

The logo for Meridian Community College features a black silhouette of a mountain peak at the top. Below the peak are two horizontal black lines. The text "MERIDIAN" is written in a large, bold, serif font, and "COMMUNITY COLLEGE" is written in a smaller, bold, serif font directly below it. Another set of two horizontal black lines is positioned at the bottom of the logo.

MERIDIAN
COMMUNITY COLLEGE

Residence Life
Handbook
2010-2011

NEED MORE INFORMATION?

Meridian Community College seeks to serve this community in the best way possible. The people listed below can assist prospective students in accessing information. Inquiries may be sent to Meridian Community College, 910 Highway 19 North, Meridian, MS 39307-5890. The telephone number is 601-483-8241 or toll free 1-800-MCC-THE-1. The fax number is 601-484-8701.

Academic Programs	Michael Thompson Dean of Academic Affairs 601-484-8668
Admissions, Catalog Requests, Recruiting	Angela Payne Director of Admissions 601-484-8895
Adult Basic Education, GED Preparation.....	Jennifer Whitlock Adult Education Chairperson 601-484-8624
Advising & Retention	Adam Stewart Director of Advising and Retention 601-484-8895
Athletic Programs	Hilary Allen Athletic Director 601-484-8699
Business Office	Stephanie Holifield Business Office Manager 601-484-8694
Campus Life	Brandon Bridges Campus Life Director 601-481-1340
Career Development Center	Darlene Mayatt Career Center Director 601-481-1327
Residence Life	Stanley Triplett Director of Resident Life 601-484-8894
Records	Ashley Jones Registrar 601-484-8626
Disabled Student Services	Kim McNeel Special Populations Coordinator 601-484-8777
Financial Aid	Nedra Bradley Financial Aid Director 601-484-8674
Fitness Center	Wade Heggie Center Director 601-484-8773
Success Center	Cathy Webb Success Center Director 601-484-8772
Campus Police	601-484-8620
Campus Housing	601-484-8894
College Crossing	601-485-8878
Thornton Hall	601-484-8643
Eagle Hall	601-693-5511

MCC Student Housing Handbook

Meridian Community College Mission Statement

Meridian Community College is a public institution of higher learning dedicated to improving the quality of life in Lauderdale County, Mississippi, and surrounding areas. Through campus-based and distance education programming, MCC serves a diverse student population and accomplishes its mission by providing equal access to:

- Courses leading to the Associate in Arts Degree and/or transfer to senior colleges and universities;
- Associate of Applied Science Degree and occupational certificate programs, and customized workforce training, leading to entry-level and/or enhanced employment opportunities;
- Continuing education courses designed for personal and/or professional enrichment, student support services, cultural enrichment events, and adult basic and developmental education programs designed to equip students for expanded opportunities.

Housing and Residence Life Mission Statement

The mission of the office of housing and residence life is to provide a residential experience which supports the academic mission of MCC and extends the student's education beyond the classroom. To meet our mission, we perform the following basic functions within the housing and residence life area:

- Provide affordable, safe, secure, clean accommodations that are conducive to learning.
- Provide efficient, cost-effective room assignments and administrative services.
- Provide and actively recruit student participation in experiences to assist new students in their transition to MCC.
- Provide and actively recruit student participation in experiences to facilitate their individual development as a total person.

- Establish guidelines that provide structure for compatible and cooperative community living.
- Provide and actively recruit student participation in community development.
- Provide and actively recruit student participation in interpersonal experiences to increase understanding of diversity.
- Provide students with the opportunity for participation in leadership, recreational, personal, social, physical and ethical development activities.

Housing and Residence Life Staff

Director of Residence Life

The Residence Life Director is responsible for overall housing matters. The residence hall staff: composed of a Residence Hall Supervisor and Resident Assistants, supervise the everyday operation of the residence hall. The business office staff, security staff and custodial/maintenance staff provide support services.

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Residence Hall Supervisor

The Residence Hall Supervisor is a professional MCC staff member. The supervisor lives in an apartment located near the lobby in the residence hall. The supervisor's major responsibilities include developing an atmosphere that is conducive to the personal growth and development of students, providing efficient administration of the residence hall, providing personal assistance to students in a variety of areas and maintaining an environment that promotes the safety and security of students.

Resident Assistants

The Resident Assistants (RA's) are full-time students selected by the Director of Residence Life to work with residents living on each floor. RA selection is based on the student's demonstration of leadership skills, interpersonal skills and a sincere interest in helping others. Interested students can contact their Residence Hall Supervisor for more information about applying for these positions.

