
HOUSING & RESIDENCE LIFE HANDBOOK

FALL 2019 - SPRING 2020

WHERE LIVING AND LEARNING COME TOGETHER

**NORTHAMPTON COMMUNITY COLLEGE
OFFICE OF HOUSING AND RESIDENCE LIFE**

(610) 861-5324

RESIDENCELIFE@NORTHAMPTON.EDU

UPDATED: 9/2019

TABLE OF CONTENTS

WELCOME!	6
STUDENT RIGHTS & RESPONSIBILITIES	7
Housing Eligibility & Selection	8
Fees	8
Security Deposit	8
Refunds	8
Rollovers	8
Selection	8
Returning Students	8
Removal	9
Fall to Spring Consideration	9
CONTRACTS & SECURITY DEPOSITS	9
Security Deposit Refund	9
Break of Contract	9
Security Deposits	9
Refund of Security Deposit Prior to Expiration of Contract	9
Housing Penalty	10
Security Deposit Roll-Over	10
ROOM FEES & REFUNDS	10
Room Fees	10
Rent Refunds	10
Medical Withdrawals	11
Non-Standard Academic Schedules	11
Outstanding Balances	11
ACADEMIC REQUIREMENTS	11
Credit Enrollment	11
Registration	11
Advanced Placement	12
Distance Learning	12
Housing Academic Probation Policy	12
Academic Appeals	12
CHECK-IN & CHECK OUT	12
Check-in Process	12
Check-out Processes	12
How to do a Face-to-Face Checkout	13
How to do an Express Checkout	13
ROOM CHANGES	13
Room Consolidation	14
EMERGENCY PROCEDURES	14
Medical Emergency	14
Smoke Detectors & Sprinklers (Fire Safety)	14
Residence Hall Fire Alarm Activation	14
Residence Hall Strobe Fire Alarm Lights	14
Residence Hall Evacuation Procedures	15

Apartments	15
Apartment Evacuation Procedures	15
Actual Fire	15
Fire Safety Training	15
Bomb Scare Threats	15
Missing Student Policy	15
SAFETY & EQUIPMENT	16
Fine/Discipline	16
Automatic Door Closure	16
Cleanliness/Damage Billing	16
Confiscated Items	17
Hazardous Materials	17
Candles	17
Smoking	17
Weapons	17
RIGHT OF ENTRY/ROOM SEARCH	17
Right of Visual Inspections	17
Health & Safety Inspections	18
Term Breaks	18
Law and Order/Emergency	18
Right of Search	18
Right of Search by Civil Authorities	19
Search of Parcels	19
ALCOHOL & DRUGS	19
Alcohol & Alcohol Paraphernalia	19
Drugs & Drug Paraphernalia	19
Non-Resident Policy	20
VISITATION	20
Residents	20
Residence Hall	20
Escorts	21
Residence Hall Overnight Visitation	21
Apartment Residents and Residence Hall Visitation	22
Apartments	22
Visitor Code of Conduct	22
Bathrooms	23
Study Hours	23
HEALTH ISSUES	23
Health Center Hours	23
Health Forms	23
Medications/Illness	23
Medication Storage	23
Medical Syringes	23
On-Campus Illness	24
Costs	24
Smoking	24
How to Quit Smoking	24

Students at Risk	24
SECURITY ISSUES	24
Campus Safety Annual Report	24
Assistance	24
Harassing Phone Calls	25
Lock Outs	25
Residence Hall Security System	25
Residence Hall Emergency Exit Doors	25
Apartment Exterior Doors	25
Vehicle Registration	25
Body Cameras	26
INAPPROPRIATE BEHAVIOR	26
Abusive Behavior	26
Disorderly Conduct	26
Audio or Recording Equipment	26
Off-Campus Behavior	26
Sexual Assault	27
Incident Reports	27
Disciplinary Action	27
Disciplinary Appeals	27
Criminal History	28
Dual Jurisdiction	28
MEAL PLANS	28
Meal and Flex Plan Balances	28
Meal Cards	28
Lost or Stolen Meal Cards	29
Meal Plan Suspension	29
Meal Plan Upgrades/Downgrades	29
Refunds	29
Processing Fee	29
Semester Breaks	29
Re-assignments	29
Special Diets	29
Inclement Weather College Closings	29
SUMMER HOUSING	30
Eligibility	30
Fall Lottery	30
Deposit	30
Reduced Services	30
Summer Rates	30
Summer Refunds	31
Storage/Possessions	31
Summer Calendar	31
Renovations	31
Summer Visitation	31
BUILDINGS & GROUNDS	31

FREQUENTLY ASKED QUESTIONS	32
Bike storage	32
Decorations	32
Room Cleaning	32
Fridge/Microwave	32
Furniture	32
Repairs	32
Hallway sports	32
Internet Policy	32
Trash	33
Light bulbs	33
Window Screens	33
Halogen Lamps	33
Lockouts	33
Duplicating Keys	33
Lost Keys & Photo IDs	33
Pets	33
Photo IDs	33
Vehicles	34
Term Break Housing	34
Housing & Residence Life Calendar	34
2019-2020 Meal Plan Calendar	35
Can Anyone Help Me?	35

Dear Resident Student:

Welcome to Northampton Community College (NCC) and greetings from the Housing & Residence Life Staff. We thank the new students for choosing to live in the Residence Hall Commons and Apartments at NCC 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 of making NCC your 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

STUDENT RIGHTS AND RESPONSIBILITIES

NCC welcomes you to our campus! We encourage all residents to read and fully understand the Residence Life 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 Residence Life 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 e-mail account or by campus mail. For additional copies of all three documents, contact the Office of Housing & Residence Life in the College Center, Suite 200, or call (610) 861-5324.

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 for the Office 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 hope to diversify our residents through campus engagement 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.

HOUSING ELIGIBILITY AND SELECTION

ELIGIBILITY

All accepted students are eligible to apply for housing. An applicant will be considered *new* if they are a first-time applicant to the College. A re-admit student is defined as previously enrolled at NCC, but missed one major semester (fall or spring), and is re-entering the College. All re-admit or currently enrolled applicants with an academic history may be required to have a minimum cumulative grade point average 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 placed in writing and submitted to the Housing and Residence Life Office.

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 the housing contract.

Fees

All applicants must submit a \$25.00 application fee. This is non-refundable.

