide information to the Office of Residence Life if the accommodation has been approved.

Community Spaces

Each Campus View building contains community spaces for you to enjoy time with friends outside your suite. The spaces include: lounges, computer labs, recreation areas and patios. Campus View residents may reserve common spaces by contacting the Office of Residence Life. Non-resident students are not permitted to reserve these spaces without permission from the director of residence life.

Residents are asked to assist in maintaining the cleanliness and safety of common areas. Please dispose of your trash accordingly. Smoking is not permitted anywhere within Campus View including the patio. Policy violations are subject to student conduct referral.

Health & Safety Inspections

In order to ensure suites are being maintained properly and to check for unreported damage, residence life staff and security collaborate to complete the following checks.

Once per semester, a posting will be made noting the dates and times of health and safety checks. This check is of the full suite – kitchen, living room, bathrooms and each bedroom. The staff does not open cupboards. On the 14th of each month (if this falls on a weekend these are completed the Monday prior) a check is completed for the following areas: kitchen (sink, garbage, stove top and counters), living room (garbage, furniture and walls), bathroom (general cleanliness of toilet, shower and sink areas), and bedroom door only (staff will key in and inspect the interior/exterior and the door core hardware).

Residence Life staff will check each room during the break periods to ensure that no safety hazards exist. If a staff member notes, in plain sight, evidence of a violation of federal, state or local laws, or a violation of College rules/regulations, the staff member will file a report with the director of residence life, the Office of Student Life and/or JCC campus security.

Suite Entry

By signing this contract you authorize the College to make unannounced periodic checks and announced inspections of suites and individual bedrooms (whether or not the residents of the room are present) whenever:

- There is a reasonable cause to believe established health or safety regulations are being violated. Examples include: smell of or visible

smoke, noise or sound that someone may be in physical danger (arguments).

- There is a threat to the safety or well-being of the room's occupants or other residents. Examples include: a report of self-harm, faulty equipment, suspicion of physical danger.
- There is reason to believe the occupants of the room are violating a College rule/regulation or state/federal law. Examples include: smell of illegal substance and no one answers door; sound or words heard from a suite relating to alcohol consumption.
- There is reason to believe that there is imminent hazard to the property and subsequent removal of any hazard discovered. Examples include: smell of gasoline, report of weapons or smoke detectors covered or removed.
- Disruptive noise is violating an individual's need to sleep, study, read, etc. Examples include: alarm clock sounding and resident has left, stereo left on and no one home, noise is loud and no one is answering repeated knocks at door.
- To address any needed maintenance repairs/concerns. Examples include: repairs to appliances, routine maintenance – caulking showers, window repair/sealing and wall crack repairs.
- To post informational memos that must be distributed under or taped to a bedroom door; these items are specific in nature and do not include advertising for event. This type of information must be provided to each resident and may be posted on main bulletin areas in addition to ensuring each resident had a copy. Examples include: closing memos and payment notices.

Residing in Housing During Break Periods

Memos containing specific check out dates and other pertinent information are distributed to each resident several weeks prior to move out and/or the hall closing for break periods. Residents are responsible for reading and following this information.

Students wishing to remain in the residence halls during campus breaks (Thanksgiving, the break between Fall and Winter semesters and the mid-semester break during Winter semester) must notify the director of residence life. These residents will receive information on reporting protocols and on-call staffing approximately one week prior to the break period.

Dining Service

JCC does not offer a formal meal plan for residents. However, there are options for on-campus dining. The campus food service provider, ARAMARK, posts hours of operation for each location at the start of each academic semester.

Residents can purchase a dining service meal card for \$25.00. Contact ARAMARK Dining Services in the Potter Center at 517.796.8238 or talk with the cashier in the Potter Center dining room.

Fire Safety

Residents are expected to vacate the building any time a fire alarm sounds. Fire suppression equipment is located throughout the residence halls. Pulling false fire alarms, causing a fire, tampering with a smoke detector or any fire-suppression equipment are violations of the housing contract, the JCC Student Code of Conduct and state law. Individual(s) involved in any such activities may be subject to criminal prosecution.

The Office of Residence Life coordinates fire drills with the Office of Safety and Security each academic semester to ensure all residents are aware of protocols and staff roles.

