

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

WILLIE
CORNICK
Administration Bldg

**2016-17 STUDENT GUIDE
& ANNUAL SECURITY REPORT**

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Welcome from the President

Dr. Gary Lee Spears



Dear Student,

Welcome to Northwest Mississippi Community College. If you have received this *Student Guide* then you have chosen to matriculate at our college. I want to take a moment to congratulate you on your choice and tell you how proud we are to have you as a student. We are confident that our outstanding programs will help you meet your educational goals.

This *Student Guide* is provided to you as an easy reference to information about college life here at Northwest. Use it throughout the year to help you get the most out of your experience. I encourage you to get involved in your campus to enrich your college experience.

Once again, congratulations on choosing Northwest, and I look forward to seeing you at our many events on campus this year.

Sincerely,

Dr. Gary Lee Spears
President

Mission of Northwest Mississippi Community College

The mission of Northwest Mississippi Community College is to provide the students of its eleven-county district and beyond with opportunities for obtaining affordable quality education to meet their diverse needs. The comprehensive community and technical college offers students educational experiences through traditional campus-based and distance learning opportunities. Northwest is committed to achieving the following goals: to promote excellence in educational programs; to maintain quality educational support services; to continue responsive administrative processes; to ensure efficient use of financial and physical resources; and to assure institutional effectiveness.

Northwest Mississippi Community College meets the educational, employment, career, cultural, and special needs of its students and the community through the offering of:

- Academic and career technical curricula leading to certificates, diplomas, and associate degrees;
- University-parallel courses and programs meeting requirements of the first two years of a baccalaureate degree;
- Workforce Development Training designed to meet current and future workforce needs in business and industry;
- A comprehensive program of remedial and developmental education;
- Continuing education and service programs for the community;
- Student support through tutoring, guidance, counseling, career information and placement; and,
- Services including library services, cultural and enrichment opportunities, information technology services, and extracurricular activities for students and the community.

Students' Rights and Responsibilities

Northwest Mississippi Community College extends the privilege of admission to those persons who meet the academic qualifications and the standards of health, character, and prior conduct. This admission presents privileges beyond those available to all citizens. Commensurate with these additional privileges are additional responsibilities. The rights and responsibilities of Northwest Mississippi Community College students are described in the section which follows.

Student Rights

Among the student's general and specific rights are the following:

1. The right to those educational programs offered by the college *Bulletin* for which the student is qualified.
2. The right to join college-approved organizations for educational, political, social, religious, and cultural purposes.
3. The right to inquire about and to recommend improvements in policies, regulations, and procedures affecting the welfare of students through representation in the Student Government Association or through duly approved student representatives on college committees and through college offices.
4. The right of respect for personal feelings; the right of freedom from indignity of any type; the right of freedom from control by any person, except as may be in accord with the published rules and regulations of the institution and the commonly accepted moral code.
5. The right of freedom of expression as defined by the Bill of Rights of the Constitution of the United States, within the framework of existing statutes limiting the exercise of this freedom.
6. The right of due process in disciplinary procedures when individual or group behavior comes under review by the College.
7. The right of appeal to and review by the President of the College or his designees for the purpose of determining whether the student has been provided administrative due process.

Student Responsibilities

Rights in all communities have concomitant responsibilities to respect the laws and regulations of the communities. A student's enrollment in Northwest Mississippi Community College is his or her agreement to abide by its rules of community governance.

1. The responsibility of being fully acquainted with the college *Bulletin*, the *Student Guide*, and other published policies for the guidance of students, and the further responsibilities of complying with these policies and regulations in the interest of an orderly, socially responsible community.
2. The responsibility of assuming the consequences of one's own actions and of avoiding conduct detrimental in its effect upon fellow students and the College.
3. The responsibility at all times to recognize constituted authority, to conform to ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of the student's time toward an education.
4. The responsibility for supporting the essential order of the College.
5. The responsibility of meeting college financial obligations and deadlines.
6. The responsibility of attending classes regularly.
7. The responsibility for knowledge and observance of those policies not herein enumerated which have been established and promulgated by appropriate college officials and designated college communities, i.e., residence hall rules, traffic regulations, social rules.
8. The responsibility to see that his or her dress and personal grooming reflects good taste and personal pride in one's appearance. No manner of dress will be allowed which would disrupt the normal educational and social process.

Notice of Non-Discrimination, Equal Opportunity and Affirmative Action

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation

Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation.

Inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations should be directed to: Mr. Gerald Beard, Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address gbeard@northwestms.edu.

Compliance with Title II of the Age Discrimination Act is coordinated by Mr. Gary Mosley, Vice President for Finance, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address gtmosley@northwestms.edu.

The overall campus coordinator for purposes of Title IX compliance, who is responsible for all inquiries regarding non-discrimination policies, is: Mr. Dan Smith, Vice President for Student Services and Chief of Staff, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997 and e-mail address dsmith@northwestms.edu. The following individuals have been designated as deputy Title IX coordinators: for Housing, Ms. Aime Anderson, Dean of Students, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997, e-mail address aanderson@northwestms.edu; for the DeSoto Center: Ms. Patsy Gardner, CTE Support Services Coordinator, 5197 W.E. Ross Parkway, Southaven, MS 38671, telephone number 662-280-6148, e-mail address pgardner@northwestms.edu; for the Lafayette-Yalobusha Technical Center: Ms. Darlene Greenlee, Counselor, 1310 Belk Drive, Oxford, MS 38655, telephone number 662-281-1276, e-mail address dmgreenlee@northwestms.edu. Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinators or to the Office of Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit <http://wd-crobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint concerning alleged failures by Northwest Mississippi Community College to comply with the requirements of FERPA with the U.S. Department of Education at the address below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

More information on the Family Educational Rights and Privacy Act can be found at:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Complaint and Grievance Procedures

Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 as well as Northwest policy prohibit institutional discrimination against students on the basis of race, sex, color, creed, national origin or disability. Students who have reason to believe that their rights under law or campus policy have been denied in such areas as admissions, financial assistance, employment, residence hall assignment, disciplinary actions, or other campus matters may seek to resolve them in the following manner:

1. Address a written statement to the Vice President for Student Services setting forth the grievance and the remedy sought. **Students (particularly those enrolled in eLearning or other distance learning programs) may submit the statement through electronic mail.**

2. The Vice President will forward a copy of the grievance to the appropriate individual within five working days of receipt of the statement.
 - a. If a complaint raises an academic question, it will be forwarded to the dean of the appropriate academic division.
 - b. If the complaint raises a nonacademic matter, it will be forwarded to the administrative head of the appropriate unit.
3. Within five working days after receipt of the statement, the Dean or Administrator shall make initial contact with the complainant. The Dean or Administrator may receive both oral and written presentations and may make independent inquiry. Within fifteen (15) working days after the initial contact or meeting, the Dean or Administrator will make a decision as to the merits of the student's grievance. A copy of the decision will be sent to all parties of the statement and the Vice President for Student Services.

In the event that the student is not satisfied with the resolution of the grievance, appeal may be made to the Vice President responsible for the Unit or Division involved, and then to the President.

Students and members of the public wishing to file a written complaint, as opposed to a formal grievance, should do so with a member of the President's Cabinet, which is composed of the senior administrators of the College. A list of members may be obtained from the President's Office or from any Vice President.

