



Northampton Community College  
Resident Student Handbook  
2022-2023 Academic Year

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Dear Spartan Resident,

Welcome to Northampton Community College (NCC) and greetings from the Housing & Residence Life Staff! We thank the new students for choosing to live on campus and welcome back the students who are returning this year.

I hope you will enjoy your experiences at NCC this year. One of our goals during your residential experience here is to provide opportunities for academic, personal and social growth. We encourage you to take advantage of the many activities you will be presented with, while engaging in the community.

Please take some time to review this handbook, as it will provide you with an understanding of expectations while making NCC your home away from home. The policies outlined in the handbook will help create a positive community environment for you to live in at the Residence Hall Commons and Apartments. We hope that all residents will actively participate in this community, as we hope your time here at NCC will be remembered forever and will be the foundation for your future.

Again, welcome to the NCC family. Do not hesitate to contact me if I can be of any assistance. We look forward to hearing your comments and suggestions throughout the year.

Sincerely,

*Janelle Howey*

Janelle Howey  
Associate Dean of Student Life

## Land Acknowledgement

The Office of Housing & Residence Life recognizes that the land each of live, learn, and thrive are the traditional, ancestral, and unceded homelands of Indigenous and tribal nations. Our Bethlehem campus is located on the original homelands of the Delaware and Lenape tribal nations.

The college acknowledges the genocide and systems of oppression that have dispossessed Indigenous people of their lands and we honor and respect the diverse and beautiful peoples still connected to this land.

## Student Rights and Responsibilities

NCC welcomes you to our campus! We encourage all residents to read and fully understand the Resident Student Handbook and the Student Code of Conduct, which can be found in the Student Handbook. Residents are bound to the policies and procedures listed in the Resident Student Handbook, Housing Agreement, and the Student Handbook as well as all federal, state and local laws. Policies may change during the year without a new handbook being distributed. However, we will notify residents of changes through your NCC email account. For additional copies of all three documents, contact the Office of Housing & Residence Life in the College Center, Suite 200 or email [residencelife@northampton.edu](mailto:residencelife@northampton.edu) .

### **As stated in the College Student Handbook:**

- A student has the right to pursue an education in an environment that is conducive to the free flow of information and ideas.
- At NCC, a student is encouraged to express him or herself through speech and actions and to actively participate in decisions that affect the educational process.
- With these rights, comes accountability. A student has the responsibility to realize that his or her actions must not interfere with the College's function as an educational institution and with the rights of others.

## Mission Statement of Housing & Residence Life

The Office of Housing & Residence Life aims to strengthen and serve our residents by fostering an intellectual and inclusive community. We seek to diversify our residents through campus engagements and academic excellence outside of the classroom. The staff strives to foster a safe environment that encourages residents to generate memorable experiences to last a lifetime.



## Office of Housing & Residence Life Contact Information

Office location: College Center, Suite 200

Telephone: 610-861-5324

Fax: 610-332-6308

Email: [residencelife@northampton.edu](mailto:residencelife@northampton.edu)

Facebook: nccresidencelife

Instagram: @ncc\_reslife

## Housing Eligibility

### Eligibility

All accepted students are eligible to apply for housing. An applicant will be considered *new* if they are a first-time applicant to NCC. A re-admit student is defined as previously enrolled at NCC, but missed one major semester (fall or spring), and is re-entering NCC. All re-admit or currently enrolled applicants with an academic history may be required to have a minimum cumulative grade point average (gpa) of 2.0 in order to be eligible for housing. Students not meeting the 2.0 minimum requirement may be placed on probation or denied housing. GPA appeals can be submitted in writing to Housing & Residence Life.

***Living on campus is a privilege, NCC reserves the right to reject housing applicants for any reason. Incomplete or falsification of information may result in immediate termination of a student's housing contract.***

## Academic Requirements

### Credit Enrollment

Students must maintain full time credit enrollment status (at least 9 or more credit hours) to reside on campus. If a student falls under the 9 credit minimum, their Housing Contract may be terminated. Exceptions to the minimum credit requirement will be granted under certain circumstances. Students who fall below the minimum credit status should contact the Office of Housing & Residence Life to discuss their situation and see if they are eligible to remain living on campus by completing a Credit Waiver.

### Credit Waiver

A credit waiver form can be picked up from the Office of Housing & Residence Life or a Resident Director in the event a student falls below the 9-credit minimum required to live on campus. This form allows the student to remain living on campus for the duration of the semester. The credit waiver form is only ***to be used once*** and should only be requested after careful consideration of the student's academic schedule and plan. Once a credit waiver form is completed, it will be reviewed by staff for approval. ***If approved, the student must not drop below the new minimum credit limit on the approved credit***

**waiver form.** If a student falls below this limit due to being dropped from a course due to lack of attendance or withdrawing, the student’s housing contract will be suspended and/or terminated and the student will be asked to move out of campus housing for the remainder of the semester.

### Housing Academic Standards Policy

NCC is committed to the academic success of its students. In accordance with NCC’s academic probation policy, resident students must achieve the cumulative grade point average outlined below to be eligible to return to housing each semester.

Additionally, resident students must successfully complete 67% of the total attempted credits to be eligible to return to housing each semester. To successfully complete a class, a student must earn a C or higher or be released from the class with a grade of R.

Cumulative Credits Attempted	Minimum GPA
9-25	1.50
26-40	1.75
41+	2.00

### Fall to Spring Semester Review

Students who do not meet the Housing Academic Standards listed above at the end of the fall semester will have the opportunity to return to housing for the spring semester; however they will automatically be placed on Housing Academic Probation for the spring semester to ensure they are given the tools to succeed academically.

Students who do not complete any credits and/or have a cumulative GPA of 0.0 at the end of the fall semester will need to submit an academic appeal in order to be considered to return to housing for the spring semester.

### Academic Appeals

Residents not meeting the minimum academic standards at the end of the spring semester will have their housing contract canceled. Residents have the option to appeal their housing cancellation to the Housing and Residence Life Academic Appeals Committee. Students that need to submit an appeal will be notified via their NCC email after final grades have been submitted. This email will have directions on submitting the appeal and important dates and deadlines. ***Late appeals will not be accepted or considered.***

The Housing and Residence Life Academic Appeals Committee will review each appeal individually. The committee reads each appeal and review the documentation submitted. The committee also takes into consideration forward academic progress, behavior/student conduct issues, Starfish reports, and other important information before making a decision. ***Once the committee makes a decision, the appeal decision is final. There is no option to appeal the decision of your housing academic appeal.*** If the appeal is granted, the student will be eligible to return to housing on Housing Academic Probation.

## Contracts, Deposits and Selection

### Application Fee

All students applying for housing must pay the \$25 application fee. This fee is non-refundable.

### Security Deposit

All students applying for housing must pay the \$100 security deposit.

### Security Deposit Refund prior to Signing Housing Contract

The security deposit is refundable if an applicant hasn't been offered a housing contract. Applicants requesting a refund must submit a written request via email through their NCC email. We are unable to process requests from any other email. The security deposit is 100% refundable to students who withdraw their application or decline a housing offer prior to July 1<sup>st</sup> for the fall semester and by December 1<sup>st</sup> for the spring semester. If a student does not receive a housing offer before move in day, 100% of the deposit will automatically be refunded.

### Security Deposit Refund after Student Move In

Once a resident move in, the security deposit is applied to cleaning, repair and replacement of all damages to the premises and furnishings. As long as a student requests housing, the deposit will be applied from one academic semester to the next. At the time of checkout, the deposit will be applied to other NCC fees owed, such as tuition, library fees, parking fines, etc. The remaining balance will be refunded to the resident if all other terms of the contract are met. If the cost of damages or fees owed exceeds the security deposit, the resident will be billed for the difference.

Security deposits are not refundable if breaking the housing contract prior to expiration of the contract. Therefore, signing an academic year long housing contract, the deposit is not refundable if breaking the contract for the spring semester (exceptions: graduation, military service, internship or commuting to an NCC location). Any student wishing to break their contract needs to notify Housing and Residence Life in writing.