Receiving Mail & Packages

The U.S. Post Office delivers mail each day according to the posted delivery schedule. JCC staff distributes mail into mailboxes Monday – Friday. Times of distribution to mailboxes will be posted at the service desk at the start of each semester. Residents who receive packages larger than their mailbox will receive a package notice and can pick up the package by presenting the package notice to the service desk in their respective hall.

Each resident is assigned a mailbox located outside on the north side of the halls. Each student is assigned a mailbox number and issued a mailbox key at check-in. Loss of your mailbox key or failure to return the mailbox key at check out will result in a \$25.00 replacement charge.

Your Name	example:	Jackson Doe
Campus View MB # _____		Campus View 206A
2115 Emmons Rd.		2115 Emmons Rd.
Jackson, MI 49201		Jackson, MI 49201

Federal Express, DHL and UPS will deliver packages directly to the Office of Residence Life located in Campus View 2. Students will receive a telephone call notifying them of the delivery. Only packages for current Campus View residents will be accepted. Residents will be asked by the desk assistant to show their student ID and required to sign for the packages.

Tampering with the outside mailboxes and/or packages is a federal crime and students found to be responsible may be referred for prosecution.

Change of Residency

Residents interested in changing their address to reflect their on-campus housing address should review the policy and restrictions by visiting <http://www.jccmi.edu/student-services/registration/residency.htm> and clicking on Update Residency in the right corner to download the change of residence form. It is important to note that residents will ONLY be able to modify residency for the 2009-2010 contract term to receive the in-county tuition rate; there will be no “grandfather” clause.

Guests

Guidelines

Guests must be signed in and out at the service desk. Suitemates may limit the length of stay and/or the times guests can be in suite; however the following guides are established to ensure that guests are not living in a suite without permission.

- Residents are limited to two guests per room per night.
- Suitemates discuss during their suitemate agreement meeting guests and visitation within their suite, including times or days of the week in which no guests are permitted and how they will manage guest issues and/or behavior.
- Guests may not stay longer than two nights unless all suitemates are in agreement.
- Guests cannot be registered for more than eight days in a month throughout the Campus View suites.

Minors

Guests who are minors (under the age of 18) must have a parent or guardian present or have a Minor Guest Registration form (available on the website), signed by their parent or guardian on file with the Campus View service desk. Guests under the age of 18 are not permitted overnight except when participating in organized activities such as Little Sibs weekends.

Non-Compliance / Concerns

At any time a residence life staff member can contact security, the police or request a guest to leave if the guest's behavior is disruptive or a concern to the safety and well-being of their host, the community or themselves.

Residence life reserves the right to modify or revoke any resident's guest privileges based on continued violation of guest policy or the concern and safety and/or well-being of the community.

Guest Restrooms

A guest restroom located on the first floor of each residence hall.

Harassment

Jackson Community College prohibits discrimination based on a person's race, color, gender, national origin, age, religion, marital status, disability, veteran status, or sexual orientation.

Sexual Assault

The College prohibits sexual assault, which is any nonconsensual sexual act. A sexual act is nonconsensual if it is inflicted upon someone who cannot grant consent (due to cognitive disability, age, incapacitation because of drug/alcohol use, etc.) or compelled through the use of coercion, intimidation, threats, or physical force. When notified of a sexual assault (or an attempt) the College honors the wishes of the victim regarding notification of police and makes available College/community resources.

Health Standards

Residents are required to comply with local health codes. Detailed information is provided about keeping your home clean at move in and in advance of move out. Residents are expected to maintain cleanliness of their living space. See "Living On Your Own" and Safety sections for specific details.

Heat and Air

The main temperature control for each suite is located in the living room and controls the entire suite, including bedrooms, so suitemates need to reach agreement regarding the temperature setting.

Temperature of units should be set no lower than 68 degrees for air/cooling and no higher than 75 degrees for heat. Suites that vary from these guidelines may cause damage to their apartment and equipment. The residents in each suite are responsible for the heating and cooling units and will be charged accordingly if repair or replacement is required due to negligent use or failure to manage settings accordingly.

Keys

All residence hall keys and IDs are the property of the College. Residents may not copy, loan, sell or transfer a residence life key or ID to any person. Residents must report lost keys or IDs to the service desk. Residents must return assigned keys and IDs at the termination of residence or upon demand.