Academic Calendar

Fall 2016 Semester

August 15, Monday.....	Faculty Meeting
August 16, Tuesday.....	Pre-registered students complete registration process online
August 17, Wednesday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—evening classes/ online classes: 4:30-7 p.m.
August 18-19, Thursday-Friday.....	Pre-registered students complete registration process online or on campus (8 am-3:30pm)
August 19, Friday.....	Residence halls open for registered students
August 22, Monday.....	Open Registration—traditional classes/mini-term classes: 8 a.m.-3:30 p.m.
August 26, Friday.....	Residence halls open for registered students
September 5, Monday.....	Day classes begin; First session day mini-term classes begin; Evening classes begin
September 16, Friday.....	Late registration begins
September 30, Friday.....	Last day to register
October 6-7, Thursday-Friday.....	Last day to make schedule changes
October 7, Friday.....	Labor Day Holiday
October 10-11, Monday-Tuesday.....	Last day to withdraw from a day mini-term course, if failing, and receive a "W" grade*
October 12-14, Wednesday-Friday.....	Last day to withdraw from a day mini-term course passing and receive a "W" grade
October 17, Monday.....	First session day mini-term final exams
October 21, Friday.....	Student Progress Reports due in Registrar's Office by 3:30 p.m.
October 28, Friday.....	Fall Break
Oct. 31-Nov. 3, Monday-Thursday.....	Open Registration—second session day mini-term classes
November 4, Friday.....	Second session day mini-term classes begin
November 7-18, 28-30.....	Last day to withdraw from a course, if failing, and receive a "W" grade*
November 18, Friday.....	Last day to make application for Fall Graduation
November 21-25, Monday-Friday.....	Pre-registration for Spring 2017 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.
November 27, Sunday.....	Pre-registration for Spring 2017 semester—8:30 a.m.-3:30 p.m.
	Pre-registration by appointment
	Residence halls close for Thanksgiving Holidays at 4 p.m.
	Last day to withdraw from a day mini-term course, if failing, and receive a "W" grade*
	Thanksgiving Holidays
	Residence halls reopen at 2 p.m.

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November 28, Monday.....	Classes resume
Nov. 30-Dec. 2, Wednesday-Friday	Clearance
December 2, Friday	Last day to withdraw from a traditional or mini-term course passing and receive a “W” grade
December 5-12, Monday-Monday	Final Examinations (traditional day/evening and mini-term classes)
December 9, Friday	Residence halls close at 4 p.m.
December 13, Tuesday	Semester grades due in Registrar’s Office by 10 a.m.
December 14, Wednesday	All offices close at noon

*Does not apply to courses with “F” based on attendance policy.

Spring 2017 Semester

January 5, Thursday.....	Staff and Administration Offices open; Pre-registered students complete registration process online; Financial Aid and Registrar appeals
January 6, Friday	Pre-registered students complete registration process online; Financial Aid, Registrar and Housing appeals
January 9, Monday.....	Faculty return; Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.); Open Registration—Evening Classes/OnlineClasses: 4:30-7 p.m.
January 10, Tuesday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Residence halls open for registered students
January 11-12, Wednesday-Thursday	Open Registration—traditional classes/mini-term classes: 8 a.m.-3:30 p.m. Residence halls open for registered students
January 13, Friday	Day classes begin Late registration begins
January 16, Monday.....	Martin Luther King Jr./Robert E. Lee Holiday
January 17, Tuesday.....	Evening classes begin; First session day mini-term classes begin
January 20, Friday	Last day to register; Last day to make schedule changes
February 17, Friday.....	Last day to withdraw from a day mini-term course, if failing, and receive a “W” grade*
February 20, Monday.....	President’s Day Holiday
February 27, Monday.....	Last day to withdraw from a day mini-term course, if failing, and receive a “W” grade*
February 28, Tuesday	Last day to make application for Spring Graduation
March 1-2, Wednesday-Thursday	First session day mini-term final exams
March 8-10, Wednesday-Friday.....	Open Registration—second session day mini-term classes
March 10, Friday	Student Progress Reports due in Registrar’s Office by 3:30 p.m. Residence halls close for Spring Break at 4 p.m.
March 13-17, Monday-Friday	Spring Break
March 19, Sunday	Residence halls reopen at 2 p.m.
March 20, Monday.....	Classes resume; Second session day mini-term classes begin
March 24, Friday	Last day to withdraw from a course, if failing, and receive a “W” grade*
April 3-6, Monday-Thursday.....	Pre-registration for Summer 2017 and Fall 2017 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.
April 7, Friday.....	Pre-registration for Summer 2017 and Fall 2017 semester—8:30 a.m.-3:30 p.m.
April 10-28	Pre-registration by appointment
April 13-14, Thursday-Friday	Easter Holiday
April 21, Friday.....	Last day to withdraw from a day mini-term course, if failing, and receive a “W” grade*
April 28, Friday.....	Last day to withdraw from a traditional or mini-term course passing and receive a “W” grade
May 2-4, Tuesday-Thursday.....	Clearance
May 3-5, Wednesday-Friday.....	Second session day mini-term final exams
May 5-11, Friday-Thursday	Final Examinations

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May 11, Thursday.....	Residence halls close at 4 p.m. (except for students participating in Graduation)
May 12, Friday	Semester grades due in Registrar's Office by 10 a.m. Graduation Exercises Residence halls close at 4 p.m. for students participating in Graduation

*Does not apply to courses with "F" based on attendance policy.

Summer 2017 Sessions

Day Classes, First Term

May 22-26, Monday-Friday	Pre-registered students complete registration process online
May 30, Tuesday.....	Pre-registered students complete registration process on campus (8 a.m.-3:30 p.m.) Residence halls open for registered students
May 31, Wednesday.....	Open Registration: 8 a.m.-3:30 p.m.
June 1, Thursday.....	Classes begin Late registration begins
June 2, Friday.....	Last day to register or make schedule changes
June 16, Friday.....	Last day to withdraw from a course and receive a "W" grade
June 26, Monday.....	Final Examinations Semester grades due in Registrar's Office by 3:30 p.m. Summer residence halls close at 4 p.m.

Day Classes, Second Term

June 30, Friday.....	Pre-registered students complete registration process online
July 3, Monday.....	Pre-registered students complete registration process online and on campus (8 a.m.-12 p.m.) Open Registration: 1-4 p.m. Residence halls open for registered students
July 4, Tuesday.....	Independence Day Holiday
July 5, Wednesday	Classes begin Late registration begins
July 6, Thursday.....	Last day to register or make schedule changes
July 14, Friday	Last day to withdraw from a course and receive a "W" grade
July 28, Friday	Final Examinations Semester grades due in Registrar's Office by 3:30 p.m. Summer residence halls close at 4 p.m.

Evening School Classes

May 30, Tuesday.....	Pre-registered students complete registration process on campus (8 a.m.-3:30 p.m.) Open Registration: 4:30-7 p.m.
May 31, Wednesday.....	Open Registration: 8 a.m.-3:30 p.m.
June 1, Thursday.....	Classes begin Late registration begins
June 2, Friday.....	Last day to register or make schedule changes
June 23, Friday.....	Last day to withdraw from a course and receive a "W" grade
July 4, Tuesday.....	Independence Day Holiday
July 24, Monday.....	Final Examinations (MW lectures)

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July 25, Tuesday	Final Examinations (TTH lectures)
July 24-27, Monday-Thursday	Final Examinations (all labs)
July 28, Friday	Semester grades due in Registrar's Office by 3:30 p.m.

*Does not apply to courses with "F" based on attendance policy.

