

# MIDLAND COLLEGE CAMPUS HOUSING REGULATIONS RESIDENCE HALLS

## Welcome to Midland College Housing

The administration, faculty, and staff of Midland College would like to welcome you to campus housing. The students living on campus are an interesting and diverse group. To ensure a comfortable living environment – one that is beneficial to your academic success, we ask that you familiarize yourself with the following Midland College Campus Housing Regulations.

Residents are considered mature adults and are expected to act accordingly. Upon residing in campus housing, students agree to abide by the terms and conditions of the Midland College Catalog/Student Handbook, Campus Housing Regulations, and State and Federal laws governing the conduct of residents which are now in effect and any that may be adopted and published at a later date. Unless otherwise stated, these regulations apply to all residents in the Residence Halls.

## MIDLAND COLLEGE POLICY VIOLATIONS: SEXUAL HARASSMENT

### PROHIBITED CONDUCT

Sexual Harassment is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, sexual violence, sexual exploitation, stalking, public indecency, dating violence and domestic violence.

Discriminatory behavior is prohibited regardless of the manner it is exhibited, whether verbally, in writing, by actions, or electronically displayed or conveyed.

#### Sexual Harassment

##### By an Employee

Sexual harassment of a student by a College District employee includes unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A College District employee causes the student to believe that the student must submit to the conduct to participate in a college program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it limits or denies the student's ability to participate in or benefit from the College District's educational program or activities.

##### By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the College District's educational program or activities.

Sexual Violence is a form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs or alcohol or due to intellectual or other disability.

**EXAMPLE:** Sexual harassment may include sexual advances, touching intimate body parts, coercing physical contact that is sexual in nature, jokes or conversations of a sexual nature, sexual assault, sexual coercion, and other sexually motivated conduct, communications or contact.

In order for us to stop the unwanted behavior and prevent it from recurring, reports of sexual harassment can be made online, by email, in person or by phone to the Midland College Title IX Coordinator:

Tana Baker  
Title IX/504 Coordinator  
Scharbauer Student Center Room 131  
432-685-4781  
[tbaker@midland.edu](mailto:tbaker@midland.edu)

For more information visit <https://www.midland.edu/tix>

## **ACADEMIC PROGRESS**

Academic success is extremely important to Midland College. Residents must demonstrate satisfactory academic progress to continue living in campus housing. Residents must maintain a 2.0 minimum cumulative GPA or have a 2.0 current term GPA for the most recent semester and earn credit in 50% of semester credit hours for which they have registered. If residents do not show satisfactory academic progress in a semester, they will be placed on probation. Residents failing to show satisfactory academic progress in more than one consecutive semester may not be allowed to return to housing.

## **ABANDONED PROPERTY**

Any personal property left in a resident's bedroom, suite, or unit after they check out or it gives the impression they have moved out will be removed and considered abandoned. Property removed after abandonment or removal from campus housing by the College may be disposed of at the discretion of the College. If necessary, a charge may be associated with the removal of personal items. If you believe you left valuable items behind, please contact the appropriate housing manager immediately. Items that are deemed to have value will be held for a period of no more than 14 days past your vacate date. We will not mail your items to you, it is your responsibility to pick them up.

## **ACCOMMODATIONS**

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit [www.midland.edu/accommodation](http://www.midland.edu/accommodation) and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Documentation must be provided on why accommodations are necessary, this is usually an evaluation by a qualified professional like a psychologist, diagnostician or medical doctor. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a decision will be made on whether accommodations are appropriate. All requests for accommodations should be directed to the Residence Life Director in the Scharbauer Student Center.

## **ALCOHOL/ALCOHOLIC BEVERAGE CONTAINERS**

Midland College is an alcohol free campus.

No consumable alcohol is allowed in campus housing areas, rooms, and parking lots-even if the resident is of legal age. Residents are not allowed to keep alcoholic containers in their rooms. This constitutes possession of alcohol. Residents are held liable for their visitors who violate this and other Midland College policies/regulations.

Residents participating, possessing, or being present in a room while alcohol is present, is a violation of the alcohol policy and are subject to fines, law enforcement citations and immediate expulsion from campus housing.

If an alcohol violation occurs and a resident is under 21 years of age, Midland College may notify the parents or guardian of the resident in accordance with the provisions of the Family Educational Rights and Privacy Act.

If an alcohol violation occurs and a resident is over 21 years of age, contributing to a minor citation may be issued and a \$100 fine for applied for every underage person present.

All roommates may be charged if alcohol is found in the room.

Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations.

### **Self-Reporting**

Midland College is an alcohol free campus, however, we understand alcohol can be consumed off campus by residents and safety upon their return to housing is our number one concern. For this, we have implemented a Self-Reporting Process for Intoxicated Residents.

If a resident has consumed any alcohol off campus, this reporting process will allow them to report to the front desk of the residence hall up to 2 times during the year, and the staff will take action to ensure the student is safe without

consequence. Once a resident has reported twice, and this behavior continues, the staff will seek counseling or other assistance for the student.

### **ASSAULT**

Physical, sexual (See Title IX / Sexual Harassment) or verbal harm to person or property may result in immediate permanent expulsion from campus housing and other disciplinary action.

### **AUTOMOBILE MAINTENANCE**

Due to the inherent hazards and potential environmental consequences, residence hall parking areas may not be utilized for general repair or maintenance of motor vehicles. Please restrict mechanic work to checking tire inflation, oil, transmission or other fluid levels or changing a tire or air filter. Additional service must be performed off campus at a properly equipped facility. Improper disposal of waste oil, fluids, tires and batteries harms the environment and is a violation of state law. Please dispose of all wastes properly. Derelict vehicles may not be parked on campus and are subject to impoundment.

### **BABYSITTING**

Residents are not allowed to use their rooms or Residence Hall facilities for babysitting. Children (under age of 15 and not residents) should be in the presence of a parent or legal guardian at all times.

### **CANCELLATION OF HOUSING RESERVATION**

To receive a deposit refund, the housing office must receive a written cancellation notice.

Residents who fail to occupy rooms without written notice by 5:00 p.m. on the first class day of each semester may forfeit deposits and reservations.

