

A photograph of two young women with long braids, wearing black hoodies, smiling and posing in front of a modern building with a red roof. The woman on the left is wearing glasses and has a phone in her hand. The woman on the right is wearing a black hoodie with 'ATLANTA' printed on it and has a black bag slung over her shoulder. In the background, another person in a blue cap and white shirt is visible, along with a sign that says '22' and an arrow.

# Student Housing

Jackson College

# RESIDENT HANDBOOK

2024-2025



# WELCOME TO STUDENT HOUSING

On behalf of Jackson College, we want to welcome you to our community as a Jackson College Student Housing resident! Students who live on campus are a part of a group that continues to define what it means to be a success at Jackson College. Residents in housing hold a variety of roles, including student, leader, athlete, friend, employee, program participant, and most importantly, a Jackson College community member. We look forward to you being a part of our community here at JC!



You are responsible to review all information in this handbook. Please read it carefully and feel free to ask a housing staff member if you have questions.

An up-to-date copy of this handbook can be found on the Jackson College Student Housing website at [www.jccmi.edu/resident-handbook](http://www.jccmi.edu/resident-handbook).

If you have any questions about the information contained in this document, contact the Student Housing Office at [JCHousing@jccmi.edu](mailto:JCHousing@jccmi.edu) or by phone at 517.990.1337.

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## RESIDENCE LIFE STAFF

Our primary mission is to provide a home for students on campus and to support our residents' holistic success at Jackson College. Our Residence Life staff is a combination of students and professionals who live on campus. We are here to assist you with both housing-related issues which are referred to in depth in this handbook and referrals to other campus offices (i.e. academic advising, tutoring, financial aid) when needed.

### ***Director of Residence Life***

The Director of Residence Life is a full-time, live-on administrator who provides leadership and supervision for all aspects of housing. The Director serves on various committees across campus, focused around student retention and success of Jackson College students, particularly residents in housing. Students who want to meet with the Director should schedule an appointment by emailing the Director or calling their office. Scheduling a meeting in this manner ensures the student's time on the Director's calendar and that they are available. This position serves as part of the Residence Life on-call rotation.



### ***Assistant Director of Residence Life (AD)***

The Assistant Director is a full-time, live-on administrator who assists the Director of Residence Life in the everyday processes and functioning of housing. The primary responsibilities of the AD are in the following areas: the application process, room and meal plan assignments, room and meal plan changes, Resident Assistant recruitment, selection and training, and credit notifications. The AD serves in an on-call rotation for the purpose of crisis management at night and on weekends.

### ***Residence Life Hall Manager (RLHM)***

The Residence Life Hall Manager is a full-time, live-on staff member who oversees one or more residence halls and assists the Director of Residence Life and Assistant Director of Residence Life in the processes, activities, training, and other aspects of the residential community. The Residence Life Hall Manager oversees the Resident Assistants in their assigned building. In addition, the RLHM oversees front desk operations, health and safety inspections for their building, resident programming, educational outreach, and provides day-to-day assistance to residents. The RLHMs serve in an on-call rotation for the purpose of crisis management at night and on weekends.

### ***Resident Assistant (RA)***

Resident Assistants are Jackson College students with leadership responsibilities within the residence halls. RAs live on each floor and their primary role is to create and maintain an environment that promotes academic success along with personal growth and development of residents. They promote and assist in organizing Residence and Student Life programs and services, serve as an informational resource, enforce policies and procedures within the residence halls, and can assist with maintenance and service requests. RAs serve in an on-call capacity at night and on weekends.

### ***Desk Assistant (DA)***

Desk Assistants are either Jackson College students employed by Residence Life or a member of our Campus Security team. Their primary responsibility is to serve as a customer service and safety agent at one or more of the front desks within housing. They are charged with creating and maintaining a safe environment within the building, which includes reporting concerns and managing guest registration. Additionally, DAs are responsible for answering telephones and general questions, submitting work order requests, and managing desk operations. Residents interested in working as a DA are encouraged to contact the Residence Life professional staff.

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## **ACADEMIC SUCCESS & REQUIREMENTS**

At Jackson College, your success is our number one priority! We recognize that the transition to college and living on your own can be difficult. In order to partner in your academic success, we have implemented the policies below to ensure our residential students are taking advantage of the resources available and are comfortable in their living environment. Academic requirements for Student Housing are also outlined in Jackson College policy 1303, Housing Acceptance Criteria, which can be found at <https://www.jccmi.edu/wp-content/uploads/1303.pdf>



**Academic Housing Probation**

Students wishing to live in housing must meet ongoing academic requirements. Any residents whose grade point average (GPA) is 2.0 or lower, but higher than a 1.0, will be automatically placed on probation for one semester. All residents on academic housing probation will be offered additional support to improve their academics. If a student fails to receive a cumulative GPA of a 2.0 or higher by the end of the probationary semester, they will no longer be eligible to live in housing. If a student drops below a 1.0 GPA at any time, they will not be allowed to move into or remain in housing and will be notified by a College representative. Students will still be responsible for the housing balance if removed for GPA during the course of the contract; please see the contract termination policy for further information.

**Credit Load**

Students living in housing must meet ongoing academic requirements including full-time enrollment and satisfactory academic progress. Residential students must be enrolled in a minimum of 3 credits of face-to-face or hybrid classes each seven-week term of a 15-week semester for a total of 6 credits, and 3 credits of face-to-face or hybrid classes in the summer semester. Any student who does not maintain full-time enrollment will no longer be eligible to live in campus housing and will be notified by College representative. Students will still be responsible for the housing balance if removed from housing. Please see contract termination policy for further information.

**Credit Removal**

If a resident falls below full-time status during the course of the semester, they will be notified by the residence life staff of their non-compliance with the requirements outlined in the residence life and meal plan contract. Residents will be given 48 hours to re-enroll as a full-time student before they will be issued a removal notice. Failure to comply with the removal notice and the dates outlined within will result in being removed and banned from housing.



## **AMENITIES**

### ***Laundry Facilities***

Washers and dryers are located in all three residence halls for residents' use. Residence hall washing and drying is free of cost for students residing in any of the three residence halls. Jackson College is not responsible for lost or stolen laundry items.

### ***Computer Labs***

There are computers available for Jackson College housing students located in each building of residence halls Maroon, Gold and Campus View. There is also computer access available in the Jets Hangar, Library, and other academic areas on campus. Residents can print in black and white free of charge at the Jets Hangar. Residents can access the third floor computer labs with their student ID card and can print in the library.

### ***Wireless Internet***

Residential students receive a personalized password and login for residence life Wi-Fi approximately 24-48 hours upon moving into residence halls. Your Jackson College email address and password are required to use JC-Wi-Fi. Large downloads or other bandwidth intensive items will affect the performance and connectivity of others using the service. Although best effort has been made to make the wireless network compatible with all devices, we cannot guarantee this. The College does not support student-owned devices. Non-JC 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 firewalls, anti-virus, and anti-spyware products be utilized on personal computers. The College does enforce a Responsible Use Policy (which can be found at <https://www.jccmi.edu/wp-content/uploads/1601.pdf>) and the Digital Millennium Copyright Act (which can be found at <https://www.copyright.gov/legislation/dmca.pdf>) regarding downloading or sharing copyrighted movies and music. Disciplinary action will be taken for reported violations.

### ***Heating and Air Conditioning***

#### **Maroon & Gold Halls**

The main temperature control for each suite is located in the living room and controls the entire suite, including bedrooms. Suitemates will need to reach an agreement regarding the temperature setting that stays no lower than 68 degrees for air/cooling and no higher than 72 degrees for heat. Suites that vary from these guidelines may cause damage to the facilities. The residents in each suite are responsible for the appropriate use of heating and cooling units and will be charged accordingly if repair or replacement is required due to negligent use. Temperature in each suite must be agreed upon by the residents in their suitemate agreement.

#### **Campus View**

Each bedroom has its own heating and air conditioning unit, which students can adjust to their comfort. Air conditioning shall not be set below 68 degrees and heat shall not be set higher than 72 degrees.