Security Deposit

All applicants must submit a \$100.00 security deposit as part of the Housing Contract process.

Refunds

The Security Deposit is refundable if an applicant hasn't been offered a Housing Contract. Applicants requesting a refund must submit a written request or an e-mail through their NCC Student Account. We are unable to accept any other form of communication. The Security Deposit is also refunded when a student no longer lives in on-campus housing and if there are no damages to that student's room when he/she moves out. If there are damages in the room, the Security Deposit will be used to pay for those damages. If the cost of repairs is higher than the Security Deposit, then the student will be responsible for covering the balance. If the cost of repairs is lower than the Security Deposit, then, when the student moves out, whatever is left will be refunded to the student. If a resident has an outstanding College balance or hold on their account, the Security Deposit will be put towards these fees.

Rollovers

Applications, deposits, or fees may be rolled over to a future semester if not previously offered housing. The request to roll over an application, deposit, or fee must be in writing from the student's NCC e-mail account.

Selection

Returning residents must meet the housing GPA requirements to be eligible to return to housing the following semester. See Housing Academic Probation Policy for more information.

For new housing applicants, the NCC selection process is based on the housing selection criteria.

Returning Students

A resident is considered "returning" after residing on campus for one major semester (fall or spring). Returning residents must be registered as a full time student (at least 12 credit hours) by the Housing Lottery/Room Selection date in April. If they are not registered as a full time student by the Housing Lottery/Room Selection day, they may not be allowed to pick a room for the fall semester. If a returning resident does not participate in Room Selection, he/she will only be offered a housing spot at a later date if spaces are available.

Removal

In order to be removed from the wait pool, an applicant must submit a written request to the Housing and Residence Life Office from their NCC email account. Applicants who decline a housing space when offered will be removed from the wait pool. If deciding they want housing in the future, they will be entered back into the wait pool according to the date of the request.

Fall to Spring Consideration

Applicants not offered housing in the Fall and that would like to be considered for Spring housing will need to apply on the Spring ONLY application that is generally available starting in October. Spring Housing Contracts will also be offered according to the Housing Selection Criteria.

CONTRACTS AND SECURITY DEPOSITS

Once selected, the student is notified to access the Housing Contract and room information. All students are required to electronically sign the Contract which holds the student's housing assignment until they complete the pre-check-in steps, which include payment, registration, and health form requirements by the due dates. *The Contract should be read carefully since it contains very important information about living on-campus at the Northampton Community College campus as well as important information in regards to cancelations, fees and penalties.* If the executed Contract is not returned by the due date or payment is not received by the specified date, the student will forfeit his/her housing assignment.

Security Deposit Refunds

The \$25 application fee is non-refundable. The \$100 deposit is 100% refundable to students who withdraw their application or decline a housing offer before July 1 for the Fall semester and by December 1 for the Spring semester. If a student does not receive a housing offer before move-in day, 100% of the deposit will be automatically refunded.

Break of Contract

Any student requesting to break the terms of the Housing Contract prior to the expiration date must do so in writing to the Housing and Residence Life Office.

Security Deposits

Once a resident moves in, the deposit is applied to cleaning, repair, and replacement of all damages to the premises and furnishings. As long as the 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 College 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 the damages or fees owed exceeds the security deposit, the resident will be billed for the difference.

Students will be billed immediately for damages that occur during the year that require immediate repair. Payment must be made by the date assigned by Housing & Residence Life staff. Residents will reimburse the College for any damage (outside of the normal wear and tear) done to NCC property.

Refund of Security Deposit Prior to Expiration of the Contract

Residents who wish to cancel the Housing Contract must do so prior to occupancy. Security deposits are refundable according to the refund policy. Security deposits are not refundable if breaking the Housing Contract prior to the terms of the Contract. Therefore, if signing an academic year long Housing Contract, the deposit is not refundable if breaking the Contract for the Spring semester (exceptions are: graduation, military service, or choosing to commute to an NCC location).

Housing Penalty

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

Security Deposit Rollover

Students who have not received a housing offer can request their deposit be rolled over to the next major semester (fall or spring). Security deposits can only be rolled over once. Students requesting a security deposit refund after they are approved for a rollover are subject to the conditions of the security deposit refund policy. Request for rollovers need to be received from the student in writing or through their NCC Student e-mail.

ROOM FEES AND REFUNDS

Room Fees

Semester Room Rates:	Residence Hall Double:	\$2,814.00 per semester
	Apartment/Efficiency:	\$3,152.00 per semester
	Residence Hall Single:	\$3,490.00 per semester

Students need to pay all room/meal plan fees by the date specified on the Contract and bill or have made arrangements to be placed on a payment plan. Failure to pay the bill in full by the specified date allows the College to terminate the Contract, suspend meal plan usage, and re-allocate the housing assignment. Rates for residents who are issued a Contract after the start of the semester are pro-rated on a weekly basis until November 1 or April 1. The prices above are based on the Fall 2019 and Spring 2020 semesters.

Room Fee Refunds

A resident's room fees are refundable on a pro-rated basis *prior* to the 5th 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 room/apartment
- ◆ Resident doesn't have an outstanding balance with the College
- ◆ Resident doesn't breach the terms of the Housing Contract

2019-2020 ACADEMIC YEAR

		<u>FALL</u>
100%	Withdraw prior to check-in	Aug. 23 (new) Aug. 25 (returners)
90%	Withdraw during the 1 st week of class	Aug. 26 – Aug. 30
80%	Withdraw during 2 nd week	Sept. 2 – Sept. 6
60%	Withdraw during 3 rd week	Sept. 9 – Sept. 13
40%	Withdraw during 4 th week	Sept. 16 – Sept. 20
0%	From the 5 th Week on	Sept. 23 on
		<u>SPRING</u>
100%	Withdraw prior to check-in	Jan. 10 (new) Jan. 12 (returners)
90%	Withdraw during the 1 st week of class	Jan. 13 – Jan. 17
80%	Withdraw during 2 nd week	Jan. 20 – Jan. 24
60%	Withdraw during 3 rd week	Jan. 27 – Jan. 31
40%	Withdraw during 4 th week	Feb. 3– Feb. 7
0%	From the 5 th Week on	Feb. 10 on

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 has to remove any possessions left behind.