### **CANDLES AND/OR INCENSE**

Candles and incense are prohibited in campus housing.

### **CAMPUS CONCEALED CARRY POLICY**

For information on the Campus Concealed Carry Policy, please visit: <https://www.midland.edu/services-resources/police/index.php>

### **CHAP ALERTS**

As a safety protocol, we encourage all students to register for approved Midland College emergency communications and other important information via text message and email.

For more information or to sign-up for Chap Alerts, please visit: <https://www.midland.edu/services-resources/police/index.php>

### **CHECK-IN PROCEDURES**

Proper check-in includes: signing the Residence Hall contract, and completing housing forms; showing proof of payment or being on a housing payment plan; completing room inventory form; receiving a card/key and a copy of the housing rules and regulations.

Completion of the housing contract and/or room inventory are binding and the resident is responsible for paying the rental fees in full as stipulated in the contract. The rent and deposit may not be refunded if a resident breaks their housing contract.

Residents unable to check-in by 5:00 p.m. on the first class day must notify the Residence Life Director of the impending delay to ensure that the deposit and reservation will not be forfeited.

Special arrangements must be approved by the Residence Life Director or his or her designee.

### **CHECK-OUT PROCEDURES**

Check-out dates will be announced and/or posted 4 weeks (one month) prior to the end of the semester. Residents must follow these procedures.

Residents must make an appointment with the residence hall manager for checkout.

Failure to check out properly will result in loss of deposit.

When checking out completely, students must remove all personal belongings within 48 hours. Any items left in the rooms or apartments after the allotted time will become Midland College property. Midland College reserves the right to dispose of this property. (See Abandoned Property)

Rooms must be cleaned and sanitized, including, but not limited to: sweeping, mopping, dusting the furniture, cleaning all appliances, the bathroom and fixtures, clean the walls, windows, and mirrors of decals, posters, and adhesives. Place all trash in the dumpsters located in the parking lots of each Residence Hall.

All keys/cards must be turned in to the front desk the day the resident checks out to prevent a charge and point deduction.

Damage fees will be assessed by Midland College personnel following check out. (see Damages)

All residents must check out of the hall no later than twenty-four hours after their last final exam or dismissal and no later than the times posted and/or announced at mandatory meetings. Fines may be imposed for failure to vacate and property may be considered abandoned and disposed of by housing, (See Abandoned Property).

### **CLASS HOUR REQUIREMENTS**

During the academic school year, residents are required to enroll in and maintain 9 hours during the regular semester or 6 hours during each 8-week term, unless given written permission by the Residence Life Director or his/her designee. Should a resident fall below 9 hours for the semester due to withdrawing from one class, they will be allowed to complete the semester. Should the resident fall below 6 hours for the semester, the student will have a maximum of 24 hours to vacate or submit an appeal in writing to the Residence Life Director or his/her designee to continue living in the Residence Hall. Residents who withdraw from all coursework have a maximum of twenty-four hours to vacate the Residence Hall. If circumstances dictate, a student may be required to vacate the building immediately.

Students who wish to move in at the start of the second 8 week course during a regular semester must first meet with the Residence Life Director or his/her designee for approval. Students must be enrolled in 6 hours for the second 8-week term to live on campus. Situations of this nature will be handled on a case-by-case basis.

To reside in the Residence Halls during the summer, residents must be enrolled in a minimum of three hours each summer session unless given written permission by the Residence Life Director or his/her designee. Participants in an approved summer camp or intern program may reside in the Residence Halls.

### **CLEANLINESS**

Rooms and bathrooms must be kept clean. Periodic room checks will be conducted to assure cleanliness. Loss of points may be assessed if rooms are not cleaned.

Residents are also expected to maintain a proper level of personal hygiene.

Failure to maintain a clean room and/or bathroom may result in disciplinary procedures to include loss of visitation privileges.

### **CODE OF STUDENT CONDUCT**

Residents are responsible for the conduct of friends, family, and guests. Residents agree to abide by all housing rules and regulations as outlined in Campus Housing Regulations and/or the Midland College Catalog/Student Handbook. All roommates may be subject to disciplinary action if a guest in their room violates any of the above rules and regulations.

### **COMMUNITY BILLING**

Residents may be held accountable for any damages or filth in public areas of the Residence Halls or Family units. Including but not limited to damaged ceiling tiles and trash in the hallway of the residence halls (fines are not negotiable after 3 days of resident notification). All Residents with a room in the proximity of the damage or trash will be fined. Assessment of the damage will be made by Midland College.

## **COMPLAINTS**

Residents should register housing complaints in writing with the Residence Hall Manager first so they can take proper steps for a resolution. Then, if the complaint is not satisfactorily resolved, a written request for review must be directed to the Residence Life Director.

## **CONFLICTING DISABILITIES**

Individuals who have allergic reactions to animals that are substantial enough to qualify as a disability need to follow procedures to document a medical/physical disability. Individuals need to request specific accommodations related to such disability needs through the Residence Life Directors Office in the Scharbauer Student Center. Midland College will consider the needs of both individuals to reasonably accommodate all involved and resolve the problem as efficiently and expeditiously as possible. (See Accommodations)

## **CONTRACTS**

Residents are required to sign a contract for the Fall and Spring semesters. A separate contract will be required for summer sessions and camps. No refunds will be made which are inconsistent with the contract. The contract is binding and the resident is responsible for paying the rental fees in full as stipulated in the contract.

As part of the contract, residents residing in O'Shaughnessy, Daniel, or Craddick Hall are required to carry a meal plan when offered.

## **COOPERATION WITH COLLEGE OFFICIALS**

Housing employees, such as Hall Managers and Front Desk Staff are college officials. Residents must immediately comply with directions from any college official. Verbal and/or physical abuse directed toward any college staff member will not be tolerated and will be cause for disciplinary action which may include immediate removal from residence halls.

Residents are also expected to notify a Residence Hall Manager immediately if they are witness to any rule or regulation violations.

## **COUNSELING/MENTAL HEALTH**

Counseling and mental health and disability services are available to all Midland College students. Students can communicate with the Counselor in person, by phone and by email.

