



NORTH COUNTRY  
**COMMUNITY**

**COLLEGE**

THE STATE UNIVERSITY OF NEW YORK

# 2024 - 2025 Residence Hall Handbook

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# Welcome

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Welcome to on-campus living at North Country Community College, one of the best learning opportunities you will have in your life! Why? Because you have a unique opportunity to immerse yourself in the residential experience while learning about yourself and those with whom you live and interact with daily.

While living in Essex Hall, Franklin Hall, or High Peaks Hall, you will have a multitude of opportunities to learn, develop, and grow as a student, as a leader, as an engaged citizen, and as a member of the residential community. Each of these opportunities will help prepare you for life beyond college. Here at North Country, we aim to provide our students with a remarkable community living and learning experience. We do this by helping our residents develop connections in their community both within the college and with the community at large.

There will be times when you feel challenged during your college experience, but those are the moments when you will learn the most – and you don't have to go through it alone! The Residence Life staff is here, around the clock, to help you. Your Resident Assistants, the Associate Director of Residence Life & Housing, the Executive Director of the NCCC Association, and the Student Life team are here to help and are committed to assisting you with your personal and academic growth.

We encourage you to enter this chapter in your life with an open mind and an eagerness to learn. It is truly one of the most enlightening times of your life. Take advantage of the many positive opportunities that will come your way while living on campus and broaden your horizons! Do not be afraid to get involved on campus and in your community, whether by attending programs planned by the Residence Life staff, joining or starting a club on campus, attending a campus event, getting involved with athletics or any of the many opportunities available to you at North Country Community College!

On behalf of the Residence Life Staff and NCCC Association, welcome to your home away from home!

All the best,

The Residence Life & Housing Team

## General Residence Life Information

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North Country Community College and the NCCC Association are committed to maintaining a safe and educational environment for members of the college community and guests who visit our campus and residence halls. All persons residing or visiting the NCCC Association residence halls are required to:

- Comply with all laws of the village and town, as well as all state and federal laws.
- Comply with all North Country Community College rules and regulations, especially those found in the College Catalog and in the Student Code of Conduct.
- Comply with all Residence Hall Rules and Regulations, your NCCCA Housing License as well as any appropriate NCCC Association, Inc. policy or permitted use of its buildings or property.
- Proceed in an orderly, lawful, and responsible manner when attempting to change or modify Residence Hall rules and regulations that are felt to be inappropriate or in need of reconsideration and modification.

# Learning Outcomes

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As Residence Life we are dedicated to creating environments that are aligned with the college's mission and values. We are dedicated to the growth of our students and their success while here at North Country Community College. While a residential student, we provide opportunities for development in the areas of health and wellness, global citizenship, student success, and community engagement.

01

## Health & Wellness

Taking responsibility for one's well-being by identifying and utilizing resources that contribute to the growth and development of the whole person, including physical, psychological, emotional, spiritual and financial well-being.

02

## Global Citizenship

Pursuing the development of personal awareness. In turn, guiding cross-cultural interactions and a sense of responsibility to effect positive change with regard to local and global communities.

03

## Student Success

Finding ownership in a student's own learning, and engaging in departmental resources that aid educational experience, goals and success.

04

## Community Engagement

Learn the importance and impact of living in and contributing to a residential community through community standards, civic engagement and communication.

## Residence Life Staff

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Residence Life Staff is here to help you make the most of the opportunities available on campus – everything from navigating tough situations to connecting with students, staff, and faculty across campus.

### Student Support Advisors

Student Support Advisors (SSAs) are student staff members who provide leadership, assistance, and support to students living within the residence halls. The SSA's primary function is to aid in overall student well-being, providing conflict resolution support, encouraging participation in co-rec sports and activities within the residential communities, and referring students to college resources as needed.

### Resident Advisors

Resident Advisors (RAs) are student staff members who provide programming and community advocacy to the residence halls. The RA's primary function is to offer peer assistance and focus on bringing students together - connecting students with campus opportunities and resources through intentional individual conversations, producing a welcoming environment in the halls, implementing area-wide tradition, and engaging students outside of the traditional classroom.

### Residence Hall Director

The Residence Hall Director (RHD) is a full-time professional staff responsible for the administration of the residence halls. Supervisory, operational, student conduct, and programmatic responsibilities are included.

### Billing & Administrative Coordinator

The Billing & Administrative Coordinator is responsible for oversight of billing for the residence halls, management of the key systems, review of all damage billing and appeals, as well as developing and updating policies, documents, and forms as needed for the Office of Residence Life & Housing.

### Executive Director/Food Service Manager

The Executive Director oversees all administration and operations of the NCCC Association, Inc. including campus housing, food services, bookstore, and vending. Additionally, all SGA and Athletics programming monies are disbursed by the Association.

# Housing Themes

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## Gender-inclusive Housing

We recognize that same-sex room assignments are not ideal or appropriate for all students. Gender-inclusive housing seeks to provide an environment that is welcoming to all gender identities, trans identities, and is not limited to the traditional gender binary (male and female). Students who sign up for these spaces live with roommates, and/or suitemates regardless of gender identity. Please note gender-inclusive housing is not intended for couples or intimate partner relationships.

## Break Housing

Break housing refers to halls that remain open during break times in the academic year when traditional halls close, specifically during Thanksgiving and Spring breaks. It is a desirable option for international and out-of-state students, students who have /courses local commitments during break, any student who lives too far to travel for a four-day closing and foster youth. New and returning students applying to housing must indicate this request when they submit their housing application and must agree to a break housing contract which will be sent after your housing application has been submitted and reviewed by our Residence Life team. Please note that break housing is limited, and we may be unable to accommodate all requests for this option. Students not assigned to break housing but who plan to stay in the area during break periods will need to make arrangements for off-campus accommodation.

## Transfer Housing

Transfer Student Living is designated suites within the residence halls where transfer students can opt to live together. A specially trained Resident Advisor or Student Support Advisor lives within the community and helps transfer students navigate the NCCC College culture.

## Quiet Living

Quiet living lifestyle residents agree to a 24-hour quiet environment conducive to sleep and study. Students should expect "normal" noise (garbage removal, lawn mowers, foot traffic, etc.), but residents agree to respect the rights of other community members to provide a quiet living and learning environment at all times.



# Saints Hall Community Center

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## Laundry and Vending Facilities

Saints Hall contains washing machines and dryers for residents' use only. Problems with any machine should be reported immediately to the staff member on duty.