Medical Withdrawals

In the event 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 doesn't have an outstanding student account balance. The room credit may be applied to housing fees upon his or her 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.

The application for a Medical Withdrawal can be downloaded from the NCC website, it is available under the forms page on the Housing and Residence Life page, or by searching Medical withdrawal form from the search bar on the Colleges website. Please take the completed form to the Health & Wellness Center located on the first floor of College Center in Room 120. Once your request is processed, you will be notified if your request has been approved or denied via a letter that will be mailed to your address on file.

Outstanding Balances

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

ACADEMIC REQUIREMENTS

Credit Enrollment

Students must maintain full time credit enrollment status (at least 12 or more credit hours) to reside on campus. If a student falls under the twelve-credit minimum, their Housing Contract may be cancelled. Exceptions to the minimum credit requirement will be granted under certain circumstances. Credit waiver applications are available from a Resident Director.

Credit Waiver

A Credit Waiver form can be picked up from a Resident Director in the event a student falls below the 12 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 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 or terminated and the student will be asked to move out of the on-campus housing for the remainder of the semester.

Registration

Returning resident students must be registered as a full time student (at least 12 credit hours) by the Room Selection day in April for the Fall semester and by December 1 for the Spring semester. New resident students for the Fall semester must be registered as a full time student by July 1, or by the end of New Student Orientation. For the Spring semester, new residents must be registered as a full time student by January 2.

Advancement Placement

Residents receiving credit for advanced placement must still enroll for a minimum of nine non-advanced placement credits per semester at the Bethlehem or Fowler Campuses in standard credit courses.

Distance Learning/Online Classes

Residents may choose to enroll in Distance Learning classes, but will still need to take a minimum of six (6) credits each semester in an on campus class.

Housing Academic Probation Policy

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

<i>Total Cumulative Credits Attempted Required</i>	<i>Minimum GPA</i>
9-25	1.50
26-40	1.75
41+	2.0

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 the grade of R.

Academic Appeals

Residents not meeting the minimum academic standards will have their housing contract cancelled. 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.*

CHECK-IN/CHECKOUT

Check-In Process

Upon your arrival, a staff member will check to make sure you have completed all the pre-check-in steps. If you haven't completed all the pre-check-in steps you may not be permitted to move in until all the steps are completed.

Each resident will also inspect the condition of the assigned room/apartment, sign the check-in form, and return it to a Resident Assistant or Mentor. It is the resident's responsibility to record any damages or missing furnishings on the check-in form.

Check-out Process

You will need to check out of your room at the end of the Spring semester or earlier if you are permanently leaving or are no longer enrolled in at least twelve credits.

How to do a Face-to-Face Checkout:

1. Contact a staff member to inspect the room/apartment.
2. The staff will record the condition of the room/apartment and inspect for missing items and damages.
3. You and a staff member sign the checkout form.
4. Return your keys to the Residence Hall Commons Front Desk and complete an Express Check Out Envelope with a staff member.
5. Professional College staff re-check every vacant room/apartment at the end of each semester. If additional damages are discovered that were missed during the initial check-out inspection the former residents will be charged.

How to do an Express Checkout:

1. Remove all belongings from your room.
2. Clean your room and return it to its pre-check-in condition
3. Return your keys to the Residence Hall Commons Front Desk and complete an Express Check Out Envelope.
4. Put the Express Check Out Envelope, with the keys inside, in the lock box.
5. Residents are held responsible for any damages found when the room is inspected after residents check out.
6. Professional College staff re-check every vacant room/apartment at the end of each semester. If additional damages are discovered that were missed during the initial check-out inspection, the former residents will be charged.

If the cost of damages and other amounts owed to the College 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 the College 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 not refundable.

ROOM CHANGES

Voluntary room changes are made within the first few weeks of the semester. Information regarding the Room Change period will be sent by e-mail to all residents at least one week before the Room Change period.

If a resident changes rooms without permission from the Resident Director, the resident will be fined \$100 and will need to move back to their original housing assignment. In addition, the resident may lose the ability to participate in the Room Change process.

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

1. A Roommate Agreement must be on file first.
2. If the Roommate Agreement is not working, roommates must request a mediation from a Resident Assistant or Mentor.
3. If the first mediation does not work, roommates must request a mediation from a Housing and Residence Life Professional Staff Member.
4. The Housing and Residence Life Staff Member will determine if a change of room can be accommodated.

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

Room Consolidation

Housing & Residence Life will also have a room consolidation process during the semester for residents that do not have roommates (and are not in a single room) after each assigned Room Change period or at any point in the semester. Residents who have contracted for a double room and do not have a roommate at these times will need to participate in room consolidation or 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. Residents can also request to be assigned by the Housing and Residence Life Main Office. Residents will need to contact the Housing and Residence Life Main Office with their choice. Failure to notify the Housing and Residence Life Office by the assigned deadlines 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. Residents may be asked to move to a different room during this process.

EMERGENCY PROCEDURES

Medical Emergency

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

1. Call 911 for an ambulance.
2. Contact Security (610-861-5588) and Housing & Residence Life staff

Students will bear the cost of all ambulance and medical expenses. NCC staff, including Resident Assistants and Mentors, cannot transport a student to the hospital.

FIRE SAFETY

Smoke Detectors and Sprinklers

The residence facilities are equipped with smoke detectors and sprinklers. It is a violation of Pennsylvania law to tamper with any fire safety equipment. Doing so could result in College disciplinary action, as well as state fines up to and/or exceeding \$500.

Residence Hall Fire Alarm Activation

For everyone's safety, residents and their guests must immediately evacuate the residence facilities 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 that basketball courts in the parking lot when exiting. Residents will experience unannounced fire alarms at least once a semester under the supervision of the Resident Director and Public Safety. All occupants 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.

Residence Hall Strobe Fire Alarm Lights

All Residence Hall restrooms and some Residence Hall rooms are equipped with strobe lights that activate when the fire alarm system is engaged. Students should make a note 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. Interested students can contact the Housing and Residence Life Office to request a room that is equipped with strobe fire alarms. Residents should discuss any requested accommodations with the Disability Services.

Residence Hall Evacuation Procedures

1. Residents and guests will evacuate the building by using the nearest fire exit and proceed to the grass area to the far right in front of the Residence Hall Commons parking lots.
2. Public Safety should be contacted at 610-861-5588.
3. The Resident Director or their designees will enter each room to insure that all occupants have exited the building.
4. Students may re-enter the building only after a staff member has deemed permission.