***If a student is removed from housing due to behavioral issues or failure to meet academic standards the security deposit is forfeited.***

### Housing Contract

Once selected, the student is notified to access the Housing Contract- this notification will be sent via email to the students NCC email. All students are required to electronically sign the housing contract which secures the students housing assignment until they complete the pre-check in steps, which include class registration, payment of their tuition bill and completion of the health form requirements. The contract should be read carefully since it contains very important information about living on campus at NCC, as well as important information in regards to cancelations, fees, and penalties. If the contract is not signed, the student will not have a housing assignment reserved for them. It is important that students check their NCC email daily for communications from our office.

***Residents will be charged a \$500 housing cancelation penalty if breaking an academic year-long contract for the spring semester. This is in addition to forfeiting the security deposit.***

## New Student Housing Assignments

New housing student applicants will be able to select a room after they have signed their housing contract. Students will be able to select a room and roommate based on availability. Students may have a chosen roommate in mind, however our office **cannot** guarantee that they will be able to select a room with that person. Our office will not complete any room change requests prior to the beginning of the semester.

## Returning Student Housing Assignments

Returning residents must complete a Returning Student housing application available in their student portal in the spring semester. Returning residents must be registered for at least 9 credits before they will be offered a housing contract for the upcoming academic year. Once a returning student has signed their contract they will be able to select a new room/roommate. If a returning student does not secure a housing placement prior to the end of the spring semester, they would be receive a housing placement at a later date (if available) once they have completed the necessary steps.

## Communities

New and returning resident students will have the option to join one of the following residential communities. These communities focus on the holistic development of each student, providing support for academic and personal growth. Each community is centered around a common goal or theme and aims to create experiences for the students that are memorable, fun, and meaningful.

### 2022 – 2023 Communities:

- **First Year Experience (FYE) Community:** aims to make the transition to living on campus an exciting, memorable and positive experience. This community provides support to help new students adjust to both the academic and social demands of college, build independence, and form meaningful connections to the broader NCC community.
  - *Designed for students new to NCC or new to living on campus.*
  - *Housed in the Residence Hall Commons*
- **Ubuntu Community:** aims to expand knowledge of world affairs, cultures, languages, and beliefs. This community allows students to explore their own culture and give insight into other cultures while also developing skills to help make them better citizens in our society.
  - *Designed for new and current/returning students*
  - *Housed in the Residence Hall Commons*
- **Independent Living Community:** aims to expand knowledge and skills for leading a more independent lifestyle. This community helps to prepare students for financial success, refining their career development abilities, and provide additional skills needed for real-world success after leaving NCC.
  - *Designed for current/returning students with a cumulative GPA of a 2.5 or higher*
  - *Housed in the Apartments*
- **Academic Leadership Community:** aims to expand academic knowledge, connections to the NCC community, and further develop leadership skills. This community will assist in supporting student's continued academic success and prepare leadership skills for the future.
  - *Designed for current/returning students with a cumulative GPA of a 2.75 or higher.*
  - *Housed in the Residence Hall Commons*

## Room Rates and Refunds

Students need to pay all room and meal plan fees by tuition due date established by NCC or have signed up for a payment plan to cover any remaining balance that may exist after the student's financial aid has been applied to their account. Failure to pay the bill in full, or sign up for a payment plan by the tuition due date may result in a student's housing placement being canceled and their housing contract terminated. If a student signs up for a payment plan, and fails to make the scheduled payments, the student may be asked to leave student housing until the missed payment(s) are made or the student's meal plan may be suspended until payment is received. Rates for residents who are issued a housing contract after the start of the semester are pro-rated on a weekly basis. The prices below are for the fall 2021 and spring 2022 semesters.

### Room Fees

All room rates listed below are per semester:

Residence Hall Double Room: \$2,950

Residence Hall Single Room: \$3,650

Apartment Double Room: \$3,280

### Room Fee Refunds

A resident's room fees are refundable on a pro-rated basis prior to the 5<sup>th</sup> week of the semester according to the following conditions:

- Request for refund is submitted in writing to the Office of Housing and Residence Life.
- Resident formally checks out of their room/apartment.
- Resident does not have an outstanding balance with NCC.
- Resident does not breach the terms of the housing contract.

### Room Fee Refund Schedules for 2022-2023 Academic Year

<b>Refund Rate (Traditional Semester)</b>	<b>Fall 2022 Semester</b>
100% Withdraw prior to move in	Aug. 26 <sup>th</sup>
90% Withdraw during 1 <sup>st</sup> week of classes	Sept. 2 <sup>nd</sup>
80% Withdraw during 2 <sup>nd</sup> week of classes	Sept. 9 <sup>th</sup>
60% Withdraw during 3 <sup>rd</sup> week of classes	Sept. 16 <sup>th</sup>
40% Withdraw during 4 <sup>th</sup> week of classes	Sept. 23 <sup>rd</sup>
0% From the 5 <sup>th</sup> week of classes on	Sept. 30 <sup>th</sup>
<b>Refund Rate (Traditional Semester)</b>	<b>Spring 2023 Semester</b>
100% Withdraw prior to move in	Jan. 14 <sup>th</sup>
90% Withdraw during 1 <sup>st</sup> week of classes	Jan. 20 <sup>th</sup>
80% Withdraw during 2 <sup>nd</sup> week of classes	Jan. 27 <sup>th</sup>

60% Withdraw during 3 <sup>rd</sup> week of classes	Feb. 3 <sup>rd</sup>
40% Withdraw during 4 <sup>th</sup> week of classes	Feb. 10 <sup>th</sup>
0% From the 5 <sup>th</sup> week of classes on	Feb. 17 <sup>th</sup>

**Refund Rate (Mid-term Start)**

**Fall 2022**

100% Withdraw prior to move in	Oct. 2 <sup>nd</sup>
80% Withdraw during 2 <sup>nd</sup> week of classes	Oct. 14 <sup>th</sup>
40% Withdraw during 3 <sup>rd</sup> week of classes	Oct. 21 <sup>st</sup>
0% From the 4 <sup>th</sup> week of classes on	Oct. 28 <sup>th</sup>

**Refund Rate (Mid-term Start)**

**Spring 2023**

100% Withdraw prior to move in	Feb. 19 <sup>th</sup>
80% Withdraw during 2 <sup>nd</sup> week of classes	Mar. 3 <sup>rd</sup>
40% Withdraw during 3 <sup>rd</sup> week of classes	Mar. 10 <sup>th</sup>
0% From the 4 <sup>th</sup> week of classes on	Mar. 17 <sup>th</sup>

**Refund Rate (7 Week Schedule)**

**Fall 2022**

100% Prior to move in	Aug. 26 <sup>th</sup> / Oct. 23 <sup>rd</sup>
50% Withdraw during 1 <sup>st</sup> week of classes	Sept. 2 <sup>nd</sup> / Oct. 28 <sup>th</sup>
0% From 2 <sup>nd</sup> week of classes on	Sept. 9 <sup>th</sup> / Nov. 4 <sup>th</sup>

**Refund Rate (7 Week Schedule)**

**Spring 2023**

100% Prior to move in	Jan. 14 <sup>th</sup> / Mar. 12 <sup>th</sup>
50% Withdraw during 1 <sup>st</sup> week of classes	Jan. 20 <sup>th</sup> / Mar. 17 <sup>th</sup>
0% From 2 <sup>nd</sup> week of classes on	Jan. 27 <sup>th</sup> / Mar. 24 <sup>th</sup>

**Medical Withdrawals**

In the vent of serious injury or illness, which is certified by a physician and the Health and Wellness Center, residents will receive a prorated bill for their room and board charges for the amount of time spent living on campus. The meal plan refund will only be processed if the student does not have an outstanding account balance. The room credit may be applied to housing fees upon the students return to NCC. This credit will be canceled if not used within a one-year period after the student has withdrawn from housing. The Health and Wellness Center must receive medical documentation prior to withdrawal from housing and approve the medical withdraw.