## ***Mailbox and E-Mail Communication***

Residents are expected to check their Jackson College e-mail and their Jackson College mailbox daily for important information that will be sent out by residence life and other offices on campus. Important information may also be posted on residents' doors, around the building, or put in residents' mailboxes, located in the Hangar.

## ***Mail Service***

The U.S. Postal Service delivers all student mail to Shipping and Receiving in Campus Services. JC staff distributes the mail that is delivered to the mailboxes during the business week.

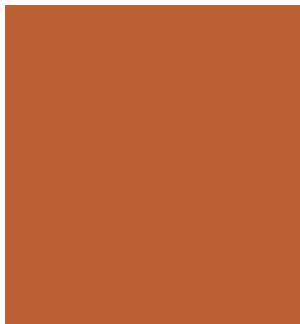
## ***Packages***

Amazon Package Lockers/Smart Lockers are available in the Jets Hangar and Jets Store. Amazon lockers located in the Jets store are loaded by Amazon personnel while the smart lockers in the Hangar are loaded by shipping personnel. Student packages will automatically be delivered here, and students will receive an e-mail message. Residents who receive packages larger than the mailbox/package lockers will receive an e-mail from the shipping department to schedule a time to collect the package and can pick up their package by bringing their tracking number and student ID to Campus Services. Students must bring their identification and tracking number to Campus Services during business hours. Packages will not be given to residents without proper identification. Shipping personnel will not allow other residents to retrieve packages for their suitemates or peers.

## ***Mailbox Keys***

Each resident is assigned a mailbox number and issued a mailbox key at check-in. Mailboxes are located in the Jets Hangar. Failure to return the mailbox key at checkout will lead to a \$30 replacement charge.

If a mailbox key replacement is needed, please see the Director of Residence Life.



Please have your mail directed as follows:

**Mailing Address for Gold Hall**

(Resident Name)  
Gold Hall, Box (#)  
2115 Emmons Road  
Jackson, MI 49201

**Mailing Address for Maroon Hall**

(Resident Name)  
Maroon Hall, Box (#)  
2145 Emmons Road  
Jackson, MI 49201

**Mailing Address for Campus View 3**

(Resident Name)  
Campus View 3, Box (#)  
2175 Emmons Road  
Jackson, MI 49201

***Forwarding Mail Upon Check-Out***

When moving out of housing, the resident must change their address with both the College, via e-Services, and the United States Postal Service. Failure to do so will result in disrupted mail service or returned mail. All mail received for non-residents will be returned to sender.

Resident mailboxes are operated under the guidelines provided by the U.S. Postal Service. Jackson College does not assume responsibility for loss or damage to items sent through the mail/USPS. Receiving or sending money through the mail is strongly discouraged. Please note that Jackson College is not responsible for lost funds.

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**RESIDENCE LIFE AND MEAL PLAN CONTRACT**

***Contract***

Students are required to apply for housing and go through the appropriate application process, including the signing of a contract for a space and submitting the \$300 security deposit prior to move-in. Only students who are 18 years of age by the end of the first semester are eligible to live in Jackson College housing.

***Minors Living in Campus Housing under the age of 18***

All minors who are under the age of 18 must have parental waivers acknowledging the following:

- All students under the age of 18 will be placed in Campus View Hall on a selected floor strictly for students under the age of 18 years of age.
- Parental waivers must also be completed if a minor resident needs to use the Oasis Center or Health Clinic on Jackson College Central Campus.
- Minors that are in housing at Jackson College are obligated to extra check-ins with their Resident Assistant and Housing Professionals.
- Minor students are not allowed overnight guests.

Your residence life housing and meal plan contract is not transferrable, which means you cannot transfer your contract to any other individual or semester. Only the individual student who signs the contract is permitted to reside in the room/suite during the assigned semester. The contract is legally binding, and you will be held responsible to the terms of the contract for the entire contract period. You are responsible, as is the College, for all items outlined in the contract. We understand that upon move-in, in rare cases, residents decide they don't want to stay. Residents have the right to terminate their contract within the first 7 days of contract term. After that, residents must follow the appeal process if they have extenuating circumstances.

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, would cause disruption to the community, or violates rules or policies. The College reserves the right to deny, modify, or cancel housing contracts or assignments. All students who break their contract will be charged a \$300.00 cancellation fee for any subsequent semester the student is contracted for.

### ***Meal plans***

Jackson College requires the following meal plan for on-campus residents. For more information, contact the Business Office at 517.796.8420.

#### **MAROON PLAN**

##### **14 meals per week, \$100 in Jet Fuel Dollars.**

This meal plan allows for 2 meals per day in the Dining Commons, 7 days a week for the 15-week semester. Cereal and milk provided in each residence hall.

\*prices subject to change

Jet Fuel points are a part of the meal plans. They are assigned per semester and do not carry over. Jet Fuel points may only be used for food purchases at Jackson College's Central Campus food service locations: Robert Snyder Dining Commons, Jax Place, Jet Fuel Coffee Shop and Jets Store. Jet Fuel can be used to buy coffees, soups, pizza, subs, salads, bagels, assorted snacks and more!

### ***Billing Dates***

Payment is due before students move in each term. If a current resident fails to make payment arrangements





by the billing date outlined in the established automated payment plan, they will be required to move out. New residents who fail to make payment by the payment date, before move-in, will not be allowed to move in and will have their contract terminated. Students will need to maintain an automated payment plan, by meeting all required payment due dates for each semester.

### ***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.

### ***Contract Termination***

Jackson College will 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 community or College. For contract termination:

- You breach, violate, fail to perform or otherwise are in default of any of the terms and conditions of the agreement,
- You fail to pay room and meal plan payments when due,
- You are no longer a full-time registered student and have not received written permission from the Office of Housing & Residence Life to stay as a part-time student,
- You do not comply with rules and regulations as stated in the Student Code of Conduct, Residence Hall Handbook, Fire Safety Regulations, all other College policies or any applicable local, state and federal laws,
- You misrepresent information on the Housing Application, the Residence Hall Agreement, or another JC document, or
- You fail to respect the rights of fellow students.

The College may terminate your license agreement for any of the above reasons upon giving you 48-hours written notice. If the agreement is terminated, you will be required to immediately surrender your room/suite and all College-owned property under the same conditions as if the license agreement had been completed. At the date of termination, the College is entitled to enter the room, repossess it, and remove you and your property without liability.

The student's security deposit will be forfeited unless written permission has been obtained from the Director of Housing or their designee, or the resident has a pending appeal.

### ***Security Deposit***

The security deposit for housing at Jackson College is \$300 and is due when submitting a housing application. The student will not be allowed to move into a residence hall if their deposit is not submitted. The deposit is refundable as long as the student does not incur any additional charges during their stay, does not have any damages to their room, has not incurred further fees, and complies with the guidelines listed for a proper checkout. Contact housing staff for check out guidelines. Financial aid cannot be used to pay for the security deposit. Deposits must be paid in full.

Payments can be made to the cashier located in Potter Center, over the phone at 517.796.8420 or online at [www.jccmi.edu/tn](http://www.jccmi.edu/tn).

### ***Payment of Residence Life Charges***

Once a resident has been assigned a space, the housing fee will be charged to the student's Jackson College account. Payment must be received by the payment dates outlined on their payment plan or the contract may be cancelled, and the space will be reassigned. New residents with unpaid housing charges will not be permitted to move in until full payment has been made or an automated payment plan is in place. Residents will have their housing contract cancelled for failing to make required payments throughout the semester. Returning residents with outstanding payments will have their access revoked until payment has been made and/or have their housing contract cancelled.

**Non-payment and/or cancellation of contract:** Non-payment does not release the student from the financial obligations of the housing contract.

**Payments:** Can be made in person to the cashier in Business Services located on the second floor of the George E. Potter Center or mailed to: Jackson College, ATTN: CASHIER, 2111 Emmons Road, Jackson, MI 49201 (please indicate that payment is for housing and include the student's ID number). Jackson College accepts cash, check, money order and credit card payments for housing payments. For more details regarding payment options, contact the Jackson College Business Office at 517.796.8420 or visit <https://www.jccmi.edu/financial-aid/cost-financial-aid-important-information/>?