## Mail and Mailboxes

Upon arrival, students will be assigned a mailbox number and key. Mailboxes are located in Saints Hall. You should request anyone sending you mail to address the envelope as follows:

Name  
140 Payeville Road, Box XX  
Saranac Lake, NY 12983

Students are not permitted to use North Country Community College's or the NCCC Association Inc. address as a mailing address. If you receive a package at the residence halls, you will get an email from our Residence Life Staff stating that it has arrived and can be picked up during normally scheduled office hours.

## Saints Hall Hours

The hours for Saints Hall have been established for the academic year and will be upheld. At the end of the night, you are required to vacate the building.

Please know that there is a lounge in this building that we would like to encourage each of you to use throughout the year. For the 2024 – 2025 academic year, hours are as follows:

- Monday – Friday: 9 AM – 11 PM
- Saturday and Sunday: 12 PM – 11 PM

## Saints Hall Kitchen

Students will have access to the Community Kitchen in Saints Hall during normal building hours. There is a full-size stove, microwave, air fryers, and more available for use. It is essential to note that it is the responsibility of the students utilizing this space to clean up after themselves, including but not limited to washing all dishes and wiping down all surfaces.

Please note that at any point throughout the year, should cleanliness become an issue within Saints Hall, and after being addressed, or not improved, the kitchen will be closed for a pre-determined amount of time. If this happens, all residential students will be notified via email and posted signage.

# RECOMMENDED ITEMS FOR THE RESIDENCE HALLS

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## Things to Bring

*These are only suggestions and not an inclusive list.*

### Bedroom

- TV
- Alarm Clock
- Game System
- DVD/Blue Ray Player
- Erasable White board
- Desk lamp (no plastic shades)
- Room lamp (no plastic shades)
- Posters/pictures of family and friends
- Mattress Pad(s)
- Pillow(s)
- Sheet sets (we recommend at least 2)
- Comforter/quilts and extra blankets
- Fan (either window or standing)
- Small area rug (floors are tiled)
- 3M tabs and hooks to use on walls.
- Power strips (with switch)
- Mini Fridge (no more than 4.0 cubic ft)
- 1100-watt microwave (for bedroom if wanted)
- Curtains
- Clothes (a lot of warm ones!)-bring a variety but not your entire wardrobe!
- Shoes and winter boots
- Cell phone and the charger
- Garbage/rubbish bin
- Personal prescribed medications

### Living Room

- Wall decorations
- Extra fitted sheets for the couch/sofa and love seat (to make them your own)
- An area rug
- A lamp or two for the common area
- Curtains

### Kitchen Area

- Small coffee pot (with automatic shut off only)
- Microwaveable cups, plates, bowls, silverware
- Pots and pans to use in Saints Hall
- Tupperware/rubber maid food storage
- Garbage/Rubbish Bin
- Dish strainer and mat.
- Dish towels
- Water filter for drinking tap water

### Bathroom

- Floor rugs/mats
- Shower curtain and liner.
- Shower curtain rings.
- Shampoo and conditioner.
- Body wash/bars of soap
- Toothbrush
- Toothpaste
- Hair utensils (straightener/blow dryer/curling iron)
- Hand soap
- Bath towels and Hand towels

### School Supplies

- Binders
- Pens
- Notebooks
- Textbooks
- Index cards
- Highlighters
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- Pencils
- Laptop/computer
- Backpack
- Planner
- Wall calendar

### Cleaning Supplies

- Toilet Bowl Cleaner
- Toilet brush to clean with
- Plunger for the toilet
- Shower Cleaner
- Mop with Bucket or Swiffer Wet Jet
- Mopping Solution or extra Swiffer wet pads
- Paper towels
- Garbage bags

- Sponges
- Dish soap
- Multi-purpose cleaner
- Vinegar and baking soda (alternative to Drano)
- Clorox/Lysol Wipes
- Windex
- Extra light bulbs

### Other

- Money for laundry and vending machines
- Debit/credit card(s)
- Plastic stackable storage bins
- Iron/portable ironing board.
- First Aid Kit
- Laundry detergent (*liquid* for High Efficiency Machines)
- Prescription Medications
- Umbrella
- Snacks!
- Drinks
- Winter coat (it gets cold!)
- Winter Boots
- Scarves, Gloves and Hats

## PROHIBITED ITEMS IN THE RESIDENCE HALLS

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### *Alcohol & Other Drugs*

- Alcohol or other drugs
- Alcohol & other drug paraphernalia (funnels, shot glasses, empty alcohol containers, etc.)
- Hookahs
- Electric lighters and torches
- Drinking game equipment

### *Fire Risk Items*

- Candles, incense, fireworks, explosives
- Appliances with exposed coils (toasters, George Foreman or panini grills, hotplates, etc.)
- Halogen lamps, lava lamps, heat lamps or other high-intensity lamps
- Extension cords
- Neon signs
- Propane & kerosene tanks
- Hoverboards
- String lights

### *Additional Items*

- Personal Air conditioner & space heater equipment
- Animals of any kind (unless an APPROVED Service Animal)
- Dartboards with metal tips
- DJ equipment, including speakers and subwoofers.
- Federal, state, college, local or other signs
- Firearms, weapons, other dangerous instruments (paintball guns, BB guns, airsoft guns, knives, archery equipment, tasers, etc.)
- Non-university-issued furniture (including, but not limited to, personal mattresses, futons, upholstered or inflatable furniture, desks, dressers, gaming chairs, desk chairs)
- Objects that attach to or cover any part of a ceiling or cover more than 50 percent of a single wall or door (including large tapestries)
- Personal modems & routers

## CHECK-IN & CHECK-OUT

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Residents will be notified in advance of the official residence hall move-in date each semester and may not reside in the residence halls before that date unless granted special permission to do so by the Office. Upon gaining occupancy of a room or suite, residents will be provided with a Room Condition Report. Residents will have 48 hours from the time of check-in to request a modification of the report to claim any additional damages noted at the time of occupancy. After 48 hours, residents will be responsible for any changes to the initial condition of the room or suite beyond normal wear and tear.

Residents must vacate the residence halls within 24 hours after their last final exam each semester or by the posted date, whichever is first.

When a resident checks out of a room and suite a preliminary room assessment will be conducted by a Residence Life staff member. The preliminary check-out does not serve as the final damage assessment of the room or suite. After the residence halls are closed, a thorough inspection will be conducted, and the condition of the room or suite will be compared to the original Room or Suite Condition Report. The room or suite must be clean and free from all trash and personal items. Any personal items or trash remaining after the room or suite is vacated will be removed and discarded, and a fee will be assessed to your student account. If a room/suite or its contents are damaged or left in poor condition, or if items are missing, charges will be assessed and billed to the student account.