Online Calendar 2016-2017

FALL 2016 REGULAR SESSION

August 16, Tuesday	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—eLearning classes: 4:30-7 p.m.
August 17, Wednesday	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.)
August 18-19, Thursday-Friday	Open registration—eLearning classes: 8 a.m.-3:30 p.m.
August 22, Monday	Classes begin (course sites open)
August 22-23, Monday-Tuesday	Drop/Add for MSVCC classes
August 22-26, Monday-Friday	Late registration
August 26, Friday	Last day to register
October 21, Friday	Last day to withdraw from a course, if failing, and receive a "W" grade*
November 4, Friday	Last day to withdraw from MSVCC online classes passing and receive a "W" grade
Nov. 16-18, Nov. 28-Dec. 2	Final Exams
December 2, Friday	Last day of classes

FALL 2016 FIRST MINI-TERM

August 16, Tuesday	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—eLearning classes: 4:30-7 p.m.
August 17, Wednesday	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.)
August 18-19, Thursday-Friday	Open registration
August 22, Monday	Classes begin (course sites open)
August 22-23, Monday-Tuesday	Drop/Add for MSVCC classes
August 22-26, Monday-Friday	Late registration
August 26, Friday	Last day to register
September 30, Friday	Last day to withdraw from a mini-term course
October 6-7, October 12-14	Fall First Mini-Term Final Exams
October 14, Friday	Last day of Fall First Mini-Term classes

FALL 2016 SECOND MINI-TERM

October 12-14, Wednesday-Friday	Open registration
October 17, Monday	Classes begin (course sites open)
October 17-18, Monday-Tuesday	Drop/Add for MSVCC classes
November 18, Friday	Last day to withdraw from a mini-term course
December 5-9, Monday-Friday	Fall Second Mini-Term Final Exams
December 9, Friday	Last day of Fall Second Mini-Term classes

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SPRING 2017 REGULAR SESSION

January 5, Thursday.....	Pre-registered students complete registration process online
January 6, Friday	Pre-registered students complete registration process online
January 9, Monday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—eLearning Classes: 4:30-7 p.m.
January 10, Tuesday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.)
January 11-12, Wednesday-Thursday	Open Registration—eLearning classes: 8 a.m.-3:30 p.m.
January 13, Friday	Late registration begins
January 17, Tuesday.....	Classes begin (course sites open)
January 17-18, Tuesday-Wednesday	Drop/Add for MSVCC classes
January 20, Friday	Last day to register
March 24, Friday	Last day to withdraw from a course, if failing, and receive a “W” grade*
April 3, Monday.....	Last day to withdraw from MSVCC online classes passing and receive a “W” grade
April 18-28.....	Final Exams
April 28, Friday.....	Last day of classes

SPRING 2017 FIRST MINI-TERM

January 5, Thursday.....	Pre-registered students complete registration process online
January 6, Friday	Pre-registered students complete registration process online
January 9, Monday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.) Open Registration—eLearning classes: 4:30-7 p.m.
January 10, Tuesday.....	Pre-registered students complete registration process online or on campus (8 a.m.-3:30 p.m.)
January 11-12, Wednesday-Thursday	Open Registration—eLearning classes: 8 a.m.-3:30 p.m.
January 13, Friday	Late registration begins
January 17, Tuesday.....	Classes begin (course sites open)
January 17-18, Tuesday-Wednesday	Drop/Add for MSVCC classes
January 20, Friday	Last day to register
February 24, Friday.....	Last day to withdraw from a mini-term course
March 6-10, Monday-Friday	Spring First Mini-Term Final Exams
March 10, Friday	Last day of Spring First Mini-Term classes

SPRING 2017 SECOND MINI-TERM

March 6-10, Monday-Friday	Open registration
March 13, Monday.....	Classes begin (course sites open)
March 13-14, Monday-Tuesday	Drop/Add for MSVCC classes
April 21, Friday.....	Last day to withdraw from a mini-term course
May 1-5, Monday-Friday	Spring Second Mini-Term Final Exams
May 5, Friday	Last day of Spring Second Mini-Term classes

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SUMMER 2017 REGULAR SESSION

May 22-26, Monday-Friday	Pre-registered students complete registration process online
May 30-31, Tuesday-Wednesday	Open registration
May 30, Tuesday	Classes begin (course sites open)
July 7, Friday	Last day to withdraw from MSVCC 0classes
July 17-21, Monday-Friday	Final Exams
July 21, Friday	Last day of classes

*Does not apply to courses with “F” based on attendance policy.

Athletics Calendar

2016 Football Schedule

Sept. 1	Hinds	Raymond	6:30 p.m.
Sept. 8	Pearl River	SENATOBIA	6:30 p.m.
Sept. 15	Itawamba *	SENATOBIA	6:30 p.m.
Sept. 22	Mississippi Delta *	Moorhead	7 p.m.
Sept. 29	Holmes (HC) *	SENATOBIA	6:30 p.m.
Oct. 8	Coahoma *	Clarksdale	2:30 p.m.
Oct. 15	East Mississippi *	Scooba	2 p.m.
Oct. 20	East Central	SENATOBIA	6:30 p.m.
Oct. 27	Northeast*	SENATOBIA	6:30 p.m.

* indicates MACJC north division game • (HC) indicates homecoming

2016 Soccer Schedule

Aug. 16	Freed-Hardeman (Exh.)	Henderson, Tenn.	5 p.m. (W)	7 p.m.(M)
Aug. 20	Pearl River (Exh.)	SENATOBIA	2 p.m. (Women only)	
Aug. 26	Copiah-Lincoln	Wesson	2 p.m. (W)	4 p.m. (M)
Aug. 27	Southwest Mississippi	Summit	1 p.m. (W)	3 p.m. (M)
Aug. 30	Jones County	Ellisville		2 p.m. (Men only)
Sept. 3	Hinds*	Raymond	4 p.m. (W)	6 p.m. (M)
Sept. 7	East Central*	SENATOBIA	1 p.m. (W)	3 p.m. (M)
Sept. 9	Holmes*	SENATOBIA	1 p.m. (W)	3 p.m. (M)
Sept. 10	Eastern Oklahoma	SENATOBIA	TBA	TBA
Sept. 13	Itawamba*	Fulton	1 p.m. (W)	3 p.m. (M)
Sept. 17	St. Charles	St. Charles, Missouri	11 a.m. (Women only)	
Sept. 18	St. Louis	St. Charles, Missouri	11 a.m. (Women only)	
Sept. 23	Southwest Mississippi	SENATOBIA	1 p.m. (W)	3 p.m. (M)
Sept. 30	Meridian	Meridian	1 p.m. (W)	3 p.m. (M)
Oct. 4	Hinds*	SENATOBIA	1 p.m. (W)	3 p.m. (M)
Oct. 7	East Central*	Decatur	1 p.m. (W)	3 p.m. (M)
Oct. 11	Holmes*	Ridgeland	1 p.m. (W)	3 p.m. (M)
Oct. 14	Itawamba*	SENATOBIA	1 p.m. (W)	3 p.m. (M)
Oct. 18	Mississippi College	Clinton	3 p.m. (Women only)	
Oct. 25-30	MACJC Tournament	TBA	TBA	TBA

* indicates MACJC north division game

Intramurals Calendar

Fall 2016 Semester

September 6: sand Volleyball
 September 12: flag football
 October 3: Coed Softball
 October 31: Horseshoes
 November 7: 3 on 3 basketball

Spring 2017 Semester

January 30: 5 on 5 Basketball
 March 6: Dodgeball
 April 3: Tennis
 April 17: Pool and Ping Pong

Fine Arts Calendar

Fall 2016

July 18-22, Monday-Friday	Drum/Color Guard/Rangerette Camp
August 8, Monday.....	Brass and Woodwinds Camp
August 9-14, Tuesday-Sunday	Ranger Band Camp
August 25, Thursday.....	Meet the Rangers (7 p.m.)
August 29, Monday.....	Auditions for Fall Theatre Production
September 1-23.....	Art Exhibition (Fiber Show Exhibit)
September 8, Thursday	Opening Art Reception
October 3-28.....	Art Exhibition (Memphis Plein-Air Exhibit)
October 6, Thursday.....	Opening Art Reception
October 18, Thursday.....	Northwest Singers & Chamber Choir Concert
October 21, Friday	Choral & Theatre Scholarship Auditions
October 26,28-30, Wednesday,Friday-Sunday	Fall Theatre Production
November 1, Tuesday.....	Auditions for Winter Theatre Production
November 3, Thursday	Jazz Band Concert
November 7-25.....	Art Exhibition (Lane Tutor)
November 10, Thursday.....	Opening Art Reception
November 11-12, Friday-Saturday	Band Scholarship Auditions
November 17, Thursday.....	Entertainers Concert
December 1,Thursday.....	Music Department Christmas Concert
December 2, Friday	Les Fauves Art Club Holiday Sale (8 a.m.-3 p.m.)

