NWCC Guide to Housing and Residence Life
2026-2027

This Guide is a supplement to the NWCC Student Handbook and contains policies and procedures that relate to students living on campus. Please refer to the NWCC BULLETIN for a broader list of student policies and procedures.

Housing Procedures

a. HOUSING CONTRACT

The Office of Housing and Residence Life does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities, or in the placement of students in residence halls and the assessment of all room change requests. The Office of Housing and Residence Life prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation.

The college reserves the right to change the room assignment of a student, request the student to move into other accommodations, and to inspect residents' rooms. The housing contract will be terminated by the college in the event the student withdraws from school, the student drops below 12 in-person class hours, if the student is dismissed or suspended from college due to academic or disciplinary action, or if the student violates campus and/or housing policies. At least 12 in-person hours of class must be taken by traditional method (in a classroom). If a class is offered on the Senatobia Campus, it must be taken on that campus. Extenuating circumstances will be honored only with approval from an authorized college official. The housing contract will be terminated for nonpayment of room and board fees. The student must accept responsibility for paying room and board costs in order to remain in housing. All students living on campus will also be charged for a 15-meal-a-week plan. The college does not permit a student to sublet a residence hall room. Students should keep valuables LOCKED in their rooms. The college is not liable for theft of or damage to any personal property from residents' rooms. Residents are advised to obtain rental insurance at their own cost through a qualified insurer. An $85 non-refundable application fee is required for all students who live in campus housing. All cancellations of the housing application must be emailed from the student’s official NWCC student email address to the Office of Housing and Residence Life.

Students who previously occupied an assigned residence hall placement but chose not to return to on-campus housing for a full semester will be required to reapply and resubmit the housing application and the $85.00 housing reservation fee.

b. OFFICIAL CHECK-IN TO RESIDENCE HALLS

All residents must officially complete check-in procedures for their assigned move-in day. Students should utilize the following check-in procedure for their designated residence hall:

1. Ensure all registration obligations have been fulfilled prior to arriving at your assigned residence hall (i.e., all registration fees paid, documents submitted, etc.).

- Students are not allowed to enter the residence halls without following all proper check-in procedures. Students responsible for unauthorized entry into the residence halls will be subject to further disciplinary action.

2. Present your NWCC ID to housing staff at the front desk of your assigned residence hall.
3. Obtain your key and sign relevant paperwork (room inventory, rules, regulations, etc.).
4. Fill out your check-in card completely and leave it with the housing staff at the front desk.
5. Take your copy of your inventory sheet to your room and check any damages against it. Submit ALL inventory sheets to the front desk before the end of move-in day.
6. Enjoy your stay!

c. COHABITATION

Cohabitation (two people living together in an emotionally and/or physically intimate relationship) is not permitted between any two or more residents regardless of gender. This regulation also applies to any non-resident attempting to reside in the residence halls with a student.

d. STAFF ENTERING ROOMS

Resident Hall Directors/Residence Life Coordinators, Resident Assistants (RAs), maintenance/custodial staff, and other housing staff members are authorized to enter student rooms for the purpose of an overall inspection of sanitary and/or maintenance conditions, or in emergencies. Other specific rules regarding the entering and search of residents' rooms are as follows: The College reserves the right to inspect students' rooms. Rooms will be inspected for sanitation, fire hazard control, and regular maintenance. Residents will be notified of the room inspection period by housing staff. The college reserves the right to inspect the student's room/suite at any time if any health, conduct, safety, or maintenance concerns are suspected or reported. When possible, health and safety inspections will be conducted when the occupant(s) of the room are present, but the resident is not required to be present during the time of inspection. If items that are in violation of state or county laws or college regulations are observed in plain view, the housing staff member will seize the items and prepare a written report of the findings in adherence to the Student Code of Conduct. Housing officials will forward the report and items to conduct administrators.

e. REQUIRED MEETINGS, STUDENT EMAILS, BULLETINS, AND OFFICIAL NOTICES

Students are responsible for regularly reading notices posted on official bulletin boards, social media platforms, and student email accounts. Failure to review such material or any notices that have been posted or emailed will not be accepted as justification for non-compliance with the content of such notices.