### ***Damage to Residence Hall***

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, the housing contract will be immediately terminated. In this event the resident is 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. We encourage residents to purchase renter's insurance as a protection for personal belongings.



## **SAFETY AND SECURITY**

Your safety is our number one priority. Jackson College is committed to the safety and security of its students and visitors. Armed security is present on campus 24 hours a day and can be reached by calling 517.740.7986 (monitored 24/7) or 517.796.8620, alerting the front desk assistant. If you wish to report a crime, are a victim of a crime, or would like to get information about campus crime statistics, please visit the Safety and Security website: <https://www.jccmi.edu/campus-security-safety>. To submit an anonymous tip via text message, text- JACKSONC and your tip to 847411; you can also download the app onto your smartphone (Jackson College Tips). Jackson College uses Nixle and LiveSafe to send information about college closings and alerts. Sign up with Nixle and receive message on your cell phone and email at <https://local.nixle.com/jackson-college/>. LiveSafe App available online for download.

### ***Power Outage***

In the event of a power outage at Jackson College and power has not been restored, a college official will notify Housing Residents that they must vacate their rooms. Housing residents will be responsible for arranging transportation to vacate Jackson College property and arrange other means of housing while Jackson College experiences a power outage.

### ***Doors/Locks/Theft***

While Jackson College provides safety measures to protect the welfare of all residents, we cannot be held responsible for the loss of personal property. Residents are encouraged to take the proper precautions to protect themselves. Jackson College is not responsible for lost, stolen, or damaged personal items. Residents must not leave their suite or bedroom door open or unlocked if they are not present in the room. Propping the door open with the deadbolt can damage the locking mechanism and is prohibited. Additional locks (keyed locks, chain locks, deadbolts) cannot be installed.

Residents should use their own portable safes or lockboxes to keep valuables safe. Upon request from a residence life official, key cards can be replaced for a fee of \$25.

### ***Fire Alarms***

Anytime an alarm sounds in a residential building, all occupants within the hall are required to evacuate the building immediately. All individuals coming from Gold Hall are directed to the fifth full set of parking spaces (second set of lights) in the parking lot west of Gold Hall. All individuals coming from Maroon Hall are directed to the fifth full set of parking spaces (second set of lights) in the parking lot south of Gold Hall. Campus View residents are to go across the street and to the third set of lights along the sidewalk. Students must stay in their given areas until the building is given an all-clear to be re-opened and residents allowed to re-enter. Re-entry into a building before an "all-clear" signal is given by Security staff is prohibited and will result in disciplinary action. State law prohibits the use of elevators during a fire alarm. Students that fail to comply with this will be documented by staff and can be issued state and/or local fines and tickets from police. If you see fire, please pull the fire alarms as you evacuate the building. The alarm will automatically alert the proper authorities. Falsely pulling a fire alarm can result in judicial sanctions or fines. Tampering with building fire detection systems is a violation of this handbook and grounds for discipline up to and including removal from the building. Michigan law states that falsely pulling a fire alarm is a misdemeanor punishable by up to one year in jail and up to \$1,000.00 fine (MCL 750.240).

## ***Residence Life ID Cards***

Each resident is issued a unique housing ID card upon move-in that provides access to their building, suite, and bedroom and is used to access the student's meal plan. It is important that each student always maintains possession of their housing ID card while on college property. Jackson College officials may request to see a residence life ID card at any time. Refusal to provide your residence life ID card to a college official is a violation of the student code of conduct and can result in judicial sanctions.

Unauthorized possession, duplication, or use of keys or your Jackson College residence life ID is prohibited. Residence life ID cards are only to be used by the individual they were issued to. IDs found in the possession of anyone other than the individual they were issued to will be confiscated and destroyed and the student possessing the ID will face judicial sanctions.

If you lose your key, immediately inform a residence life staff member, or the Desk Assistant at your building's front desk so that your room can be secured and your old key deactivated. Keys needing to be replaced will result in a replacement ID being made and the student will be responsible for associated costs.

## ***Damaged, Stolen, or Lost ID Cards***

You are responsible for your Jackson College residence life ID card. If your card is damaged, lost, or stolen, it is your responsibility to contact the residence life office at JCHousing@jccmi.edu or the Desk Assistant immediately. Jackson College is not responsible for any unauthorized transactions, loss of money, or meal plan credits. Lost or damaged ID cards can be replaced by submitting a new key request with the Desk Assistant. There is a fee associated with each replacement card that will be billed directly to your security deposit and student account, except in the case of general wear. Replacement IDs will be available within two business days from the time of the request. Residents will be able to collect their new ID card from their mailboxes located in the Jets Hanger.

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## **RESIDENCE LIFE PROCEDURES**

### ***Abandoned Property During Semester***

Any personal property left behind without prior approval at the end of your contract will be deemed abandoned property. When residents have not removed personal



property, Residence Life staff will make a reasonable attempt to contact residents via phone, e-mail, and physical mail. If after 48 hours, the resident has not vacated, personal property will be removed. Personal property that has been removed by Jackson College Residence Life staff will be stored for 21 days. After 21 days, the items will be considered abandoned and items will become available to residential students or discarded. Jackson College and Jackson College Residence Life are not liable for damage to or loss of property that might occur during removal or disposal. Residents will be billed for all costs incurred in removing personal property and restoration of the unit to usable space. There is no summer storage offered if resident belongings are left behind after spring semester and the items will be considered abandoned and will be disposed of.

### ***Storage Approval***

To gain prior approval for personal property to be left in residence halls the resident must meet with the Director of Residence Life or the Assistant Director of Residence Life. The student and professional staff will be required to complete a form including a list of items being stored. This form will need to be signed by the professional staff and student upon verifying items in storage. A copy of the form will go to the resident, residence life professional, security and facilities.

### ***Abandoned Space***

If a resident fails to return from a break or is found to be absent from the residence hall for a period of 21 days, without prior notification to the Director of Housing, the space will be deemed "abandoned" and the College will terminate the resident's contract. Any items left in the resident's space will be disposed of. The College will follow normal protocols for Residence Life contract status and required payments as described in the student's payment plan with the college.

### ***New Student Move-In: Fall Semester***

Students are notified by their Jackson College email account over the summer of move-in dates and times as well as specific room placement. All residents are required to participate in student move-in and Housing Orientation.

### ***New Student Move-In: Spring Semester***

Residents will be notified of their housing assignments via their Jackson College email account as they are assigned. All residents are required to participate in student move-in and Housing Orientation. All students must vacate their space at the end of the spring semester.

### ***Move-In: Summer Semester***

Residents will be notified of their housing assignments via their Jackson College email account as they are assigned based upon the receipt of the completed housing application and availability. Students new to residence life will be assigned a move-in date and contacted by the Director of Residence Life and/or their designee. Residents living on campus during the 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. The Residence Life staff thanks you in advance for your patience and cooperation.

### ***Early Move In/Late Stay***

There are special circumstances that require campus housing residents to move in prior to or stay longer than the contract listed dates. To obtain information about this option contact the housing office at JChousing@jccmi.edu. Charges will be assessed for early move-in and late stays.

### ***Room Consolidation***

Residence Life reserves the right to change or cancel a room assignment in the interest of order, health, safety, or behavioral issues. The right of final assignment lies with the Director of Residence Life. Residence Life also reserves the right to fill vacancies in rooms and to require the residents to move to another room to allow for optimum utilization of space or to resolve situations regarding interpersonal conflicts.

### ***Residence Life Closures***

Housing is closed during Thanksgiving, Break between Fall and Spring semesters, and Spring breaks, at which time residence hall students are expected to vacate their space including rooms and suites per their contracts. Breaks can be found on the Jackson College Academic Calendar and on the housing website. Students should make arrangements in advance for being off campus during these time frames. Requests to stay in housing during resident life closures must be made in writing in advance and due to extenuating circumstances only. Approval at \$30/day to remain in housing to be given by Residence Life.