Spring 2017

February 1-24.....	Art Exhibition (Sycamore Arts)
February 3-4, Friday-Saturday	I-55 Band Clinic
February 9, Thursday	Opening Art Reception
March 3-4, Friday-Saturday	Band, Choral and Theatre Scholarship Auditions
March 1,3-5, Wednesday, Friday-Sunday...	Winter Theatre Production
March 6, Monday.....	Auditions for Spring Theatre Production
March 6-27	Art Exhibition (Baddour Center Artists)
March 9, Thursday.....	Opening Art Reception
March 9, Thursday.....	Northwest Wind Ensemble Concert
March 30, Thursday.....	Northwest Jazz Band Concert
April 3-21.....	Art Exhibition (Northwest Sophomore Art Majors)
April 6, Thursday	Opening Art Reception
April 6, Thursday	Northwest Symphonic Winds Concert
April 11, Tuesday	Northwest Percussion Ensemble and Steel Band Concert
April 19,21-23, Wednesday, Friday-Sunday	Spring Theatre Production
April 20, Thursday	Northwest Singers and Chamber Choir Concert
April 24-28, Monday-Friday	Art Exhibition (Senatobia High School)
April 27, Thursday	Opening Art Reception
April 27, Thursday	Northwest Wind Ensemble Concert
May 2, Tuesday.....	Entertainers Concert

*All evening performances begin at 7 p.m. All Sunday afternoon performances begin at 2 p.m. All art receptions are 5-7 p.m.

Services for Students

All offices are normally closed from 12 to 1 p.m. for lunch.

Beverly Brewer Stark Career Center

Location: Tech I Building, Senatobia campus

Hours: 8 a.m.-4:30 p.m., M-F

The professional counselor located in the Center provides career counseling for all students, both individuals and groups. A career lab provides computerized resources for personal assessments, career research, college searches, and career planning. The counselor provides workshops and classroom presentations on personal assessments, career development, and employability skills. Students should stop by the Center to sign up for upcoming workshops. Walk-ins and appointments are accepted; however, an appointment assures counselor availability.

Bookstore

Location: McLendon Center, Commons

DeSoto Center Bookstore

Lafayette-Yalobusha Technical Center Bookstore

Hours: 8 a.m.-4:30 p.m., M-F

The college bookstore sells required textbooks and supplies for courses. Other items available include shorts, caps, T-shirts, sweatshirts, jackets, stationery, paperbacks, greeting cards, and gift items. Extended hours are offered at the beginning of each semester.

Textbooks may be returned for full refund through the second week of classes provided that: the cash register receipt received at the time of purchase is presented; there are no marks in new books; and shrink-wrapped books are in their original wrapping. Textbook buy back is held at the end of each semester.

Business Office

Location: McCormick Administration Building, second floor

Hours: 8:30 a.m.-4:30 p.m., M-F

The Business Office is available on the second floor of the McCormick Administration Building for payment of fees, traffic fines, and to pick up work-study checks. Personal checks may also be cashed. There is a \$100 limit on personal checks, and ID is required. The office is open

from 8:30 a.m. until noon and from 1 p.m. until 4:30 p.m. The cashier's window closes at 3:30 p.m. each day.

Campus Life & Housing

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

The Campus Life and Housing Office manages the residence halls on the Senatobia campus. The central office is responsible for applications, room assignments, and cancellations of residence applications. The office also oversees the college's student conduct procedures.

Campus Police

Location: McLendon Center, Office #100

Hours: 7:30 a.m.-4:30 p.m., M-F

The Office of Campus Police is responsible for safety and security at Northwest and can be contacted at anytime 24 hours a day, seven days a week by calling extension 3314.

Students and visitors may obtain parking decals, ID cards, direct questions regarding parking tickets, obtain general or emergency assistance, and file accident reports.

If an automobile without a decal must be driven on campus for a short period of time a temporary decal may be obtained at the Campus Police Office. The decal is free and is valid for a maximum of two weeks.

Each Northwest student is issued an official identification card. All students must observe the identification policy. The fee to replace a lost card is \$10, payable in advance.

Communications Office

Location: Yalobusha Hall, Ann Yates Whitten Media Center (Office #129)

Hours: 8 a.m.-4:30 p.m., M-F

The Office of Communications is responsible for the following areas: Public Relations, Special Events Coverage, Sports Coverage, Photography, Publicity Clearinghouse, Media Liaison, Advertising, Marketing Communications, College Publications, Student Publications, Web Content and Social Media Management.

Computing Resources

Location & Hours: See below

Computing facilities are provided to students, faculty, and staff for educational and administrative activities. These facilities provide computing resources for outside assignments given in the classroom including access to the internet. Internet access is also provided in the residence halls to students who have their own computers. All students, faculty, and staff must utilize these systems in an efficient and legal manner. Use of these facilities must be consistent with the Acceptable Use Policy for Computing as described on page 36 of this *Student Guide*.

The computing facilities provided are located in the libraries/learning resource centers on each campus. There are also facilities on the second floor of the McLendon Center on the Senatobia campus. A Help Desk is located in the McLendon Center for students using the facilities as well as for assisting faculty and staff. Students will be allowed to print 250 pages per semester, with each print job being limited to 20 pages. Once the 250 page limit is reached, students will be charged 5 cents per page for additional pages printed. At the end of each semester, any charges incurred will be placed on the student's account. Hours of operation are as follows:

R.C. Pugh Library, Senatobia campus—7:45 a.m.-9 p.m., M-Th.; 7:45 a.m.-3:30 p.m., F; 1 p.m.-6 p.m., Sun.; Summer hours: 8 a.m.-3 p.m., M-F

McLendon Center, Room 210, Senatobia campus—8 a.m.-4:30 p.m., M-F

DeSoto Center Library, Southaven campus—7:30 a.m.-9 p.m., M-F

Lafayette-Yalobusha Technical Center Library—8 a.m.-8:30 p.m., M-Th.; 8 a.m.-4:30 p.m., F

CTE Support Services

Location: Tech I, Room 16

DeSoto Center, Room 308

Lafayette-Yalobusha Technical Center, Room 105

Hours: Variable

CTE Support Services personnel provide services to the following groups of career and technical students: the economically and academically disadvantaged, students with limited English proficiency, non-traditional by gender, single parents (including single pregnant mothers), displaced homemakers, and disabled students. Services include instructional aides and devices, remediation, adaptive equipment, integration of academic and technical education,

and career counseling.

Disability Support Services

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

Disability Support Services assists in making the learning environment accessible for the disabled. The Coordinator counsels and advises students with disabilities and provides information about obtaining educational materials for their specific needs.

Students with a disability, who are accepted for admission, are advised to contact the Office of Disability Support Services as soon as possible regarding disability accommodations. Documentation is required to certify a disability and should be submitted at least six weeks prior to the beginning of the semester. This will allow adequate time to evaluate the documentation, to arrange funding for auxiliary services, to prepare specific accommodations, to arrange scheduling in barrier-free classrooms, etc. Last minute accommodations may not be feasible due to time constraints. The Coordinator also works with students and families regarding careers, programs, etc.

All forms and instructions regarding the application for disability accommodations can be found on our website, northwestms.edu in the information section under Disability Services.

Financial Aid

Location: Yalobusha Hall, Office #103

(Senatobia campus)

DeSoto Center: Office #233 C and D

Lafayette-Yalobusha Technical Center: Office #156

Hours: 8 a.m.-4:30 p.m., M-F

Information on all types of financial aid is available for students including Federal, State and County aid and institutional scholarships.

Food Service

Location: David M. Haraway Center

Fall and Spring semesters hours of operation:

Breakfast: Monday through Friday, 7-9 a.m.

Lunch: Monday through Thursday, 11 a.m. - 1:30 p.m.

Friday, 11 a.m.-1 p.m.

Dinner: Sunday, 5-7 p.m.

Monday through Thursday, 4:30-7 p.m.

Additionally, the cafeteria is open on the weekends during

the following hours:

Dinner: Friday and Saturday, 5-5:30 p.m.