## Outstanding Balances

Students who do not meet their financial obligations may not be permitted to register for subsequent semesters, receive transcripts, or participate in graduation. Students may also incur additional collection costs and legal fees.

***Residents removed from housing for violations of the Student Code of Conduct, or the Residence Life Handbook forfeit all room rent payments. The security deposit will be forfeited. A \$75.00 fee will be charged if staff have to remove any possessions left behind.***

## Summer Housing

### Eligibility

Only returning residents enrolled in summer credit courses are eligible to apply for summer housing. Residents selected for summer housing must meet the following criteria.

- Demonstrated ability to live and function in an independent community environment.
- Previous history of positive residential community behavior.
- Compliance with the Housing Academic Standards policy.

Occupancy will commence and terminate according to the summer session schedule in which the resident is enrolled.

Residents may choose to enroll in online classes; however, 3 credits must be a traditional on campus credit class. Residents must be registered for summer classes one week before the start date of the summer session.

International students must enroll in at least one traditional on campus 3 credit class for one summer session in order to reside on campus for summer I & summer II. International students will be charged to live on campus for both summer sessions.

### Reduced Services

The residence hall front desk will not be staffed over the summer. Residence Life staffing levels will be reduced to correspond to the limited student population. Traditional athletic, social, cultural and educational programs will not be offered. The Health and Wellness Center will have reduced hours during the summer. The dining hall is not open and there is no meal plan option for the summer.

### Summer Housing Refund Schedule

The summer housing charges are refundable on the following pro-rated basis if the following conditions are met:

- Request for room refund is submitted in writing to Housing and Residence Life.
- Resident formally checks out of their room.

If the above is satisfied, the room rate is refundable on the basis of:

**Refund Rate Summer I & II**

**Summer 2021**



100% prior to move in	May 23 <sup>rd</sup> /July 11 <sup>th</sup>
50% Withdraw during 1 <sup>st</sup> week of classes	May 28 <sup>th</sup> /July 16 <sup>th</sup>
0% from the 2 <sup>nd</sup> week of classes on	May 31 <sup>st</sup> /July 19 <sup>th</sup>

### **Refund Rate Mid-Summer**

### **Summer 2021**

100% prior to move in	June 6 <sup>th</sup>
80% Withdraw during 2 <sup>nd</sup> week of classes	June 18 <sup>th</sup>
40% Withdraw during the 3 <sup>rd</sup> week of classes	June 25 <sup>th</sup>
0% from the 4 <sup>th</sup> week of classes on	June 28 <sup>th</sup>

Residents who are removed from NCC for non-payment are held to the above refund policy. Residents removed from housing and/or NCC for disciplinary reasons forfeit all housing fees.

### **Storage**

Housing and Residence Life does offer and does not have adequate space for students to store any belongings over the summer months. Students are responsible for removing all of their items when moving out of the building and finding storage off campus if needed.

### **Summer Renovations**

Cleaning, repairs and renovations are scheduled during the summer months. Students may be temporarily moved during the summer months to accommodate work crews and summer camps. Summer students should anticipate some disruptions and inconvenience.

### **Summer Visitation**

- Visitation hours are from 10:00am-12:00am, Monday through Sunday.
- One overnight guest is permitted on Friday, Saturday and Sunday nights only.
- Guests do not have to be signed in, but they must be escorted per the traditional guest policy.
- The main door, back door, and patio doors to the residence hall will only be accessibly with a proximity access card.

## **Meal Plans**

All students residing in the Residence Hall Commons are required to purchase a meal plan. Flex dollars are non-refundable and expire at the end of each semester, therefore they will not carry over to the following semester. *NCC is not responsible for any authorized or unauthorized use of the card.*

A meal plan ‘swipe’ refers to one entry in the Dining Hall located in the Residence Hall Commons. Each resident would use one swipe when they enter for either breakfast, lunch or dinner. Once a resident has swiped into the Dining Hall, the meal plan is designed as a buffet style, so the resident can eat as much or as little as they would like. The Dining Hall is open 7 days a week opening at 7:00am and



closing at 7:00pm. Meal plan swipes are only valid for one week, any unused swipes will not rollover into the next week.

**Current Meal Plan options for Residence Hall Commons residents:**

Meal Plan Description	Flex Dollars	Cost Per Semester
19 swipes a week	\$200	\$1, 815.00
14 swipes a week	\$200	\$1,690.00

**Current Meal Plan options for Apartment residents:**

Meal Plan Description	Flex Dollars	Cost Per Semester
75 swipes for the semester	\$0	\$945.00
0 swipes for the semester	\$550	\$550.00

*Students who are assigned to the Apartments can also select to “opt-out” on a meal plan since the apartments have full kitchens and students can prepare their own meals.*

### Meal Plan Cards

Residents swipe their meal plan by presenting their NCC Student ID to the cashier. Residents must present their ID each time they enter the Dining Hall. Student ID cards are not transferable to any other person and may not be used by another person. Student IDs are obtained in College Center, Suite 200. Individuals who alter, lend, forge or misuse an NCC Student ID are subject to disciplinary action.

### Lost or Stolen ID Cards

Immediately report lost or stolen NCC Student ID cards to Public Safety at 610-861-5588. During business hours, please see one of the Resident Directors in the Residence Hall and obtain a new card. There will be a \$10 replacement fee for all lost or stolen cards, this charge will be added to your student account.

### Meal Plan Suspensions

A resident’s meal plan may be suspended for failure to comply with NCC policies/procedures, non-payment of NCC fees, incomplete Health forms, failure to follow instructions of an NCC official, etc.

### Meal Plan Changes

Meal plans may be changed (upgraded or downgraded) until the end of the second week of classes each semester. After that time, meal plans may not be changed until the start of the next semester. To change your meal plan please email [residencelife@northampton.edu](mailto:residencelife@northampton.edu) or visit the office located in College Center, suite 200.

### Meal Plan Refunds

Meal plans are fully refundable prior to check in. Meal plans are refundable on a pro-rated basis through the fourth week of the semester. Meal plan flex starting balances are non-refundable after check in.

## Meal Plan Processing Fees

A \$50.00 processing fee will be charged to all meal plan refunds. The \$50.00 processing fee will be charged to all residence hall students who move to the apartments and request a decrease in meal plan value. Approved medical withdrawals will not be charged the processing fee.

## Semester Breaks

Meal plans are not valid during semester breaks (including Spring Break, Thanksgiving Break, Winter Break, and Summer Break) when the residence hall and apartments are closed. The dining hall and Den snack bar are closed during term breaks. The College Center Food Court operates on a reduced schedule during term breaks and summer sessions. Flex dollars are accepted whenever the Food Court is open during the semester.

## Special Diets

Residents with special dietary needs can contact the Office of Disability Services, College Center, Suite 340.

## Inclement Weather Closings

If NCC closes due to inclement weather conditions, meals may be served in the dining hall according to the following schedule:

Brunch: 11:00am-12:00pm

Dinner: 4:00pm-5:00pm

***If changes are made to this schedule, residents will be notified, updated hours will be posted on the doors to the dining hall.***

## Check in/Check out Procedures

### Check in Procedure

Upon arrival, a staff member will check to ensure that you have completed all the pre-check in steps. It is imperative that residential students check their NCC email regularly over the summer and during break periods as our office will send updates on move in days and times, in addition to missing and incomplete requirements. Our office strives to make your check in process as smooth as possible so maintaining regular communication with our office and checking your email is important.

If you have not completed all of the pre-check in steps you will not be permitted to move in until all the steps have been completed.

Each resident will also inspect the condition of the assigned room or apartment, sign the Room Condition form and return it to a staff member. It is the resident's responsibility to record any damages or missing furnishings on the Room Condition form.

Upon check in residents will be issued room keys, a student ID and a mailbox key and number.

## Check out Procedure

Residents will need to check out of their room at the end of the spring semester or earlier if they are permanently leaving or are no longer enrolled in the minimum number of credits required to reside on campus.