### ***End of Semester Move-Out***

Based on the selected contract term, residents must vacate the residence hall within 24 hours of their last class or by the posted time provided by residence life staff. Residents must sign up for a suite/room check-out with a residence life staff member. Failure to follow protocol will result in forfeiture of any refundable deposits and could result in assessment of additional fees. Additional information about move-out procedures and protocols will be provided during the semester by orientation, e-mail, floor meetings and internal postings. Students are required to take their vehicle with them upon leaving campus. Vehicles not removed one week after move-out will be towed from Jackson College property unless prior arrangements have been made with Campus Security.



## ***Check-Out Policy***

The check-out process is required upon departing and is required for a student to be eligible to receive their security deposit. The following check-out criteria must be met:

- The student must contact their Residence Life Coordinator prior to their departure and schedule a time for check-out with a residence life staff member.
- The student must remove all their belongings, clean their space, and return all furniture back to its original location prior to check-out. The student must appear at the scheduled time to meet with a residence life staff member to complete the proper check-out process. A room condition report (RCR) will be completed by a residence life staff member along with the resident and approved by a professional residence life staff member upon move-in and move-out. Any damages will be documented on the RCR and will be taken out of a student's residence life security deposit if not present on the previous RCR. Students will have the opportunity to sign off on their RCR when they check-in and check-out of residence life.
- If a student staff member completes the RCR, a professional residence life staff member will approve or revise the RCR.
- The student, after completing the RCR, must turn in all keys and Jackson College IDs to the Residence Life professional staff member. Amount of refund will be determined based on the RCR and any charges occurred during the student's stay in housing.

Contact the Director of Residence Life if you have any questions regarding this process. Security deposit refunds are given after students leave housing on good terms or do not return to housing for the following semester and after it has been determined that no charges are pending. Deposits will be returned within approximately 30 days after a proper check-out.

To be eligible for a deposit refund, the room condition report (RCR) must be completed and the proper check out process must be followed.

**Room Condition Report (RCR):** Comprehensive room report that documents the condition of the room on arrival and the condition of the room on departure. All aspects of the room and suite, along with furniture, are evaluated.

**Key Collection:** Residential ID cards and assigned mailbox keys must be turned in following the completion of RCR.

## ***Special Residence Life /Accommodation Requests***

We want to help students who have special housing needs and/or accommodations. Students must submit requests to and receive approval from the Center for Student Success for an accommodation. The Center for Student Success can be reached by visiting the website at <https://www.jccmi.edu/center-for-student-success/css-contact/>

## ***Room Change Requests***

The residence life staff is available to assist you in your transition to living in Jackson College Residence Life. They will work with you to resolve any roommate difficulties including a room change if necessary. Room changes will not be made without prior

approval of the Director of Residence Life or their designee. Room changes will not be made within the first four weeks of any semester.

A resident may be required to move when a conflict between residents occurs and all mediation attempts have been exhausted, in cases where open spaces need to be consolidated, or any other circumstance that residence life deems appropriate.

All room change arrangements are coordinated by residence life. A cleaning charge for room change of \$50 will be deducted from the resident's deposit. Students will not switch/trade assigned rooms without permission. Doing so will result in fines and can result in removal from residence life.

When a room change is necessary the residence life staff will inform suitemates by e-mail, phone call and/or posted notice.

### ***Suitemate Agreement***

Suitemate agreements must be completed by each suite and will be discussed at floor meetings and orientation. An RA will meet with each suite to ensure completion within the first two 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, suite quiet hours, etc.

All residents are strongly encouraged to communicate with their suitemates when conflicts arise. Please contact your Resident Assistant (RA) for information on how to resolve conflicts and to receive assistance in resolving the conflict. Resident Assistants are trained in conflict management and will be able to assist with mediation.

### ***Room Entry***

In accordance with our educational mission, Jackson College aspires to maintain a healthy and safe environment, as well as respecting and preserving your right of privacy. Jackson College, however, reserves the right to make periodic administrative entrance and inspections of suites and individual bedrooms (whether or not the residents of the room are present) whenever:

- 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, smell of or visible smoke, etc.





- 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, sounds, smells, or words heard from a suite relating to alcohol consumption or drug use. The College reserves the right to remove any object or material which would constitute a violation of college policy.
- There is reason to believe that there is imminent hazard to the property and subsequent removal of any hazard discovered. Examples include fireworks, smell of gasoline, report of weapons and/or other prohibited items, water leaks, or smoke detectors covered/removed.
- Disruptive noise is impeding a member of the communities' ability sleep, study, read, etc. Examples include alarm clock sounding and resident has left, stereo left on and no one home, a loud noise, 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.
- When it is necessary for authorized college personnel or their agents to search a student's room without the occupant's present two (2) staff members will be present. A student who believes this policy to have been violated can appeal directly to the Director of Residence Life.

### ***Routine Health and Safety Inspections***

In order to ensure suites are being maintained properly and to check for unreported damage, residence life staff, facilities, and Jackson College Campus Security collaborate to complete health and safety inspections. Residence Life and Campus Security staff will enter suites for health and life safety inspections each semester. Residents will be notified in advance before the inspections.

Residents are expected to keep their suites and rooms clean and safe. Inspections will be for unsanitary conditions (accumulated trash or concerns with cleanliness) and for fire safety violations. If a suite or room does not meet health and safety specifications, the residents will have a written specified amount of time to correct the situation after which time another inspection will be conducted.

A Notice of Concern letter is used to address minor violations of housing policies and issues related to maintenance, health and safety. The letter will be sent to residents of the suite or room and document how and when the issue was discovered and how it should be corrected. Residents will be notified when the staff will return to ensure the request has been complied with and who to contact if they have questions. Residents must comply with a Notice of Concern letter or further action through the conduct process will be taken.

Safety checks in the residence halls are also conducted in the residence halls during each academic break period, and occasionally throughout year, to ensure the space has been left in safe condition. Policy violations in plain view will be documented and disciplinary action will be taken.



### **Confiscation**

Certain items are prohibited in on campus residential halls because of health, fire or safety reasons; city, state, or federal law; or college policy. When these items are encountered or discovered by college officials, they are subject to confiscation. Campus Security and law enforcement have the authority to confiscate items that are a health, fire, or safety concern.

Items prohibited by Jackson College policy for health, fire, or safety reasons will be returned to the owner on the date and time provided by Campus Security at the time of confiscation, provided that the item be removed from campus immediately and not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) are not items that can be released and will not be returned.

Prohibited use or possession of alcohol, whether residents or guests, will result in its confiscation and disposal. Alcohol containers, whether empty or full, are prohibited and will be confiscated and subject to judicial process.



Any confiscated item not claimed by the owner within two weeks of confiscations or upon completion of judicial hearing will be disposed of without notification or recovery. When possible and appropriate, items will be donated to a local charity.

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## **ADDITIONAL RESIDENCE LIFE INFORMATION**

### **Community Living**

Residential living promotes individual and group responsibility by fostering a positive living and 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 College aspires to create and maintain conditions that are fun and educational.

All Jackson College 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 housing and meal plan contract, you agree to make yourself aware of and abide by all Housing policies and



expectations; the Jackson College Student Code of Conduct; and applicable state and federal laws. A copy of the Jackson College Student Code of Conduct can be obtained from Student Services in the Bert Walker building or online at <https://www.jccmi.edu/student-life/student-conduct/>.

Violations are subject to disciplinary action, criminal prosecution, removal from residence life, and/or payment of replacement fees as deemed appropriate. Residents are responsible for the conduct of their guest(s) and will be subject to disciplinary action as a result of misconduct of their guest(s). Jackson College along with the Residence Life staff reserve the right to contact the individual(s) listed as emergency contacts on the housing and meal plan contract.

### ***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 tuition, fees and housing on file in the Jackson College Financial Aid Office prior to the date that housing payments are due. Outstanding tuition and residence life 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 amount not covered by financial aid is due in accordance with the payment dates agreed upon in the student's payment plan with the College. If you have questions regarding financial aid refer to the financial aid website or visit Student Services in Bert Walker Hall. Applicants should note that the financial aid process can take several weeks, and proper time should be allotted for applications to be reviewed and approved. Financial aid cannot be used to cover the application fee, background check or housing security deposit.