Charges/fees that are outside of normal wear and tear will be billed to the student's account. Outstanding fees may result in a hold being placed on official college records, referral to a collection agency and/or denial of a room assignment.

### VACATING/DEPARTURE:

When leaving the residence or changing rooms at any time of the year, Student shall complete the following procedures for the room to be considered vacated:

- Remove all personal belongings.
- Remove all refuse/discarded material and leave the assigned space clean.
- Return all issued keys and complete appropriate forms.
- Complete a Room Condition Report.
- Complete forwarding address information.

If a student withdraws from the College or is approved to change rooms, they must vacate their currently assigned space at the residence hall within 48 hours. If a student withdraws from the College between semesters, they must vacate currently assigned space at the residence hall within 5 business days. Please reference our Abandoned Property Policy contained within this License regarding Failure to Vacate.

#### ABANDONED PROPERTY POLICY AND FAILURE TO VACATE:

Any personal property that remains in a room upon termination of the license shall be deemed abandoned and may be disposed of by NCCC Association at its sole discretion after 15 days following termination of the license. The NCCC Association may, at its discretion, make efforts to notify the student and/or the student's parent(s) and/or guardian(s) that property has been found in the room. Neither NCCC Association, the College, nor their agents or contractors, assume any responsibility for such property at any time, regardless of any course of action taken. A fee of \$250 will be charged to student's accounts whose abandoned property needs to be stored and/or removed. For those who do not claim their belongings by the published deadline and inform the Residence Life & Housing staff they will be coming to claim their personal items, a daily charge of \$35/day will be charged for the space that is occupied prior to the start of a semester, and \$45 per day once classes begin.

If you fail to vacate the room and the residence hall at the end of the Housing License term or earlier date of termination of the Housing License, in addition to all other remedies available to NCCC Association, the student will be sent through the Student Conduct Process.

Students are required to move out of their rooms at the end of the semester if they are not registered for the spring semester. Students who do not remove their belongings at the end of the semester and are not registered for the spring semester may have their belongings discarded or recycled and will be financially responsible for the cost of doing so.

#### LOSS OR DAMAGE:

Students are responsible for the daily care and cleaning of their rooms and suites. Failure to keep the common areas in the suite clean may result in all occupants of the suite being charged for cleaning these areas. Students are responsible for keeping suites and bedrooms clean and free from insect infestation (e.g. ants, cockroaches, bedbugs, crickets, etc.) and are responsible for pest control costs if needed. All suites and rooms will be checked at each break closing, and any that possess a health hazard or are not cleaned so that a new occupant can move in will be cleaned, and all current residents will be charged for the cleaning.

Each Student must complete and sign a **Room Condition Report** provided by the NCCC Association within 24 hours of occupying any room; either an original assignment or following a room change. This form, when countersigned by the NCCC Association, is the basis for the assessment of any damage and/or loss attributable to the student at the termination of occupancy. Failure to complete, sign, and return the form will result in the student's assumption of responsibility for any damage evident in the room and does not absolve the student of damage costs.

Students residing in a room are jointly and individually responsible for the furniture and condition of the room and suite. Students will be charged for damages and will be expected to promptly and fully pay for all such damages. Students who fail to respond to notices of fire safety violations will be fined for these violations. Fines are determined by the NCCC Association and/or the Saranac Lake Fire Chief.

The College, the NCCC Association, their agents, and any affiliated entities or individuals shall not be liable, directly or indirectly, for- and you agree to hold them harmless from- any loss or damage to any article of personal property or vehicle anywhere on the premises or on College property caused by fire, water, steam, the elements, insufficient heat, loss, surges of electricity, the actions of third persons, or any other acts of nature resulting in the interruption of service or damage to personal belongings. Additionally, students who cause damage in the Residence Halls, including major structural damage, will be held financially accountable for all damage caused.

No resident may paint, put nails or screws in, make holes in, or otherwise alter or damage the residence accommodation or any other part of the Residence Halls without on each occasion obtaining prior written consent from the appropriate NCCC Association administrator. The cost of any repair, cleaning, damage, or loss to the facility will result in appropriate charges to the resident responsible for violating this policy.

Room damages beyond normal wear and tear will be charged to the student's account. Damage to common areas is the sole responsibility of the resident (which includes the resident's guests or invitees) causing the damage and will be charged. If a determination cannot be made as to which resident is responsible, all residents sharing the common area will be charged on a pro-rata basis. Students are responsible for all damage costs.

Students will be billed for the cost of re-keying a door. Key(s) returned at check-out that are not the same keys issued at move-in will also necessitate the re-keying of the door with an assessment of charges to the student responsible. All keys remain the property of the NCCC Association. Duplication is strictly prohibited. Failure to turn in a room key immediately upon vacation will result in a charge of \$75.00 for the replacement and rekey of the room and \$15

for the mailbox key replacement. Re-coring a door for any reason other than mechanical failure will result in a charge of \$150 for core replacement.

Mail and items shipped by common carrier will be accepted by Residence Life & Housing as accommodation to students. Residence Life & Housing and NCCC Association do not accept liability for damage or loss (even as a result of negligence) of any such article. Mail and package service will be limited to Monday through Friday, and may be limited during NCCC break periods, and NCCC holidays. The student is responsible for providing a forwarding address to senders upon leaving NCCC, as USPS will not forward mail. Any mail received after a student has left will be returned to the sender.

A list of items most commonly billed, and the cost is available upon request.

Residents are responsible for being familiar with and complying with the Residence Life Policies, the North Country Community College Student Code and the terms of the North Country Community College Housing License Agreement.

Residents are expected to comply with all North Country Community College, and Office of Residence Life policies, procedures and rules at all times. Failure to comply with North Country Community College or residence hall policies may result in disciplinary action, up to and including dismissal from Residence Life facilities and/or dismissal from the College.



## Documentation of Policy Violations

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"Documentation" is the term used by most people in the college community when they're referring to the process that NCCC when a staff member or resident reports an emergency or a violation of a college regulation. A staff member will identify him/herself, communicate which regulation has been violated, and request identification from the student. If you find yourself in such a position, you should remember four things:

- Remain calm. The student conduct system is part of the total educational process and is very protective of your rights.
- Always cooperate. Produce your North Country Community College Student ID immediately upon request.
- You will have the opportunity to visit with a senior staff member to discuss the situation.
- When writing the Incident Report, the staff member will include every detail of what he/she observed before, during, and after the incident, including your attitude. The Incident Report is only one version of what has happened. It is not to your benefit to argue the point at that time. You will have an opportunity to meet with the Residence Hall Director or Associate Vice President of Student Affairs to share your version of what happened.