Apartments

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 Director and Public Safety. All occupants 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 off 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

1. Apartment residents and 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.
2. The Resident Director or their designees will enter each apartment to make sure that all occupants have exited the building.
3. Students may re-enter the building only after a staff member has deemed permissible.

Actual Fire

1. Call 911.
2. Evacuation procedures should be followed
3. Call Security 610-861-5588.

Fire Safety Training

Residents will receive information on fire safety and evacuation procedures during New Resident Orientation and at Floor/Apartment meetings. On-line fire safety education is also available to residents. *All new residents in the Apartments are required to participate in scheduled Fire Safety Training session within the first 3 weeks of each semester. Failure to do so may result in reassignment to the Residence Hall.*

Bomb Scare Threats

Students and staff receiving a bomb threat should call Public Safety immediately at 610-861-5588.

Missing Student Policy

To comply with federal law, if it is determined that a student for whom a missing person report has been filed has been missing for more than 24 hours, the College will notify the student's emergency contact and/or parent/legal guardian. If an emergency contact and/or legal guardian is not able to be contacted, the College will notify law enforcement.

NCC will request each year that all residents provide contact information in the event that the student would be reported officially missing during his or her tenure at the College. This information will be provided as the emergency contact in the Housing Portal (if contact is not listed, legal guardian or custodial parents will be contacted in this case).

If an NCC resident is suspected missing from the campus, immediately contact a member of the Housing and Residence Life Staff and Public Safety at 610-861-5588. All reports of missing persons made to the Housing and Residence Life Staff and/or Public Safety Department staff are followed up with an on-going investigation.

If it is determined by Public Safety that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours the College will:

- Notify the individual identified by the student as the emergency contact.
- If the student is under 18 years old, the college will notify a parent/guardian; and, in cases where the student is over 18 and has not identified a person to be contacted, the College will notify appropriate law enforcement officials.

Note: If a student is considered officially missing, is over the age of 18, and has not identified a contact person, the College must notify law enforcement in accordance with federal law.

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

SAFETY & EQUIPMENT

NCC believes in ensuring your safety the best way possible. All fire and safety equipment is to be used only as necessary. Its use or misuse must be reported to the Housing and Residence Life Office and Public Safety immediately so that it may be restored to useful condition.

Fine/Discipline

Any person responsible for arson, tampering with or theft of any college-owned fire equipment (smoke alarms, pulled fire alarms, extinguishers, sprinkler heads, etc.) or who fails to leave the building during any fire alarm may be subject to a \$500 fine and minimum two-week suspension from housing and local enforcement penalties. If no one is found guilty of the violation, then the following may take place:

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

Automatic Door Closure

Automatic door closures are considered fire safety equipment. Therefore, tampering with this equipment is a fire safety hazard and subject to disciplinary action.

Cleanliness/Damage Billing

Students shall 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 damages in common areas cannot be determined, all residents who use the space (have access to the space) will share proportional financial responsibility.

Residents are expected to practice customary personal hygiene and maintain a safe, clean and sanitary living environment. Trash cannot be stored in hallways, bathrooms, or outside of apartments/rooms. Trash can be disposed of at one of the conveniently located exterior dumpsters or trash collection cans.

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 at the end of each semester/summer session or turned over to law enforcement agencies.

Hazardous Materials

Ammunition, blasting caps, dynamite, embalming chemicals, explosive devices, fireworks, flares, gunpowder, 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, 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 coffeemakers must have automatic shutoff features. Microwaves are permitted. For a more detailed list of prohibited items please refer to the list in the back of this handbook.

Candles

For reasons of safety, the possession of candles is prohibited in the residence facilities. If a candle is discovered in an Apartment bedroom/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.

Smoking

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

Weapons

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

Air/Pellet Guns	Knives (longer than 3")/cooking knives
Water guns	Pellet, BB & Paint Ball guns
Machete	Swords
Metal Knuckles	Switch Blades
Fire arms	Nun chucks
Bow/Arrows	Straight razors & cutting instruments
Toy gun/replica	Tasers

Academic programs that require residents to use tools/lab equipment/cooking utensils that are classified by College officials as potentially dangerous items cannot be stored in the residence facilities. Students possessing these objects will need to arrange for safe storage of those items outside of the residential facilities.

RIGHT OF ENTRY/ROOM SEARCH

Right of Visual Inspections

NCC has the right to permit Housing and Residence Life staff to visually inspect students' rooms/apartments for cleanliness, health & 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.

A. Health and Safety Inspections

The Housing and Residence Life staff will conduct scheduled inspections. Residents shall be present (if possible) 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.

B. Term Breaks

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

C. Law and Order/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 an emergency situation. Contraband discovered by coincidental means will be confiscated and used for disciplinary proceedings.

What if I refuse to allow staff to enter my room/apartment?

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 a College 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.

Right of Search

A College 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 of privacy of its students. A right to search form signed by the staff member conducting the search should include the following:

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

What exactly are they allowed to search in my room/apartment?

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

back packs	bedding	cabinets	ceiling tile
electrical appliances	closets	desks	dressers
handbags	heat pumps	light fixtures	luggage
packages	pocketbooks	purses	shelves
trunks	wall ornaments	foot lockers	HVAC units

*Note: The College has the right to cut off locks as deemed necessary.

Staff will attempt to inform the student(s) of the intent to search; however, the search may be conducted in the absence of the resident(s). If this is done, they shall be informed after the fact and receive a copy of the Right of 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 College authorities when violations of the Student Code of Conduct and/or Housing & Residence Life policies occur.

Search of Parcels

NCC reserves the right to request to search parcels (back packs, 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.

ALCOHOL & DRUGS

Alcohol & Alcohol Paraphernalia

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

Alcoholic beverages/containers confiscated will be turned over to Public Safety or law enforcement agencies.

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/Shot glasses
- ◆ All alcoholic beverage containers, (i.e. beer cans, beer bottles, wine bottles, whiskey bottles, etc.)
- ◆ Or any other item Housing and Residence Life staff defines as an alcohol container.

Drugs & 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 college disciplinary procedures, 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 of 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.

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
- ◆ Or other items the Housing and Residence Life staff 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.