All on-campus students will be required to attend annual Health, Safety, and Well-being meetings hosted by authorized college officials to provide guidance and support regarding all NWCC campus rules and regulations. Students who fail to attend these required meetings will be subject to further disciplinary action, which may result in the loss of on-campus housing eligibility and cancellation of the students' housing assignment.

f. RESIDENCE HALL CABLE SERVICE

Cable/satellite service to each residence hall room is provided at no extra charge to residents. This service includes local channels, plus additional cable channels. Residents are responsible for their own TV and standard coaxial cable.

g. RESIDENCE HALL INTERNET SERVICE

Internet access through the college's network is provided to residents at no extra charge. Residents are responsible for their own computer, Ethernet card, and/or cable. Wireless routers of any kind are not permitted in the residence halls and will be confiscated if found inside a room. Contact the Office of Housing and Residence Life for specific requirements and information regarding internet access.

h. LAUNDRY- Each residence hall has at least one laundry room that residents of that hall can access at any time. Laundry facilities are free to NWCC residents.

- Equipment damages – Property damage due to negligent or disorderly behavior for laundry equipment is not permitted. If equipment is damaged due to disorderly behavior, the responsible student will be required to pay for machine replacement/repair or associated restitution costs.
- Personal Items - The College is not responsible for damages to personal items due to machine malfunction or misuse. The College is not responsible for items that are moved or taken from laundry rooms/equipment; students are responsible for monitoring their own items.

i. ROOM CONSOLIDATION

At the beginning of each semester, residents in double, triple, or quadruple-occupancy rooms without a roommate will be given the opportunity to consolidate into a room with a roommate. If the resident does not find a new roommate or move to an empty space in another room, a new assignment will be made for that resident, or the resident will receive a new roommate as administered by the Office of Housing and Residence Life.

j. ROOM RECLAIM

You must pre-register for at least 15 total class hours (full-time status) with a minimum of 12 (in-person) hours for on-campus eligibility. Only pre-registered students will be permitted to move forward in the Room Reclaim process. Failure to complete Room Reclaim, with the need for continued housing for the consecutive semester, will result in repayment and resubmission of a new housing application and a pre-registration status in order to become eligible for room reassignment.

k. DRAINS

Residents should not dispose of any items, except toilet paper, inside the residence hall toilets. Wipes marked "flushable" are not flushable in the residence hall toilets. Water-based liquids are the only items that may be washed down sinks or drains.

l. OFFICIAL CHECKOUT OF RESIDENCE HALLS

All residents must officially check out when vacating their residence hall at any point in the semester. Students should utilize the following procedure to check out of their residence hall by the designated timeframe solicited by an authorized college official (this includes student well-being or conduct-related matters):

1 . Notify the Office of Housing and Residence Life regarding withdrawal to cancel the student's housing application and coordinate student checkout. All cancellations of the housing application must be emailed from the student's official NWCC student email address to the Office of Housing and Residence Life.
    - Students checking out of the residence halls during regularly scheduled periods, such as Winter/Spring Closing, will need to adhere to the solicited instructions for all checkout procedures as provided by the Office of Housing and Residence Life.

2. To check out from the residence hall, complete the steps listed, including:
    - Scheduling of a checkout appointment with an authorized housing staff member, such as the Residence Hall Director/Coordinator or Resident Assistant.
    - Removal of all belongings and cleaning your portion of the room and/or appliances.
    - Return your key (if applicable) to the housing staff member and sign all checkout paperwork.

Improper Check Out and Abandoned Property

1. Any residence hall student who fails to make an appointment with their Residence Hall Coordinator/Director for regular check-out will be considered an improper check-out.
2. An improper checkout may result in additional fees associated with the conditioning of the room, such as cleaning, damages, and abandoned property. Abandoned property charges will be assessed at the discretion of the Office of Housing and Residence Life in the event of an improper checkout or a student's failure to return to the college to obtain their belongings. Charges will be assessed at a minimum of $50/day, with additional fees to be determined at the discretion of Housing and Residence Life for assessing, processing, and collecting all abandoned property.
    - Once all abandoned property has been bagged and tagged by the Office of Housing and Residence Life, abandoned property will be stored by the Office of Housing and Residence Life for a maximum of 14 business days. Failure to obtain all abandoned property by the designated period will result in the items being disregarded and removed.