Campus Police

The campus police department provides patrol of the campus 24 hours a day including security in the residence halls. Campus Police officers are responsible for a full range of public safety services, including all crime reports, investigations, medical emergencies, fire emergencies, traffic accidents, enforcement of federal and state laws, rules and regulations of the college and all other incidents requiring security assistance.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty or staff member.

For emergencies, call campus police at:

Main Office: 601-484-8620 (campus ext. 620)

College Crossing Guard House: 601-484-8874 (Campus Ext. 874)

Cell #: 601-938-0072 or 601-938-0074

Maintenance or Repair Requests

At all residence halls, requests should be reported to your Resident Assistant or Residence Hall Supervisor. Once this request has been made, a work order is turned into the maintenance department responsible for all campus repairs. You may be charged for necessary repairs if items in your room are misused.

Custodians/Housekeeping

The residence hall housekeeping staff regularly cleans all public areas. Students are responsible for cleaning their own rooms. The residence hall staff will conduct room checks for any health or safety hazards, as deemed necessary. Students are responsible for providing their own cleaning supplies. The Residence Life Director and the Residence Hall Supervisors have the right to enter any resident's room at any time for reasonable health and safety inspections.

Residence Hall Policies and Procedures

Residence Hall Eligibility

To be eligible to reside in a residence hall or apartment, you must be a full-time student at MCC. You must be enrolled in at least 12 hours per semester to stay in housing. If you drop below 12 hours at any point during the semester, you will be dismissed from housing. At any point in time that you drop below 12 hours, you will also receive a class “B” violation therefore placing you on probation. If you do not add classes or become reinstated to at least 12 hours, you will be immediately dismissed from campus housing.

Housing for Disabled Persons

MCC does not exclude any person with a disability from residential living. This is in compliance with the Americans with Disabilities Act of 1990 (ADA).

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For information regarding ADA, or, if you will need reasonable accommodations while attending MCC, contact Kim McNeil, ADA Coordinator, at 601-484-8777.

Immunization

All students living in MCC campus housing are required to present a proof of immunization. A copy of the Certificate of Compliance is required prior to moving into campus housing. The immunization required is the MMR (Measles, Mumps and Rubella).

Payment of Housing Fees

The full amount of the room fee is due prior to moving in, unless arrangements have been made with the business office for scholarship, grant, or other financial aid. You must have clearance from the Business Office before checking in to campus housing. If housing fees are not paid within the arranged period, you will be dismissed from housing.

Room Changes

A request for a room change must be submitted to the Residence Hall Supervisor after you have checked into the hall. All room changes must be approved by the Residence Hall Supervisor. Any student who makes an unauthorized move is subject to disciplinary action. No room changes will be made in the first two weeks of each semester. After two weeks any rooms that are not full will be consolidated; if at this time you wish not to be consolidated you will be charged for a private room.

Room Entry

MCC reserves the right to enter a student's room for maintenance and safety measures, as well as in the event of an emergency which may jeopardize the well-being of the occupant or other students in the hall. MCC housing personnel may enter any room at any time to perform health, welfare, and cleanliness inspections.

Check-Out

Rooms must be vacated in the same or better condition than they were at check-in, at the end of the spring semester by all residents. At the end of the fall semester, the same rule applies to residents who do not intend to return in the spring. Residents must vacate within 4 hours after their last final examination. Official check-out from the residence hall consists of removing all personal belongings (including all trash), a room inspection, return of all keys, and signing a room condition form. A check-out form must be filled out by the Residence Hall Supervisor or Resident Assistant upon returning the key.

Property left in residence hall rooms will be disposed of after check-out.

Any trash or personal items left in room will result in the loss of deposit and extra cleaning fees. Residents must make an appointment with their assigned RA to schedule a walk-through for check-out.

Residence Hall Closure Dates

Residence Hall closure dates are listed on the residence hall calendar located on the inside cover of this handbook.

Holidays

The College closes all residence halls during Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and Easter Break. All students must leave during these periods.

Refund of Housing Fees

A refund of the housing deposit will be made when you check out properly, and all rules have been followed. A deposit is refunded only when the room key is returned, proper paperwork has been filled out, there are no damages and the room is clean. If damages occur, the resident loses the deposit and will be charged for repairs, missing items, etc. Refund of housing fees will not be made to a student who moves from the residence hall unless he/she withdraws from MCC. Those students who withdraw from college within the first four weeks are entitled to a prorated refund from the business office unless they are suspended from the residence hall for disciplinary reasons.