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 member has the right to require the non-resident to leave the College property. If a guest cannot secure a ride or is unable to leave campus on their own, the local police may be called. Any expenses incurred will be the responsibility of the non-resident or their host. Residents are responsible for the actions of their guests.

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 have a safe and fun visit!

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

A guest is defined as any person who is not listed in the Residence Hall Commons building roster or does not live in the Residence Hall Commons. A resident should **NEVER LEND THEIR NCC I.D.** or **ROOM KEY** to **ANYONE**. All residents must receive verbal consent from roommate(s) in having guests.

Residents

Apartment and Residence Hall Students will be required to scan their NCC ID each time they enter the Residence Hall Lobby. Please review the Guest Policy and Overnight Guest Policy posted in the Residence Hall lobby.

Residence Hall

Front Doors - For the safety of the Residence Hall Community the entrance doors of the building are locked 24 hours a day. All residents are issued an NCC Photo ID proximity card to gain access. Guests should be encouraged to call residents in advance to make arrangements for the resident to meet the

guest when arriving at the Residence Hall Commons. It is a Visitation Violation to grant non-residents access to the building.

Back Door – Residents’ access cards will work on the Residence Hall Commons back door from 6:00 am–6:00pm. If not during those hours, an alarm will go off when opening that door. Residents will be held responsible for setting off this alarm. Also, allowing non-residents in this door will be considered a Visitation Violation. **All Guests Must Check In at Front Desk!**

Visitation by non-residents is permitted at the following times:

Monday – Friday 6:00am – 11:45pm

Saturday – Sunday 12:00pm – 11:45pm

A picture ID (*only state issued ID Cards, Drivers Licenses, and NCC school ID will be accepted*) is required for all non-residents and they need to be signed in upon entering the Residence Hall from **6:00am – 11:45pm**. The guest’s ID will be left at the Residence Hall Front Desk until signing out. Guests are required to sign in and sign out at the Residence Hall Front Desk. The residents are responsible for the conduct and damage incurred by their guests. During extenuating circumstances, visitation may be restricted in the building. Residents living in a Residence Hall room are allowed no more than 7 guests at one time. Residents living in an Apartment are allowed no more than 12 guests at one time. Violating this will result in disciplinary action.

Escorts

All non-residents must be escorted at all times. The only exception to the escort 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 non-resident (*i.e. family, friend, or NCC student*) is found in a room in violation of the visitation/escort policy, the resident the person is signed in with and the resident the guest is with will be subject to disciplinary procedures.

Residence Hall Overnight Visitation

All overnight guests must be signed in at the Residence Hall Front Desk after 6 pm each night visiting. Residents must request permission from their roommate prior to having an overnight guest. If a roommate reports they did not approve an overnight guest, the guest will be asked to leave the Residence Hall at that time. Final approval for overnight guests will be determined by Housing & Residence Life. Guests can be asked to leave at any time.

There will be no overnight guests permitted during the first and last week of classes each semester, Reading Day, and Final Exam Week each semester.

Residents must have verbal consent from his/her roommate(s) regarding overnight guests. Should a resident not desire guests in the room, the whole room and/or apartment will not be allowed guests until both/all residents come to an agreement.

Residents are allowed one (1) overnight guest at a time. Residents can only have an overnight guests two (2) nights a week maximum, including weekends. A guest can only stay overnight two (2) nights a week maximum, therefore staying with different residents will not restart the count within that same week. Residents are allowed a maximum of 15 overnights a semester (this includes weekends).

Residents must sign in their overnight guests Monday-Sunday via the Guest Log at the Front Desk. A guest must have/leave their photo ID at the Front Desk while visiting (State ID, Driver's License, or NCC School ID only). Residents must escort guest at all times.

Apartment Residents & Residence Hall Visitation

Apartment residents are welcomed and encouraged to visit the Residence Hall. 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 guests at the Residence Hall Front Desk when entering the Main Residence Hall facility, and they must follow all visitation policies.

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

Apartments

Apartment visitation privileges are unrestricted and left to the discretion of the apartment occupants. Overnight guests are permitted with the approval of all residents within the apartment. However, 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. 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 & Residence Life staff reserves the right to restrict overnight visitation in the apartments. In addition, violations may result in relocation to the Residence Hall from the Apartments.

Visitor Code of Conduct

As part of NCC's mission to provide excellent, accessible and comprehensive learning experiences to students, the College expects all individuals to conduct themselves in an appropriate and civil manner while on College property and at College-sponsored events. If a visitor engages in conduct that is not compatible with the College's function as an educational institution, and does not cease such conduct when requested, he/she may lose the privilege to be on College property. If asked, such visitors shall leave College 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 College property
- Possession or consumption of illegal substances on College property
- Consumption of tobacco inside College buildings 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, or 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 College policies or local, state, or federal law
- Stealing, defacing, or intentionally damaging College property or the property of students, employees, or other visitors
- Failing to comply with the reasonable requests of College 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.

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 a 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 the same time.

STUDY HOURS (QUIET HOURS)

During the semester, study hours are in effect. During this time, residents are asked to keep noise and volume at a minimal level:

10:00pm – 9:00am

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, twenty-four hour study hours will be enforced.

HEALTH ISSUES

Hours

The Health Center is open 8:30am–4:00pm Monday through Friday during the academic year and is located in the College Center, 1st 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 College Health & Wellness Center prior to check-in. Returning residential students must have up to date requirements before clearance will be given to return to housing.

Medications/Illness

The Health & Wellness Center 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 Physical Plant in order to dispose of them permanently. Do not store the used 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

- A. The Health & Wellness Center 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.
- B. If authorized by the Health & Wellness Center, the Housing & 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 residential students are required to pay a \$50 Health Center fee per semester. This fee is non-refundable.

Smoking

Smoking is prohibited in the Apartments and Residence Hall. Smoking is allowed in the designated areas on campus. On behalf of students and staff whose health is impacted by second hand smoke, your cooperation is appreciated.

How to Quit Smoking

Learn how to quit smoking by contacting the Health & Wellness Center for resources, or from one of the websites listed below.

American Cancer Society Quitting guide	www.cancer.org
Center for Disease Control and Prevention	www.cdc.gov/tobacco
Office of the Surgeon General	www.surgeongeneral.gov
Resources to Quit Smoking	www.cdc.gov/tobacco/how2quit.htm
Gotta Quit	www.gottaquit.com

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.