### How to do a Face to Face Check out

- Contact a staff member to inspect the room or apartment.
- The staff will record the condition of the room or apartment and inspect for missing items and/or damages.
- The resident and a staff member will sign the Room Condition form.
- The resident will return their keys to the residence hall front desk and complete an Express Check out Envelope with a staff member.
- Professional NCC staff will re-check every vacant room or apartment at the end of each semester. If additional damages are discovered that were missed during the initial check out inspection the former resident(s) will be charged.

### How to do an Express Check out

- Remove all belongings from the room or apartment.
- Clean the room or apartment and return it to its pre-check in condition.
- The resident will return their keys to the residence hall front desk and complete and Express Checkout envelope.
- Place the completed Express Checkout envelope with keys inside, in the lock box.
- Residents are held responsible for any damages found when the room is inspected after the resident checks out.
- Professional NCC staff will re-check every vacant room or apartment at the end of each semester. If additional damages are discovered that were missed during the initial check out inspection, the former resident(s) will be charged.

### Winter Break Check Out

- Students are not required to move their belongings out for winter break (unless they are not returning to housing for the spring semester). Students do need to turn in their room keys and mailbox keys before leaving for winter break.

If the cost of damages and other amounts owed to NCC does not exceed the security deposit, then the resident is entitled to a refund for the difference if all terms of the contract are met. However, if the expense of the damages and other amounts owed to NCC exceeds the security deposit, the student will be billed for the difference. If a resident breaks the year-long contract at the end of the fall semester, the security deposit is non-refundable.

## Room Change and Consolidation Procedure

Voluntary room changes can be made starting the third week of the semester. Information regarding the room change process will be sent to the students NCC email at least one week prior to the Room Change period beginning.

***If a resident changes rooms without permission from the Resident Director, the resident will be fined \$100.00 and will need to move back to their original housing assignment. In addition, the resident may lose their ability to participate in the room change process.***

Outside of the scheduled room change period, requests must be made to the Resident Director. Room changes will be approved if the below steps have been followed:

- A roommate agreement must be on file first.
- If the roommate agreement is not working, roommates must request a mediation from a Resident Assistant or Community Assistant.
- If the first mediation does not work, roommates must request a mediation from one of the Resident Directors.
- The Resident Directors will determine if a room change can be accommodated.

***All room changes are dependent on availability and approval from a Resident Director.***

### Room Consolidations

Housing and Residence Life will also have a room consolidation process during the semester for residents that do not have roommates (and are not in single rooms) after each assigned room change period (or at any point in the semester). Residents who reside in a double room and do not have a roommate at these times will need to participate in room consolidation or they will be charged for the pro-rated single room price from the room consolidation time period through the end of the semester.

During the room consolidation process, residents will be given an opportunity to choose a new roommate or room based on the list of other residents who are required to consolidate. Failure to notify our office of their selection of a new room or roommate by the assigned deadline will result in the resident being charged for the pro-rated single room price from the room consolidation time period through the end of the semester.

## Fire Safety

### Actual Fire

- Evacuations procedures should be followed.
- Activate building fire alarm if it is not already activated.
- Call 911.
- Notify Public Safety at 610-861-5588.

### Smoke Detectors and Sprinklers

The residence hall and apartments are equipped with smoke detectors and sprinklers. It is a violation of Pennsylvania law to tamper with any fire safety equipment. Tampering with fire safety equipment may result in NCC disciplinary action, as well as state fines up to and/or exceeding \$500.00.

### Residence Hall Fire Alarm Activation

For everyone's safety, residents and their guests must immediately evacuate the residence hall if the fire alarm system is activated. All residents and guests should evacuate through the closest emergency doors.

All residents and guests should then meet at the basketball courts in the lower parking lot when exiting. Residents will experience unannounced fire alarms at least once a semester under the supervision of the Resident Directors and Public Safety. All residents and their guests must participate in all alarms. Anyone who does not evacuate will be subject to disciplinary action. Residents are responsible for the actions of their guests. Please know that when a fire alarm is activated, the local Fire Department will respond to clear the building.

### Residence Hall Evacuation Procedures

- Residents and their guests will evacuate the building by using the nearest fire exit and proceed to the center sidewalk (heading towards the Alumni Hall) located between in the lower parking lot and the main parking lot of the residence hall parking lots. Students should line up to avoid being in the way of any traffic in the parking lots and also so staff can account for students.
- Public Safety should be contacted at 610-861-5588 if they are not already present.
- The Resident Director or their designee will enter each room to ensure that all occupants have exited the building.
- Residents and their guests may re-enter the building only after a staff member has received clearance from Public Safety.

### Residence Hall Fire Alarm Strobe Lights

All restrooms in the residence hall and select rooms are equipped with strobe lights that activate when the fire alarm system is engaged. Residents should make note of where the strobe lights are located in the restrooms and utilize the showers, sinks, stalls, etc. that are closest to the strobe light if needed.

### Apartment Fire Alarm Activation

Apartment residents and their guests must immediately evacuate the apartment complex if the fire alarm is activated. Residents will experience unannounced fire alarms at least once a semester under the supervision of the Resident Directors and Public Safety. All residents and their guests must participate in all alarms. Anyone who does not evacuate will be subject to disciplinary action. Residents are responsible for the actions of their guests. Immediately contact Public Safety at 610-861-5588 if an alarm goes in an apartment. Please know that when a fire alarm is activated, the local Fire Department will respond to clear the building.

### Apartment Evacuation Procedures

- Apartment residents and their guests will exit the apartment building area using the north walkway to the grass area at the opposite end of the apartments from the apartment parking lot (towards the Hecktown Road entrance to campus).
- The Resident Directors or their designee will enter each apartment to ensure that all residents and guests have exited the building.
- Residents and guest may re-enter the building only after Public Safety has given permission to do so.

## Fire Safety Training

Residents will receive information on fire safety and evacuation procedures during New Resident Orientation and floor/apartment meetings. All apartment residents are required to participate in scheduled fire safety training sessions within the first 3 weeks of each semester. Failure to do so may result in the resident being reassigned to the residence hall.

## Fire Safety Fine/Discipline

Any resident or guest responsible for arson, tampering with or theft of any college owned fire equipment (smoke detectors, pulled fire alarms, extinguishers, sprinkler heads, automatic doors, etc.) or who fails to leave the building during any fire alarm may be subjected to a \$500.00 fine, in addition to a minimum two week suspension from housing, in addition to any local enforcement penalties. If no one is found guilty of the violation, then the following may take place:

- Each resident may be charged \$25.00 per violation.
- Visitation may be limited for each resident.
- Possible termination of housing.

## Emergency Procedures

### Medical Emergency

In case of a medical emergency, a resident, guest or staff member should:

- Call 911 for an ambulance, police, or fire department.
- Contact Public Safety at 610-861-5588 and Residence Life Staff

Students will be responsible for the cost of all ambulance and medical expenses. NCC staff, including Resident Assistants and Community Assistants, cannot transport a student to the hospital.

### Bomb Scare Threats

Residents should remain calm and not handle the object. Residents should clear the area and call Public Safety immediately at 610-861-5588.

### Missing Student Policy

The College has adopted a missing student notification policy for students residing in on-campus residential facilities. In addition to registering a general emergency contact, all students residing in on-campus student housing facilities have the option to annually register confidential contact information for a person to be notified by the College in the event the student is officially reported as missing. The College will ensure that all students are able to update their contact information whenever needed. These procedures and registration process are communicated to students when registering each academic year. The contact information will be confidential, accessible only by authorized campus officials and law enforcement, and may not be disclosed outside a missing person investigation.

If a student has identified such an individual, DPS, or Residence Life officials will notify that individual no later than 24 hours after the student is determined to be missing.