Brunch: Saturday and Sunday, 11:30 a.m.-noon

Summer semester hours of operation:

Breakfast: Monday through Friday, 7:30-8:30 a.m.

Lunch: Monday through Friday, noon-1 p.m.

Dinner: Monday through Thursday, 5-6 p.m.

The cafeteria opens with the dinner meal on the evening before the first day of classes and closes with the lunch meal on the last day of final exams each semester.

Cafeteria Hours are subject to change with notice.

The cafeteria is closed for the following holidays: Labor Day (to include the weekend prior), Fall Break (to include the weekend prior), Thanksgiving (to include the weekend prior, the week of, and the weekend after), Martin Luther King (to include the weekend prior), President's Day (to include the weekend prior) Spring Break (to include the weekend prior, the week of, and the weekend after), Easter (to include the weekend after), and Independence Day. Specific closing dates are posted in the cafeteria and residence halls at least one week in advance of closing.

The cafeteria operates on a meal credit system. Students have an account accessed by their ID card. Each account has meal credits based on the meal plan purchased. Students with a 15- meal plan (required of all residence halls students) receive a standard meal (breakfast, lunch and dinner) beginning with dinner on Sunday evening and ending with lunch on Friday afternoon. Students with a 19-meal plan receive meals on the weekends. Students on the commuter plans receive either five lunches per week or three lunches per week based upon the plan purchased. There are no roll over credits. Cash sales are available for breakfast and lunch Monday through Friday and for dinner Monday through Thursday while classes are in session.

Health Services

Northwest does not have an established health center or a health nurse. Students who are sick or injured should contact Campus Police or their Residence Hall Supervisor on the Senatobia campus, or the Center Dean at the centers for assistance.

In emergency situations, the college will contact parents or nearest relatives. Expenses for professional care or treatment are the responsibility of the student.

Below are free or low-cost services provided by the state of Mississippi.

- **Mississippi State Department of Health**
www.msdh.state.ms.us
Tate County: 309 South Scott St.
Senatobia, MS 38668
(662) 562-4428
DeSoto County: Hernando—2705 Hwy. 51 S.
Hernando, MS 38632
(662) 429-9814
Olive Branch—6569 Cockrum Rd.
Olive Branch, MS 38654
(662) 895-3090
Lafayette County: 2101 Veterans Dr.
P.O. Box 1395
Oxford, MS 38655
(662) 234-5231

Services

Family Planning
Child Health/Children's Medical Program
Hypertension (High Blood Pressure)
Early Intervention
Perinatal
Tuberculosis
HIV Screening
WIC
Immunization
Sexually Transmitted Diseases (STDs)
Pregnancy Testing

- **Mississippi Department of Human Services**
1-800-948-4060
www.mdhs.state.ms.us
Tate County: P.O. Box 280
1428 Browns Ferry Rd.
Senatobia, MS 38668
(662) 562-4478
DeSoto County: P.O. Box 546
2725 Hwy. 51 S.
Hernando, MS 38632
(662) 429-4461
Lafayette County: P.O. Box 1027
819 Jackson Ave.
Oxford, MS 38655
(662) 234-1861

Health benefits for children, families, and pregnant women may be provided.

Intramurals and Recreation

Location: McLendon Center, Room 163

Intramural sports offer recreational and competitive sports activities on the Senatobia campus throughout the school year.

Full-time enrolled students are eligible to participate in intramural sports except those students who are members of related varsity teams.

The following is a list of intramural sports offered:

- Indoor volleyball
- Outdoor volleyball
- Flag football
- Horseshoes
- Billiards
- Hoop shoot
- 3-on-3 basketball
- 5-on-5 basketball
- Pickle ball
- Dodgeball
- Kickball
- Softball
- Wiffleball
- Turkey Trot Run
- Ping pong
- Spades
- Badminton
- Ultimate frisbee
- Soccer
- Tennis

Recreational Activities

Northwest's recreation program is designed for the student to engage in enjoyable activities for pleasure or relaxation. They include:

- The ROC (Ranger Outdoor Complex)—basketball, volleyball and tennis
- North and South Gyms in the McLendon Center
- Ranger Game Room

Fitness Center

The Northwest fitness center is a newly-designed facility with state-of-the-art equipment to assist people in maintaining a healthy lifestyle or improving their physical fitness.

Learning Resource Centers

Location: R.C. Pugh Library

DeSoto Center: ground floor

Lafayette-Yalobusha Technical Center: Room 133

The NWCC/Benton County Vo-Tech Center has a lending agreement with Bond Memorial Library in Ashland.

Hours: 8 a.m.-9 p.m., M-Th.; 8 a.m.-3:30 p.m., F

Each Learning Resource Center (LRC) provides an array of services including: circulation of materials such as books, magazines, newspapers and DVDs, research help, li-

brary instruction, classroom-specific instruction, tours, computers for research, laptops for in-house use, copy machines, scanners, headphones, inter-library loans and quiet study rooms. The Senatobia LRC also circulates Xbox/PlayStation games, guitars and flip cameras, along with providing fax, color printing and wireless printing services. Access to a variety of databases is available on and off campus with a valid student ID. The print management software allows for 250 pages of free printing during a semester. When a student exceeds this amount, he incurs a five cents per page charge to be paid at the Business Office during clearance.

Lost and Found

Location: McLendon Center, Office #100 (Campus Police)
Hours: 7:30 a.m.-4:30 p.m., M-F

Lost and found on the Senatobia campus is handled by the Campus Police. Contact the main office at Centers.

Math Support Lab

Location: McLendon Center, Room 219

Hours: Morning Schedule—M-F, 8 a.m.-noon

Afternoon Schedule—M, T, W, 1-4:30 p.m.; Th., 1-7 p.m.

DeSoto Center: Room 208 & Room 306

Hours: M-F, 8 a.m.-1 p.m.

Lafayette-Yalobusha Technical Center: Room 136

Hours: Morning Schedule—M-F, 8:30-11:30 a.m.

Afternoon Schedule—T, Th, 1:30-2:30 p.m.

The Math Support Lab is available to reinforce the classroom experience. Students have access to computers, software and individual tutoring in mathematics provided in a friendly environment.

Post Office

Location: McLendon Center, Commons

Hours: 8 a.m.-4:30 p.m., M-F

The Northwest Post Office is a U.S. Postal Service Contract Station. It offers most postal services, and post office box rental is available for faculty, staff, and students.

Mail is delivered to the campus each day between 9:30 and 10 a.m. and put into post office boxes by noon. Outgoing mail must be in the out-of-town slot by 2 p.m.

Each box is rented/assigned to one person, and a student may not receive other people's mail in his/her box. The boxes work by combination lock, and it is each student's

responsibility to learn his/her combination. No mail will be given out through the window. Money orders are sold until 2 p.m. each day and must be paid for in cash.

Registrar

Location: Yalobusha Hall, Office #244

Hours: 8 a.m.-4:30 p.m., M-F

The Registrar's Office serves as the College's admissions office and assists students in completing the necessary documentation for admittance. They provide transcripts and verifications of enrollments and degrees to current students, graduates and transfer students. The office is also responsible for all graduation activities.

Related Studies Lab

Location: Tech I, Room 16

DeSoto Center: Success Club, Room 306

Lafayette-Yalobusha Technical Center: Room 105

Hours: 8 a.m.-3:30 p.m., M-F

The Related Studies Lab is a basic skills improvement facility for career and technical students who score below the eleventh grade level on the Test of Adult Basic Education (TABE) in the areas of reading, mathematics, and language.

Career students who fall below the eleventh grade level are required to attend the Related Studies Lab, and technical students attend on a volunteer basis unless otherwise instructed by an instructor.

At DeSoto Center, the Related Studies Lab is combined with an academic tutorial center called the Success Club. The Success Club offers tutorial services to students from 8 a.m. to 6:30 p.m. Monday through Thursday and from 8 a.m. to 3:30 p.m. on Friday.