Lock Outs

If you are locked out of your suite and/or bedroom contact the service desk, resident assistants and security are available to grant you entrance into your suite and bedroom if necessary.

Each semester residents are permitted two lock outs, after that you will be charged \$10.00 or 3 hours of community service (coordinated through the Office of Residence Life) for each additional lock out.

Only the residents of the suite will be granted access and only the resident assigned to the specific bedroom will be granted access to the bedroom. Exceptions may only be granted by the director of residence life or designee.

Maintenance

Residents are responsible for the proper care and use of the College provided items in your suite/bedroom and the community facilities; all replacements and repairs will be made by College maintenance personnel. Most maintenance repairs are free of charge. However damages resulting from careless, intentional or negligent behavior will be charged to the responsible resident(s). Report all maintenance needs to the service desk (common areas, your suite, bedroom, bathroom, laundry rooms, computer labs and hallways).

Solicitation & Media in the Building

The director of residence life must approve all individuals who want to sell products and /or services within the building. Door-to-door solicitation for

commercial purposes is prohibited. Students may invite a commercial vendor to their suite or host parties for purposes of a commercial solicitation, product demonstration or similar event (e.g., cosmetics, plastic ware, etc.). The College has the right to revoke this privilege if abused. The College assumes no responsibility for commitments made or losses incurred by students. Campus View suites/bedrooms and phone numbers may not be used or listed as a place of business.

There may be times when members of the media (e.g. newspaper, television reporters) visit to the building and wish to talk with residents. If you are contacted by a member of the media please notify the director of residence life.

Safety Protocols & Campus Security

Living on campus is a great experience for college students. It is a way to gain independence and meet new people, plus it is conveniently located close to classes. It is important to take into consideration the things you can do to keep yourself safe during your time living in campus housing.

The Jeanne Clery Act requires that colleges provide students and employees with an overview of the College's security resources, policies and procedures along with campus crime statistics. You can access this report by visiting <http://www.jccmi.edu/Security/docs/CampusSecurityBooklet.pdf>.

Emergency Notification System

Students who are interested in receiving text message alerts about urgent safety situations on campus and campus closings may do so by enrolling in the JCC Alert System. To enroll text JCCALERTS to 313131. Students who no longer want to receive the notifications can disenroll by texting STOPJCCALERTS to 313131. In addition, the College distributes important notices to student's e-mail accounts, local TV/Radio stations and by posting written notices.

Online Safety / Social Networking Site

For many students, the web is a powerful means for developing and strengthening peer connections, exploring personas, and freely expressing one's views and opinions. Jackson Community College and the Office of Residence Life respect this and does not interfere with a student's non-College affiliated online activities. Residence life staff members who choose to participate in non-College online communities do not use the forum as a formal mechanism for monitoring inappropriate student behavior; illegal activity, or issues of student safety. It is possible that a staff member online may unintentionally encounter inappro-

priate student conduct, or such conduct may be brought to the staff member's attention by another. In general, a student's conduct in non-College affiliated online communities are not be subject to disciplinary action unless the conduct seriously affects the student's position as a member of the academic community.

Safety Tips

- Travel in groups. Don't be afraid to ask another classmate to walk with you.
- Contact Campus Security at 517.796.8620 or extension 8620 from a campus telephone and they will walk you to a building or back to Campus View from an on-campus building.
- Be aware of your surroundings. Walk with your head up; if talking on your cell phone maintain a level of alertness; and, have your keys/ID ready when you get close to your building or vehicle.

Safety Concerns

- Run to a safe area, scream, yell, make noise!
- If you are near one of the "blue light" emergency telephones, activate it and a Campus Security staff member will report to that location.
- If the person gets close to you or attempts to grab you, push them away and then run. Keep in mind by pushing a person away it gives you valuable seconds to get to safety.

You can help us keep our campus safe by reporting suspicious persons/behavior, reporting security cameras that are not working or have been tampered with, and don't prop building doors open.

Theft

Whether the theft is within a residence hall or on campus, you may call Campus Security. This staff handles all theft reports on campus. You are encouraged to also alert your RA, the desk staff and/or the director. The College and/or residence life is not responsible for replacing items that have been stolen. Be prepared to provide as much detail as possible including individuals you suspect, time you last saw the item, visitors and a listing of all missing items.