If a member of the College community has reason to believe that a student who resides in on-campus student housing has been missing for 24-hours, they should notify:

- Call the Department of Public Safety by dialing (610) 861-5588, or
- Report in person to the Department of Public Safety at the Public Safety office located next to the Residence Hall Commons,
- Contact the Associate Dean of Student Life at 610-332-6075, or
- Contact the Office of Residence Life at 610-861-5324, in person at the Student Affairs Suite located in College Center, Suite 220

All missing student reports *must be referred immediately* to the Department of Public Safety (DPS) at 610-861-5588. DPS will generate a Missing Person report and initiate an investigation.

After investigating the Missing Person report, should DPS determine that the student is missing and has been missing for more than 24 hours (regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor), DPS will notify the local law enforcement authority with jurisdiction and the student's emergency contact no later than 24 hours after the student is determined to be missing, unless the local law enforcement agency was the entity that made the determination that the student was missing.

If the missing person is under the age of 18 and is not an emancipated individual, DPS or a representative from Residence Life must and will notify the student's custodial parent or legal guardian, the missing person contact, and the local law enforcement agency with jurisdiction immediately after DPS has determined that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student.

If a student has been determined missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include: contacting the student's RAs, checking with emergency health care providers, and taking such other investigative actions as are appropriate under the circumstances. The College will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

When investigating a missing student report, college staff may enter the resident's assigned room and talk with associates to gather information on the missing student. The College may also issue an ID picture to assist in identifying the student. Vehicle registration information may be utilized for vehicle location and distribution to authorities.

## Severe Weather

### Tornado

In the event of a tornado, every effort should be made to stay away from doors, windows and outside walls. The cafeteria should be avoided. Residents should attempt to get to the first floor hallway or mailroom.



## Earthquake/Natural Disaster

As soon as possible move away from windows and try to position yourself in a doorway or under a desk/table if possible. When safe to do so evacuate the building. Contact Public Safety to report injuries or entrapment at 610-861-5588.

## Public Safety

### Campus Safety Annual Report

As part of NCC's commitment to a safe and secure campus, crime statistics for the past three years are available upon request in Public Safety, Admissions, and the Associate Dean of Student Life's Office.

### Body Cameras

Public Safety may be wearing body cameras at any time. These cameras will be recording during incidents on campus. This includes when addressing violations of the Student Code of Conduct and Residence Life policy. These videos may be used during judicial processes.

### Assistance

A Public Safety Officer can be reached on a 24-hour basis by calling 610-861-5588. This number is a mobile radiophone link. The radio connection takes approximately 15 seconds, during that time frame you will hear a series of beeps. When the connection is made, the Officer will respond "Public Safety". Begin talking at that point.

### Harassing Phone Calls

If you receive a harassing phone call in your apartment/room, immediately contact Public Safety 610-861-5588.

### Lockouts

If a resident is locked out of his/her room/apartment, he or she must:

- Contact Public Safety 610-861-5588.
- Public Safety will meet the resident at his/her room/apartment and provide access.
- Public Safety will ask for photo identification to ensure verification of the resident.
- Each resident will receive 2 courtesy lockouts per semester. After the 2<sup>nd</sup> lockout the resident will be charged \$15 per lockout. The charge will be placed on their student account and is payable at the Bursar's Office.
- Lost room keys or mailbox keys should be immediately reported to Public Safety or a Resident Director.
- If a resident reports a lost/stolen key to Public Safety they will only be charged one lockout fee until the key is replaced or the lock is re-keyed.

### Residence Hall Security System

The security system door is only accessible to residents and certain NCC personnel via the NCC photo ID proximity access card. In case of loss or theft of card, the student should report it immediately to a Resident Director or Public Safety. Residents should see a Resident Director in the Residence Hall



Commons, Monday through Friday during business hours to obtain a new ID card, residents will be charged a \$10 fee for all replacement cards, this charge will be added to the students account.

Anyone allowing non-residents to use their card to gain access to the Residence Hall will be subject to disciplinary procedures.

All exterior doors, except the Main Door at the front of the Residence Hall, will be locked completely between 6:00 pm and 6:00 am. During that time, all residents will need to gain entrance to the Residence Hall Commons through the main door. ***Residents will need to scan their student ID at the front door and again at the front desk in the residence hall every time the resident enters the building.***

### Residence Hall Emergency Exit Doors

Residence hall emergency door alarms are set to activate either when opened or propped. Residents or their guests who tamper with or prop open exterior doors will be subject to disciplinary action.

### Apartment Exterior Doors

Apartment exterior doors are equipped with self-activating locks and must be un-propped and locked at all times. If the door is propped open or the self-closing mechanism/locks are tampered with, all eight residents that share that exterior door may be subject to disciplinary actions including an automatic \$25.00 fine.

### Vehicle Registration

Residents are required to register the vehicle with Public Safety. This can be done by completing a Vehicle Registration form at Check In and placing the parking decal in the designated location on the vehicle. A new form can be completed at any time by visiting the Public Safety Office.

## Health and Wellness

### Hours

The Health and Wellness Center is open 8:30am-4:00pm Monday through Friday during the academic year. The office is located in College Center on the first floor, room 120.

### Health Forms

For the safety of the residential community, all new resident students must have a Health Form reviewed and approved by the Health and Wellness Center prior to check in. The Health Form can be downloaded from the Housing and Residence Life webpage, and will be uploaded to the residents My Record Tracker account. Students will receive an email in their NCC email instructing them to set up a My Record Tracker account; do NOT send your completed Health Forms to the Health and Wellness Office or Housing and Residence Life. Returning students must have up to date requirements before they will be able to return to housing.

### Medications/Illness

The Health and Wellness Office requests that the college nurse be notified in the case of an illness or prescription of any medication during the academic year.

## Medications Storage

Residents must store prescription medication in a lockable container. The sale or distribution of prescription medication to unauthorized individuals is prohibited.

## Medical Syringes

Residents must dispose of all medical syringes in a Sharp's Container. The resident must contact Facilities in order to dispose of them permanently. Do not sure the uses syringes for a lengthy period of time for health and safety reasons. In addition, they must be secured in a safe place so that they are not easily obtainable.

## On Campus Illness

- The Health and Wellness Office will determine whether it is in the best interest of the resident and the community if the student should remain on campus during an illness.
- If authorized by the Health and Wellness Office, the Housing and Residence Life Office will arrange for boxed meals. However, it is then the resident's responsibility to assure that meals are delivered.

## Costs

Residents are responsible for any cost regarding emergency situations; including appointments, transportation, medications, etc. In addition, all residents are required to pay a \$50.00 Health Center fee per semester. This fee is non-refundable.

## Uber Vouchers

Resident students can obtain an Uber Voucher from one of the Resident Directors (RDs), Public Safety, or the Health Center in the event that they need to go to or from a medical facility and do not have access to transportation or is unable to get a ride from a friend/family member.

- Resident students will need to complete a Waiver & Release from Liability Form prior to being issued an Uber Voucher. Waivers can be completed online or the form can be obtained from one of the Resident Directors, Public Safety, or the Health Center.
- This voucher can only be used in situations that are NOT considered medical emergencies, where an ambulance might be needed.
- Students can only use the Uber Voucher to travel to/from the following locations:
  - **St. Luke's Hospital: Anderson Campus** (1872 St. Luke's Blvd, Easton, PA 18045)
  - **St. Luke's Care Now** (St. Luke's North: 153 Brodhead Road, Bethlehem, PA 18017)
  - **LVHN Express Care: Bethlehem Township** (2101 Emrick Blvd, Bethlehem, PA 18020)
  - **LVHN Hecktown-Oaks Hospital** (3780 Hecktown Road, Easton, PA 18045)
- Uber Vouchers will be authorized by one of the Resident Directors, Public Safety, or a member of the Health Center, and can be used to pay for an Uber ride to/from one of the locations above. The College will initially pay for the Uber ride(s) but will then charge the cost of the Uber ride(s)

back to the student's tuition bill account at a later date. The student will be responsible for paying for the rides when settling their tuition bill.