For more information about counseling and mental health resources, please visit:

<https://www.midland.edu/services-resources/health-wellness/mental-health-resources.php>

## **CRIME STATISTICS**

The Midland College Police Department is dedicated to keeping the Midland College community informed about criminal activity occurring on campus. A daily summary of reported crimes is published on their website and is also available for review at the MCPD office between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. Information in the crime log typically includes the type of call, date reported, date and time incident occurred, case number, general location, description of the call and disposition of each crime.

In addition, during each Spring Semester, the MCPD gathers data from Student Services, Midland Police Department, and its own records in preparation for publishing the annual statistical report. The Vice President of Student Services and other members of Administration review the material prior to publication to ascertain that all relevant data is included. Once the data is approved, the statistics will be prepared and distributed to the Annual Report required by the Clery Act. The statistical report includes non-arrest incidents resulting in referrals for campus disciplinary action for Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession.

For more information about crime statistics, or to view the online summary of reported crimes, please visit: <https://www.midland.edu/services-resources/police/crime-statistics.php>

## **DAMAGES**

Residents are responsible for any damages to Residence Hall rooms regardless of who caused the damages. Residents will be charged for repairs or replacement. Reimbursement for any damages to common areas will be proportionally allocated to all the residents' assigned use of the common areas if liability cannot be determined. Residents are not responsible for damage caused by normal wear and tear. However, residents will be responsible for damages that are preventable (i.e. flushing too much toilet tissue or overflow of water).

Determination of the amount of such loss or damage will be made by Midland College. Failure to pay the assessment promptly may result in a registration, graduation, or transcript hold, loss of the deposit, and/or loss of future residence privileges. Residents may appeal damage charges to the Residence Hall Manager in writing within 7 days of notice.

## **DARTS/DARTBOARD**

Because of their potential danger to both persons and property, darts and dartboards are prohibited in the residence halls. Velcro or magnetic dart boards are the only acceptable alternative.

## **DECORATIONS**

Due to potential fire hazards, Residence Hall rooms and hallways must have less than 20% of the surfaces covered or decorated. Windows, window treatments, ceilings, walls, mirrors, light fixtures and doors are included in this regulation. Aluminum foil or other material that blocks windows is prohibited.

Occasionally, when printed material and/or posters of an offensive nature (including obscene, defamatory, advocate imminent lawless or disruptive action, considered prohibited harassment) are displayed creating a threatening or otherwise degrading environment for others in the residence hall, the resident(s) will be asked to remove the objectionable item(s). Failure to remove the item may result in disciplinary action.

## **DEPOSITS**

A resident's deposit may be used to cover any damages assessed. Should the cost of damages exceed the total deposit, the resident will be held responsible for the remaining balance. Residents that vacate housing before the contract ends may forfeit their deposit. Residents who fail to check-out properly will forfeit their deposit.

If the resident is in breach of the housing contract, the deposit will be forfeited. All deposit refunds will be reviewed at the end of each semester. Refunds may take 6-8 weeks after the end of the semester to process. All refund requests must be in writing.

Deposits left by residents returning to housing the following semester will be carried over by Midland College.

## **DESTRUCTION OF PROPERTY**

Destruction of Midland College property, resident's property or decorations is prohibited in the Residence Halls and Family Units. Violations will result in disciplinary action or immediate and permanent dismissal.

## **DISRUPTIVE BEHAVIOR**

Disruptive behavior in the Residence Halls, Family Units, Dining Hall, or parking lot areas is not acceptable. Disruptive behavior is defined as interference or obstruction of the activity and operation of the Residence Hall or Dining Hall or parking lot. Interfering with an employee's ability to carry out job duties may be considered disruptive.

Pranks and practical jokes may be considered disruptive.

Use of water guns or water balloons indoors is not allowed.

Public intoxication or being under the influence of alcohol or illegal drugs will be determined by the MCPD and will be considered a violation of the disruptive behavior policy.

The Midland College Police Department will be notified to conduct a well check when a resident appears to be severely impaired and/or under the influence of any alcohol or illegal drugs/substances. If the officer determines that the intoxicated resident could possibly be a danger, they can be taken into protective custody and taken to the hospital.

## **DISCIPLINE**

Violation of Midland College policies and housing regulations are subject to disciplinary procedures.

Disciplinary action may include:

- (a) warning;
- (b) community service;
- (c) formal written warning;
- (d) loss of privileges;
- (e) fines;
- (f) formal disciplinary probation;
- (g) suspension; or
- (h) dismissal;

Failure to comply with disciplinary action may result in registration, transcript hold, loss of future residence hall privileges, and/or expulsion from student housing.

Midland College Residence Life maintains a points system to track disciplinary actions as well as program participation points. The point system is designed to promote consideration and safety for others living in our community as well as promote participation in campus events. Each resident begins with 100 points and they can accumulate positive and negative points. Any resident who reaches zero (0) points while living in Midland College Residence Halls will be removed from the Residence Halls. The point values are assigned for the full academic year, from August 15 until the following August 15, but are subject to change for the next year. Points will accumulate from August 15 – August 15 for residence hall residents.

Incident reports are cumulative as long as the resident attends Midland College. A history of incident reports will be a factor in determining the degree or type of disciplinary action and are subject to be reported to the Midland College Police Department.

For information on campus wide disciplinary processes, please see the Student Rights and Responsibilities section in the catalog online.

## **DOORS, WINDOWS, WALLS, AND CEILINGS**

The doors and windows of each room must remain closed at all times for security. Residents and guests are not allowed to mark, write or draw on the doors, windows, walls, and ceilings. Tampering with ceiling panels or air vents is prohibited and constitutes a serious breach of security regulations.

## **DRESS CODE**

When in public areas, (halls, lobby, dining hall, etc.), residents are expected to be dressed in appropriate attire.

## **DRUGS**

Illegal drugs are prohibited. Possession, use, witnessing the use of and/or sale of an illegal drug (as defined by the Midland College Policy Manual and Catalog/Student Handbook) and/or substances not meant for human consumption is forbidden on campus.