SECURITY ISSUES

Campus Safety Annual Report

As part of the College'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.

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 about 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 at 610-861-5588.

Lockouts

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

1. Contact Public Safety at 610-861-5588.
2. Public Safety will meet the resident at his or her room/apartment and provide access.
3. Public Safety will ask for photo identification to ensure verification of the resident.
4. Each resident will receive 3 courtesy lockouts per semester. After the 3rd lockout the resident will be charged \$15.00 per lockout.
5. Lost room keys or mailbox keys should be immediately reported to Public Safety or the Resident Director.
6. If a resident reports a key lost/stolen to Public Safety they will only be charged one lockout fee until the key is replaced or the lock re-keyed.

Residence Hall Security System

The security system door is only accessible to residents and certain College personnel via the NCC photo ID proximity access card. In case of loss or theft of card, the student should report it immediately to CC 200, where the Spartan’s Card Office is located. Residents will have to pay \$10.00 for a replacement card. After business hours, a lost/stolen ID Card should be reported to the Resident Director or Public Safety. Exterior doors to the Residence Hall are locked at all times. Only residents who have been issued access via their Photo ID proximity access card will be able to open the doors. The Residence Hall interior living quarter doors are locked at all times.

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 6:00pm and 6:00am. During that time, all residents will need to gain entrance to the Residence Hall Commons through the main front door. Residents will need to scan their Student ID at the front door and may be asked to scan their ID at the Residence Hall Commons Front Desk.

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 the exterior doors may be subject to disciplinary actions including an automatic \$25.00 fine.

Vehicle Registration

Residents will need to register their vehicles with Public Safety. This can be done by completing a Vehicle Registration Form and placing the parking decal in the designated location on the vehicle. The Vehicle Registration Form will be available at Residence Hall check-in and from Public Safety.

Body Cameras

Public Safety may be wearing body cameras at any time. These cameras may 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.

INAPPROPRIATE BEHAVIOR

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 civil authorities. In addition, failure to abide by state and local laws, off or on-campus, may result in College disciplinary action. Furthermore, inappropriate off-campus behavior may impact your housing status.

Abusive Behaviors

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

Disorderly Conduct

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

- Excessive noise (i.e. 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 and 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 College resources (i.e. phones, computers, copiers, email, etc.)
- Failure to identify upon request or comply with a Housing & Residence Life Staff member or College official while performing their duties.
- Violations of any Federal, State, Municipal, Civil laws or College policies/procedures.
- Disrupting behavior to the community.

Audio & 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 restrooms.

Off-Campus Behavior

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

Sexual Assault

DEFINITION OF SEXUAL ASSAULT

PA law defines Sexual Assault as rape, attempted rape, unwanted touching of intimate parts of another person, or subjecting a person to physical sexual contact against his/her consent or without his/her consent. Any person whose judgment is impaired by alcohol or other controlled substances, or is unconscious, will be considered incapable of giving consent. For information regarding sexual assault, consult the [Student Handbook](#).

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 & Residence Life Office, or Public Safety. A detailed description of the violation should be reported preferably 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](#).

The College reserves the right to notify parents/legal guardians of incidents in the residence facilities in accordance with guidelines established by the Family Education Rights and Privacy Act. The College 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 the Housing & Residence Life Office, 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.
- **Eviction-** Termination of Housing Contract.
- **Dismissal** – Removal from Northampton Community College indefinitely. This includes exclusion from on-campus housing and College facilities and general grounds or parking lots surrounding the housing facilities and College, including activities sponsored by the Housing & Residence Life Office and College.

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

Disciplinary Appeals

A disciplinary decision made by a Resident Director may be appealed to the Assistant Director of Housing and Residence Life; 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 college disciplinary procedures as stated in the [Student Handbook](#).

Criminal History

A resident student must notify the Assistant Director of Housing & Residence Life of any criminal charges and convictions that occur after a Housing Application is completed. This information is collected on the Housing Application, and therefore, applicants and residents must update the Assistant Director of Housing & Residence Life of any changes to this. Failure to do so may result in termination of the Housing Application or Housing 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 College officials for violation of a College regulation on campus only in cases where off campus behavior poses threat to the health, safety, or well-being of the College and its students, or when the conduct adversely affects the College's educational mission and/or objectives.

MEAL PLANS

All students in the Residence Hall are required to purchase a meal plan for Residence Hall students. First semester residents assigned to the apartments must purchase at minimum a meal plan from the apartment meal plans. After one semester of on-campus living, apartment residents are not required to have a meal plan. Meal plan credits and Flex dollars are non-refundable and expire at the end of each semester and do not carry over to the next semester.

(The College is not responsible for any authorized or unauthorized use of the card.)

Meal quantities, flex amounts and prices are per semester.

Group A Plans:

19 swipes/week	\$1,860/semester	Flex \$200
14 swipes/week	\$1,730/semester	Flex \$200

Group B Plans (Apartments only):

75 Meals	\$975/semester	No Flex
0 Meals	\$550/semester	Flex \$550

Meals and food are served in the Dining Hall Commons inside the Residence Hall Commons. Meal credits can be used any time during operating hours 7:00am-7:00pm, multiple times per day. Unused meal credits and flex dollars are non-refundable and expire at the end of each week. Flex dollars are money students can use in the College Center Food Court and Late Night Window in the Residence Hall Commons.

Meal & Flex Balances

Want to know how much is left on your account? Account balances can be checked at the registers at the Food Court, Dining Hall or Late Night Window. Just ask the cashier to tell you how much you have left in your meal plan or flex dollars.

Meal Cards

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

Lost or Stolen Meal Cards

Immediately report lost or stolen photo ID cards to Public Safety at 610-861-5588. During business hours, go to College Center 200 and the Housing & Residence Life Office to report a lost/stolen card. Replacement fee is \$10.00.

Meal Plan Suspensions

A student's meal plan may be suspended for failure to comply with College policies/procedures, non-payment of College fees, incomplete Health Form, failure to follow the instructions of a College official, etc. Students with outstanding financial balances will not be able to upgrade their meal plan without prior clearance from the Bursar's office.

Meal Plan Upgrade/Downgrades

Meal plans can be upgraded or downgraded up until check-in. Meal plans can be adjusted during the first two weeks of the semester. Please send an email to residencelife@northampton.edu to adjust your meal plan.