n. HOLIDAY HALL OPENINGS AND CLOSINGS

All residence halls will be closed on the following holidays as presented in the NWCC Instructional Calendar. Some holiday closings may offer the student the ability to reside on campus with a completed Holiday Housing Request Form at the discretion of the college:

- *Labor Day, Fall Break, Thanksgiving Break, Winter Break, Martin Luther King Jr. Holiday, President's Day, Spring Break, Easter Holiday, and May Closing (Checkouts)*

All students must vacate the residence halls during campus closures in which students are not allowed to stay on campus. For designated holidays, students who have been approved to stay during designated closings must abide by all campus regulations listed within the Student Code of Conduct.

o. ON-CAMPUS HOUSING CREDIT HOUR ELIGIBILITY

All residential students must maintain a minimum of 12 in-person (face-to-face) credit hours to remain in on-campus housing throughout the academic term. The Housing and Residence Life Office will receive a weekly report identifying any student who has not met the credit-hour eligibility requirements.

Students who have fallen below credit-hour eligibility requirements for on-campus housing will receive a Change of Full-Time Status Notice notifying the student of the need to vacate the residence hall for the remainder of the term. If allowed, students will only be allotted a one-time approval to remain on campus without the needed in-person credit hours to remain on campus. This approval is solicited by an authorized college official.

Any student who is dismissed from on-campus housing following the receipt of a Change of Full-time Status Notice is eligible to return to on-campus housing for the consecutive term, barring any extenuating circumstances, such as disciplinary matters.

p. ACCOUNT BALANCES FOR ON-CAMPUS RESIDENCY

All students living on campus must satisfy all charges listed on the student's account to maintain eligibility for on-campus housing. This includes fulfillment of payment prior to the students' check-in to their assigned residence hall. Students who do not satisfy their balance (in full) will forfeit their room assignment for the current (and future) academic term(s).

Students who lose housing eligibility due to nonpayment may reapply for future semesters only after the account balance is paid in full and space is available. Reapplication will constitute a new housing application and housing reservation fee.

Community Expectations

Community Expectations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these expectations. These expectations are a supplement to the Code of Student Conduct found in the NWCC Bulletin. Any violation of these expectations may result in disciplinary action. General policies regarding the conduct process may also be found in the Student Rights and Responsibilities section of the NWCC Bulletin**.**

1. Respect for Persons

a. GUEST VISITATION POLICY

Residents will be allowed to have guests Monday - Wednesday from 2 P.M- 10 P.M. The Office of Housing and Residence Life will notify all residents of the start/end date for guest visitation each semester. Guests within the residence hall buildings must abide by the following:

- Host residents must sign in their guests at the front desk with a Housing and Residence Life staff member.
- All guests must be at least 18 years of age and provide an NWCC student ID, an ID from a recognized college or university, or a valid driver's license. The guest's form of identification will remain at the front desk until the guest is ready to leave.
- Host residents must always escort guests throughout the building or in the main lobby and courtyard areas.
- Host residents will be responsible for the behavior and actions of their guests while visiting the residence hall.
- Residents will be allowed one (1) guest at a time (one guest per resident).
- Guests must utilize the appropriate restroom facilities provided within the visiting residence hall.
- Host residents and guests will be instructed to checkout from visitation hours starting @9:30 PM.
- Visitation is a benefit of the live-on campus experience, and therefore, residents and guests are subject to the suspension or removal of visitation in the event of conduct violations in alignment with the Northwest Mississippi Community College Student Code of Conduct.

b. OVERNIGHT GUESTS - No overnight guests are allowed at any time.

c. QUIET HOURS - Courtesy quiet hours are in effect (24/7) in which unusually loud noise is not permitted. Quiet hours are in effect from 10:00 PM until 10:00 AM, during which time no noise should be heard outside student rooms or in outside areas.

d. LOITERING - Loitering on any part of campus is prohibited from 10:00 PM – 10:00 AM. Loitering in campus parking lots is prohibited at all times. Campus Police and designated college officials will be responsible for enforcing Quiet Hours and loitering on campus.

e. MISUSE OF EXITS - Propping open exterior doors or using emergency exits or windows for reasons other than emergencies is not permitted.

f. PETS - Possession of a pet of any kind (unless registered with disability services) is not permitted.

g. WALKWAYS - In consideration of safety and of students with disabilities, hallways, sidewalks, and stairwells must be kept free of obstructions at all times.

h. ALCOHOL, TOBACCO, AND THC/VAPE-RELATED PRODUCTS – Northwest Mississippi Community College is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus, and hereby adopts a smoke-free and tobacco-free policy. Possession and consumption of alcohol is not permitted on campus or within the residence halls. Please refer to the Bulletin under Campus Regulations for additional information.

i. CLEANLINESS - Students are responsible for the cleanliness of their rooms and bathroom suites. Residents may be charged for conduct/financial purposes in the event of special cleaning necessitated by improper room care.