Scheduling and Facility Usage

The Activities Committee is responsible for approving the scheduling of all meetings and activities at Northwest. Members are appointed annually by the President of the College. Activity Request Forms may be obtained from the Student Services Office, the David M. Haraway Center manager, or printed from Northwest's website, www.northwestms.edu.

All on-campus and off-campus activities that are sponsored by a student group or organization must be approved by this committee. The Activities Committee also acts on requests made by off-campus groups that want to use

Northwest facilities. The committee reserves the right to reject any activity or to recommend charges for the use of a facility. A sponsoring agency is responsible for the conduct of its guests. Written requests for use of a facility must include the signature of the building supervisor prior to being submitted to the committee. Please submit requests at least three weeks in advance.

If a student group or organization plans to invite a speaker other than a member of the faculty, staff, or student body, the name and credentials of the proposed speaker should be presented to the Activities Committee for approval of time, place and special arrangements prior to extending the invitation.

A campus calendar of approved events and facility usage is located on the Northwest website.

Student Activities

Location: McLendon Center, Room 129

Many opportunities are provided for students to participate in various activities throughout the academic year. Some of the activities include: the annual Beauty Review, Homecoming activities, pep rallies, movies, concerts, cook-outs, dances, novelty events, and other special activities. Most activities are free to Northwest students with presentation of their student ID.

Student Development Center

Location: Tate Hall, first floor

Lafayette-Yalobusha Technical Center: Room 112

Hours: 8 a.m.-4:30 p.m., M-F or by appointment

DeSoto Center: Suite 237, Offices B, C, and D

Hours: 8 a.m.-7 p.m., M-Th.; 8 a.m.-4:30 p.m., F

The Student Development Centers, located at all campuses, assist students in allowing education to be their top priority while attending Northwest. A wide range of counseling services is available for students. Early Alert services maintain contact with instructors regarding student absences. This service is provided to emphasize the importance of attending class. Academic advising is provided to assist students in planning a course of study while attending Northwest. Senior college transfer information is available through the Student Development Center as well.

Personal counseling is available to students. Confidential counseling services address problems such as depression, anxiety, and relationship difficulties or other issues that a student may be facing. Students with alcohol and/or drug abuse problems are assessed and educated regarding

the implications of substance abuse. Workshops are sponsored by the Student Development Center on various topics of interest. These workshops are designed to assist in building coping skills and maintaining a balanced life.

Student Publications

Location: Yalobusha Hall, Ann Yates Whitten Media Center (Office #129)

Hours: 8 a.m.-4:30 p.m., M-F

Two student publications are produced by Northwest:

- *The Ranger Rocket* is the student newspaper. It is published monthly during regular academic sessions by students under the direction of student publications advisers. A student editor heads the publication, and staff membership is open to all students with special interests in writing, layout and design, advertising, photography, production, or management. The newspaper is available online at the college website. The publication is a member of the Mississippi Community/Junior College Press Association and a student member of the Mississippi Press Association.

- *The Rocketeer* is the student yearbook. It is produced by students under the direction of student publications advisers and distributed in the spring. The book gives a view of college life as it is enjoyed by the student body and Northwest personnel. A student editor, section editors, photographers, layout artists, copy writers, and typesetters comprise the *Rocketeer* staff. The publication is a member of the Mississippi Community/Junior College Press Association.

Student Services

Location: Tate Hall, first floor

Hours: 8 a.m.-4:30 p.m., M-F

The Student Services Office houses the Vice President for Student Services/Chief of Staff and the Dean of Students. The Dean of Students advises Student Executive Council on the Senatobia campus.

SSS TRIO Academic Program

Location: McLendon Center, Office #203

Hours: 8 a.m.-4:30 p.m., M-F

The SSS TRIO Academic Program offers free tutoring, advice and assistance in course selection, assistance in completing financial aid applications, transfer assistance with campus visits to four-year universities, counseling

(personal, academic and career), peer mentoring, scholarships, and workshops on study skills. Participants must qualify for the program by meeting at least one of the following criteria: first-generation college student (neither parent has a bachelor's degree), and/or Pell Grant recipient, and/or disabled student with documentation. Also, students must be full-time and seeking to obtain a bachelor's degree after attending Northwest. Participation is limited to 160 students. Students should visit the SSS TRIO Academic Program office for an initial interview. Applications are available online.

WIN Job Center/Employment Service

Location: WIN Job Center

Hours: 8 a.m.-4:30 p.m.

WIN Job Centers are the centerpiece of the WIN in Mississippi system, which provides convenient, one-stop employment and training services to employers and job seekers. These centers provide customers easy access to services in the areas of employment, education, training, human services, and economic development—in just one location. WIN Job Centers are easy to use, and staff at each location is eager to help employers and job seekers with individual employment and training needs.

Job applicants are able to conduct their own high-tech job search. Jobs from across the state and nation are listed and updated daily. WIN Job Center area offices are located in Senatobia, Southaven, Batesville and Oxford.

Student Government

Student Role in Campus Governance

As integral members of the Northwest community, students, through Northwest's various Student Government organizations, participate in the College's decision-making and planning processes. A Student Government organization exists on each Northwest campus to discuss issues of importance to students and to make recommendations to the College administration. Such recommendations are reviewed by the administration and incorporated into College planning.

In addition to Student Government organizations, students are represented on a variety of institutional committees. By active participation in these and other campus decision-making bodies, students assist Northwest in improving and expanding its services to the campus community.

Student Government Organizations

Formal Student Government Associations exist on both the Senatobia campus and at DeSoto Center.

At Lafayette-Yalobusha Technical Center, a Campus Senate exists composed of elected representatives from the different educational programs located at the center. The Senate meets regularly to discuss issues of interest to students and to plan programs for Center students.

Student Executive Council— Senatobia Campus

The Student Executive Council is a one-hour credit graded elective course focusing on leadership and student development in the spring semester. Any Northwest student who is not on disciplinary probation and maintains a cumulative GPA of 2.0 may register for this course. Students interested in fine tuning their leadership skills and

contributing to the College in a positive way are especially encouraged to register. Any students interested in this course should contact the Student Services Office at ext. 3997.

Student Government Association— DeSoto Center

The DeSoto Center Student Government Association is composed of a president, vice president, secretary-treasurer, parliamentarian, and two representatives from the sophomore and freshman classes. These officers and representatives meet regularly to discuss issues of importance to students at DeSoto Center. SGA members also assist with student events at the center.

For information regarding qualifications, specific duties, nominations, etc., please see the SGA adviser for DeSoto Center.

Procedure for Expressing Views

A student who wishes to formally express his/her views on a non-grade issue should use the following procedure:

1. The student may speak to a member of the appropriate Student Government Association.
2. The student may ask the member to present his/her views to the Student Government Association and request the SGA to take action on the issue.
3. The student may be present at the presentation and may speak on behalf of the issue.
4. The student may, if not satisfied with the action of the Student Government Association, present the issue to the Dean of Students for referral to the appropriate administrator of the College. The administrator will respond to the student in a reasonable period of time.

Student Activities

Contests and Nominations

To be eligible for nomination to a position such as cheerleader, Hall of Fame, Mr. or Miss NWCC, Homecoming queen or maid, Most Beautiful or campus beauty, Outstanding Student, or Who's Who Among Students in American Junior Colleges, the student must be enrolled on a full-time basis and must not be on either disciplinary probation or academic probation.