- Students who take an Uber outside of these designated areas listed above will not be eligible for the Uber Voucher for payment and responsible for the cost of their ride. No exceptions.

## Policies and Procedures

Discipline concerning issues of Housing and Residence Life and/or the Student Code of Conduct will be invoked when deemed necessary by the Office of Housing and Residence Life. Failure to abide by the policies set forth will result in disciplinary action and/or action by the appropriate authorities. In addition, failure to abide by state and local laws, off or on-campus, may result in NCC disciplinary action. Furthermore, inappropriate off-campus behavior may affect your housing status.

### Abusive Behaviors

All residents are expected to follow the instructions of any Housing and Residence Life staff member or NCC official. Any verbal, written, mental or physical harassment of any NCC staff member, NCC student or his/her guest is subject to disciplinary action.

### Alcohol and Alcohol Paraphernalia

The possession, consumption and/or sale of alcohol, liquor, malt or brewed beverages are prohibited on NCC's campuses. Anyone (resident and non-resident) who is present within a room/apartment where alcohol is found is subject to disciplinary action, regardless of whether they were consuming alcohol.

Alcoholic beverages/containers confiscated will be turned over to Public Safety and discarded unless they need to be submitted to a Law Enforcement Agency.

The following items are banned from the NCC campus:

- Decorative alcoholic containers
- Flasks
- Beer funnels
- Beer Kegs and taps
- Beer balls and taps
- Champaign glasses, martini glasses, wine glasses, margarita glasses and shot glasses
- All alcoholic beverage containers (beer cans, beer bottles, wine bottles, alcohol bottles, etc.)
- Any other item Housing and Residence Life defines as an alcohol container

### Audio and Recording Equipment

Unauthorized video or audio recordings of residents and their guests is prohibited. Video or audio recording devices, including camera cell phones are prohibited in the restrooms.

### Bathrooms

In the residence hall, there are bathrooms on some hallways that are gender inclusive bathrooms. These bathrooms will be labeled "All Gender Bathroom". This bathroom can be used by any resident or guest

of any gender identity. In addition, residents are allowed to use the gendered bathroom that the resident identifies with.

NCC strives to create an environment where residents feel safe and secure. Therefore, harassment of any nature on campus, including in bathrooms, will not be tolerated.

To maintain safety and security, one person is allowed in a shower or bathroom stall at a time.

### Candles

For reasons of safety, the possession of candles is prohibited in the residence halls and apartments. If a candle is discovered in an apartment or residence hall room, each resident will face disciplinary sanctions. If a candle is discovered in an apartment public area, all the apartment residents will face disciplinary sanctions.

### Cleanliness/Damage Billing

Students will be individually or jointly liable for items missing or damages done to rooming accommodations, the furniture therein, and areas of the Residence Hall Commons/Apartments which are used in common with other persons. If responsibility for the damages in common areas cannot be determined all residents who use the space (have access to the space) will share proportional financial responsibility.

### Confiscated Items

Contraband confiscated by staff is turned over to Public Safety and/or the state and/or local officials. Confiscated items will be disposed of after 60 days if not claimed by the resident when they are leaving campus.

### Disorderly Conduct

Disciplinary action will be initiated if residents or their guests display disorderly behavior. Listed are some examples:

- Excessive noise (verbal, music, television, computer, etc.)
- Persistent interruption of a reasonable level of peace and quiet
- Loitering in a hallway/lobby
- Entering a student room/apartment without the occupant's consent
- More than one resident/guest in a bathroom stall/shower
- Lewd or indecent behavior
- Knowingly furnishing false information or identification to a staff member
- Submitting a false report
- Unauthorized use of the PA system
- Use of profanity or racial statements
- Creating a disturbance, engaging in fights, assaults, unlawful assembly
- Damage or destruction of property
- Menacing, stalking or harassing phone calls
- Misuse of NCC resources (phones, computers, copiers, email, etc.)

- Failure to identify upon request of comply with a Housing and Residence Life staff member or NCC college official while performing their duties
- Violations of any Federal, State, Municipal, Civil laws or NCC policies/procedures
- Disrupting behavior to the community

## Drug and Drug Paraphernalia

Possession, consumption, and/or sale of controlled or dangerous drugs, devices or cosmetics as defined by the state and/or federal laws are prohibited on NCC's campuses. Anyone (residents and non-residents) who is present within a room/apartment/vehicle where drugs are evident is subject to NCC disciplinary action, which may include action by state and/or local law officials.

Residents may also face discipline procedures related to the smell of marijuana in the residential facilities. Residents and guests will be held accountable if they are in a room/location where there is the odor marijuana, even if the odor is "carried in" by a resident or guest. In addition, residents will be held accountable if there is the odor of marijuana coming from their room or person.

Drug paraphernalia and controlled dangerous substances will be confiscated and turned over to Public Safety until such time that it can be turned over to the state or local authorities for action.

The following items are considered banned from the NCC campus:

- Bongs
- Water pipes
- Pipe screens
- Pipes (including homemade pipes such as toilet paper rolls)
- Roach clips
- Rolling papers
- Cocaine spoons/kits
- Razor blades/mirrors
- Scales
- Bags/baggies
- Nitrous oxide
- Rolling machine
- Whippets or other "huffing" materials
- Other items Housing and Residence Life defines as drug paraphernalia

Alcohol and/or drug related signs are not permitted on the apartment/residence hall window, exterior room doors, hallways, or any other public viewing area.

## Hazardous Materials

Ammunition, blasting caps, dynamite, embalming chemicals, explosive devices, fireworks, flares, gun powder, potato launchers, rockets, smoke bombs, incendiary devices including replicas or facsimiles thereof and other regulated materials are strictly prohibited. Candles, heat ignited potpourri, halogen lamps, electric cooking appliances, hot plates, grills, fossil fuels, incense holders and stick matches are also not permitted as well as any other items that create fire or smoke and any other item the Housing

and Residence Life staff defines as a fire hazard. Irons and Keurig's are permitted but must have an automatic shutoff feature. Microwaves are permitted. For a more detailed list of prohibited items please refer to the list in the back of this handbook.

### Health & Safety Inspections

Housing and Residence Life staff will conduct scheduled inspections. Residents will be present (if possible) but are not required to be and any information discovered by coincidental means may be used as evidence against residents in college disciplinary proceedings. In most cases, the week the inspections are scheduled will be publicized.

### Term Break

For reasons of safety, security, and sanitation, during term break periods, inspections may be conducted in the absence of the residents.

### Emergency

A visual inspection will occur when adhering to the emergency evacuation plan, such as fire alarms, or if there is reasonable cause of policy infraction in order to maintain the law or emergency situations. Contraband discovered by coincidental means will be confiscated and used for disciplinary proceedings.

If a resident denies a staff member entry, a key and right to entry permission form may be used. Failure to follow the reasonable instructions of an NCC official or Housing and Residence Life staff in the performance of their duties is a violation of the Student Code of Conduct and will result in disciplinary action.

### Non-Resident Policy

If a staff member suspects a non-resident is under the influence of alcohol/drugs or is disruptive to the housing environment, then the staff has the right to require the non-resident to leave NCC property. If a guest cannot secure a ride or is unable to leave campus on their own, the local police may be contacted.

### Off-Campus Behavior

As a member of the NCC community, resident students are expected to conduct themselves accordingly when they are off campus. Behavior that results in a complaint to an NCC official or an arrest may result in disciplinary action.

### Pets/Service Animals/Emotional Support Animals

NCC residents are permitted to have up to one (1) ten gallon fish tank per room, or two (2) fish bowls per room to house fish only. NCC does not permit any animal other than fish in the tanks. Cleaning of the tanks to maintain sanitary conditions for the fish and for the community (smell) are the sole responsibility of the resident(s). Residents that fail to maintain their items will be notified that they need to remove the fish and tank/bowls from the building immediately.