Possession of drug paraphernalia will also be considered a drug violation.

Use or possession of a toxic chemical for purposes of huffing is considered a drug violation. Nitrous oxide, any glue, paint remover, or chemicals with intoxicating fumes, as well as, paraphernalia including compressed gas containers, tubes, and bags will constitute a drug violation.

It is against the law to have in your possession another person's prescription medication. It is also illegal to have prescription medication that is not in a properly labeled bottle.

Residents are also subject to state and federal laws. Law enforcement officials may be summoned to handle violations. Midland College is a drug free campus.

**There is no probation for drug violations. Anyone dismissed due to a drug violation will also be issued a criminal trespass from the Residence Halls, Family Units and Dining Hall by the Midland College Police Department**

All roommates may be cited if drugs are found in the room/community area regardless of ownership.

Residents who violate this policy are subject to immediate suspension from campus housing and may also be subject to disciplinary action up to expulsion from the Midland College campus.

Students who are suspended from campus housing for a drug violation and wishing to return to the residence halls must meet with the Residence Life Director for approval.

For more information on campus wide disciplinary processes, please see the Student Rights and Responsibilities section in the catalog online.

To control the use of illegal drugs/substances in the Residence Halls, Midland College may conduct drug searches using the services of the local police department K-9 Unit and/or a private agency. These searches may be unannounced.

## **EMERGENCIES**

Emergency health care is defined as a medical situation which requires immediate attention. Residents should exercise judgment in determining an emergency. In an emergency situation, students should first try to secure their own emergency treatment. Call 911 if necessary. If a student contacts 911, please notify the front desk so they can direct paramedics.

In some emergency situations, it may be necessary for Midland College officials to notify the emergency contact of the resident's in an emergency situation. This action will be used at the discretion of the Vice President of Student Services or his/her designee.

## **EMERGENCY CONTACT NOTIFICATION**

Midland College may notify the emergency contacts listed on a resident's housing information if the residents' health or well-being is in question.

## **EMERGENCY MANAGEMENT OPERATIONS**

If a serious crime, natural disaster, or severe weather emergency occurs that poses an immediate threat to the health and safety of the Midland College community or a segment of the MC community, MC has various systems in place for communicating information quickly.

For more information on the Emergency Management operations at Midland College, please visit:

<https://www.midland.edu/services-resources/police/index.php>

## **ENTRY, SEARCH AND SEIZURE**

Midland College officials have the right to search any room for reasons they deem appropriate to protect the health and safety of all residents. Rooms may be entered in the absence of the resident and without the resident's consent by authorized Midland College representatives for various reasons including and without limitation to, responding to emergencies, conducting inspections and inventories, performing maintenance, or investigating a policy/rule violation. Internet and e-mail usage may also be monitored by Midland College.

## **FACILITIES**

All rooms have central heating and air conditioning. Room furnishings include beds, mattresses, chairs, study areas, mirrors, and storage compartments. The restrooms include towel bars, showers, commodes, and sinks. Residents must furnish their own personal effects including sheets, pillows, pillow cases, blankets, bed spreads, towels, toilet paper, soap, wastebaskets and cleaning supplies.

Each room has cable TV, computer and phone outlets. Residents must furnish their own TV sets, telephones, computers, and computer software/hardware. Residents pay only for long distance calls and need to use some form of calling card. No collect calls will be allowed.

Accepting collect calls may result in a fine and payment of charges.

A resident and/or their guest may be charged for the following:

- Calling (local or long distance) directory assistance. Please use the phone book.
- Calling 800 numbers or other numbers that result in charges to your room phone number.

An approved list of electrical appliances can be obtained online or from the Residence Hall Manager. Residents are responsible for all items brought into the room. With the exception of coffee makers and toasters with self-contained heating units, cooking appliances are not allowed. *Illegal appliances will be confiscated by housing personnel and both roommates will be required to see the Residence Hall Manager.*

Rooms and the furnishings provided therein are to be used in the manner for which they are designated. No Midland College property in community areas may be moved without written consent of the Residence Hall Manager. Altering of or defacing furnishings is also prohibited. Writing or painting on windows is not allowed. Each resident is responsible for proper use and care of all residence hall facilities, including bathrooms, hallways, lounge areas, parking lots, and grounds.

Unauthorized entry into restricted areas such as mechanical rooms, roofs, ledges, and breaker boxes is prohibited. Intentionally blocking any interior or exterior stairway, creating an obstacle to any exit, entering or exiting through windows, or propping doors that are secured is prohibited.

Altering, tampering with, or disabling a smoke detection device or fire prevention device is prohibited. Deliberately initiating a false alarm of a fire system is prohibited. Dispensing the contents of a fire prevention device for any reasons other than to extinguish or prevent a fire is prohibited. Failure to respond to alarm systems and following evacuation procedures is prohibited. Prohibited actions may result in disciplinary action.

## **FAILURE TO REPORT/COMPLY, PASSIVE INVOLVEMENT & CONCEALMENT OF INFORMATION**

Everyone in the campus housing community has the responsibility of maintaining the safety and wellbeing of the community, maintaining the condition of the facility, and taking initiative and action if there is a violation of community standards. A resident's presence during any violation of any housing rules and regulations or policies of the College ultimately condones, supports, and/or encourages violation(s). Residents are responsible for choices they make. In the presence of a rule violation, you may attempt to stop the violation, contact housing staff, and/or immediately remove yourself from the situation and the vicinity of the violation. If you choose to remain at the scene of a rule violation, you will be included in the documentation and may also be held accountable for applicable rule violation(s). Concealment of information is also considered a housing violation. Our vision is that residents accept ownership of, and take responsibility for, resolving conflicts and problems in their community. In the event that a conflict arises that you cannot resolve, please do not hesitate to contact the Residence Hall Manager.

## **FALSE REPORTS**

Texas law states that making a false threat at any Texas higher education institution is considered a state jail felony. This law was enacted in response to threats at several universities across the United States that disrupted classes and prompted evacuation of campus property, even though the reports turned out to be a hoax. This law relates to the offense of making, causing, or reporting a false alarm involving a public or private institution of higher education. A person commits an offense under Section 42.06 if he or she knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies; or
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, aircraft, automobile, or other mode of conveyance.