Damages

At check-in you will receive a form that lists the general condition of the room and contents. This must be turned in to the Residence Hall Supervisor within 24 hours after check-in. You will be held responsible for the condition of the room at check-out based on the information provided on this form. The student is responsible for the condition of, and damages to, his/her room. The student shall reimburse MCC for damages or for loss of accommodations and furnishings. Damages to public areas shall be billed to the responsible student(s). A statement of damages is written by the Residence Hall Supervisor and sent to the Residence Life Director. A statement of charges is then sent to the Business Office. A hold will be placed on the student's record until amount is paid in full.

Withdrawal from MCC

You should be aware that proper check-out of the residence hall is a part of the withdrawal process from MCC. Students should follow the steps of checking out with his/her Residence Hall Supervisor. You have 12 hours to vacate the residence hall after withdrawing from MCC. Failure to do so will result in forfeiture of deposit.

Re-Application

Before the end of the fall and spring semesters, the housing office will provide residents with a re-application in order to determine their room requests for the upcoming semester. If you do not return the application to the Residence Life Director the reservations are canceled for the coming semester. By stating that you are not returning on the form, arrangements are also canceled.

Summer Term

Students living in the residence halls during the summer term must take a minimum of three hours per five-week term or six hours of full-term summer classes. A student may choose the option of living in the apartments for only one or two five-week terms with a minimum of three academic hours per term. Students are only housed in the College Crossing Apartments during the summer sessions.

Residence Hall Regulations

Student Conduct Behavior Code

All students living in the residence hall will be expected to conform to the Student Behavior Code, to respect the rights of others, and to have regard for the preservation of MCC property, as well as the property of others. The Student Behavior Code is defined in the MCC Catalog.

Fine Imposed Unacceptable Behavior

The purpose of this section is to outline different situations and types of unacceptable behavior where a fine will be imposed. The following will be subject to a fine of \$25 for the first offense, \$50 for the second offense, \$100

for the third offense and disciplinary action including, but not limited to, probation or suspension.

1. Public profanity, cursing or vulgarity
2. Smoking near any building entrance or smoking outside of designated smoking areas
3. Failure, refusal or inability to present a current MCC ID card upon request (must wear on visible location of one's person at all times when on College property)
4. Unauthorized entry to or use of College facilities
5. Unusually loud noise which creates a public disturbance including, but not limited to, shouting, use of portable radios, use of automobile radios, use of laptops or musical instruments.

Policy on Sexual Harassment

It is the policy of MCC, in compliance with federal law and in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at MCC is unacceptable conduct and will not be tolerated. Any unwelcome behavior of a sexual nature is defined as sexual harassment.

MCC's sexual harassment policy and guidelines outlining procedures for filing a complaint are in the MCC Catalog.

Room Key Responsibility

Room keys are issued by the Residence Hall Supervisor and are solely the responsibility of the residents to whom they are issued. Keys must be returned to the residence hall staff when a resident vacates an assigned room. A \$50.00 fee is charged to replace lost keys.

If a key is lost or stolen, the resident is responsible for reporting it to the Residence Hall Supervisor immediately and for paying to have the lock changed. Failure to return a key at the time of check-out will result in the loss

of the dorm deposit. There is a \$10.00 fine to have an MCC employee let a student into his/her room when they are locked out.

Room Cleanliness/Orderliness

It is the sole responsibility of each resident to provide the cleaning of his/her room and bathroom. It is the responsibility of all roommates to provide cleaning for the common areas. Inspections will take place periodically. Residents failing room inspection will receive a Class “C” violation by the Office of Residence Life.

Drug-Free Policy

Meridian Community College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol on college property or as any part of its activities. Therefore, the College informs all students and employees regarding illicit drug and alcohol abuse and use.

If a Student is found to be engaged in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, the College will initiate legal action or begin dismissal proceedings, or both, against the violator(s). MCC shall continue to inform and educate all students of the dangers of drug abuse. Should a student need counseling, referral or other assistance, the College will provide this assistance. This statement is prepared to comply with the “Drug-Free Workplace Act of 1989,” 34 CFR Part 85, Subpart F, and the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226). To comply with this act, any student convicted of a drug statute violation is required to notify MCC within five days of such conviction. Students found guilty of substance abuse may be suspended from campus housing and/or suspended from MCC for one or more semesters as determined by the Dean for Student Services or the Associate Dean for Student Services. For additional information related to the MCC substance abuse policy, contact the Dean for Student Services Office in Ivy Hall.