Be aware of Student Housing policies and college regulations as published in the Student Code of Conduct. Keep in mind that each situation is unique: No one can ever predict in advance the outcome of a case of misconduct. The College's student conduct process is designed with your rights in mind, as well as the rights and safety of others. Please read the Student Code of Conduct in full at <https://nccc.edu/campus-safety/index.html>.

# POLICIES & PRACTICES

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## Appliances

It is expected that residents will apply all fire safety precautions. Use of extension cords or multiplug outlets other than approved surge protectors are prohibited. Approved surge protectors will specify both on the packaging and on the device that they are “surge protected.”

Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence.

Rooms and suite common areas are allowed one microwave and one mini-fridge (no larger than 3.6 cubic feet) per room/area for a total of 5 mini-fridges per suite.

The following items are prohibited: electric irons without automatic shutoff, halogen lamps, sunlamps, air conditioners, space heaters, electric blankets, sandwich makers, Panini presses or similar products, popcorn poppers and electric percolators. Cool air vaporizers are allowed, but hot air vaporizers require a doctor's note certifying their necessity.

Notwithstanding the above, any appliance or electrical item may be confiscated by a member of the Housing staff, or North Country Community College Safety personnel if it is determined to pose a safety threat to the residence hall. Please note that all items confiscated will need to be picked up from the Office of Residence Life & Housing by the timeframe provided. If an item isn't picked up from the Residence Life staff within the timeframe provided, it will be donated or discarded.

## Access and Keys

Unauthorized possession, duplication, or use of keys to a Residence Hall room, suite or building or unauthorized entry into or use of university residence halls facilities is prohibited.

**Keys are to remain in the possession of the person to whom they are issued.**

If a resident fails to return a key for a space that they are no longer residing in the student will be documented and this may result in disciplinary action, including but not limited to residence hall probation or the loss of residence hall privileges.

If you lose your key, you must immediately inform a staff member so that the security of your room can be re-established as quickly as possible.

### Courtesy and Quiet Hours

Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates, suitemates or other residents. Excessive noise and disorderly behavior will not be tolerated.

Courtesy hours are in effect 24 hours a day. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken.

In addition to courtesy hours, specific quiet hours are as follows:

11:00 pm to 8:00 am: Sun-Thurs nights

Midnight to 11:00 am: Fri-Sat nights

During quiet hours, residents are requested to refrain from congregating in the hallway or lobby areas; loud talking or laughing, pounding, running; playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and surrounding areas of the residence hall including areas immediately surrounding all residence halls.

During posted final exams periods, quiet hours will be 24 hours a day for a two-week period.

### Damages & Vandalism

Residents are responsible for any loss/damage to personal property, college property, or property of North Country Community College. Anyone causing damage, whether intentional or accidental, must report the incident to the Resident Advisor, Student Support Advisor or Residence Hall Director.

Residents are responsible for damage to their bedrooms and common areas. Repair/replacement costs will be charged to the resident's account. Any damage to common areas within a suite that cannot be attributed to individual resident(s) is considered the joint responsibility of the residents of the suite. If the damage is in a common area of the residence hall outside of the suite, the charges will be the responsibility of all residents in that building. The repair/replacement costs are charged to the residents by dividing the total cost equally by the number of residents in the hall or suite involved.

Outstanding fees may result in a hold being placed on official college records, referral to a collection agency and/or denial of a room assignment.

### Dangerous Materials

Firearms and other weapons are not permitted on campus or in the residence halls at any time. This includes but is not limited to, hunting rifles, handguns, paintball guns, BB guns, very realistic-looking toy guns or replicas, switchblades, gravity knives, bows and arrows, stun guns, self-defense spray devices, ammunition of any kind, and any martial arts weapons (ex. Chukka sticks, throwing stars, etc.). Use of any object against another person will be considered a serious breach of the housing license and is probable cause for removal from housing.

### Dismissal

Serious and/or repeat violations of the housing rules and policies can result in removal from the residence halls. Students receiving an order to vacate because of a disciplinary hearing may have as few as 48 hours to vacate their room/suites. In such cases, no refunds will be granted, the housing application fee/deposit will be forfeited, and students will have full liability for their housing costs. Students will also be banned from the residence halls and the property grounds, with the threat of arrest for violators. If considered a risk to the student population, students may be asked to vacate residence immediately.

### Interim Suspension and Interim Removal from Housing

In most cases, a student's status is not altered pending a disciplinary hearing unless preliminary information reasonably demonstrates that the student's continued presence on campus would:

- Pose a threat to the health, safety, or well-being of the student or others within the College community and/or
- Threaten to cause a disruption to or interruption of college operations.

When one of the above standards is met the NCCCA Executive Director, the Associate Vice President of Student Affairs, and/or their designee may, effective immediately and with notice, place a student on Interim Suspension (Interim Administrative Withdrawal) from North Country Community College and/or remove them from housing.

Interim Suspension means that a student is prohibited from having access to all campus property and the residence halls in any manner, including ALL classes and campus-sponsored activities.

Interim Removal from housing means that a student is prohibited from having access to all residence halls and must immediately vacate their room.

The interim suspension or removal from housing status does not remove any financial or other obligations required by the college or disciplinary process.

### Fire Safety Rules

The residence halls are equipped with many safety features. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler systems, and fire alarm systems.

Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by the Residence Life staff. Residents will be subject to a fine.

For the protection of residents, residence halls are equipped with smoke and fire detection, sprinkler systems and fire extinguishers. Tampering with any of these systems is a violation of the college Code of Conduct and well as a violation of New York State law.

- At no time should anything be hung from a sprinkler head.
- Know the locations of all pull stations in the building and emergency exits.
- Stairwell doors leading to hallways should be kept closed.
- Hallways must always be kept clear.
- Furniture and personal belongings should not be placed in the hallways.
- Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices. Room decorations shall be non-combustible or flame retardant. Fireworks and firecrackers

are not permitted in the residence halls. (Residents are not permitted to possess fireworks and firecrackers while on campus.)