ALWAYS shut doors, keep a list of your personal items with serial numbers, put a special mark in your books (for example on page 38 of every book write a special name or number), inquire about guests or individuals in and out of your suite/bedroom and most importantly, report suspicious behavior.

Residence Life Student Conduct Process & Policies

Just like in your home community (or home) there are rules and regulations in place to maintain order. In the residence life community we have these as well and they are called residence life policies. Given that our community is comprised of individuals with various backgrounds, lifestyles, beliefs and tolerance the residence life staff will utilize these policies as a guide to maintain an environment which is conducive to living and learning.

The residence life program is designed to:

- Provide a living/learning environment where students can benefit by learning and demonstrating appropriate behavior; and;
- Foster an environment where residents and their guests understand that individuals are responsible for their actions and that there are natural consequences to inappropriate behavior.

The residence life staff confronts issues as they become aware of them. Staff may learn of situations in a variety of ways including while completing duty rounds, resident reports, desk assistant reports, parent phone calls, the building cameras and/or from the Director.

It is the Office of Residence Life as well as the Jackson Community College's philosophy to meet students where they are and to provide learning opportunities when applicable. Students may make poor choices at times; our staff is here to help them learn from those choices and become active and positive members of our community.

Residence assistants, desk assistants and security staff will contact a professional staff member when situations become escalated, harmful to one's self or others, a violation of campus or state/federal law and/or in situations where they do not feel comfortable.

It is easy for residents to be upset when they are confronted by a staff member or even choose to argue or not be cooperative. We encourage residents to keep in mind that the staff member is just doing their job. It never hurts to be cooperative, understanding, patient and willing to accept responsibility. Students looking for further information on the JCC Student Code of Conduct and processes should refer to the student code which can be found at: www.jccmi.edu/studenthandbook. As resident students are responsible for both campus policies and residence life – you are encouraged to read and know all campus policies.

Situations are managed in a variety of ways dependent upon the circumstances. The following is the protocol for managing policy violations within residence life; these policies fall under the umbrella policies of the JCC Student Code of Conduct.

The following are the following steps relating to an incident within residence life.

- Step 1: An issue or policy violation is noticed.
- Step 2: Residence life staff member confronts the situation.
- Step 3: Residence life staff member determines next step (verbal warning, contacting professional staff member, notifying law enforcement, etc).
- Step 4: Situation is managed and the staff member takes notes to provide documentation.
- Step 5: Documentation is created for the director of residence life and other necessary individuals. Notifications types include: phone calls, incident report, duty log notation and e-mail summary.
- Step 6: The director reviews notification material and determines how the situation will be managed. Levels of situation management include: residence life staff, assistant dean of student life, dean of students, coordinator of campus security and/or the critical incident team
- Step 7: A: In some situations, a student conduct referral is not required; however the student will receive a letter noting the situation and warning that if further non-compliance continues a conduct referral will be made. Examples of when this may be the outcome of an incident include: noise violations during quiet hours, candles found in a suite or not escorting guests.
B: There are situations where a student conduct referral is required. In those cases a campus administrator approved to review and hear student conduct cases is assigned to schedule a meeting with the student(s) involved in the incident report.
- Step 8: When students are referred for a student conduct hearing, they are contacted by the campus administrator; a meeting is scheduled and the situation is discussed.
- Step 9: Following the meeting between the campus administrator and student a letter is sent to the student, by the administrator summarizing the meeting. This letter will include the outcome / decision (responsible / not responsible) and could include sanctions*, deadlines and what occurs if the student fails to complete sanctions. Letters are sent to students via the service desk and a signature for pick up is required.
- Step 10: Student completes necessary sanctions and provides confirmation of the completion to the required administrator.

* Sanctions can range from fee assessments and community service to probation and removal from campus housing.

Student can appeal this decision in writing within five College business days (see JCC Student Code of Conduct for more information.)

It is the policy of Jackson Community College not to discriminate in its educational programs activities, admission or employment policies on the basis of race, gender, sexual orientation, age, color, marital status, national origin, religion or handicap.