Yearbook Features and Contests

Most Beautiful—Most Beautiful and four Beauties will be selected in an annual pageant. The qualifications for participation are the following:

1. Must be a full-time, female student—defined as 12 or more academic hours or enrolled full-time as a Career-Tech student
2. Cumulative GPA of 2.0 or higher

3. Must not be on academic probation, disciplinary probation or residence hall dismissal

4. Must attend all scheduled rehearsals and the Beauty Review

5. Must meet all application deadlines, contestants meetings, rehearsals, etc. Failure to comply with said dates and rules will automatically result in elimination of contestant from the Beauty Review

Mr. and Miss NWCC—Both a male and a female student will be selected by vote of the entire student body of a particular campus. Qualifications are the following:

1. Must be a full-time student—defined as 12 or more academic hours or enrolled full-time as a Career-Tech student

2. Sophomore student—defined as having completed 24 or more hours

3. Cumulative GPA of 2.5 or higher

4. Must not be on academic probation, disciplinary probation or residence hall dismissal

5. It is advisable that the student check with responsible college officials at their respective campus to ensure their nomination before posting election signs

6. Mr. NWCC must be a male student

7. Miss NWCC must be a female student

Nomination for Mr. and Miss NWCC is by the following means, in respect to the campus the student is attending:

Senatobia campus—Students on the Senatobia campus may be nominated by any student club/organization, residence hall, athletic team or defined student group (band, cheerleading, student recruiter, etc.). It is preferable, but not necessary, for that student to be a member of that organization. It is at the discretion of the staff/faculty adviser as to whether the nominee must be a member of that organization. For further information, please contact the Office of Student Activities.

DeSoto Center—Students at DeSoto Center may be nominated by *one of two ways*:

1. Be nominated by a student club/organization

2. Complete and submit a petition form with 20 student signatures

For further information regarding Mr. or Miss NWCC at DeSoto Center, please contact the chair of the Student Government Association Committee at DeSoto Center.

Lafayette-Yalobusha Technical Center—Students at LYTC must complete and submit a petition form with 20 student signatures. To get a copy of the petition and for fur-

ther information please contact the Student Services Coordinator at the Oxford center.

Homecoming Court—The Homecoming Court will be composed as follows:

Senatobia Campus—two freshmen and two sophomores

DeSoto Center—two freshmen and two sophomores

Lafayette-Yalobusha Technical Center—two freshmen and two sophomores

Three Homecoming Queens will be elected, one representing each campus.

One election for Homecoming Court will be held per campus. The Homecoming Queens will be the Sophomore Maid per campus who receives the highest number of votes. While the Homecoming Court will be announced after elections are completed, the Homecoming Queens will not be announced until Homecoming Day.

A student may represent only one campus.

Qualifications for *freshman* Homecoming maid are as follows:

1. Must be a full-time student—defined as 12 or more academic hours or enrolled full-time as a Career-Tech student

2. Freshman student—defined as having completed 23 or less hours or enrolled as a first-year student of a Career-Tech program

3. Cumulative GPA of 2.0 or higher

4. Must not be on academic probation, disciplinary probation or residence hall dismissal

5. Must be a female student

6. It is advisable that the student check with responsible college officials at their respective campus to ensure their nomination before posting election signs

Qualifications for *sophomore* Homecoming maid and Homecoming queen are as follows:

1. Must be a full-time student—defined as 12 or more academic hours or enrolled full-time as a Career-Tech student

2. Sophomore student—defined as having completed 24 or more hours

3. Cumulative GPA of 2.0 or higher

4. Must not be on academic probation, disciplinary probation or residence hall dismissal

5. Must be a female student

6. Must have attended Northwest for at least one semester prior to elections

7. It is advisable that the student check with responsible college officials per campus to ensure their nomination before posting election signs.

Nomination for freshman or sophomore Homecoming maid is by the following means, in respect to the campus the student is attending:

Senatobia campus—Students on the Senatobia campus may be nominated by any student club/organization, residence hall or athletic team. It is preferable, but not necessary, for that student to be a member of that organization. It is at the discretion of the staff/faculty adviser as to whether the nominee must be a member of that organization. For further information, please contact the Office of Student Activities.

DeSoto Center—Students at DeSoto Center may be nominated by *one of two ways*:

1. Be nominated by a student club/organization
2. Complete and submit a petition form with 20 student signatures

For further information regarding freshman or sophomore Homecoming maid at DeSoto Center, please contact the chair of the Student Government Association Committee at DeSoto Center.

Lafayette-Yalobusha Technical Center—Students at LYTC must complete and submit a petition form with 20 student signatures. To get a copy of the petition and for further information please contact the Student Services Coordinator at the Oxford center.

Each member of the Homecoming court selects escorts from the student body. These escorts are subject to the approval of the Homecoming Committee.

Academic and Leadership Honors

Graduation Honors:

Highest Honors—A student who has a GPA of 4.0 will graduate with highest honors.

Special Honors—A student who has a GPA of 3.8 through 3.99 will graduate with special honors.

Honors—A student who has a GPA of 3.5 through 3.79 will graduate with honors.

Outstanding Student—One outstanding student may be chosen for each academic pathway or Career-Technical program. The choice is made by faculty within the department. The student must attend full-time, and only one outstanding student may be chosen for each pathway or program.

Hall of Fame—This is the highest honor that Northwest students can achieve. Selection is based on a minimum GPA of 3.0 and high qualities of leadership, character, scholarship, and participation in college activities. Members must have sophomore standing.

Who's Who Among Students in American Universities and Colleges—Students who have made outstanding efforts or achievements in educational and extracurricular activities are nominated by faculty and staff and rated according to the following criteria:

1. The student must be a sophomore student in a two-year curriculum.
2. The student must have at least a 3.0 cumulative grade point average.
3. The student's conduct record shall be reviewed for final approval.

President's List and Dean's List—The honors lists are announced at the end of each semester. To be eligible a student must be classified as a full-time student. Criteria are as follows: President's List—3.75 quality points to 4.0 quality points and Dean's List—3.5 quality points to 3.74 quality points.

Student Organizations

All students are encouraged to participate in student organizations on campus. Many opportunities in various areas of interest are represented. Below is a listing of active student organizations. For more information, contact the Student Services Office or Center Dean's office.

Ag Tech Club membership is open to any student interested in welding, fabrication, engine work, and other topics that deal with the technical side of agriculture.

Alpha Delta Nu Nursing Honor Society recognizes the academic excellence of students in the study of Associ-

ate Degree Nursing. The society encourages the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing.

American Advertising Federation provides and promotes a better understanding of the functions of advertising and of its values, stimulates and encourages advertising professionalism through advertising education, applies the skills, creativity and energy of advertising to help solve so-

cial problems, develops the individual activities of its members and promotes fellowship and free exchange of ideas.

The **Anime Knights Club** provides an opportunity for the enjoyment of anime related activities. The club provides students the chance to enjoy anime as well as learn about and experience Japanese culture and language.

CAD Crew strives to promote fellowship and professionalism among its members by emphasizing their common interest in Computer-Aided Drafting and Design (CAD). Communication with industry provides the members with current information regarding issues that affect their future as drafting professionals. Membership is open to any student enrolled in an applied engineering program with an interest in computer-aided drafting and design.

The **Chess Club** promotes the game of chess as a means of recreation and friendly competition, and assists its members and others in the development of their skill at the game.

Collegiate DECA develops future leaders in marketing and distribution. It serves to develop a respect for education in marketing and distribution which will contribute to occupational competence, and to promote an understanding and an appreciation for the responsibilities of citizenship in our free, competitive enterprise system. Club members have the opportunity to work with local business establishments, the Chamber of Commerce, and other free enterprise organizations on projects and local marketing studies. Students also have a chance to compete on state and national levels in events centered around leadership and marketing skills. Enrollment is limited to Marketing Management Technology students and Hotel and Restaurant Management Technology students.

Cosmetology Club membership is limited to Northwest cosmetology students. It strives to build good will for the students, the college, and the profession as it develops talents.

Disabled Students Council was organized to allow disabled students to have a voice at the college and to help people become more knowledgeable of the term "disabled." Membership is open to all students.

The **Environmental Science Organization** focuses on global environmental awareness and environmental issues and participates in local environmental projects.

Gamma Beta Phi Society is a scholastic, honor, educational-service organization that recognizes and encourages excellence in education. It promotes the development of leadership ability and character in the members; and fosters, disseminates, and improves education by appropriate

service projects through membership in a national association of local chapters of the Society. Northwest requires, and members must maintain, a 3.00 grade point average for initiation and membership.