- Wall decorations are limited to 25% of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 2 feet below the ceiling height.
- Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes but is not limited to candles, kerosene lamps, and lamps with the globe facing upward, such as torchier lamps. No hot plates, toaster ovens, George Foreman and similar grills, electric fry pans or auxiliary heaters are to be used; coffee pots should be used only on the kitchen counter.
- Bicycles left in residence hall common rooms, halls, stairwells, or where they obstruct exits will be removed. They should be stored only in designated bike storage areas located outside each building.
- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the building.
- Electrical cords and data cables cannot be installed from room to room where their existence may cause tripping hazard, nor can they be running through the ceiling tiles.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in the building.
- Trash and recycling materials need to be emptied as they are a potential fuel source.

### Fire Evacuation Procedures

- All residents must exit the building. Use only stairs during a fire alarm. If you have difficulty exiting the building during an alarm, please contact a member of the Residence Life & Housing Professional Staff.
- Close your door. Don't forget your keys!
- Dress appropriately.
- Evacuation & Muster Point
- Franklin Hall, Essex Hall & High Peaks Hall will evacuate the buildings to the cul-de-sac at the end of the parking lot or to Saints Hall.
- Saints Hall will evacuate to the entrances of Essex Hall
- Residents should not gather in the parking lot as emergency response vehicles will need access to the residence hall facilities.
- Do not re-enter the building under any circumstance until the "all clear" is given from the Residence Life & Housing Staff/Professional Staff On-Call/Fire Department
- Residence Life Staff have the authority to perform room inspections for people and policy violations during a drill.

- There will be a minimum of two (2) scheduled fire drills per building per semester.
- Drills will be held at minimum twice per semester per building. A report is to be completed for each drill and is to be maintained by the Office of Residence Life & Housing.
- Staff will do their best to hold drills on nicer days during the winter months.
- All students along with any guests must evacuate the building every time the fire alarm sounds.
- Families and guests of staff members must also clear the building when the alarm sounds.

### Fire Evacuation Procedures

The following procedures should be followed any time the fire alarm sounds. Each residence hall has its own fire evacuation plan, and these procedures should be placed on the back of each student's door.

#### Residents should:

- Feel door edges for heat. If the door feels hot, do not open it.
- If the door does not feel hot, open the door cautiously standing behind it when you open it (have the door between you and the hallway).
- Close the door after you leave.
- Leave the building by the nearest exit (leave at a brisk pace without running).
- Clear and move away from the building. Students should gather near the dumpster in the cul-de-sac.
- Do not return to the building until all clear is given.

If you are not in your room when the alarm sounds, proceed directly to the nearest exit. **Do Not Return to Your Room.**

### Heat

The desired temperature in resident rooms is 68 degrees. Since 68 degrees is not a particularly high temperature, it is important to allow the heating system to be as efficient as possible. The most important factors are to keep the space near the radiators clear (at least 12") for air circulation and make sure that both windows, inside and storm, are tightly closed.

Residents who believe their room is cold should contact Residence Life & Housing. In response, a staff member will check the room temperature and see if the problem can be identified. An appropriate maintenance person will be contacted if necessary. There is no case in which a resident should be in a room below 68 degrees for longer than one or two hours after notification of staff. If a quick solution is not possible, portable heaters will be

issued by Residence Life and Housing as a temporary solution until the problem can be remedied.

If a resident desires to have the temperature increased in their suite, they can email [reslife@nccc.edu](mailto:reslife@nccc.edu) with the desired temperature, understanding that 73 degrees is the max.

## Housing Assignments

NCCC Association will make room assignments. North Country Community College supports diversity and offers a residential experience with people of different beliefs, backgrounds and cultures. The residence hall system **does not** discriminate on the basis of gender identity, race, culture, ethnicity, age, disability, sexual orientation, religion, or national origin. NCCC Association will not change or alter room assignments based on the protected classes previously described.

Resident's request for specific roommates will be considered but not guaranteed. In the event that a Resident's assigned roommate shall fail to take occupancy of the room or shall cease to occupy the room, NCCC Association shall have the right to fill the space with another student.

All room changes must have the prior approval of the Residence Life and Housing Professional Staff. As all room changes require turnover cleaning, the cost of cleaning, beyond normal wear/tear the room shall be charged to the student's account any time rooms are changed. Room rates will be adjusted and pro-rated if you move to a different type of room (double to single or vice versa).

NCCC Association reserves the right to reassign students' rooms at any time.

If you currently live in a suite that has an empty room or multiple empty rooms, the AD/RHD will be consolidating rooms, so, please be on the look-out for those letters. If you have any concerns about this process, or if there is someone you would like to room with, please stop by and speak with the AD/RHD.

While students are afforded the opportunity to select their living space, NCCCA reserves the right to relocate and consolidate students to maximize occupancy. Residents will be given 24-48 hours if there is an emergency or extenuating circumstances.

## Change of Assigned Space

The resident agrees (a) to live only in the space to which he/she has been officially assigned, (b) not to sublet or otherwise use or grant use of assigned space, residence hall common



areas, or grounds for any unauthorized purposes, and (c) to not sell, solicit or conduct a business enterprise therein without the written permission of the NCCCA.

If a vacancy occurs in the assigned space, the remaining resident(s) agrees to follow established procedures for the reassignment of another student to that space. The remaining resident(s) cannot assume the empty space for personal use and will be subject to the cost of the semester charge of the space in addition to the charge for the room the student was assigned.

When vacating an assigned space, regardless of the reason, the resident must complete established check-out procedures.

Residence Life reserves the right to move a resident from one space to another in order to: (a) meet its responsibilities to student health, safety, and well-being; (b) to insure the maintenance, operation, or renovation of facilities; (c) to establish a special interest hall or apartment; (d) to reassign rooms in an apartment or hall to students of the opposite sex; or (e) to more efficiently manage NCCCA residential property and facilities.

Requests cannot be honored if based on any protected categories as described in the College's non-discrimination statement.

Residents wishing to move to another room must complete a Room Change Request Form, which may be obtained from the Residence Hall Director during the Room Change period each semester. The room change request will be reviewed by the RHD and they will notify the resident via email of their final decision.

## Housing Accommodations

Residents who have disabilities that require special accommodations must submit requests for specific housing accommodations to the ADA/504 Coordinator, along with all relevant documentation, as soon as the resident is aware of their need for a special accommodation. In consultation with the resident and with the ADA/504 Coordinator, the Office will consider such requests and will provide reasonable accommodation as legally required. Please be aware that the responsibility for notification is on the student.

## Guest/Visitation Policy

A resident's right to privacy and comfort takes precedence over the community member's privilege to have guests. It is important for suitemates to discuss visitation and to arrive at an agreement acceptable to all roommates in the suite. A guest is defined as any person who is not a designated resident of a room or suite.