   Students may be issued a room GIG following the completion of a room inspection in which further cleaning and hazardous prevention is needed on behalf of the student. Room GIGs may be issued with regards to cleanliness, safety, and security violations observed during time of inspection or while a housing staff member has been notified, or entered the resident's room. The following procedure will occur for all room GIGs issued:

   - Warning GIG encourages you to speak with your Residence Hall Coordinator/Director to make certain you understand what is expected.
   - 1st GIG will result in a $10 fine.
   - 2nd GIG will result in a $25 fine.
   - 3rd GIG will result in a referral to an authorized college official, which may result in relocation, dismissal from the residence hall, and/or additional fines.

j. LOBBY DRESS - Residence hall lobbies are considered public areas, whereby a student's expectation of privacy is limited. Because members of the opposite gender are often present, and in respect for fellow residents and guests, it is requested that mature judgment be exercised concerning dress in the lobby at all times. The dress should be such that no underwear, lingerie, etc., is visible.

k. ROOM SURVEILLANCE – Digital technology for the purposes of surveillance and security of the student's room (inside or outside) is not permitted.

l. SEXUAL MISCONDUCT - Please refer to the policies listed in the Bulletin under Campus Regulations.

2. <u>Respect for Property</u>

a. KEYS - A resident shall have one key to his/her room and suite, if applicable. Roommates will not be allowed to share a key. You may not give your key or ID to anyone else. Replacement keys are $100. Residents losing a key should report the loss of the key to the residence hall front desk and understand that $100 will be charged to their account for the key replacement. Students will be charged a $20 fee to unlock doors, payable through the Student Accounts Office.

Damage to or tampering with the room locks will result in a damage fee and/or other conduct-related fine. You are responsible for doors left unlocked and subsequently locked by a staff member, roommate, or campus police. Any keys found should immediately be submitted to a staff member.

b. STUDENT IDs - Residents who lose their ID should report the lost ID to the Campus Police Office, pay $25 for an ID replacement, then present the receipt to Campus Police, where a new ID will be issued. Any IDs found should immediately be submitted to a staff member.

c. DAMAGES - Students living in campus housing will be billed for all damages or losses they cause to college buildings, furnishings, equipment, or other property. Costs for damage that occurs in common areas (hallways, bathrooms, suites, etc.) will be charged to all residents assigned to that common area unless one or more individuals are found to be directly responsible. Malicious and/or deliberate residence hall damage will result in removal from college housing and/or further disciplinary action. Students may not attach outside aerials, mount T.V. 's, or use any type of object that will leave a hole in the wall or rip paint from the wall for any reason. Students cannot register for classes until fines for residence hall damages are paid.

d. AMPLIFIED INSTRUMENTS - Drums and amplified instruments are not permitted in the residence halls.

e. FREE WEIGHTS - Free weights in student rooms pose concerns of safety, damage, and noise, and are not permitted.

f. FIRE SAFETY
    1. Fire equipment tampering - Students are not to tamper with or remove any fire or safety equipment, including but not limited to smoke detectors or fire extinguishers, in the residence halls.
    2. Setting fires – Activating unauthorized fires on college property is not permitted.
    3. Fire due to Cooking - Cooking food must always be attended to prevent fires and unintentional fire alarms. Fires resulting in disorderly conduct or negligence to monitor the student's food will result in restitution for damages and disciplinary action.
    4. Vacating building during fire alarm - Students must vacate the building when the fire alarm system is activated. Failure to evacuate during any scheduled fire drills, or in the case of an actual fire, will result in further disciplinary action.
    5. Open element burning - Possession and/or burning of any type of material, including candles, incense, or other open flame or open element devices, is not permitted in the residence halls.

g. APPLIANCES AND COOKING
    l. Refrigerators – Refrigerators are provided in all apartment-style residence halls. Only one refrigerator is permitted in individual rooms. Refrigerators may not be larger than 4.5 cubic feet, and permitted cooking appliances should not exceed 1,000 watts.