Fish are the only animal allowed in the Residence Hall/Apartments unless the resident has worked with the Office of Disability Services to gain approval for a Service Animal or an Emotional Support Animal (ESA). NCC only permits dogs and cats for Emotional Support Animals. Residents that do not have the proper paperwork on file with the Office of Disability Services will not be permitted to keep their Service Animal or ESA in the Residence Hall/Apartments.

## Quiet Hours/Study Hours

During any academic semester, quiet hours/study hours are in effect. During this time, residents are asked to keep noise and volume to a minimum.

Residents are encouraged to wear ear pods, or headphones when talking on the phone or listening to music or videos in public areas of the building to allow for privacy and to maintain a minimum noise level.

As a general rule, music, televisions, video games, etc. should not be heard more than two doors away from the room it is originating from.

Quiet hours are **10:00pm-9:00am** seven days a week.

Courtesy hours are 24-hours a day, 7 days a week. Please respect the rights of others at all times. During the week of final exams, 24-hour quiet hours will be enforced.

## Replacement Costs for Student ID and Keys

In the event a student should lose a key, ID card, or access fob, there will be a cost to have the item replaced.

- ID Card: \$10 for replacement
- Lost Mailbox Key: \$15 for replacement
- Lost Apartment Fob: \$25 for replacement
- Lock Change and New Keys: \$50 for replacement

## Restricted Areas

Residents are restricted from areas such as; the roof, mechanical rooms, the water tower, etc.

## Right of Entry

Housing & Residence Life reserves the right to enter your room/apartment for any of the following reasons: concerns you may harm yourself or others, cleaning, maintenance, inspections, emergency repairs, or suspected policy violations.

## Room Search

### Right of Visual Inspection

NCC has the right to permit Housing and Residence Life staff or Public Safety to visually inspect a students' room/apartment for cleanliness, health and safety inspections, sanitation, for the purpose of determining policy violations, and the purpose of maintaining law and order. These inspections may be announced or unannounced to residents.

### Right of Search

An NCC Official may search a student's room if there is reasonable cause to believe an NCC policy has been violated. The Associate Dean of Student Life, the Assistant Director of Housing and Residence Life or his/her designee must authorize permission for such searches. NCC believes in the right to privacy of its students. A right to search form signed by the staff member conducting the search should include the following:

- Room/apartment to be searched.
- Name of resident(s).
- Reason for search.
- Objects or information sought.
- Staff member conducting the search.
- Professional staff member who authorized the search.

Furnishings and items in the apartment/room that can be searched include, but are not limited to the following:

Back packs	Bedding	Cabinets	Ceiling Tiles
Electrical Appliances	Closets	Desks	Dressers
Handbags	Heat Pumps	Light Fixtures	Luggage
Packages	Purses	Shelves	Trunks
Wall Decorations	Foot Lockers	HVAC Units	Storage Bins

***NCC has the right to cut off locks as deemed necessary.***

*Staff will attempt to inform the resident(s) of the intent to search; however, the search may be conducted in the absence of the resident(s). If this is done, the resident(s) will be informed after the fact and receive a copy of the Right to Search Form.*

### **Right of Search by Civil Authorities**

Civil authorities have the right to search the premises and possessions of any resident by following the ordinary procedures and requirements for lawful search and entry. Any information discovered through a search may be used as evidence in any civil or criminal proceedings and by NCC staff when violations of the Student Code of Conduct and/or Housing and Residence Life policies occur.

### **Search of Parcels**

NCC reserves the right to request to search parcels (backpacks, gym bags, laundry bags, purses, suitcases, mail packages, etc.) construed to contain contraband, as long as the staff member maintains reasonable cause. Refusal to cooperate may result in disciplinary action and a request to vacate the premise or removal of the parcel from campus.

### **Smoking/Vaping**

Smoking and vaping are prohibited in the Residence Hall and Apartments. Any resident or guest who is present within a room/apartment where smoking/vaping is found is subject to disciplinary action. According to NCC policy, residents and their guests are only allowed to smoke/vape in designated areas. With the exception of items that are listed on the prohibited items list.



## Students at Risk

Residents must be able to live and function in a community environment. Residents who engage in behavior that pose a danger of harm to others or disrupts the learning environment may be suspended or dismissed from the residential facilities. Suspended residents must contact the Associate Dean of Student Life or his/her designee for information regarding reinstatement procedures.

## Title IX

Policy Statement: Members of the NCC community, guests and visitors have the right to be free from sexual discrimination, harassment and misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to an appropriate administrator's attention, and a Responding Party is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Northampton Community College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in a place free of discrimination on the basis of sex; which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity.

For a complete copy of the college's Title IX policy please visit our [website](#).

## Theft

Stealing or theft of another student's belongings will not be tolerated. Residents should secure all personal items in their room by locking their room door and not leaving their items in public spaces. If a resident or guest finds an item in a public space that item *must* be turned into an NCC official, otherwise it will be considered theft.

## Visitation

NCC would like to ensure all residents' safety at all times. We appreciate your cooperation and desire to have friends and family visit during the year.

**Please note: There will be no day or evening visitation for the first week of classes, the last week of classes (prior to exams), and final exam week each semester.**

A guest is defined as any person who is not listed in the Residence Hall building roster. A resident should *never lend their NCC ID or room key to anyone*. All residents must receive a verbal consent from roommate(s) before having guests.

Guests are encouraged to contact residents in advance to make arrangements for the resident to meet the guest when arriving at the Residence Hall. Guests do not have access to the building without the resident. Upon entering the Residence Hall Lobby *all guests must sign in at the front desk and leave their ID, which can be picked up when the guest signs out*. Only NCC student ID cards and state issued

ID cards (driver's license or state ID) are allowed to sign guests in. A guest may not enter the building without a valid photo ID from the list above.

All guests must be escorted at all times. The only exception to this procedure is visitors do not have to be escorted if they and the resident who signed them in remains in the hallway, they have been signed in to visit. If a visitor leaves the hallway, the person who signed them in must escort them. ***If a guest is found in a room in violation of the visitation policy, the resident the person is signed in with and the guest will be subject to disciplinary action.***

Guests are required to sign in and sign out at the Residence Hall Commons Front Desk. The residents are responsible for the conduct and damage incurred by their guests. During extenuating circumstances, visitation is restricted in the building. Residents living in a Residence Hall room are allowed to sign in no more than two (2) guests at a time for a total of six (6) people in a room. The maximum occupancy for an apartment including guests and residents is no more than twelve (12) people. Violating this result in disciplinary action.

Visitation is permitted during the following times:

- Monday through Friday 8:00am-11:00pm (day guests)
- Saturday and Sunday 12:00pm-11:00pm (day guests)
- Any guest signed into the building after 11:00pm will be considered an overnight guest.

### **Overnight Visitation**

Overnight Visitation is permitted as follows:

- Thursday through Sunday during the academic year. All overnight guests need to be signed into the Residence Hall Front Desk by 11:00pm, otherwise they will not be permitted to stay overnight.

Overnight visitors are not allowed Monday through Wednesday. All overnight guests must be signed in at the Residence Hall Commons front desk. Residents must request permission from their roommate prior to having an overnight guest. If a roommate reports that they did not approve an overnight guest, the guest will be asked to leave the building at that time. Should a resident not desire guests in the room, the whole room and/or apartment will not be allowed guests until all residents come to an agreement. Final approval for overnight guests will be determined by Housing and Residence Life. *Guests can be asked to leave at any time.*

***There will be no overnight guests permitted during the first two weeks of the semester in order to allow time for the staff to get to know the resident students and be able to recognize them without other guests in the building. Overnight guests are also not permitted during the last week of classes each semester, Reading Day, and Final Exam Week each semester.***

Residents are allowed one (1) overnight guest at a time.

## Apartment Visitation

Apartment visitation privileges are unrestricted and left to the discretion of the apartment occupants. All guests must be registered online prior to their arrival by the apartment resident. Occupancy of an apartment must never exceed 12 people (including residents and guests). Overnight guests are permitted with the approval of all residents within the apartment.