The host is responsible for the actions of their guest(s) in the residence halls at all times. Guests must abide by all College and residence hall policies.

Guests must be escorted by their host at all times. Resident hosts are required to register their guest(s) utilizing the online Guest Registration system.

There may be certain times of the year, such as semester breaks or exam periods, when visitation policies may be restricted or modified. Residents will be notified in advance when these changes occur via email. One time period to make note of is the first two weeks of a semester – guest registration is not permitted during this time period.

### *Short-Term and Day Guests*

A resident is permitted to have a short-term guest (one whose stay is for a few hours, but not overnight) at any time, provided that there is no interference with the rights of a roommate, and all room/suite mates have given permission for guests. A resident may sign-in no more than two (2) short term guests at the same time.

### *Overnight Guests*

Residents may allow guests to stay overnight in their rooms. However, the number of overnight guests and the frequency of overnight visits are limited and should be discussed with any roommates prior to the guest's arrival.

The following procedures and conditions apply to overnight guests:

- Generally, an overnight visit is defined as a stay of seven hours or more, which includes any of the hours between 11pm and 8am. However, being signed in any time between 11pm and 8am will constitute being signed in as an overnight guest.
- A resident may not have more than two (2) overnight guests at one time. Guests may not stay overnight for more than three (3) nights in a row and six (6) nights per calendar month, whether with the same or different hosts.
- A host is permitted to have an overnight guest six (6) nights per month.

Visitors may be asked at any time to vacate the residence halls at the discretion of the Office of Residence Life and Housing staff as well as the Office of Student Life. Failure to comply with college and residence hall policies and/or to vacate the premises upon request may result in arrest for trespassing.

The offices of Students Life and Residence Life & Housing reserve the right to ban individuals from the residence halls if they are suspected of living on campus illegally or of abusing the visitation privilege. The storage of guest/visitor property in the room or suite is prohibited.

Individuals under the age of 18, who are not current residence hall residents, are not permitted in the residence halls or to stay overnight. A picture ID bearing the guest's date of birth will be required for all guests.

Exceptions to these policies must be approved by staff within the Office of Residence Life & Housing.

### Health & Safety Inspections

The Office of Residence Life & Housing expects a certain level of cleanliness and a certain level of safety standards to be maintained in the residence halls. It is the responsibility of all residents to maintain a clean and healthy living environment. To ensure that this standard is met, the Residence Life staff and/or facilities personnel will conduct routine inspections of living spaces on a monthly basis.

Inspections will be conducted by the Office. Residence Life and facilities personnel include, but are not limited to, professional members of the Residence Life Staff, Resident Advisor or Student Support Advisors (CAs and SSAs), and repair/maintenance personnel. Students do not need to be present for these inspections.

If a problem is noted in a room or suite; residents will be given a verbal or written request to rectify the situation by a specific date, at which time the room or suite will be re-inspected. If the violation was not corrected by re-inspection or the violation is serious in nature, the resident(s) may be subject to conduct charges. Failure to correct a documented problem may result in additional disciplinary action, including but not limited to residence hall probation or the loss of residence hall privileges.

Excessive and/or repeated loss, damage, and/or problems resulting in unsafe or unhealthy living conditions may result in disciplinary action including, but not limited to, residence hall probation, professional cleaning charges, and/or the loss of residence hall privileges.

In addition, there are yearly inspections completed by the State of New York Office of Fire Prevention and Control. These inspections are done to ensure that all students are residing in a safe and sanitary domicile. If a problem is noted in the room/suite, residents will be given a written request to rectify the situation by a specific date. At that time, the room/suite will be reinspected. Failure to correct a documented problem may result in judicial action and fines from the State of New York.

Any fines that are imposed by the New York State fire inspector will be billed directly to the resident(s) responsible for the violation.

## Lockouts

Residents who are locked out should first try and find a suitemate or roommate to let them in. Next, residents should try to find a Resident Advisor or Student Support Advisor and call the Student Staff On-Call Phone. Residents who are unable to get in contact with a student staff member, contact their Residence Hall Director (RHD). Please be aware that our Student Staff may be in class when you call for a lock-out, and it may take them 15 – 20 minutes to return to the halls from campus.

A student ID must be presented at the time of the lockout. Residence Life staff members will only let residents into their assigned room. Upon the assistance for each lockout by a staff member, the resident will be required to verify that they are in possession of their room key(s). Each Resident receives three (3) lockouts for free each semester and will be charged \$1 per lockout thereafter to be billed to the Resident's Student account.

## Maintenance Problems

If anything in your room/suite needs repair, please submit a Maintenance Request Work Order via the electronic system. Residents failing to report maintenance problems could be held responsible for any resulting damage. All repairs must be done by authorized Association personnel only. If the request has not been completed within ten (10) working days, please notify the Residence Hall Director. For all after-hours maintenance-related emergencies, contact the Resident Advisor or Student Support Advisor on duty. All maintenance requests will be addressed as soon as possible; higher priority is given to more severe repairs.

## Meal Plan Requirement

All students living in the residence hall must participate in the college-approved meal plan. Students may change their meal plan without penalty until the end of the third week of classes.

## Parking

All NCCC traffic and parking regulations are in effect and applicable for on-campus residents. All vehicles must be registered with Residence Life and Housing who will share the information with Student Life. Parking permits must be displayed.

On an as-needed basis, a snow removal process may take place. Residents will be notified through email and flyers about the snow removal process and instructions on

where and when to move their cars. Residents are required to follow all instructions so snow can be removed from the parking lots to make them safer and more accessible.

During semester breaks, residents must notify the Office of Residence Life & Housing if their automobile is going to remain on campus in order to ensure their car is registered and approved to be in the designated parking area.

### Publicity & Posting

Promotional postings or distributions for events sponsored by a recognized North Country Community College club, organization, or department, which has a financial and/or production involvement with the event or events taking place on the North Country Community College campus, must be approved by the Office of Student Life and Residence Life & Housing.

The circulation of any leaflets, flyers or other mass distribution of material by individuals or outside groups within the residential halls is prohibited.

However, such persons may request that non-College related material, announcements and/or advertisements be posted on residence hall bulletin boards by the Office of Residence Life & Housing in conjunction with Student Life.

The Office of Student Life, and Residence Life & Housing will review all posting requests. If approved, the material will be posted by the Residence Life staff. Consistent with the North Country Community College Bulletin Boards and Proper Placement of Postings, postings are never allowed to be placed on windows, doors, display cases, stair rails, and walls of public corridors or other surfaces not specifically designated as approved posting sites. Postings by outside groups are only permitted on designated bulletin boards. Materials in violation of the above policy will be removed.