    2. Appliances allowed – small crockpots, small George Foreman grills, and single-serve K-cup-style coffee makers.

3. Cleaning cooking areas - All areas used for cooking should be cleaned immediately after use. Students should keep all sinks free of dishes or other items.

h. REMOVAL OF COLLEGE PROPERTY - College property may not be removed from student apartments, rooms or from public areas. All outside furniture designated for the common areas of apartment-style/suite-style/hotel-style/traditional-style residence halls must be approved by the Office of Housing and Residence Life. Outdoor grills are not permitted outside (or within) the residence halls, unless grills are provided by the college. Novelty, lighting, or decorative items that may cause a distraction to onlookers should not be placed in windows, doorways, or breezeways.

Students are not permitted to add any outside furniture or appliances (recliners, couches, full-sized refrigerators, microwaves, air fryers, etc.) to their assigned residence hall.

i. ROUGHHOUSING, or DISORDERLY CONDUCT – Sports, gambling, and general roughhousing are not permitted inside apartments, residence hall rooms or public areas.

j. WINDOWS, ROOM WALLS, and ROOM DOORS

1. Opening Windows - Windows must remain closed and locked, with the exception of emergency situations or approval of the Office of Housing and Residence Life.
2. Decorating Windows and Exterior Doors — Student room windows should remain clear and not be decorated or used to promote or communicate. Blinds should not be altered or removed. All exterior room doors/doorways should remain clear of obstructions, and students are not allowed to place any décor on exterior room doors unless participating in an authorized housing event and using approved materials designated by the Office of Housing and Residence Life.
3. Room Walls
    a Command Strips are allowed only in Bobo, Taylor, Quitman, Lamar and Gainey (residence halls with concrete walls) and should remain hanging upon checkout. Faulty removal of Command Strips, causing damage to the wall surface, will result in charges to the student for wall repairs.
    b Tacks and small nails are allowed in Benton, Tallahatchie, DeSoto, Panola, Marshall and Calhoun (residence halls with drywall). Excessive use of tacks and nails will result in charges to the student for wall repairs.
    c Double stick tape and adhesive LED light strips are not allowed in any residence halls.

k. TAMPERING WITH LOCKS - Students may not remove, alter or tamper with door closures, peepholes or locks. Additional locks may not be added to the room or suite bathroom doors.

l. THROWING OBJECTS - Throwing or dropping objects is not permitted.

m. PERSONAL TRANSPORTATION - Personal scooters (including electric/battery powered scooters and one-wheels), skateboards, bikes, and other personal transportation may not be ridden inside residence hall lobbies, hallways or rooms.

n. PARKING DECALS AND ASSIGNMENTS – All vehicles parked at residence halls must have a Northwest parking decal attached to the rear driver side window of the vehicle. To respect the parking access of others you are expected to park at your respective residence hall assignment or parking overflow as designated by Campus Police.

Students should refer to the NWCC Bulletin, under Campus Regulations, for a full list of all prohibited/restricted items NOT allowed within the residence halls or on college premises.

3. Respect for Operations

A. ATTENDANCE- Attendance is required to scheduled residence hall meetings. Housing students are also required to register for all social media platforms requested by their Residence Hall Director/Residence Life Coordinator.

B. ROOM CHANGES - All room changes must be authorized by appropriate personnel and must follow established room change procedures.

- Students who receive a room reassignment are required to fulfill any remaining fees as a result of increased room charges before room relocation.

C. COMPUTERS

a. Routers - Routers are not allowed in the residence halls and will be confiscated upon discovery.
b. Downloading - Downloading or sharing copyrighted material is not permitted.
c. Servers - Computers will not be used as servers.

D. KEYS AND RESIDENCE HALL ACCESS

a. ID/Keys - Students are not allowed to give their NWCC ID or room key to others.
b. Unauthorized duplication of keys - Unauthorized duplication of keys is not permitted.
c. Reporting of missing keys - Students are expected to report lost, stolen or missing keys or access cards immediately to Campus Police or the Office of Housing and Residence Life.
d. Key record falsification - Falsification of information in an attempt to obtain a backup key is prohibited.