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, may be punished by a fine not to exceed \$10,000. Midland College students should be aware that the State of Texas takes these threats seriously, and the legal consequences, which are severe, go beyond anything that the College's disciplinary committee can address.

## **FINES**

Residents are subject to fines according to the housing rules and regulations. All residents are provided with a housing charge/fines chart at the time of occupancy.

## **FIRE SAFETY**

O'Shaughnessy, Daniel, and Craddick halls each have a wet pipe system installed to provide total coverage for the entire building with fire department external "Siamese" type connections. The system is interfaced with the building fire and smoke alarm systems. Each floor is designed as a separate fire zone. The system is designed to comply to NFPA 13 (light hazard) and/or ordinary hazard, Group 1 as determined by occupancy requirements. The system was designed by a professional engineer experienced in the design of this type of system and licensed in the State of Texas and installed per manufacturer's instructions.

The system is inspected annually for compliance to all State and City codes.

Fire extinguishers and alarm pull stations are located in the hallways of O'Shaughnessy, Daniel, and Craddick residence halls.

In the event of a fire alarm, residents in the upstairs room will exit the room and go to the nearest stairwell, descend to the first floor, and move to open areas away from the building. Residents on the first floor will go directly from the room to the open areas outside and away from the building.

Candles, incense, devices with an open flame, appliances with exposed heating elements (i.e. hotplates), fireworks, live Christmas trees, flammable liquids or fuel, overloaded electrical outlets, incendiary devices, and extension cords are all prohibited.

Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire are prohibited. Attempting to ignite and/or the action of igniting college and/or personal property either by intent or through reckless behavior which may result in damage of college premises will result in disciplinary action.

During holidays all appliances must be unplugged unless otherwise noted. Violation of this policy may result in disciplinary action.

Residents are required to keep all windows free from boxes and clutter and a clear exit path to the front door at all times.

Two fire drills will be conducted throughout the semester and one during each 6 week summer session. Residents and staff are required to vacate immediately when alarms are sounded. Failure to vacate when alarm sounds may result in disciplinary action. It is the responsibility of each resident to be familiar with procedures designed to ensure safety and security.

Evacuation plans are on the back of the doors in each room. It is the responsibility of the resident to notify Housing of missing evacuation plans.

## FOOD SERVICE

Board is required for students in Craddick, Daniel, and O'Shaughnessy Halls. Meals not eaten are not transferable to others. During most holidays, meals are not provided. Residents are expected to follow the dining hall guidelines.

1. Residents must present their student I.D. card.
2. No shirt, no shoes, no service.
3. A guest may eat with a resident, but the guest is required to pay for the food. Residents are responsible for the conduct of their guest(s).
4. No food or drink may be taken from the dining hall. If a resident is ill or has a schedule conflict with posted dining hours, the Residence Hall Manager may call or send a note to food service and request a sick tray or box lunch as necessary. Another student may pick it up.
5. All residents should clean their table and dispose of dishes properly when finished.
6. No resident is allowed in the kitchen or serving area unless approved by food service manager.
7. TVs are controlled by dining hall personnel and should not be adjusted for any reason.
8. Residents suspended from housing will have their meal plan cancelled and refunded.
9. Residents are expected to behave in a mature and responsible manner in the dining hall. If a resident is unable to follow the dining hall rules, they will not be allowed to eat in the dining hall. No refund of money will be given.
10. Students removing dining hall property will be fined accordingly (i.e. plates, cups, mugs, spoons, forks, knives, etc.)

## GETTING ALONG WITH YOUR ROOMMATE

Honesty, understanding, and mutual respect are important elements in learning to live with your roommate.

Try the following helpful hints:

- **Don't wait** for the problem to escalate!
- **Communicate** with your roommate and suitemates.
- **Discuss** your pet peeves, musical taste and your feelings at the beginning of the semester, before issues arise.
- Keep **confidential** the problems between you and your roommate.
- **Don't** leave nasty notes for your roommate or suitemates.
- **Discuss** the problem honestly and privately.
- **Set boundaries** - discuss who can borrow what, when, and for how long before issues arise.
- **Set up** schedules for showering, cleaning, studying, sleeping, and for entertaining guests.
- Make sure your living area is **clean** and **comfortable**.
- **Keep** accurate records of bills that you share.
- If you **break** something, **replace** it.

If you are unable to solve the issue with your roommate, please contact the Residence Hall Manager for assistance.

## GUEST

A guest is defined as a person who is not assigned to the room they are visiting.

## ILLEGAL ACTIVITIES

Hazing, gambling, use or possession of various forms of drugs including synthetic and/or volatile chemicals and narcotics, and use or possession of alcoholic beverages and/or containers on Midland College property are in violation of the Student Conduct Regulations which are found in the Catalog/Student Handbook. All residents should make themselves familiar with the rules and regulations; violation of Midland College policy will result in disciplinary action.

## ILLEGAL ENTRY

All residents must use their key to enter the Hall and their room. Failure to do so constitutes illegal entry. Also, illegal entry may refer to entering a resident's room uninvited, even if door is unlocked or propped open. It is illegal to enter an unoccupied room even through a common room door. Illegal entry is subject to disciplinary

action and/or dismissal from the residence halls (refer to keys/cards). NEVER LOAN YOUR KEYS OR CARD TO SOMEONE ELSE!

## **IMMUNIZATIONS**

Effective January 1, 2010, the new Texas State Law, HB 4189, requires all students wanting to live on the Midland College campus for the first time MUST have a bacterial meningitis vaccination at a minimum of ten (10) days prior to move in.

Future residents must submit one of the following to their assigned Enrollment Navigator: evidence of the student having received the vaccination from an appropriate health practitioner; or an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief.

A conscientious exemption form from the Texas Department of State Health Services must be used.

Midland College requires that all residents have updated shots/immunizations. It is the resident's responsibility to make sure their records and history are up to date.

Midland College strongly urges that in addition to regular immunizations, residents also get the Hepatitis B and Polysaccharide Meningococcal vaccines.