### Pet Policy

No animals or pets are permitted in the residence halls, unless they are an approved Service Animal through the ADA/504 Coordinator and the Office of Residence Life & Housing.

## Renters Insurance

North Country Community College and its affiliates do not accept responsibility for students' personal property in the event of theft, fire, steam, flood, insufficient heat, loss or surges of electricity, the actions of a third person, and any other acts of nature resulting in the interruption of service or damage to personal belongings. Students are responsible for having private insurance either by being included in their parents' homeowners' policy, or by purchasing renter's insurance to protect themselves against loss.

## Room Changes

Residents may not change rooms without the prior approval of the Office of Residence Life & Housing. Residents requesting room changes may contact the Office for more information. Room changes are not allowed during the first six weeks of each semester. Room changes are also not permitted during the last four weeks of the spring semester.

During the semester, the Residence Hall Director or another member of the Professional Staff will send an email notification to all resident students inducting the two-week window of the room change period in addition to the form.

## Room Decorations & Modification

Residents may not damage any portion of the suite when decorating their room. The room and furnishings may not be painted or permanently altered in any way. It is important to remember when hanging items on the wall, to use substances that will not damage the wall, i.e., nails, hooks, sticky adhesive, etc. Nails and hooks are prohibited.

Additionally, residents may not cover their walls or hang material from their ceiling. Items such as tapestries, sheets, canopies and fishnets are examples of items that are limited. Window curtains must be manufacturer-made fire retardant and hung only with a tension rod. Items are not permitted to be hung or placed over light fixtures, sprinkler heads, or smoke detectors. Wall decorations are limited to 25% of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 2 feet below the ceiling height.

## Prohibited Modifications

Students may not make any permanent structural changes to their rooms. This includes, but is not limited to the following:

- Applying wallpaper, contact paper, and borders.

- Altering doors, walls, closets, furnishings, ceilings, floorings, carpeting, electrical, heating or plumbing
- Drilling holes or use of screws and hooks
- Applying stickers to doors, windows, appliances, etc. Hanging banners/posters on the outside of windows.

### Required Hall & Floor Meetings

During the semester, hall meetings will be designated as "mandatory" by the Residence Life staff. Residents must attend mandatory hall meetings with their Resident Advisor and Student Support Advisor and/or Resident Hall Director. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated.

## Room Entry Policy

NCCC Association understands and respects the student's right to privacy, however, when health, safety, sanitary, repair, or emergency maintenance issues arise, the NCCC Association and the College reserves the right to enter and inspect any room and make repairs where necessary without prior notice. NCCC Association is entitled to enter and inspect residence hall rooms at any time to protect the health and safety of all students, and to ensure the maintenance and sanitation of such rooms. NCCC Association may endeavor (but not be required) to post notice of any general room inspection at least twenty-four (24) hours beforehand. In addition, NCCC Association is entitled to enter and conduct an unannounced inspection of any residence hall room if it has reasonable cause to believe that illegal activity is, or may be, occurring in such room, that violation of any policies or conditions of occupancy either in this Housing License or contained in the Residence Life Handbook and/or Student Code of Conduct is or may be occurring therein, or in the case of an emergency.

Routine health and safety inspections within the residence halls will be performed in accordance with the Health and Safety Inspections within the Residence Halls policy. In addition, North Country Community College reserves the right to allow Residence Life, Campus Life, College Personnel, and/or facilities personnel to enter living areas or suites without notice to correct problems relating to health, safety, and welfare; to retrieve college or North Country Community College property; to repair the room's condition or equipment; or to eliminate disruptive noise (e.g., unattended stereos, televisions, alarm clocks). Residence Life and facilities personnel include, but are not limited to, professional members of the Residence Life staff, Resident Advisor or Student Support Advisors (RA's), and repair/maintenance personnel.

Except in an emergency, Residence Life or facilities personnel will not enter a resident's room without knocking, identifying themselves and stating the purpose for which they desire to enter. Residence Life or facilities personnel will not search rooms but may remove items that are specifically prohibited or pose an immediate danger without the expressed permission of the owner. When Residence Life or facilities personnel enter a room without notice to enforce health, safety or welfare regulations, a second Residence Life or facilities staff member must be present to serve as a witness. If a resident's room is entered when they are not present, other than in the case of a routine health or safety inspection, the resident will be made aware of the entry and the reason for it.

If a staff member reasonably believes that an emergency situation exists which threatens immediate harm to the safety of any individual, staff members, college



official, and/or other emergency personnel may enter without permission from a resident. If a staff member reasonably believes that an immediate danger exists in a bedroom or suite, the staff member will contact the Professional Staff On Call or the appropriate authorities for assistance.

North Country Community College will abide by state and federal laws which govern entry and search of a resident's room by police officer. Police officers may enter a room without the permission of a resident under circumstances where entry is permitted by law, including but not limited to exigent circumstances such as: where the officers have a valid search/arrest warrant, where officers are in hot pursuit of an individual whom they have a reasonable belief may have committed a crime, where one resident has given permission for officers to enter a multi-resident room or suite, in the event of a safety emergency, or when an officer has probable cause to believe a crime is being committed by an individual in the room.

### Room Furnishings

Each resident room is fully furnished. Mattresses are to be used only on the provided bed frames. All beds must remain free standing on the floor, supported by legs attached to the bed frame. The Residence Life staff will take inventory during check-in and all items recorded on the inventory form must always remain in the room. Personal furniture, such as mattresses, upholstered furniture, gaming or desk chairs, etc. are not permitted.

Damaged or missing furniture will be billed to the resident of the room. To avoid excessive mattress damage, it is strongly recommended that residents bring an extra-long twin mattress pad for their bed.

### Roommate & Suite Agreements

Residents residing in the residence halls are expected to make a good faith effort to resolve minor differences between themselves and others in an informal manner through discussion, whenever possible.

Roommate agreements are completed with a Resident Advisor or Student Support Advisor during the first two weeks of the semester. The agreements are used in all spaces and give residents the opportunity to discuss and agree upon any important topics such as cleaning, visitors/ overnight guests, use of personal items, etc.

## Smoking and Substance Use

The NCCC Association Residence Halls are a 100% smoke-free, vape-free, and tobacco-free property inside and out. Smoking any substance and/or vaping or use of e-cigarettes is prohibited within any NCCC Association, Inc. Residence Hall or support buildings as well as the surrounding NCCC Association property, parking lots, and lawns. This includes e-cigarettes or any other smoking devices.