### ***Meetings – Building, Floor, Individual and Suite, Orientations, etc.***

During the year, residence life staff will host meetings to share information and discuss community events and issues. Attendance at these meetings is mandatory to ensure that all individuals are aware of pertinent information, upcoming events, and deadlines. Residents, who are unable to make these meetings, are expected to make arrangements with the appropriate staff member to get the information provided at the meeting. Disciplinary action and/or fines will be assessed if residents fail to attend mandatory meetings.

### ***Final Exams Week***

To create an atmosphere conducive to studying, during the week of exams each semester, we enforce 24-hour quiet hours and do not allow guests during the hours of 8 p.m. to 8 a.m.

### ***Receiving and Checking Messages***

Jackson College is committed to providing the best customer service possible while protecting our students' privacy. Exemplary customer service can include friendly reminders and messages. By updating your message phone number in e-Services, Jackson College can leave messages (voicemail, text messages and/or verbal messages with any person who answers at this number) with specific information related to JC (course enrollment, appointments, emergency information, advising, financial aid, payments, admission, etc.).

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## RESIDENCE LIFE POLICIES

All residents must respect and comply with lifestyle expectations and all college policies and procedures. Each resident is responsible for reading and adhering to the procedures and regulations outlined in this handbook, the Jackson College Residence Life contract, the Jackson College Student Code of Conduct (<https://www.jccmi.edu/wp-content/uploads/2701.pdf?&>), and any additional policies related to living in specific college owned or leased living areas. Residents are also held accountable to local, community, state, and federal authorities. Violations of the residence life policies will result in disciplinary actions by the Student Judicial Officer. If a suite is suspected of illegal or banned activities (outline on following pages) the Director of Residence Life, any other college administrator, or Campus Security team member may key card into a room in order to assess the situation for the health and safety of residential residents and in the best interests of Jackson College. Students should be advised that there is no reasonable expectation of privacy with respect to Jackson College's right to enter a room where the safety of campus or the College community is potentially at risk.

The following residence life policies have been created for the safety and well-being of the members of the housing community:

### ***Alcohol***

The residence life staff are strongly committed to fostering an environment that promotes the College's educational mission. Jackson College is an alcohol-free campus regardless of legal age. The following policy is designed to support the objectives and expectations of the Jackson College policy concerning alcohol use.

In the event that a resident is suspected of consuming or possessing alcohol in campus housing, the Director of Residence Life and Campus Security will be contacted both for the safety of the student as well as investigation and follow-up as appropriate.

### ***Possession/Use of Alcohol***

Residence Life is an alcohol-free living and learning community. Residents or guests can not possess or consume alcoholic beverages in any room or area, including their own bedroom. This includes residents who are of legal age to consume alcohol.



### ***Alcohol Containers***

Empty alcohol containers are prohibited within the residence hall and can not be used for decorative purposes.

### ***Intoxication***

Any student suspected of being intoxicated: exhibiting impaired motor skills, aggressive behavior, slurring speech, smelling of alcohol, etc. will be reported to the local law enforcement if it is deemed that they may be a danger to themselves or others by Housing staff or security or in the event such reporting to local law enforcement is deemed reasonable and advisable.

### ***Community Living***

Living area and public lounges, hallways, courtyards, and other public areas are meant to be used by everyone with care and respect. Therefore, disruptive behavior, disrespect for others, as well as any other circumstances deemed a hindrance will not be permitted.

### ***Sleeping***

Living area and common floor lounges are not to be used for sleeping. This applies to guests and housing residents who are not assigned to that suite or building. Any mattress not provided by Housing is strictly prohibited.

### ***College furniture***

Common area furniture is not to be taken to student rooms or suites. Common area furniture should not be moved from one common area to another. This deprives other residents of the furniture and is considered theft of property. If common area furniture is found in rooms or suites, costs to relocate the furniture will be assessed to the residents of the space where the furniture is discovered. In addition, if the condition of any public area is altered or abused, the person(s) responsible will be charged and disciplinary action taken.

### ***Appropriate language/behaviors***

Residents are expected to use appropriate language and behavior at all times in housing and public areas. Any behaviors deemed inappropriate by college officials will be addressed and the individual will be asked to stop the behavior or to leave the area. Failure to comply with a request by a college staff member will result in disciplinary action.

### ***Sports, Recreational Equipment, Horseplay***

Due to the high risk of property damage and personal injury, sports, water fights, wrestling, and other high-risk activities are prohibited in indoor residential areas. Dribbling and/or kicking of any athletic balls is prohibited within housing. Bicycles, skateboards and inline skates cannot be used inside residence halls. In addition, students cannot play basketball, football, hockey, Frisbee, participate in wrestling, boxing or any other type of physical activity inside the facility which may injure others or damage property. Under no circumstance is school property to be used in horseplay in the halls: wet-floor signs, carts, chairs, trash cans, etc.

### ***Electronic Devices/Audio***

While in any shared area of the building (e.g. lobby, halls, computer rooms) residents are not allowed to have electronic devices playing music or audio that contains offensive or profane language. In addition, the noise level of the students electronic device cannot at any time be at a level that can be heard from a distance beyond that area which they are currently occupying. Electronics referred to in this section include but are not limited to: Cell phones, I-pods, MP3 players, DVD players, tablets, game consoles and CD players.

### ***Decorations***

Residents are permitted to decorate bedrooms and suite spaces within the following guidelines:

#### ***Wall Damage***

No nails, screws or tape of any kind shall be used on the walls, doors, mirrors, or other surface. Students will be charged for damages to the walls.

#### ***Exterior Damage***

No nails, screws or tape of any kind shall be used to decorate exterior spaces of on campus housing facilities.

#### ***Hanging Decorations***

Decorations cannot hang on the ceiling, windows, fire sprinklers, or doorways. Flags, banners, fabric, tapestries, or posters must not cover more than 10 percent of any wall or door due to it being a fire safety concern.

#### ***Writing on Doors and Windows (Graffiti)***

No writing, drawings or other markings are allowed to be done to walls, doors, windows, appliances, mirrors, or any property owned by the College. Housing has the right to remove all inappropriate decorations and charge for damages incurred. A fine for cleaning will be assigned to the entire suite if writing or drawing is on the suite doors or windows.

### ***Drugs***

Jackson College is a drug-free zone. Illegal drugs are not permitted on the campus. Students will be removed and banned from housing for violation of this policy through the judicial process. While marijuana is legal in Michigan for individuals over the age of 21, it is still federally illegal to consume or be in possession of on Jackson College campus. Students or residents suspected of drug use will be referred to Campus Security, the Director of Residence Life, the judicial officer and/or law



enforcement for investigation and prosecution if appropriate (this includes any suspicious odors from suites, bedrooms and/or common areas).

### ***Use/Possession***

The use, possession of and/or possession with intent to deliver, transport, sell, distribute, exchange, or manufacture illegal drugs in any building or on any property owned or controlled by the College is prohibited and strictly enforced. This is a zero tolerance offense.

### ***Drug Paraphernalia***

Possession of drug paraphernalia is prohibited and paraphernalia will be confiscated (e.g. marijuana grinders/scales, bong, pipes, hookah, etc.).

### ***Under the Influence***

Any student suspected of being under the influence of illegal drugs: exhibiting impaired motor skills, aggressive behavior, slurring speech, smelling of marijuana, etc. will be reported to campus security and the local law enforcement if it is deemed they may be a danger to themselves or others by staff or security.

### ***Electrical Equipment***

Any electrical equipment residents bring for use in Housing must have an approved "UL" rating for indoor use. Unapproved electrical equipment includes grills, halogen lamps, space heaters, and air conditioners. All extension cords should be maintained in a safe condition, and clear of foot traffic and doorways. Please note that running several electrical appliances simultaneously may result in a temporary loss of power.