Alcohol Policy

Under MCC's drug-free campus, alcohol possession and/or use on any MCC property as well as off-campus MCC related activities or events are strictly prohibited. Those individuals determined to be in violation of the alcohol policy will be placed on disciplinary probation. In addition, the following actions will apply:

1. For the first offense, possession of alcohol on MCC property or an MCC related activity or event carries a \$100 fine, mandatory, confidential, alcohol counseling provided through the contracted mental health service provider and viewing of an alcohol violations presentation.
2. For the second offense, possession of alcohol on MCC property or an MCC related activity or event carries a \$200 fine and disciplinary suspension/dismissal from MCC.
3. If any fine is not paid by the end of the semester, a hold will be placed on the student's record.

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Tobacco Policy

Meridian Community College has specific guidelines for the use of tobacco products on campus. MCC prohibits tobacco use inside any facility owned or operated by MCC. The use of tobacco products is limited to designated areas. See the campus map for the location of all designated tobacco usage areas.

Smoking near any building entrance is prohibited. This policy applies to all students, faculty, staff and visitors. Violators will face a fine and could face further disciplinary action.

Violation Classifications

Residence hall violations are grouped into three main categories. All Class "A" offenses will result in immediate dismissal from MCC campus housing. Any combination of two Class "B" offenses in one school year will result in immediate dismissal from campus housing. Any two Class "C" offenses will equal one Class "B" offense.

Any offense that is not listed below will be assigned a class rating by the Residence Life Director, the Dean of Student Services, or the Associate Dean of Student Services.

Class “A”

1st Offense-Dismissed from housing & banned from housing for 1 academic year.

- Possession or use of drugs and /or paraphernalia
- Stealing
- Possession of firearm or knife (6 inches or longer)
- Use of club or other object used as a weapon or to threaten another individual
- Pulling a false fire alarm
- Calling in a false alarm
- Fighting
- Unauthorized use of school property (i.e., vehicles, machines, telephones, computers, FAX machines)
- Violation of MCC rules while on disciplinary probation
- Jamming open residence hall outside doors

Class “B”

1st Offense-\$100 fine & Violation Letter B

2nd Offense-Dismissed from housing & banned from housing for 1 academic year.

- Possession of alcohol (mandatory alcohol counseling)
- Smoking or use of any tobacco product
- Harassing other students
- Unauthorized visitors
- Public drunkenness (mandatory alcohol counseling)
- Failing room inspection
- Smoking or use of any tobacco product
- Possession of fireworks or explosives
- Arguing with an MCC employee when told to conform with MCC housing regulations
- Unauthorized presence in a room or hallway of a member of the opposite sex
- Unauthorized appliances
- Use of candles or incense

Class “C”

1st Offense-\$50 fine & Violation Letter C

2nd Offense-\$100 fine & Violation Letter B

3rd Offense-Dismissed from housing & banned from housing for 1 academic year.

- Loss of room or apartment key
- Excessive noise (includes car stereo in parking lot)
- Littering in residence hall or on campus
- Obscene language/music
- Failing room inspection
- Unauthorized room change
- Loitering in parking lots or breezeways

If you are dismissed for any disciplinary reasons, you are ineligible for any other MCC housing and banned from all MCC housing facilities for a period of time determined by the Dean or Associate Dean of Student Services.

Removal from Residence Hall

Removal from the residence hall is justified if a resident remaining in the hall would prove detrimental to either the residential community or the resident. The decision for removal from the residence hall will be made by the Dean of Student Services. Appeals of the dean's decision will be made to the Vice President's Administrative Council.

Offenses which may cause removal from the residence hall include, but are not limited to the following:

1. Continued disruption of the day-to-day activities of residents, including, but not limited to, disturbances to normal sleep and study habits, and disregard of the roommate's rights and privileges to the room.
2. Behavior detrimental to the resident or others.
3. Behavior which presents a continuing health problem.
4. Criminal or civil offenses which may pose a threat to residents (i.e. drug or alcohol possession, theft, assault, vandalism).
5. Repeated or flagrant violation of published MCC rules and regulations as stated in the MCC Catalog, MCC student behavior code located in the MCC Catalog or this guide.
6. Behavior that may be a safety issue or may be the cause of damage to anyone's property or person.
7. Any action deemed necessary by the office of the Dean of Student Services.

Other Rules and Regulations

In addition to rules and regulations as stated in this guide and all other rules and regulations of MCC, any laws, civil or criminal, of the State of Mississippi and the United States of America, shall also be in effect upon students residing in the residence hall. In addition, the MCC Dean of Student Services will deal with civil or criminal violators through the MCC disciplinary process if he/she decides this action is necessary.