## **INFORMATION TECHNOLOGY**

All computers must be turned off when not in use. Residents must follow the Midland College Computer Acceptable Use Policy outlined in the Catalog/Student Handbook. In addition, computers may not be used as servers when running various programs.

Midland College will assist companies and law enforcement with investigations. Midland College may also pursue disciplinary action.

Residents in the Residence Halls need an Ethernet card and cable, a wireless internet card, or USB port. (Midland College does not support dial-up service.)

To use the free internet service provided by Midland College all computers and all users must comply with Midland College's Computer Usage Policy as found in Midland College Course Catalog/Handbook.

Midland College Information Technology is not responsible for any computer problems. Internet maintenance requests must be submitted to the Midland College IT Help Desk at 432-685-4788.

## **INSURANCE**

Residents are encouraged to purchase their own health and renter's insurance. Midland College, its governing board, administration and employees do not assume any legal liability for personal injury or loss or damage to personal property of housing residents and their family, friends, or guests which occur on Midland College property, including, without limitation to, loss or damages due to injury, death, rape, assault, theft, burglary, vandalism, and/or natural phenomenon (fire, flood, water leaks, rain, hail, smoke, explosions, and tornadoes).

## **INTERFERENCE WITH EQUIPMENT**

Interference with any Midland College equipment (i.e. video cameras, smoke detectors, surveillance equipment, door alarms, etc.) is prohibited and may result in disciplinary action or immediate dismissal from the residence halls or family units.

## **KEYS/CARDS**

Keys/cards will be issued to the resident during check-in. Residents must keep their keys with them at all times. Access to the resident's room and wardrobe is the resident's responsibility. When a key is lost, a new key must be made. The resident who lost the key will be charged a \$35 dollar fee per lost key and any subsequent key

replacements will be \$35 and points deducted per key which may lead to dismissal from the residence halls. Residents that fail to return their keys at checkout will receive a fine for improper checkout.

Jeopardizing the security of the halls by failing to report lost or stolen keys is a serious violation.

Fines imposed for missing keys will not be removed for keys/cards turned in 3 days after resident has moved out.

### **LAUNDRY FACILITIES**

The Residence Halls have coin-operated laundry facilities. Residents are responsible for all laundry supplies. Clothing should not be left unattended. If laundry is left in a machine past the time when the machine stops, a person waiting for the machine may remove the laundry so they can use the machine. Midland College is not responsible for lost or stolen items. Residents are responsible for keeping the laundry rooms clean and for reporting maintenance needs to the Residence Hall Manager. Residents should keep change for the machines. Residents attempting to override the fee may be subject to disciplinary action.

### **LITTER**

Please help us keep our campus clean and safe by taking all waste to the dumpsters located in close proximity to each residence hall. Any individual caught littering will face disciplinary action. If litter is found outside of a particular Residence Hall, all residents will be charged a community fine.

### **LOBBY**

Residents and guests may use the first floor Residence Hall lobby for watching TV, visitation and leisure activities.

Residents and guests are not allowed to use the lobby furniture for sleeping, as a foot rest, to use the cushions as pillows, or to move the furniture to another location.

Second floor lobby is not open for visitation without IDs and escorts.

### **LOCK DOWN/SHELTER IN PLACE**

If you should receive an emergency alert or hear the campus emergency system sound, follow the instructions given. You will need to find a safe secure location quickly, lock the door, turn off the lights, hide, and wait for the all clear.

For more information on emergency actions, please visit: <https://www.midland.edu/services-resources/police/emergency-management-operations.php>

### **LOCK OUT INFORMATION**

If a resident is locked out, they must follow the procedures explained by the Residence Hall Manager in the mandatory meeting. Fines as follows:

**The first 2 are ..... Free**  
**Additional lockouts ..... \$10 each**

### **LOITERING**

Residents are not allowed to loiter in parked cars or parking lots.

### **MAIL**

Resident's mail boxes are located in their respective Residence Hall. Residents should have their mail addressed as follows:

Resident's name  
Residence Hall Name  
3600 N. Garfield  
Midland, TX 79705

Midland College and the United States Post office are unable to forward mail from the college address.

## **MAINTENANCE**

Maintenance requests should be reported to the front desk and logged into the maintenance log book. If maintenance finds that the request was not a result of normal wear and tear, then disciplinary action may follow.

## **MANDATORY MEETINGS**

There may be 3 to 4 mandatory meetings throughout each semester. Residents will be given important rules and regulations as well as updates on campus policies. Disciplinary action may result if a resident does not attend mandatory meetings. Residents are responsible for knowing and understanding information given at mandatory meetings.

## **MEDICAL PLAN**

A limited medical plan is available for residents during the fall and spring semesters. Information about the plan is provided during check in.

## **MISSING PERSONS**

If a resident is reported as missing, the Midland College Police Department will contact the individual identified by the resident on the Personal Information Sheet within 24 hours. If the missing student is under 18 years of age and not emancipated the school must immediately contact the custodial parent or legal guardian of the resident.

To report a resident missing, contact a Residence Hall Manager immediately.

## **NOISE**

Engaging in activities that interfere with the orderly functioning of the College or interferes with an individual's pursuit of an education will not be permitted at any time. Residents are expected to maintain an atmosphere conducive to studying, especially in the evenings. Twenty-four-hour courtesy hours are in place in all residential living areas. At all times, residents and their guests must be considerate of their neighbors' right to the quiet enjoyment of their home. Residents are responsible for their guests' behavior. Midland College Residence Life is committed to providing a living environment that compliments and fosters the academic and intellectual development of all Midland College students. Violators of the noise rule will be subject to disciplinary action.

## **NONPAYMENT**

Failure to make payment may lead to suspension from campus housing.

## **OFFICIAL SUMMONS**

Student Life or administrative officers of Midland College may request that a resident attend a meeting to discuss matters including, but not limited to; records or financial affairs, disciplinary investigations, educational programs, or other matters. These requests are OFFICIAL SUMMONS. Failure to respond or appear to an Official Summons may result in investigation decisions without input and/or formal disciplinary action.