### ***Failure to Comply With a College Official***

Behavior or conduct that disrupts the living and learning environment or the safety of the residents within the College community will be addressed by the residence life staff and/or security. Any behavior that obstructs residence life, security, or any other College staff members from performing their official duties is prohibited. This includes, but is not limited to, physical and verbal abuse and/or threats of violence towards or failure to adhere to the lawful directive or order of a college official.

### ***Filing a False Report with a College Official***

Jackson College's Campus Security department expects that all reports and complaints submitted to them are true and are without omission. If a student is found to have submitted a report that is false, or files a police report with conflicting information, that student will be called to appear before the judicial board for further investigation and possible sanctions.

### ***Fire Safety***

Fire safety is very important in a residence hall. Due to the high occupancy rate, fires are more likely to occur than in single family residences. The following policies have been designed to provide a safe environment within the residence halls:

#### ***Open Flames***

Open flames of any kind are not allowed. Examples include, but are not limited to, burned/burning candles, incense, and potpourri pots. If candles have never been burned or the wicks are cut out, they are permissible. All residents residing in a suite with burnt

candles/incense in a common area will be documented for this policy violation regardless of ownership. Lighters are prohibited items and will be confiscated.

### ***Combustibles and Flammables***

At no time will any flammable/incendiary/combustible items be stored or used in or around living areas. Hot plates, oil based fryers, grills, wax/open flame candle warmers, space heaters, and lava lamps are prohibited. Any appliance with an exposed heating element is prohibited. Gun powder, laboratory chemicals, acid, gasoline, oil, kerosene, propane, charcoal, turpentine and other combustibles fireworks, oil-burning lamps, or other items which may easily catch fire or accelerate a fire; will be confiscated.

### ***Bicycles, Mopeds, and Motorcycles***

Do not ride bicycles or mopeds on sidewalks. Bicycles and mopeds are to be stored in the racks outside the building. Do not put them in stairwells or chain them to stair rails, fences, or posts because it is a hazard. Facilities Services and Jackson College Campus Security will remove and impound any bicycle or moped whose owner violates these rules. No motorcycles, mopeds, or gasoline-operated or battery and lithium machines of any type are allowed inside buildings; if found, these will be removed at the owner's expense. Any damage caused by, or expenses incurred because of use, storage or placement of the bike, moped or motorcycle will be the responsibility of the owner. Bicycles are allowed on the fitness trail.

### ***Live Plants***

Live wreaths, pine or evergreen trees, and branches are prohibited due to fire hazard. Potted plants are allowed if they are well cared for.

### ***Hoverboards, Skateboards, Longboards***

Hoverboards, skateboards, and longboards are prohibited inside Jackson College buildings.

### ***Fire Safety Equipment***

Firefighting equipment is located throughout the residence hall. Pulling false fire alarms, causing a fire, tampering with (putting tape over or stuffing with toilet paper, etc.) a smoke detector, or any fire-fighting equipment, are violations of the housing contract, the Jackson College Student Code of Conduct, and state law. The individual(s) involved can be prosecuted and will meet with a judicial officer.





## ***Smoking***

Jackson College is a tobacco-free campus. As such no tobacco products can be used on campus. Students wishing to smoke can do so in their personal vehicle or off campus. This includes smokeless tobacco, hookah, and vapes/e-cigarettes. Spittoons, hookah pipes, and tobacco tins are not allowed to be used in housing and will be confiscated.

## ***Blocking Passageways***

No personal belongings are to be kept in the hallways of the residence hall as they pose a fire safety hazard because they could impede evacuation in the case of fire or other emergency.

## ***Emergency Protocol***

Fire drills are scheduled as required by state regulations and are conducted periodically throughout the calendar year. Whenever an alarm sounds in Housing, persons within the building are required to evacuate the building immediately.

All individuals coming from Gold Hall are directed to the fifth full set of parking spaces (second set of lights) in the parking lot west of Gold Hall. All individuals coming from Maroon Hall are directed to the fifth full set of parking spaces (second set of lights) in the parking lot south of Maroon Hall in the parking lot to allow for emergency vehicles and other safety concerns. Campus View residents are to go across the street and to the third set of lights along the sidewalk. Students that fail to comply with this will be documented by staff and can be issued state and/or local fines, tickets from law enforcement. Re-entry into a building before an "all-clear" signal is given by Security staff is prohibited and will result in disciplinary action.

State law prohibits the use of elevators during a fire alarm.

If a fire is seen or suspected, please pull a fire alarm as you evacuate the building. The fire alarm will automatically notify the appropriate authorities.

## ***Gambling***

Gambling is the wagering of money or other valuables on the outcome of an event or series of events. This includes, but is not limited to, card and dice games, sport pools, lotteries, raffles, Internet gambling and this includes gambling devices and machines, all of which are prohibited in or surrounding housing facilities or activities.

## ***Guests***

A guest is defined as any individual who is not a resident student of the specific room, hall, or building and must be invited to the community. The following requirements have been put into place in regards to guests within housing. Housing also reserves the right to modify any residents' guest privileges based on violation of guest policy or the concern and safety and/or well-being of the community. Residence Life only allows for four guests per suite for each of the residence halls. Gold and Maroon Halls have a building maximum of 50 guests at any given time and Campus View has a building maximum of 75 guests at any given time.

## ***Sign-In***

At all times of day, residence hall guests must be signed in by their host at the front desk and must leave a valid state issued identification card, driver's license, passport,

or military ID at the front desk for the duration of their visit. Guests must sign out and retrieve their ID when leaving. Non-resident guests will be required to fill out a background information form. Information must be printed in a legible format. Failure to comply will result in refusal of entry.

### ***Number of Guests***

As stated previously, no residence hall suite shall have no more than a total of four guests at any given time, whether a current resident of Housing or a non-resident guest. Violation will result in the removal of guest privileges.

### ***Overnight Guests***

Guests are permitted to stay overnight only with the consent of all the suitemates. Suitemates must discuss overnight guests during their suitemate agreement meeting. This includes: hours for guest visitation, times or days of the week in which no guests are permitted, and how they will manage guest issues and/or behavior. Guests cannot stay over more than two consecutive nights and will be required to fill out a background check form if they are not already a resident. This will be tracked daily. An overnight guest is defined as a non-resident guest who is checked into a hall or suite other than their own between 1 a.m. - 7 a.m. on any given day. Residents can stay overnight in other residential halls or suites with the consent of all suitemates and must have a specific host when visiting other resident halls or suites.

### ***Overnight Stays - Total Number***

A guest cannot stay overnight more than 7 times per semester, in any room. A resident cannot have overnight guests more than 7 times in a semester.

### ***Responsibility***

The resident host must accompany their guest at all times. The resident host is responsible for all the actions of their guest while they are present in the residence halls. The host will be subject to disciplinary action when guests (while present in the residence halls) violate residence life policies, Jackson College policies, or local laws.

### ***Guest Non-Compliance/Concerns***

At any time a residence life staff member can contact Campus Security, local law enforcement, or request a guest leave if the guest behavior is a concern to the safety and well-being of their host, the community or themselves.



## **Minor Guests**

Residents who are 18 are permitted to have guests under the age of 18 in the resident halls with written approval from the Director of Resident Life. A written Permission Form must accompany the minor guest which must be from a parent or legal guardian and approved no later than 24 hours prior to visit. Minor guest hours are from 8 a.m. - 8 p.m. A parent, guardian, or resident host must always supervise all guests under the age of 18 at all times.

## **Health Standards**

Residents are required to comply with local health codes and all communicated college expectations for the well-being of their community. This includes but is not limited to any college expectation provided during community health emergencies. Residents must not take actions which knowingly endanger the health of their fellow community members. Residents are expected to maintain the cleanliness of their living space and will be required to clean upon the instruction from residence life or campus security staff. Please report any health concerns to staff members.

## **Illegal Activities**

Students involved in illegal activities per local and federal laws on campus will result in college and/or civil and/or criminal action. It is the student's responsibility to be aware of all Jackson College, federal, state and local laws. Staff members are expected to take action against a violation of a College regulation or the law. Students found to be breaking the law within the residence hall will be required to vacate their housing assignment pending an investigation of the circumstances surrounding the incident. If the student in question is indeed found to be in violation of the law, he or she will be permanently removed from housing through the judicial process. If you would like to report any illegal activities, you can do so by calling Campus Security at 517.796.8620.