Apartment residents are welcomed and encouraged to visit the Residence Hall Commons. Apartment residents will have a photo ID proximity card. Apartment residents with a proximity card agree to participate in Residence Hall group billing charges. Apartment residents do not need to be signed in, nor are they required to be escorted. Apartment residents *must* sign in any guests that they are bringing into the Residence Hall Commons and follow all visitation policies.

Apartment residents' access times may be adjusted for the back door and patio doors of the Residence Hall if they bring visitors through those doors.

Residents are responsible for the conduct and any damage incurred by their guests. Guests are not permitted in the apartment when the person they are visiting is not present. Housing and Residence Life staff reserves the right to restrict overnight visitation in the apartments.

***Please note:*** *unrestricted visitation has its limits and is not to be construed as an invitation to have another person temporarily or intermittently residing in the apartment. Any resident found to be abusing their visitation privileges may have this privilege revoked or removed from living in the Apartments.*

## Visitor Code of Conduct

As part of NCC's mission to provide an excellent, accessible and comprehensive learning experience to our students, NCC expects all guests to conduct themselves in an appropriate and civil manner while on college property and at college-sponsored events. If a guest engages in conduct that is not compatible with NCC's function as an educational institution, and does not cease such conduct when requested, the guest may lose the privilege to be on NCC property. If asked, the guest will leave NCC property immediately or Public Safety and/or local law enforcement may be contacted.

Examples of unacceptable behaviors include, but are not limited to:

- Harassing language or language of a discriminatory nature.
- Messages that harass or threaten others.
- Excessive or disruptive noise.
- Unauthorized possession or consumption of alcohol on NCC property.
- Possession or consumption of illegal substances on NCC property.
- Consumption of tobacco, vaping, etc. inside any NCC building or outside of designated smoking areas on campus.
- Disorderly, disruptive, or threatening behavior, such as engaging in unwanted or inappropriate interactions.
- Making threats to the personal safety of students, employees, visitors or committing violent acts.
- Engaging in sexual offenses, including indecent exposure, inappropriate sexual advances (physical or verbal), or contributing to a sexually harassing environment.

- Violations of NCC policies or local, state, or federal law.
- Stealing, defacing, or intentionally damaging NCC property or the property of students, employees, or other visitors.
- Failing to comply with the reasonable requests of NCC officials acting in the performance of their duties.
- Possessing or using any firearm, gun, knife, other weapon, or explosive material or device, except as expressly permitted in writing by the President or his designee.

## Weapons

Possession or storage of offensive or defensive weapons on campus or in parked vehicle is prohibited, including replicas or facsimiles of weapons. Listed are *some* examples of prohibited items:

Air/pellet/BB Guns	Knives (longer than 3”)/cooking knives
Water Guns	Paint Ball Guns
Machete/Swords	Metal Knuckles
Switch Blades	Fire Arms
Bow and/or Arrows	Straight razors & cutting instruments
Tasers	Toy/Replica Guns

Academic Programs that require residents to use tools/lab equipment/cooking utensils that are classified by NCC officials are potentially dangerous items cannot be stored in the Residence Hall/Apartments. Students possessing these objects will need to arrange for storage of those items outside of the residential facilities.

## Student Conduct/Disciplinary Process

Student conduct which NCC deems unacceptable in a group living situation, even though the violation is not covered in the written regulation, will be subject to disciplinary action.

## Incident Reports

Any resident can submit an incident report for violations of Housing and Residence Life policies or the Student Code of Conduct. An incident report can be reported to the Resident Director, the Housing and Residence Life office, or Public Safety. A detailed description of the violation should be reported preferable within 24 hours of the incident. However, an incident can be reported at any time prior to the end of the semester. Please note, it may be more difficult to resolve a matter if not reported at the time of the incident. Violations of the Student Code of Conduct will be handled as stated in the Student Handbook.

*NCC reserves the right to notify parents/legal guardians of incidents in the residential facilities in accordance with guidelines established by the Family Education Rights and Privacy Act. NCCC will notify the student when such action is taken.*

## Disciplinary Actions

### Warning

Oral or written expression that the resident is in violation of the campus policy and the imposed discipline, if any.

### **Interim Suspension**

Exclusion from on campus housing and other privileges or activities (not to exceed 15 days) pending the final determination of an alleged violation.

### **Suspension**

Exclusion from on campus housing facilities and general grounds or parking lots surrounding the housing facilities, including activities sponsored by Housing and Residence Life, for a specific period of time.

### **Housing Probation**

Probation status due to repeated violations or a serious violation of policy. Housing Agreement could be terminated if violating the conditions of housing probation.

### **Housing Termination**

Termination of housing contract.

### **Dismissal**

Removal from NCC indefinitely. This includes exclusion from on campus housing and NCC facilities and general grounds or parking lots surrounding the housing facilities and NCC, including activities sponsored by Housing and Residence Life and NCC.

*Any disciplinary action may include additional stipulations (fines, community service, rehabilitative procedures, etc.). NCC officials have discretion to use which action is appropriate for the infraction.*

### **Disciplinary Appeals**

A disciplinary decision made by a Resident Director may be appeal to the Assistant Director of Housing and Residence Life or his/her designee. A decision made by one of the Assistant Directors of Housing and Residence Life may be appealed to the Associate Dean of Student Life or his/her designee. All appeals must be submitted in writing within 5 days of written receipt of the decision. The Associate Dean of Student Life or his/her designee may choose to initiate standard NCC disciplinary procedures as stated in the Student Handbook.

### **Criminal History**

A resident must notify the Assistant Director of Housing and Residence Life of any criminal charges and convictions that occur after a housing application is completed and/or a housing contract is signed. This information is collected on the housing application, and therefore, applicants are residents must update the Assistant Director of Housing and Residence Life of any changes to this. Failure to do so may result in termination of the housing application or contract.

### **Dual Jurisdiction**

The principle of dual jurisdiction may apply to certain disciplinary matters where a resident is charged:

- By law enforcement agencies for violating a civil law.
- By NCC officials for violation of a college regulation on campus only in cases where off campus behavior poses threat to health, safety, or well-being of NCC and its students, of when the conduct adversely affects NCC's educational mission and/or objectives.

### Prohibited Item List

This list is not all encompassing, if you have a question on whether something is allowed; please do not hesitate to contact our office.

- Halogen Lamps, clamp-on, clip-on or upward facing bowl lamps, multicolored octopus lamps, black lights, lava lamps, cloth lamp shades
- Toasters/toaster ovens
- Any indoor grilling device (griddles, electric skillets, George Foreman Grills)
- All open coil burning devices
- All hot plates, rice cookers, hot pots, portable ranges, electric fry pans, woks, waffle/sandwich/quesadilla makers, open-element popcorn poppers, oil fryers, coffee makers/tea makers (Keurig style with auto shut off only)
- Juicers and blenders (Magic Bullet blenders are permitted)
- Microwaves
- Refrigerators
- Candles, incense or any open flame device
- Dartboards/darts
- Air horns
- Hookahs
- Air conditioners, ceiling fans
- Space heaters
- Wireless routers

- Cinder blocks, loft kits (only store bought bed risers are permitted). Our beds adjust to a height for under bed storage.
- Sand, inflatable pools, liquid filled furniture, air mattresses
- Extension cords or multi-prong outlets. Appliances in need of electrical repair or which may be considered hazardous
- Electrically amplified instruments; including DJ equipment and drum sets
- Live-cut Christmas trees, artificial trees and flammable decorations
- Neon signs
- Traffic, construction or other public street/signs
- Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars)
- Pets (except for fish, see Pet Policy)
- Tapestries
- Curtains and other window coverings that are not UL-approved
- Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of the residence hall
- Weapons of any kind; BB/paintball guns, NERF guns, swords, knives, box cutters, etc. (including decorative)
- Fireworks/flammable liquids
- Drugs and/or Drug Paraphernalia
- Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways, doors)
- Liquor and related items; including kegs, beer balls, alcohol cans/bottles (full or empty), beer pong tables, solo cups, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including beers designated “non-alcoholic”).