- Students who tamper with fire safety equipment and/or set off the fire alarm for illegal activity (burning candles, smoking or vaping, cooking chemicals), and are found responsible may be removed from Housing.
- No alcohol, marijuana or non-prescribed drugs, or drug paraphernalia is permitted on the grounds of the residence halls or in the residence hall buildings or rooms. This includes but is not limited to hookahs, grinders, cloves, etc.

## Snow Removal in Resident Student Parking Lots

There are times when students may be asked to move their vehicles from parking lots where snow has accumulated and needs to be plowed. Notices will go out to students via email and posted signage providing an alternate lot that their vehicle must be moved to and the time frame in which the vehicle must be moved. Students who may be unavailable to move their car during the announced time should make arrangements for a friend to move the car. Students going away for the weekend or several days should make similar arrangements to avoid possible towing costs.

## Summer Storage

Storage of resident belongings outside of the resident rooms is not provided. Please contact Residence Life staff for information about off-campus storage solutions. North Country Community College assumes no responsibility for loss of personal property on the campus. Residents will not be compensated for loss of personal property in the residence halls during a regular semester, during a summer session, or over a vacation period.

Housing staff may dispose of any belongings left by residents who have withdrawn, have been suspended, removed from the residence halls or who vacate their residence hall rooms for any other reason. Storage of guest/visitor property in a room/suite is prohibited.

## Solicitation

In the interest of every resident's and employee's right to privacy, health and safety, the North Country Community College prohibits commercial sales by students or non-student third parties on the College campus, including residence halls. Exceptions to this policy

within the residence halls may be granted with the written permission of the NCCCA Executive Director, the Residence Hall Director, or a representative of North Country Community College at least one week prior to the planned sale.

Under this policy, commercial solicitations and/or sales of any service or product door-to-door in a residence hall or by way of the college telephone or mail system are prohibited. Commercial sales from individual resident rooms or other areas within the residence halls are not allowed. Residents may not use residence hall rooms for business or for the purpose of solicitation.

Solicitations and/or sales by registered student organizations of any service or product in the lobby of a residence hall must have the approval of the Assistant Director of Student Life, and Residence Life at least one week prior to the planned sale.

- Posting of materials is prohibited without approval by the Residence Hall Director.
- Unauthorized use of the name of NCCC Association, Inc. or any of its related organizations, or claiming to speak or act in the name of the “Association” or its related agencies is prohibited.

### Trespassing

- Attempts to gain access to a suite or room to another residence room without consent will be considered Trespassing. All damage will be charged to the responsible party and student conduct action will apply as well.
- Vacant rooms are off limits and are subject to Trespassing sanctions as well.

### Windows

Entering or exiting the residence halls through a window, dropping/throwing objects from windows, leaning out of windows, or placing property on a windowsill or building ledge is prohibited. Screens may not be removed from the windows. A fine will be assessed for all missing or damaged screens.

## ADDITIONAL NCCC & NCCCA CONDUCT GUIDELINES

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The additional guidelines for behavior below will not be tolerated within the residence halls. Such behaviors are deemed inconsistent with efforts to build a positive community.

Deliberate or careless endangerment; tampering with safety alarms or equipment, or those devices in place for the protection of the residents or security of the building; setting unauthorized fires; violation of specific safety/maintenance regulations, such as physically altering the room or suite, its amenities, connections, or implements in any fashion other than that which is approved. Creating a fire hazard or endangering the safety of persons or property by the improper use or possession of hazardous substances.

Gambling on campus or at organized student activities, except for approved events sponsored by residence hall or college staff in which participants are playing for prizes and/or raising money for charity.

Refusal to identify oneself or present a valid North Country Community College identification card when requested by a North Country Community College staff member who has identified themselves as such; dishonesty, forgery, deception or any other act of knowingly providing or distributing false information (fake ID's), or withholding information from the college or a college official; and failure to render reasonable cooperation to staff members.

Alcohol, empty alcohol bottles or cans, display of alcohol advertisements, drinking games, signs or obscene or indecent material in public viewing areas.

Any conduct that constitutes a violation of the laws of the United States, the State of New York, Essex and Franklin Counties, the Town of Saranac Lake, or any other civil jurisdiction.

Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any prohibited act by providing assistance or encouragement to others so engaged or by failure to separate oneself clearly from a group in which others are so engaged; presence during the commission of a violation and failure to alert residence hall staff or campus Safety and Security promptly so that the violation may be stopped or prevented.

## Respect for Residence Life Staff

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Members of the Residence Life staff are to be able to perform their assigned duties free of harassment, intimidation, or menacing behavior from those with whom they work. When a staff member is engaged in the performance of authorized duties, the following behavior by residents or their guests is strictly prohibited. The following violations may result in disciplinary action including arrest, removal from residence, and suspension:

1. Verbal abuse (including, but not limited to ethnic, sexist or racial slurs).
2. Physical intimidation or menacing behavior directed at the staff member.
3. Display of visual materials that demean or humiliate a staff member.
4. Interference with a staff member engaged in the performance of assigned duties.
5. Failure to comply with a reasonable request from a staff member.
6. Failure to respond to the questions or instructions (including opening of a room door) of a staff member in the performance of their assigned duties.
7. Failure to acknowledge and comply with a staff member's request to enter a resident's room when that staff announces that they are acting in the performance of their assigned duties.

## Suitemate Bill of Rights

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- The right to read, study, and sleep free from undue interference from suitemates and guests and to give the same courtesy in return.
- The right to expect that one's personal property will be respected and that reasonable security of one's suite and room will be maintained, and the responsibility to afford such respect and security to one's suitemates.
- The right to a reasonably clean environment and the responsibility to do one's fair share in maintaining such an environment.
- The right to free access to one's suite and room and the responsibility to afford the same courtesy to one's suitemates.
- The right to a reasonable level of personal privacy and the responsibility to respect suitemates' privacy.
- The right to host guests in accordance with residence hall rules and regulations and the responsibility to ensure that one's guests and oneself demonstrate respect and courtesy for suitemates.
- The right to expect that residence hall rules and regulations will be followed in the suite such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.
- The right to be free from pressure, intimidation, physical or emotional harm, and behavior that demeans or disrespects one's identity and the responsibility to not to engage in any such behavior toward others.
- The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to participate in norm-setting or conflict resolution measures whenever necessary, to include Suitemate Agreements.
- The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.
- The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.
- The right to experience and to appropriately articulate one's feelings when desired and the responsibility to respect others' feelings.