Residents are not allowed to operate a personal business in their housing suite (examples include hair, nails, selling products).

To submit an anonymous tip via text message, text JACKSONC and your tip to 847411; you can also download the app onto your smartphone (Jackson College Tips).

## **Mutual Respect**

Residents are expected to respect the rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to demonstrate respect for the perspectives and experiences of others.

## **Passive Participation**

Residents are obligated to remove themselves from any situation that is a violation of Housing Policy and/or the Student Code of Conduct and report the situation to a Residence Life staff member. Residents present during a violation of a Housing Policy and/or the Student Code of Conduct can be held responsible for that violation.

## **Disruptive Behavior**

Any inappropriate, disruptive or destructive behaviors to the community or its members will not be tolerated. This may include, but is not limited to: yelling or causing a disturbance; using inappropriate language towards another community member, a staff member, or guest, and/or destruction of property.

### ***Pranks***

Activities that may present a danger to the health, physical, psychological, or emotional well-being of another student or their property, whether intentional or non-intentional, will not be tolerated and will be treated as a violation of policy.

### ***Hazing***

Initiation practices which may present a danger to the health, physical, psychological, or emotional well-being of another student or their property, whether done voluntarily or against the wishes of the other student, will not be tolerated.

### ***Harassment, General***

Jackson College prohibits discrimination based on a person's race, color, gender, national origin, age, religion, marital status, disability, veteran status, or sexual orientation and will not tolerate any form of harassing or bullying behaviors. Harassing or bullying behaviors may include, but are not limited to, the following: repeated unwanted contact via email, phone, text message, or social networking sites; persistent following/stalking behaviors; repeated use of derogatory comments; threats or perceived threats of physical or emotional violence.

### ***Harassment, Electronic***

Jackson College recognizes the prevalence and popularity of online communities. Utilizing cyber media responsibly is an expectation of Jackson College residents. Use of any electronic media as a means of harassment is strictly prohibited. Harassing behavior includes sending text, pictures, audio, video or executable electronic code (viruses, etc.) over electronic forums, message boards, social media sites and services, instant messaging or chat services, email, or other internet or intranet services, and websites. This includes repeated unwanted contact or any stalking or bullying behaviors on any of the aforementioned media.

### ***Harassment, Racial and Ethnic Harassment or Discrimination***

Residence Life is committed to programs and activities that are free of racial or ethnic discrimination. Racial and ethnic harassment is a form of illegal discrimination and is contrary to the nature and mission of our institution. Any violation outlined in the Housing Handbook, which is committed against a student, or employee of Jackson College, will result in removal from residence halls.



### ***Physical Abuse, Acts of Violence or Assaults***

Including but not limited to: hitting; shoving; attacks; stalking; intentionally or recklessly causing or attempting to cause physical harm; endangering the health or safety of any person or group of people, including engaging in any form of physical fighting, is prohibited. Intentionally or recklessly touching another person resulting in bodily harm or when done in a rude, hostile, insulting and/or angry manner. This is a zero tolerance offense and if found responsible, the students involved will be removed from residence halls and suspended from the College. This is a “non-appealable” offense.

### ***Sexual Assault***

Sexual assault is any nonconsensual sexual act. A sexual act or physical touching is nonconsensual if it is inflicted upon someone who cannot grant consent (due to cognitive disability, age, incapacitation because of drug/alcohol use including intoxication, etc.) or compelled through the use of coercion, intimidation, threats, or physical force. When notified of a sexual assault or an attempt, the College will attempt to honor the wishes of the survivor regarding notification of law enforcement and make available College/ community resources. However, there may be circumstances in which the College will deem it necessary to report the incident to the police. If you have been sexually assaulted, please speak to a residence life staff member, a campus security officer, or another trusted college employee. It is Jackson College’s desire to help you as you move through this difficult time, and we can help to connect you with resources such as counseling should you need it.

### ***Threatening Behavior***

Conduct (verbal, non-verbal, written, and/or physical) against people or property that is offensive, hostile, intimidating, injury producing, and/or abusive. This includes but is not limited to: threats of physical harm; behavior that would cause fear in a reasonable person; intimidation; harassment; coercion; bullying; and/or other conduct which threatens or endanger the health or safety of any person.

If you are a survivor of sexual assault, harassment, violence, or any other policy violation listed above, please notify Campus Security immediately by calling 517.796.8620.

### ***Noise***

Housing is intended to be a living and learning community. As such, the residents must be able to study and sleep when necessary. Residence Life and/or campus security staff members have the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others, in the immediate vicinity of the living area (e.g. sidewalks or entryways). Residents will be asked to quiet down. In addition, they can be referred to professional staff members, face judicial sanctions, and/or individuals and groups asked to leave the area.

The following policies have been developed to ensure the residents of housing are free to live and study peacefully:

### ***Courtesy Hours***

At Jackson College we have a 24-hour courtesy policy, which means that the right to study and sleep supersedes the privilege of entertaining oneself or others. A “24-Hour Courtesy” policy upholds the College’s commitment to providing an environment where students may experience academic success. Noise, which is disruptive to others, is

prohibited and will result in disciplinary action. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. Failure to keep the noise level of sound equipment reasonable could result in removal of the equipment from the student's room and/or other appropriate sanctions.

### ***Quiet Hours***

Residence halls have quiet hours from 10 p.m. to 8 a.m. Sunday-Thursday, 11 p.m. to 8 a.m. Friday- Saturday. Academic/Quiet floor has quiet hours from 9 p.m. to 8 a.m. Sunday-Thursday, 10 p.m. to 8 a.m. Friday-Saturday. During this time noise should be kept at a minimum. Students in public areas should refrain from making any unnecessary noise or being disruptive.

### ***Finals Week***

Quiet hours also apply the week of finals, 24 hours a day.

### ***Pets***

Residents are not allowed to keep pets of any kind (except fish in a clean, odor-free aquarium that is less than 10 gallons) on campus. Feeding and temporarily keeping of animals in or around living areas is also prohibited. These residents will be subject to cleaning and fumigation fees, as well as disciplinary action.

### ***Service & Support Animals***

Student must follow all requirements outlined in Services and Support Animal agreement. Failure to follow policy may result in removal of animal from Housing and Residence Life.

### ***Postings***

Registered student organizations may request information to be distributed to each resident by obtaining authorization and written approval from the Director of Residence Life. Once approval is provided, the Director of Residence Life will coordinate the delivery of the information.

Any postings, flyers or advertisements from a non-registered Jackson College student organization, Jackson College student (including residents), or any outside entity will need stamped/written approval from



the Director of Residence Life to post flyers in designated posting areas. The Director reserves the right to deny approval for postings deemed inappropriate for the residence hall and take down any non-approved postings.

Jackson College considers the entire exterior suite door, wall surrounding the exterior door, and hallway walls to be under the governance of Residence Life. Any postings deemed inappropriate or are inappropriately placed will be removed by residence life or campus security staff.

Only authorized residence life personnel are permitted to post or distribute materials. At no time may postings be slid under room doors, except for those authorized by the Director of Residence Life.

### ***Residence Hall Entry***

Residents must present their residence life ID to the desk assistant upon entering the building. Non-residents cannot enter the building without a resident host. Non-resident guests must also turn in a valid state issue ID, passport, military ID, Jackson College ID, or driver's licenses I to the desk assistant to hold during the duration of their stay in the building. Security measures can be taken at any time necessary for the safety of Jackson College residents.

### ***Self-Leadership***

All residents are expected to conduct themselves in a manner that promotes and supports the well-being of the community as well as the well-being of other members of the community. Therefore, the College reserves the right to confront behavior that is detrimental to the student or infringes upon the rights and sensitivities of others. In addition, any activities that take place in the suite or room belonging to the resident, whether the resident is present or not, are the responsibility of that resident.