Refunds

Meal plans are fully refundable prior to check-in. The meal plan is refundable on a pro-rated basis up through the 4th week of the semester. Meal Plan flex starting balance is non-refundable after check-in.

Processing Fees

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

Semester Breaks

The meal plans are not valid during semester breaks, Spring break, and Holiday breaks when the residence facilities are closed. The Dining Hall Commons and Late Night Window are closed during term breaks, Holiday breaks, Spring break, and summer sessions. The College Center Food Court operates on a reduced schedule during term breaks and summer sessions (see "NCC Calendar"). Flex dollars are accepted whenever the Food Court and Late Night Window are open during the semester.

Re-assignments

First semester residents who relocate from the Residence Hall to the Apartments during the semester are required to purchase a meal plan. A Meal Plan from Group B is the minimum pro-rated plan they can purchase.

Special Diets

Residents with special dietary needs can contact the Office of Disability Services, College Center 2nd Floor, Room 250.

Inclement Weather College Closings

If the College closes due to inclement weather conditions, meals may be served in the Dining Hall Commons according to the following schedule:

Brunch	11:00am - 12:00pm
Dinner	4:00pm - 5:00 pm

**If changes are made to this schedule, residents will be notified, updates to the hours will be posted on the Dining Hall Doors.*

College closing phone hotline is 610-861-4595

SUMMER HOUSING

Eligibility

Only those 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 cumulative grade point average policy

Occupancy will commence and terminate according to the Summer session schedule in which you are enrolled.

Residents may choose to enroll in distance classes; however, 3 credits must be a traditional on-campus credit class. Residents must be registered for Summer classes 1 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.

Single and double occupancy room options are usually offered. Historically, less than 40 students reside on campus for each Summer session.

Fall Lottery

Selection for Summer housing does not guarantee a Fall housing assignment. The lottery system determines all Fall housing assignments. Summer housing does not change the priority of room assignment for the Fall semester.

Deposit

A \$100.00 housing security deposit will be required for the Summer session. Current residents will have their Fall/Spring deposit applied to the Summer Housing Contract. Deductions for Fall/Spring will have to be re-addressed prior to Summer check-in.

Reduced Services

The Residence Hall front desk will not be staffed. Residence Life staffing levels will be reduced to correspond to the limited student population. Traditional athletic, social, cultural and educational activities will not be offered. Health and Wellness Center Services may be reduced during the Summer.

Summer Rates

Summer 2019 room rates for a double occupancy is \$993.00 per session. Single occupancy, if available, is \$1,232.00 per session. All room fees are due by the date specified on the Summer Housing Contract and bill. Failure to pay the bill in full by the specified date allows the College to terminate your Summer Housing Agreement.

RATES QUOTED ARE FOR SUMMER 2019. RATES MAY BE ADJUSTED FOR SUBSEQUENT SESSIONS.

Summer Refunds

The summer rent is refundable on the following pro-rated basis if the following conditions are met:

- Request for room rent refund is submitted in writing to the Housing and Residence Life Office
- Resident formally checks out of the room

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

100%	Withdraw prior to summer check-in
50%	Withdraw during first week of class
0%	Withdraw second week

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

Storage/Possessions

Unfortunately, we do not have adequate space to offer summer storage for any student.

Summer Calendar

The college operates on a four-day schedule during the summer months. All College offices are closed on Fridays.

Summer Renovations

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

Summer Visitation

- Visitation hours are from 10:00am–12:00am, Monday–Sunday.
- Guests do not have to be signed in, but they must be escorted per the escort policy.
- One overnight guest is permitted on Friday, Saturday and Sunday nights only.
- Overnight requests must be completed and approved by Housing and Residence Life staff.
- The main door, back door, and patio doors to the Residence Hall Commons will only be accessible with a proximity access card.

NCC reserves the right to make additional rules and regulations as, in the judgment of the College, may be needed for safety, care, maintenance, operation and cleanliness of the building for the preservation of good therein, which when so made, and notice given to residents, shall have the same effect as if originally made part of this publication for the premises.

BUILDING AND GROUNDS

What Are Restricted Areas?

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

FREQUENTLY ASKED QUESTIONS

Where Can I Store My Bike?

Bikes can be stored in your room with the consent of your roommate or on the bike rack. Motorized bikes, scooters or Segway's are not permitted in the residence facilities. Bikes can not be stored in public areas or affixed to any other exterior location except the bike rack. At the end of the Spring semester any bikes left on the bike rack will be removed and disposed of.

Can I Decorate My Room/Apartment?

Students are not permitted to construct items that attach to walls, ceilings, floors or the exterior of the building. Decorations cannot be combustible. Decorations and furniture must not block windows, the HVAC unit, or doors. Sheets, etc. hanging in front of the room entrance are not permitted inside the room. Live Christmas trees are not permitted. Residents can decorate their exterior door with materials that are viewed as non-offensive by Housing and Residence Life Staff and don't promote alcohol, drug abuse, harassment or violence.

Who Cleans My Room?

Residents are responsible for keeping their rooms or apartments clean and sanitary. College staff will clean restrooms and public areas including the apartment hallways.

I Have A Fridge and Microwave, Can I Use Them?

Microwaves and refrigerators (maximum of two – 1.5 cubic feet or one – 2.5 cubic feet) are permitted.

Can I Move My Furniture?

Your bed is bunk-able, and a work order must be put in to bunk beds workorder@northampton.edu. Furniture is not to be removed from rooms or public areas. Residents will be held responsible if furniture is found in their room from the public areas and subject to a \$25.00 fine.

What If My Room Needs Repairing?

You can contact the Physical Plant Office directly for maintenance or custodial issues. During the Fall/Spring/Summer semesters the Physical Plant office is staffed from 8 am to 5 pm or you can email them at workorder@northampton.edu Please note that staff from the Physical Plant may enter your room when you are not there to address/fix your concern.

When e-mailing maintenance, include the following information:

- Room/Apartment number
- Your name and phone number
- How long have you had the problem (e.g., overhead light out two days)
- Be as specific as possible when describing the issue

For emergencies, etc. (i.e. overflowing toilet) holidays/weekends/evenings contact a Housing and Residence Life staff member or Public Safety at 610-861-5588.

Can I Play Hall Sports?