Solicitation

Door-to-door solicitation is prohibited. MCC student groups wishing to solicit or sell items in the residence hall lobby must obtain permission from the Residence Life Director in advance.

Residence hall rooms may not be used by students and/or student groups for business purposes. Baby-sitting is prohibited in all campus housing facilities.

Cooking and Appliances

Cooking in Thornton and Eagle Hall rooms is allowed in microwave ovens only. No fryers, hot plates, toaster ovens, oil popcorn poppers, etc. are allowed. Dorm-size refrigerators are allowed in residence hall rooms. Grills may be used outside only.

Prohibited Items

The following items are prohibited in residence hall rooms

- Personal air conditioners
- Exterior aerials or antennas
- Pets (of any kind)
- Children
- Candles and/or incense
- Free weights and/or exercise machines
- Alcoholic beverage empty containers
- Water guns (Super Soakers, etc)

Room Personalization

Each student is provided with basic room furnishings. Students may not move additional items into the room from public areas of the lobby or from other student bedrooms. Residence hall furniture cannot be removed from the dorm/apartment or replaced by a student's personal furniture. Any missing or damaged furniture will result in an immediate fine.

Students may bring items from home to personalize their rooms. Care should be taken not to damage walls or the general condition of the room. Walls may not be painted by students. (Nails and screws are not allowed in the walls. In order to hang material, you must use stick-ups or Velcro fixtures.)

Students will not be permitted to display collections composed of alcoholic containers, obscene pictures, or etc. No distasteful materials will be allowed on the walls. Any damage to any room will result in an immediate fine to cover cost of repair and labor. Be sure the Housing Director provides you with a signed check-in form at the time you check into your dorm. This form will verify the condition of your room upon check-in.

Residence Hall Hours of Operation

The residence halls will be open between 7:30 a.m. to 11 p.m., Sunday through Thursday, and 8 a.m. to 12 midnight on Friday and Saturday. All outside doors will be locked at the hours indicated. No visitors are allowed and campus police will let only residents enter the residence hall after hours. The residence halls will be closed at various times throughout the year. These dates are in the Holidays section, in the back of this book. Violation of visitation rules will result in a suspension of visitation privileges for 30 days on 1st offense and one semester for second offense. Third offense results in complete loss of visitation indefinitely.

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Quiet Hours

Quiet hours will be observed from 9 p.m. to 9 a.m. No loud radios, gathering in the halls, or loud talking is permitted during this time. Excessive noise and loitering in the breezeways and parking lots is prohibited at all times.

Visitation

Eagle Hall and Thornton Hall

Students living in Eagle Hall and Thornton Hall should follow the visitor schedule listed below:

- Visitation is from 10 a.m. to 11 p.m., Sunday-Thursday and 10 a.m. to midnight Friday and Saturday
- Limit two visitors per room occupant.
- All guests must leave valid picture ID with Desk Assistant, even if staying in lobby.
- Overnight guests of the opposite sex are prohibited.

- Any overnight guests must be approved by the Dorm Supervisor prior to stay. Three (3) night max. per semester. Residents must submit an overnight guest form to the Dorm Supervisor.
- Guests of the opposite sex are allowed in the main lobby only.
- Residents are held responsible for the conduct of their guests.
- Non-students violating these rules will be held accountable under appropriate civil and criminal law.
- Children are not allowed in any housing area.

College Crossing

Students living in College Crossing Apartments should follow the visitor schedule listed below:

- Visitation is from 10 a.m. to 11 p.m., Sunday-Thursday and 10 a.m. to 12 midnight Friday and Saturday
- Limit two visitors per apartment occupant. (No “house parties”)
- Overnight guests of the opposite sex are prohibited.
- Any overnight guests must be approved by the Housing Director prior to stay. Three (3) night max. per semester. Residents must submit an overnight guest form to the Housing Director.
- Residents are held responsible for the conduct of their guests.
- All guests must be on the resident’s guest list and leave a valid picture ID with campus police.
- Non-students violating these rules will be held accountable under appropriate civil and criminal law.
- Children are not allowed in any housing area.
- Failure to comply with visitation rules will result in 30 day loss of visitation, second offense, one semester. Third offense results in complete loss of visitation indefinitely.

Residence Hall Discipline

See MCC Catalog.

Student Behavior Code

Students are expected to exhibit self-reliant, acceptable and desirable behavior. The guiding principles to meet these expectations include respecting the rights of others, being truthful, not participating in unacceptable behavior, or violating federal, state and local laws and ordinances. The student behavior code is applicable to behavior on any MCC property as well as off-campus MCC related activities or events.