### ***Solicitation and Media in the Buildings***

In order to maintain a comfortable and safe living and learning environment the Director of Residence Life must approve all individuals looking to solicit in the building and must be notified of any unscheduled media (e.g. newspaper, television reporters) visits to the building.

Residents may be contacted by media sources that have not been scheduled through housing or Jackson College. Housing knows that this is a great opportunity for our residents. We do require that if unscheduled media will be in the building or resident(s) are planning to be interviewed that they obtain permission from the Director of Residence Life as well as the Director of Marketing.

### ***Lock-Out***

Any resident who enters the building without their residence life ID or requests entry into their suite/room will be required to provide residence life or campus security staff a legal form of photo identification. If a resident cannot provide a proper ID they will not be allowed entry into their suite/room. This is considered a lock-out and residents will be charged accordingly. At no time will the housing or campus security staff grant entry into another resident's suite or room. Entry does not constitute an emergency. A scheduled of lock-out charges can be found below. Lock-out fees will be charged to your security deposit and student account.

## Residence Hall Room Lock-out Fees

- 1st Lockout: Free
- 2nd through 5th Lockouts: \$5 each
- 6th Lockout and after: \$10 each

## ***Trash and Littering***

Under no circumstances is trash to be placed outside of a suite in the hallway or under stairwells. All residents must take their trash outside to the dumpsters on a regular basis. More than two full trash bags (13 gallon or larger) are not allowed in a suite at any given time. Trash must be placed in the dumpsters, not next to the dumpsters. Trash cans in public areas are not to be used by residents to dispose of personal trash.

Residents will be charged for improper trash disposal including trash left outside suites, hallways, beside dumpsters, around public trash cans, etc. There will be a \$25 charge for each bag of trash removed from a suite or room by Housing staff.

## ***Trespassing***

Entry into any completely or partially closed housing area (including the roof or any area that is locked) is prohibited. Residents will be issued a housing ID card which will provide students access to appropriate doors. Any guests who have been banned from Residence Halls and attempt to reenter are trespassing.

## ***Weapons and Hazardous Substances***

The display, possession, use, or intent to use firearms, tasers, stun guns, ammunition, firecrackers, dangerous weapons, explosives, or other hazardous objects or substances is prohibited in housing and a zero tolerance offense. Students will be removed from residence halls for violation of this policy. Weapons, anything that shoots a projectile, explosives and other hazardous objects/substances covered by this regulation shall include, but are not limited to, the following: Gasoline, biological hazards (human excrement/vomit), handguns, rifles, shotguns, BB guns, pellet guns, air/CO2 guns, paint guns, soft air guns, blow guns, or slingshots, longbows, compound bows, crossbows, and arrows, all knives (with the exception of culinary knives used solely in kitchen areas or for cooking purposes), and martial arts weapons (e.g., nun chucks, swords, throwing stars, etc.). This would include any replica weapons, and toy weapons; such as Nerf guns.





These policies and guidelines are governed by and subject to applicable Michigan and federal law. Any inconsistency or conflict between these policies and such law shall be controlled and resolved by reference to those laws. This is a zero tolerance offense and non-appealable.

### ***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 room or suite window. No one is permitted to exit, enter, or pass items in or out of the building via a window. Residence halls have screens which are permanently secured in place. A replacement charge will be assessed if screens are removed. All installation must be done by Jackson College personnel. Out of respect for other residents, speakers and sound systems should not be placed on window sills or aimed out windows.

### ***Suite / Room Condition Expectations***

Jackson College maintenance staff will not make alterations or adjustments to the furniture in a student's room and/or suite. This includes but is not limited to: beds, bed rails, wardrobes, drawers, tables, shelves, desks, chairs, kitchen appliances or refrigerators. Student may rearrange or adjust furniture (e.g. bed height) but not disassemble it.

### ***Suite / Room upon Check-Out***

Residence hall suites are to be cleaned and in their original state upon move out. All furniture must be in original location within suite/room and assembled in the same manner as it was prior to the students move-in. A fee may be assessed at the discretion of the Director of Facilities and/or Director of Residence Life based upon the condition and hours required returning the room to its initial move-in state.

### ***Failure to Vacate***


Residents are responsible for personal property at all times. When residents have not vacated as scheduled (internal transfers, removals, as well as the end of a contract period) or have not removed personal property, Residence Life staff will make a reasonable attempt to contact the residents via phone, email, and physical mail. Residents who have not vacated as scheduled or at the end of a contract period will be charged the daily rate for each day they remain. If after 48 hours, the resident has not vacated, personal property will be removed and stored at an expense rate of \$50 + \$5 per day of storage.

Personal property removed by Jackson College Housing staff will be stored for 21 days. After 21 days, the items will be considered abandoned and donated to charity or discarded. Jackson College and Jackson College Residence Life are not liable for damage to or loss of property that might occur during removal or disposal. Residents will be billed for all costs incurred in removing personal property and restoration of the unit to usable space.

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## **JACKSON COLLEGE STUDENT CONDUCT PROCESS**

The residence life staff at Jackson College is committed to maintaining a safe and productive learning environment. To accomplish this goal, the department has developed residence life policies that reflect the values and standards of the community, which have been previously listed. Given that our community is comprised of individuals with different



backgrounds, lifestyles, and beliefs, the established policies and procedures aim to protect the rights of members of the College community, individually and collectively.

The residence life staff strives 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 housing staff will confront issues as they become aware of them. Staff may learn of situations in a variety of ways including, but not limited to: while completing duty rounds, resident reports, desk assistant reports, parent phone calls, social media sites, building cameras and/or, from the other college employees.



Jackson College's philosophy of discipline is one of education. While there are consequences for violations of community standards of behavior, our goal is to help students grow and learn from their mistakes and become active and positive members of our community. Resident assistants, desk assistants, and security staff will contact a professional staff member when situations become escalated or it is apparent that a resident/guest poses a threat to himself or others, when there is a violation of campus or state/federal law or for any other situations where staff deems it necessary.

It is easy for residents to be upset when they are confronted by a staff member. We encourage residents to keep in mind that the staff is just doing their job. Residents are expected to be cooperative, understanding, and patient when confronted.

There are a variety of ways incidents may be managed depending on the type of situation or policy violation. The following is the protocol for managing policy violations within the residence halls; these policies fall under the Jackson College Student Code of Conduct. Students looking for further information on the Jackson College Student Code of Conduct and processes should refer to: <https://www.jccmi.edu/student-life/student-conduct/>

As resident students, you are required to follow both Jackson College campus policies and housing policies as outlined in this booklet. You are required to read and know all campus policies.

The judicial process is explained in the Student Code of Conduct, Article IV.  
<https://www.jccmi.edu/student-life/student-conduct/>

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## **FERPA POLICY SUMMARY**

Jackson College maintains student education records and is responsible for access to and release thereof in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA). Additionally, where applicable JC utilizes the same standards with regard to the release of information it maintains about an applicant or prospect.

For the full policy, please see <https://www.jccmi.edu/wp-content/uploads/2801.pdf>

Students wishing to sign a FERPA release are encouraged to do so and should contact their student success navigator.

## IMPORTANT PHONE NUMBERS

Admissions .....	517.796.8425
Advising .....	517.796.8425
Bookstore .....	517.796.8440
Career Coach/Employer Liaison.....	517.990.1381
Cashier.....	517.796.8420
Center for Student Success (CSS).....	517.796.8415
Fieldhouse .....	517.796.8455
Financial Aid.....	517.796.8410
Housing .....	517.990.1337
Human Resources .....	517.796.8460
Library .....	517.796.8622
Potter Center Box Office.....	517.796.8600
Registrar/Records/Transcripts.....	517.796.8425
Registration.....	517.796.8425
Security .....	517.796.8620
Student Resolution Advocate.....	517.990.1382
Switchboard (Central Campus) .....	517.787.0800
Tutoring (Central Campus) .....	517.796.8415
Veteran Affairs .....	517.796.8425











517.990.1337 • [JCHousing@jccmi.edu](mailto:JCHousing@jccmi.edu)  
[www.jccmi.edu](http://www.jccmi.edu)

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