## **PACKAGES**

Fed Ex, DHL and UPS packages are delivered to Daniel Hall Monday through Friday between 2-4p.m. for all dorm residents. Check with your front desk to ensure your package was delivered. You must bring a photo ID with you to pick up your package at the mail room or Daniel Hall.

United States Postal Services (USPS) packages can be picked up at the Mail room in the Scharbauer Student Center. Residents will receive a notification in their mail stating they have a package. Please bring the notification slip and ID to retrieve your package.

## **PARKING**

Campus parking stickers are available at to all registered students. These can be picked up from the Midland College Police Department located in the Scharbauer Student Center. **Fines will be issued to residents not having a parking sticker on their vehicles and for parking in unauthorized campus parking.**

## **PARTIES**

To protect the rights of other residents, parties are not allowed in a Residence Hall room. Parties and dances are scheduled in approved locations throughout the semester by the Student Activities office. No more than six (2 people per resident assigned to the room) people are allowed in a Residence Hall room at one time.

### **PAYMENT SCHEDULE (RENT AND FEES)**

Rental payments and other fees are paid at the Cashier's Office. Residents shall pay the housing fees according to the payment schedules distributed by the Cashier's Office staff. Any exceptions to the payment schedule must be approved by the Vice-President of Student Services or his or her designee prior to move-in. Failure to pay may result in suspension.

### **PETS/ANIMALS**

No Animals or Pets (including mammals, reptiles, birds, fish, rodents, amphibians, arachnids and insects) are allowed, even temporarily, anywhere in the residence halls, family units, or any campus building unless so authorized in writing by Midland College. Fines and restitution for expenses incurred to remove a pet may be charged to both roommates. If you have a "rescued" pet notify the Residence Hall Manager or Family Units Monitor immediately for friendly animal placement. Authorized exceptions will be made in the case of Service and Assistance Animals.

Midland College is committed to compliance with state and federal laws regarding individuals with disabilities. All questions regarding service animals and assistance animals should be directed to the Residence Life Directors office in the Scharbauer Student Center. Procedures and rules can be found at: [www.midland.edu/accommodation](http://www.midland.edu/accommodation).

### **POLICE/SECURITY**

Police or security officers are on campus 24 hours a day. They are present for student's safety and to enforce Midland College policies and regulations. Problems should be reported to the officers if the Residence Hall Managers are unavailable. Residents are obligated to abide by the police and security's requests.

For security of the residents and staff everyone will be required to show a current photo ID after visitation hours (10:45 p.m. – 8:00 a.m.) while living in the residence halls. The front desk staff is considered Midland College officials. Failure to show your ID may result in fines and points deductions.

You may be required to show your photo ID at any time in the residence halls or on campus by any Midland College official.

When a current resident visits another residence hall you are considered a guest and must abide by the visitation and guest policies.

### **PROHIBITED ITEMS**

Items prohibited either by law or in the Campus Housing Regulations will be confiscated by Midland College Staff. Items not deemed illegal, may be returned to the resident at the end of the semester. Fines will be imposed for items prohibited from Campus Housing.

### **QUIET HOURS**

Quiet hours begin nightly at 10 p.m. and are observed until 10 a.m. the next morning.

Violation of quiet hours from loud noises, music, television, talking, screaming, etc...may result in disciplinary action.

All residence halls observe twenty-four hour courtesy hours. Residents are expected to respect the request for quiet by any staff or resident.

During the week of finals, the Residence Halls will observe twenty-four hour quiet hours.

### **REFUNDS**

Refund of deposit will be determined following the final inspection of the vacated room. Refunds for early move outs will follow the percentage rates located in the current catalog. Military personnel called for active duty during

the semester will also be refunded according to the percentage rates found in the catalog. Refunds may take up to 6 weeks to process.

## **RENOVATIONS**

Residents are not allowed to renovate, construct any structure, paint, or carpet their rooms or apartments.

## **RESIDENT**

Resident is defined as an individual who is registered for and attending classes through Midland College and has a room assignment.

## **RETALIATION**

Any attempt to intimidate, threaten, or create a hostile environment for any person involved in reporting an incident is strictly prohibited. Sanctioning for retaliation may include permanent removal from the residence halls.

## **ROOM ASSIGNMENT AND CHANGES**

Reasonable efforts will be made to honor roommate requests submitted by the time initial assignments are made (generally August 1<sup>st</sup>). In addition, the Residence Hall Manager will place residents based upon information from their application when no roommate preference has been listed. However, preference will be based on a first come first serve basis.

Midland College reserves the right to make room and building assignments, changes, and consolidations at its sole discretion. Midland College is happy to offer private rooms for an additional fee when space is available. No resident will room alone without paying an additional fee unless there are odd numbers of residents. Residents without a roommate will be expected to consolidate within the time assigned by the Residence Hall Manager. Failure to consolidate will result in a non-refundable private fee applied to the residents account.

All room change requests must be filed in writing with the Residence Hall Manager and approved. If a resident changes rooms without permission, they may be subject to disciplinary procedures.

## **ROOM CHECKS**

All rooms are subject to entry by Residence Hall Managers and other Midland College officials to check conditions of rooms, the need for repairs, or to make repairs. In addition, Midland College reserves the right to enter any room to maintain discipline and to provide security for resident's property.

## **SAFETY DRILLS**

Midland College cares about the safety and well-being of our residents and have taken steps to prepare them for certain situations that may occur. Residence Life, MCPD and Maintenance staff team up twice during the fall and spring semester and once during the summer terms and practice safety drills also known as a "L.E.S.S. is More Drill" at each residence hall. These drills include a lock down drill, an evacuation/fire drill, and a seek shelter drill. Failure to respond properly to safety drills may result in disciplinary action.

For more information about emergency actions at Midland College, please visit: <https://www.midland.edu/services-resources/police/emergency-management-operations.php>

## **SAFETY TIPS**

1. Keep your door shut and locked at all times.
2. Record the serial numbers of all valuables for identification purposes.
3. Use the buddy system when walking after dark.
4. Inform your roommate of your whereabouts and expected time of your return.
5. Do not allow strangers to enter your room.
6. Call 911 for police, fire or medical emergencies.
7. Use door's "peep hole" to view the person outside the door before unlocking and opening it. Report missing or damaged "peepholes" to the front desk immediately.
8. Do not put personal information (i.e. birth date, address, phone number, etc...) on public domain websites.
9. Become familiar with all safety procedures (i.e. fire, storm) of the Residence Hall.
10. Participate fully in all drills.