Review the complete behavior code in the MCC catalog.

Student Grievance Procedure

Meridian Community College provides procedures for students to resolve grievances with the college. Specified appeal procedures are established to assure the timely and appropriate consideration of each grievance. Student grievances usually start at the department or division level and the resolution is sought at that level. Should further arbitration prove necessary, the student should request a meeting with the Dean for Student Services or the Associate Dean for Student Services. It is the desire of the College to settle grievances as expeditiously as possible.

If the Dean for Student Services or the Associate Dean for Student Services cannot handle the grievance and a mutually acceptable solution be reached, the grievance may be referred to the Meridian Community College Student Appeals Council by the Vice President for Operations. It is the responsibility of the College to provide students with written notification regarding the result of the grievance hearing.

Residence Hall Facilities and Services

Dining Hall Services

Included in housing fees is a meal plan. 19 meals per week are included.

Proper attire must be worn in the dining area. This includes:

- No pajamas
- No exposed undergarments
- Shoes are required
- Pants are to be worn at waise level

Telephones

Private telephone installation and services are available upon arrangement by the student with the local telephone provider. Students will be directly billed on a monthly basis by the local telephone company. The school has no involvement in this process.

Washer/Dryer

Washing machines and dryers are available in the residence halls. Laundry is also available at College Crossing Apartments. Fees for the use of these are included with the room and board fees. Washer/Dryer hook-up in College Crossings Apartments only.

Cable Television

Basic cable television is available in the lobbies of Thornton Hall and Eagle Hall and in the individual rooms. Cable service is available in individual apartments in College Crossing upon arrangement by the student with the local cable company. Residents will be billed on a monthly basis by the local cable company, and the school is not involved in this process.

Parking

Resident parking is available in the area provided by each residence hall. All students operating motorized vehicles must register their vehicle with the MCC campus police office. Campus Police issues information explaining parking regulations and a residence hall sticker to be placed on the vehicle. Only one vehicle per resident is allowed.

Vehicles that are not in working order and are left in the lot for more than one week will be towed at the owner's expense.

Washing of vehicles or performing maintenance on vehicles is prohibited on the MCC campus.

Mail Service

All students living in Eagle Hall and Thornton Hall will be issued a mail box in Ivy Hall. Residence hall mail is received and distributed from mail services

located in Ivy Hall. Outgoing, stamped mail is deposited in the mail services slots. College Crossing Apartments mail is in the second building. One key will be issued per apartment at check-in.

Mail should be addressed to the students as follows:

Dormitories:	College Crossing:
Your Name	Your name
Drawer #	Apt #
Meridian Community College	1100 Perimeter Drive
910 Highway 19 North	Meridian, MS 39307
Meridian, MS 39307	

The address for phone and internet service at Eagle Hall is 833 Hwy 19N Meridian, MS 39307, Room #.

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Resident Information

A bulletin board and calendar near the lobby area informs students of upcoming campus/residence hall events. In College Crossing Apartments, announcements are placed in breezeways. It is your responsibility to check bulletin boards and breezeways for announcements. If you wish to post additional announcements, they must be approved by the Residence Hall Supervisor.

MCC Student Activity Programs

The programs listed are available to all full-time MCC students free-of-charge unless otherwise indicated, regardless of resident status:

- Cultural arts programs
- Leadership Effectiveness and Development Sessions
- College sponsored activities
- Fitness Center
 - Pool
 - Weight Room
- Admission to all MCC athletic events

- Meridian Symphony Orchestra tickets
- L.O. Todd Library
- Intramural activities
 - Bowling
 - Basketball
 - Volleyball
 - Frisbee
 - Golf
 - Flag Football
- Club Eagle

A current MCC I.D. is required to participate in activities.

For more information on these and other programs, contact the campus life office in Club Eagle.

Residence Hall Security

Security is primarily the responsibility of the student. Doors should be locked whenever the resident is not in the room, including when the resident is down the hall or outside of the room area. Should a theft occur, report it immediately to the Housing Director, Dorm Supervisor, or Campus Police.

Although precautions are taken to maintain adequate security, MCC cannot assume responsibility for the loss of, or damage to student possessions.

Students (or their parents) are encouraged to carry appropriate insurance to cover such losses.

Entering or exiting the residence hall must be through the lobby and not through the fire exits except in an emergency situation. Opening an alarmed door will result in disciplinary action. If found propping or jamming the doors, the student will be immediately dismissed from the residence hall.

All MCC Housing students must possess their MCC ID while in housing.

Security Tips for Residence Hall Living

Cars

- Maintain in good working order.