Residence Facilities are very busy places. For safety reasons athletics, biking, roller-blading, skateboarding, hallway games, or similar activities are not permitted in the residence facilities.

Will I Be Able to File Share and Download Games in My Room?

The high speed internet ports in your room are blocked to prevent file sharing and gaming. If we opened up the ports to allow gaming it would reduce performance and increase the chance of viruses.

Where Do I Take My Trash?

NCC provides trash collection. Personal trash is to be disposed of in the outside trash receptacles. Individuals who leave trash in Residence Hall public areas or outside of the apartments may be fined.

How Do I Acquire Lightbulbs?

Apartment residents are only responsible to replace burned out light bulbs in their apartment. The Physical Plant department will replace all florescent light bulbs in the residence facilities.

Can I Remove My Window Screens?

Any screen tampered with or removed is subject to a disciplinary fine.

Are Halogen Lamps Allowed?

Halogen and torchiere lamps are **not permitted** in the Residence Hall or Apartments.

What If I Get Locked Out of MY Room/Apartment?

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

1. Contact Public Safety at 610-861-5588.
2. Public Safety will meet the resident at his or her room/apartment and provide access.
3. Public Safety will ask for identification to insure verification of the resident.
4. Each resident will receive 3 courtesy lockouts per semester. After the 3rd lockout the resident will be charged \$15.00 per lockout.
5. Lost room or mailbox keys should be immediately reported to Public Safety and Housing and Residence Life staff. Replacement of a bedroom key is \$50.00. Replacement of a mailbox key is \$15.00. Replacement of an Apartment fob is \$50.00
6. If a resident reports a key lost/stolen to Public Safety, they will only be charged one lockout fee until the key is replaced or the lock re-keyed.

Can I Duplicate My Keys?

No, the unauthorized possession, duplication, alteration, lending, or defacement of any key or photo ID or illegal entry of any room is prohibited.

What If My Keys/ID is Lost or Stolen?

Lost or stolen keys/Photo ID must be reported immediately to Public Safety at 610-861-5588 and Housing and Residence Life staff. The student will be charged for the replacement of the key and under certain circumstances will be charged for the re-keying of the lock. The student will need to go to College Center 200 during business hours to get a new photo ID.

Can I Have Pets?

Residents are not permitted to keep live animals, reptiles, or birds in the residence facilities. Fish in a 10 gallon, well maintained, aquarium are permitted with the consent of all residents assigned to the room/apt. The student will be responsible for any costs incurred to the College for the removal of an unauthorized pet. Seeing-eye dogs are permitted. Emotional Support and Service animals need to be approved by the Office of Disability Services prior to arriving on campus.

How Do I Get a Photo ID?

IDS are taken daily from 9:00am-5:30pm Monday through Thursday, and 9:00am–3:00pm on Friday in College Center 200. There is no initial cost for a photo ID, but the replacement cost is \$10.00. You must present a valid photo ID to obtain a college ID (i.e. valid driver’s license, passport, etc.) Please note these hours are subject to change.

Can I Have a Vehicle On Campus?

Yes! Students may park in any of the parking lot areas. Any unlicensed, unregistered or abandoned vehicle will be towed at the owner’s expense. Residents must fill out a Vehicle Registration Form and have a resident parking sticker on their vehicle. These forms can be obtained from Public Safety.

Can I Live On Campus During Term Breaks?

Only residents participating in college-sponsored events (i.e. classes, labs, clinicals, athletics, etc...) or international students are eligible for term break housing. Residents interested in term break housing need to apply before the dates listed in the Residence Life Handbook calendar. A \$30.00 late fee will be charged to late applicants approved for term break housing.

HOUSING & RESIDENCE LIFE CALENDAR

FALL 2019

Classes Begin	August 26
Labor Day Holiday	September 2 (No Classes)
Fall Break	October 14 &15 no day classes October 14 evening classes meet October 15 no evening classes
Thanksgiving Holiday	Term break application deadline November 20 Residence Facilities close 6 pm, November 27 Residence facilities re-open 2 pm, November 30
Reading Day	December 16
Examination Period	December 16-21
FA - SP Term Break	Term break application deadline December 11
Residence Facilities Close	6 pm December 21

SPRING 2020

New student check-in	January 10
Returning student check-in	January 12
Classes begin	January 13
Spring Break	Term break application due March 2 Residence Facilities close 6 pm March 6

	Residence Facilities re-open 2 pm March 15
SP20 - Sum I Term Break	Term break application deadline May 1
Reading Day	May 5
Examination Period	May 5-11
Residence Facilities close	10am, May 12

Calendar subject to change based on the posted Academic Calendar

2019- 2020 MEAL PLAN CALENDAR

Fall 2019 Meal Plan Calendar:

Meal Cards	Activated	Aug 26
Fall Break		
Dining Hall Commons	Regular hours	Oct. 14, 15
Thanksgiving Holiday		
Dining Hall Commons	Last Board Meal	Lunch, Nov 27
Dining Hall Commons	Re-opens 2 pm to 7 pm	Dec. 1
Fall Closing		
Dining Hall Commons	Last day operation	Dec. 21

Spring 2020 MEAL PLAN CALENDAR

Meal Cards	Activated	Jan 13
Spring Break		
Dining Hall Commons	Last board meal	Lunch, March 6
Dining Hall Commons	Re-opens 2pm – 7 pm	March 15
Spring Closing		
Dining Hall Commons	Last day operation	May 11

Calendar subject to change based on the posted Academic Calendar.

Can Anyone Help Me?

LOCAL SUPPORT GROUPS AND HOTLINES

CRISIS HOTLINES

Crime Victim’s Council (Rape/Sexual Abuse): 610-437-6611

Crisis Intervention (For Potential Suicide): 610-782-3127

Lehigh County: 610-782-3127

Monroe County: 800-338-6467

National Suicide Prevention Lifeline: 800-273-8255

Turning Point (Domestic Violence): 610-437-3369

Veterans Crisis Line: 800-273-8255 (press 1)

SUPPORT GROUPS

Alcoholics Anonymous: 610-882-0558

AIDS Support Group: 610-954-4772

Depression Support Group: 610-954-3012

Eating Disorder Support Group: 610-799-6734

Homicide Survivors Group: 610-437-6611

LGBT Community Center: 610-347-9988

Narcotics Anonymous: 610-439-1998