11. Be conscious of drastic behavior change in yourself or other residents. Contact a Residence Hall Manager to report concerns.

For more information on safety protocols and other safety tips at Midland College, please visit:  
<https://www.midland.edu/services-resources/police/index.php>

### **SIGNS/NOTICES**

Signs will be posted throughout the halls to notify residents of meetings, activities, changes to policies, or general information. Residents are responsible for reading all information provided. Residents are expected to not interfere or tamper with these signs. College permission is required to post any signs.

### **SKATES, ROLLER BLADES, BIKES AND SKATEBOARDS**

Residents are not allowed to use bikes, skates, roller blades, skateboards, or scooters in the Residence Hall. Residents are permitted to use skates, roller blades and skateboards on the sidewalks around the classroom buildings.

Skates, roller blades, skateboards, and scooters **MUST** be carried to and from the Residence Hall rooms.

### **STAFFING**

The Residence Hall Manager will live in the Residence Hall to assist residents. The Residence Hall Manager will enforce Midland College policies, monitor the conditions of the Residence Hall and carry-out intermediate discipline when necessary. The Residence Hall Manager will be assisted by front desk clerks. Residents are encouraged to contact the staff with any concerns or needs. The staff will help or will refer the situation to appropriate personnel.

### **THEFT**

Possession of any property not of your own is illegal. This includes, but is not limited to, property of the college, member of the college community, or of any campus visitor. (Should you be a victim of theft, contact the Residence Hall Manager and file a theft report with MCPD within 12 hours.)

**Proven theft will result in permanent dismissal from the residence halls or family units and the resident will be issued a criminal trespass by the Midland College Police Department.**

### **TOBACCO**

Use of tobacco products, including e-cigarettes and all other smoking devices, is not allowed inside any of the buildings on the campus of Midland College including the Residence Halls. Smoking is permitted in outside designated areas as dictated by college policy. Use of tobacco and other smoking devices in undesignated areas around the Residence Halls will result in disciplinary action.

### **VACATION AND HOLIDAYS**

During school vacations, residents are not allowed to occupy campus housing unless otherwise notified. The Residence Hall Manager will inform residents of check-out dates and procedures. Valuable possessions should be taken home during these periods to reduce the threat of theft. Other property should be locked in the wardrobe. Midland College will not be liable if property is vandalized or stolen.

Accommodation during periods when classes are not in session may be made available for an additional fee if Midland College determines there is sufficient demand. All residents may be consolidated in one building and additional rules, including, but not limited to, visitation may be enforced.

Any resident who does not return to campus housing by 5 p.m. on the first day of classes and has not provided written notification will be considered in breach of contract. Remaining property will be confiscated by Midland College. Deposits will be forfeited and charges for damages and cleaning assessed.

### **VENDING MACHINES**

If money is lost in a vending machine, do not try to retrieve it. Report losses to the front desk in the Residence Hall and they will try to collect your money from the vendor.

## VISITATION

Residents must be present with their guests at all times.

Residence Hall visitation hours are: 10 a.m. -12 a.m. Monday – Friday, and 24-hour visitation beginning at 10 a.m. Friday – 12 a.m. Monday. These hours are set as a courtesy to our residents. Housing staff may decrease or revoke visitation hours because of disciplinary or safety issues without notice.

Guests must leave the Residence Hall when visitation hours end. Housing residents and visitor must:

1. Respect the rights of the roommate and suitemates. No more than 2 visitors per resident. Visitors must leave when requested by the resident's roommate.
2. Maintain proper conduct.
3. Abide by all housing rules and regulations.
4. Residents must sign in and sign out their guests at the front desk while presenting valid picture identification with birthdate.
5. Midland College reserves the right to ask any visitors to leave if officials believe the visitor is taking advantage of or abusing the visitation privileges. Visitors may also be permanently suspended if they violate campus housing regulations.
6. Weekend overnight guests must be approved by the roommate, weekday overnight guests must be approved by the Residence Hall Manager. The resident must have the appropriate form completed and submitted at least 2 days in advance. Overnight guests may stay no more than 3 consecutive days. If the resident does not inform the Residence Hall Manager that a guest is staying overnight during a weekday, the resident will be subject to disciplinary action and the guest may be suspended.
7. All nonresident guests under the age of 18 must remain in the lobby.
8. Any family relatives visiting under the age of 15 without a parent or guardian present are allowed on the floor or in rooms at the discretion of the Residence Hall Manager.
9. Any violation of this policy may result in immediate visitation suspension and/or further disciplinary action for all residents involved. Non-residents who violate Midland College policies may lose all visitation privileges, face discipline charges with Midland College and face charges with the Midland College Police Department.

## WEAPONS

Prohibition of Weapons: Except as authorized pursuant to Policy No.05:16:0, the use, possession, display or storage of any weapons, simulated weapons, explosives or fireworks on the campus of Midland College sites is prohibited. Individuals who observe a weapon being displayed are required to report the incident immediately to the Midland College Police so it can be documented and properly investigated. Midland College Police can be contacted at 432-685-4734. Midland College police will refer potential violations of this policy to the Office of Human Resources or the Student Conduct professional as applicable.

Any weapon propelled by pressurized air such as paintball guns, BB guns, pellet guns, and facsimiles of weapons are prohibited on Midland College property. Residents are prohibited from possessing any weapons including firearms in the residence halls unless the resident possess a license to carry, has proper storage capability, and adheres to Midland College Policy No. 05:16:01 referring to Concealed Carry and Weapons on Campus. Possession of any weapons not authorized in accordance with campus policy may lead to permanent dismissal from the residence halls or family units.

An individual who is uncomfortable sharing a room with an individual legally and lawfully carrying a weapon may request and be granted a transfer on that basis.