- Keep doors locked and windows up.
- Park in well lighted areas.
- Do not leave valuables in car.
- Have keys out before going to car.
- Check around car and look in windows before entering vehicle.

Bikes

- Keep a lock on them; record serial number in safe place.

Buildings

- Be aware of surroundings and of potential hiding places like stairwells and bushes.

Traffic

- The Eagle Hall Residence Hall is located across Mississippi Highway 19. For the safety of its residents, a cross walk was constructed directly in front of Ivy Hall. Students not using the designated cross walk assume the liability in case of accident or injury.

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Residence Hall Rooms

- Look on elevators before entering; do not enter quickly.
- Room doors should be locked even when the student leaves for a short period of time.
- Keys should be carried at all times and never lent to others.
- Residents should ask visitors to identify themselves before allowing them access to the building or a room.
- Keep windows locked.
- Do not give keys to friends or keep in a hiding place.
- If you find your dorm room open, contact residence hall supervisor or resident assistant before entering room.
- MCC will not be responsible for personal items left in students rooms. All personal items should be removed during breaks and during check out.
- Do not open door to delivery man unless they have a Resident Assistant escorting them.
- Keep a list of emergency numbers.

- Secure all belongings in dorm rooms, class rooms, bathrooms and library.
- Exterior doors to the residential areas should never be propped open.

Telephone

- Never give personal information to unidentified callers.
- With an obscene phone caller, hang up immediately and contact security.

Outside

- Be aware of surroundings at all times.
- Do not walk alone at night; go in groups.
- Try to stay close to other people.
- Carry keys in hand.
- Do not talk to strangers.
- Do not carry too many packages; use backpack as an alternative.
- Vary routes and routines.
- Pick out places you consider safe; know where they are.
- Learn the campus; know where you are going.
- Avoid overgrown areas.
- Don't flaunt valuables.
- Report suspicious looking individuals to the Residence Hall Supervisor or security office.

Emergencies

Missing Persons Policy

Each student has the option to identify an individual that Meridian Community College can contact no later than 24 hours after the time the student is determined missing according to the school's official notification procedure.

Each student will be given a Confidential Contact Information sheet in which they can register one or more persons in the event the student is determined missing for more than 24 hours.

Meridian Community College will notify the parent or guardian of any student under the age of 18 years of age (who is not emancipated) no later than 24 hours after the time the student is determined to be missing according to the college's official notification procedure.

Meridian Community College will initiate the emergency contact procedure that the student designates if Campus Police or law enforcement personnel have been notified and determine that the student has been missing for more than 24 hours and has not returned to campus.

All concerns regarding a possible missing person (student, faculty or staff) should be immediately directed to the Campus Police Office. Upon receipt of a missing person report, the Campus Police will initiate a priority investigation, An investigation officer will meet with the individual(s) making such a report and will gather the following information:

1. Essential information about the missing person — description, clothes last worn, possible location, including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph will also be secured.
2. The investigating officer will also gather information about the physical and mental well being of the missing person. A current class schedule, class attendance information, job information and work schedule or residence hall information sheet (if applicable) will be obtained.
3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing person's status.
4. If after the completion of steps one through three it appears that the person is actually missing, parents or an emergency contact person will be notified by the Dean or Associate Dean of Student Services or the Chief of Campus Police.
5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.

6. The Dean or Associate Dean of Student Services and/or the Chief of Campus Police will keep family apprised of the status of the investigation.

First-Aid Medical Care

In case of sickness or injury of a serious nature, report the injury or illness to your Residence Hall Supervisor or, if not available, to the security office. The supervisor or officer will call for emergency medical services and/or transportation to a local health care facility if necessary. The supervisor will also notify the family or guardian. Students are encouraged to use local health services whenever necessary. The Lauderdale County Health Department, doctors' offices and local hospitals are located near the campus. The student will be financially responsible for all medical bills.

Medical Care

Mental health services are available, free, to all full-time MCC students on a confidential referral basis. Contact Soraya Welden, dean for Student Services, or your advisor for more information.

Emergency Instructions

Emergency procedures are outlined in the Security Emergency Plan located on the door of each room. If you do not have a plan posted in the room, contact the supervisor for a replacement one.

The residence hall has an evacuation plan in the event of fire. The Resident Assistant and Residence Hall Supervisor will be able to instruct residents as to the predetermined plan for leaving the building.

Emergency Equipment

Each building is equipped with fire and door alarms, security lights and fire extinguishers on each floor. Residence Hall Supervisors and Resident Assistants have access to weather radios.

Evacuation/Drills

Evacuation routes are posted on each floor of the residence halls. Supervisors conduct evacuation drills once each semester.

For additional MCC residence hall information, contact the Residence Life

Director at (601) 484-8894, student services (601) 484-8627, or write:

Meridian Community College

Housing Office

910 Highway 19 North

Meridian, MS 39307

PHONE: (601) 483-8241

or

1-800-MCC-THE-1

housing@meridiancc.edu

Meridian Community College provides equal educational and employment opportunities. The college is guided by the principle that persons shall not be treated differently because of race, sex, creed, color, disability, natural origin, or marital status.

Remember These Important Things

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What you can do or bring:

- Twin bed sheets
- Microwaves
- Dorm-size refrigerators
- Free cable service (Eagle Hall and Thornton Halls)
- Clean rooms/bathrooms
(Bring your own broom and bathroom cleaning supplies)
- Multiple outlet strips
(i.e., surge protectors or heavy duty outlet strips)
- Washers and dryers at College Crossing Apartments only
- ID cards
(Carry them with you everywhere!)

What not to do or have:

- Hot plates, toaster ovens, hot pots, etc. at Thornton and Eagle Halls only.
- Pets (of any kind)
- Lost keys (they cost \$50.00 to replace)
- Alcoholic beverages
- Any form of tobacco (inside all campus buildings)

- Firecrackers
- Firearms
- Household extension cords
- Baby-sitting or young children staying in the residence hall
- Using your room or any part of the dorm as a place of business
- Painting your room
- Water guns, water balloons, (super soakers, etc.)
- Lose or keys IDs
- Disruptive loitering in parking lots or breezeways
- Pellet or BB Guns
- Paintball guns or toy guns
- Absolutely no type of guns or ammunition

Damage Charges

Any damages involving Residence Hall rooms and common areas will be assessed to the student or students who live in that area. Below is an estimated listing of damage charges. Other damages will be assessed on a case-by case basis.

Item	Cost	Check If Damaged
Replacement of front door	\$350	
Lockset for front door	\$110	
Replacement of interior door	\$100	
Lockset (Passage)	\$25	
Window Per pane/broken or cracked- prices vary for each building	\$60-125	
Blind	\$25	
Drywall repair	\$100	
Light fixtures	\$50	
Replacement key	\$50	
Paint	\$100-350	
Mattress	\$100	
Chair	\$35	
Mirror	\$45	
Shower Curtain/rod	\$25	
Screens	\$50	
Cable outlet	\$35	
Phone jack	\$35	
A/C vent covers	\$45	
Ceiling fan	\$75	
Light fixture cover	\$25	
Light fixture	\$50	
Outlet cover-electrical	\$3	
Toilet seat	\$15	
Carpet Shampoo-does not include repair or replacement	\$100	
Floor tile repair	Per estimate	
Fire Extinguisher-2 lb.	\$30	
Fire Extinguisher-5 lb.	\$40	
Smoke alarm	\$25	

Meridian Community College Residence Life

Student Name:

Student ID:

By signing this form, you confirm that you have read and understand the information provided in the Residence Life Handbook. In particular, you are agreeing to abide by the housing behavior rules as well as scheduled breaks when students must vacate the housing units.

You also confirm that if you have any questions or concerns, you will consult with the Residence Hall Supervisor or the Housing Director in a timely manner.

Student Signature:

Date:

Residence Hall Calendar

Fall 2010

Dorm Opens	Saturday & Sunday	August 14-15
Classes Begin	Monday	August 16
Labor Day	Monday	September 6
Fall Break (Housing Closed)	Thursday – Saturday	October 7-10
Thanksgiving Holidays (Housing Closed)	Wednesday – Saturday	November 24-27
Final Exams	Monday through Thursday	December 6-9
Housing Closes for Christmas Holidays	Friday	December 10
Graduation	Saturday	December 11

Spring 2011

Residence Hall Opens	Sunday	January 8-9
Classes Begin	Monday	January 10
Martin Luther King Holiday	Monday	January 17
Spring Break (Housing Closed)	Monday through Saturday	March 14-18
Residence Hall Closes	Friday	March 11
Residence Hall Re-Opens	Sunday	March 20
Easter Holiday	Friday – Monday	April 22-25
Final Exams	Monday through Thursday	May 9-12
Check-Out	Friday	May 13
Graduation	Friday	May 13

Fall 2010 & Spring 2011 Mandatory Spring Inspections:

Eagle Hall	1st week of every month
Thornton	2nd week of every month
College Crossing	3rd week of every month

*Random room inspections will also be done.