Graphic Design Technology Club membership is limited to students in the department. Its purpose is to broaden the social and cultural outlook of students.

Health Occupations Students of America (HOSA) was established to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill, and leadership development of all health occupations education students, helping the students to meet the needs of the health care industry. HOSA is open to all health occupations students.

The **Health Professions Club** at Northwest Mississippi Community is a club within the Natural Science department. It is represented by the Senatobia, DeSoto, and Oxford campuses. Its goal is to invite outside professional academic and business personnel to help give advice to our students on current opportunities in the healthcare field.

Lambda Beta Society is the national honor society for the respiratory care profession. The purpose of the society is to promote, recognize, and honor scholastic achievement, service and character of students, graduates, and faculty members of the respiratory care profession.

Les Fauves functions to promote art in the area. Among the projects of the club are art exhibits, an art sale, and campus beautification. Anyone who is taking at least one course in the Art Department is eligible for membership.

Martial Arts and Self Defense Club gives members practical skills in self defense and fitness.

Mu Alpha Theta is a national high school and two-year college mathematics honor society dedicated to inspiring interest in mathematics, developing strong scholarship in the subject and promoting the enjoyment of mathematics in high school and two-year college students.

Northwest Criminal Justice Association associates persons who are actively engaged in collegiate preparation and/or professional police service, and establishes in the public mind the benefit and necessity of professional police training.

Northwest Education Association is an organization through which young people can become knowledgeable of opportunities available through a career in education. It is a way to enhance and facilitate school and college university relationships. The club shall promote a positive image of education to students, parents, and the community and shall disseminate information about the teaching profes-

sion.

Northwest Players Club is an organization through which individuals strive to generate interest in theatre in the Northwest area. It provides opportunities which help develop dramatic talents. Membership is open to all students who are interested in theatre.

Northwest Rangers Branch Club was established to encourage service minded students to serve their community without personal financial reward; to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works, and private endeavors. It also empowers volunteers to serve their communities, meet humanitarian needs, encourage peace, and promote international understanding through Lions Club. The Northwest Rangers Branch Club falls under the guidance of the parent club, Senatobia Lions Club.

The **NWCC GSA** works to ensure a supportive social setting for gay, lesbian, bisexual and transgender persons, their friends and supporters as well as provide educational resources to the College and community regarding issues of sexual diversity.

Phi Beta Lambda is a national business organization. The Northwest chapters are devoted to training tomorrow's business leaders by preparing students to meet the demands of business and industry. During the year local chapter members have the opportunity to attend the state, regional, and national leadership conferences. At the state conference, which is held each spring, Northwest students compete with students from colleges and universities throughout the state in events related to business subjects.

Students who are first place winners at the state level go on to represent their schools at the Phi Beta Lambda National Leadership Conference. For the last several years Northwest has had representatives at this conference.

Phi Mu Alpha Sinfonia men's professional music fraternity is a national organization dedicated to the promotion of the performance of music and development of loyalty to one's alma mater as well as musical research and education.

Phi Theta Kappa is an international scholastic and leadership honor society for two-year colleges. Students who are working toward the A.A. or A.A.S. degrees are eligible for membership. Theta Sigma, Beta Eta Theta, and Alpha Gamma Chi are the chapters at Northwest requiring a 3.50 grade point average for initiation and membership. Members are eligible for scholarships at universities throughout the nation.

Practical Nursing Club promotes fellowship among students and learning in the field of practical nursing.

The **Pre-Law Society** is open to any student with an in-

terest in a future in the legal profession. The club promotes interaction between students and members of the community of law through seminars, field trips, and guest speakers.

The Northwest Gospel Choir is a non-formal organization that is open to any Northwest Mississippi Community College student who would love to sing and spread the gospel, on and off campus, through song. It also creates a safe place for fellowship and to meet students who enjoy the same cause in which the group was created.

The **Pre-Pharmacy Association**, located on the DeSoto Center Campus, provides an educational group dedicated to educating students about the implications of pursuing a doctorate in pharmacy or pharmaceutical sciences, as well as social benefits for students with similar interests.

Preschool Association of Students, Teachers, and Educators (PASTE) is composed of Early Childhood Education Technology majors and other educators who are interested in child development. Child care instructors are advisors.

The **Ranger Book Club** is open to all students with a love of literature.

Respiratory Care Society is an organization of Respiratory Therapy Program students. The club provides the opportunity to represent the school at various respiratory competitions and conferences as well as serve the community through special events.

The Secular Student Alliance specifically seeks to organize, unite, educate and serve students and student communities that promote the ideals of scientific rationality, secularism, and human based ethics.

Sigma Phi Sigma is an organization open to students who are enrolled in the Funeral Service curriculum. Its purposes are to promote professionalism in funeral service, to promote further knowledge of funeral service, and to promote brotherhood, fellowship, and cooperation among funeral service majors. The organization meets at DeSoto Center.

SkillsUSA aims to develop progressive leadership in the field of trade, industrial and health occupations education that is competent, aggressive, self-reliant, and cooperative. The membership is open to all career and technical students. Skills-USA has chapters on the Senatobia, Benton County/NWCC Vo-Tech Center, and DeSoto Center campuses.

Spanish Club is a social club which offers to all interested persons opportunities to converse with Hispanics, use the Spanish language, and explore more in depth outside the formal classroom the wide variety of Hispanic cultures.

Hispanic students and community members and people affiliated with Hispanics in their careers share information about their lives with club members. Hispanic music, foods, and films are also enjoyed by participants.

The Student Gamers Association is designed to bring Northwest Mississippi Community College students together through a shared interest in video games.

Student Nurses Association proposes to aid in developing individual nursing students as future health professionals and to promote nursing as a profession.

Student Society of Invasive Cardiovascular Professionals is an organization of Cardiovascular Technology students. The club provides the opportunity to represent the school in the local medical community as well as expose students to national organizations that promote the standards and guidelines for the National Registry of Cardiovascular Technologists.

The **Surgical Technology Club** is open to students interested in the field of surgical technology. The club sponsors speakers, field trips and fundraisers.

The **Young Republicans** are people between the ages of 18 and 40 who are interested in taking an active role in Republican Party politics. The club provides the opportunity for young people who are interested in good government to learn about their governmental and political institutions, participate in the political process, and become better informed and more involved citizens.

Fine Arts Organizations

Northwest Wind Ensemble/Symphonic Winds
Northwest Entertainers

Northwest Jazz Band
Northwest Steel Band
Northwest Rangerettes
Northwest Singers
Ranger Marching Band
Speech and Theatre Productions

Student Publications

The Ranger Rocket (newspaper)
Rocketeer (yearbook)

Religious Opportunities

Northwest Mississippi Community College is a state-supported institution and is therefore nonsectarian. However, the student at Northwest is encouraged to develop spiritually through the religious opportunities provided both in the community and on campus. College students are invited to attend and take part in the activities of the local churches. These churches extend a cordial welcome to each student and to faculty members, many of whom take an active part in the church organizations of Senatobia and the larger community.

Students are also invited to participate in the activities of one or more of the following campus religious organizations.

Baptist Student Union
Catholic Student Association
Christians in Action
Wesley Foundation

Student Organization Regulations

Northwest Mississippi Community College is committed to the principle that students should be encouraged to participate in worthwhile campus activities. The college experience is enriched by participation in social, spiritual, cultural, physical, educational, and professional programs. To assist student organizations in realizing their full potential, the following guidelines and regulations have been developed.

1. To retain the status of a recognized organization, all student organizations must submit an annual registration form. Any changes in the organization's purpose or constitution must also be submitted at that time.

Registration forms will be distributed to all faculty and staff members early in the fall semester. Forms will also be

available in the Office of Student Services.

2. All student organizations must be recognized by Northwest Mississippi Community College. To receive official recognition, new organizations must submit to the Dean of Students the following information:

- a. Name and phone number of a qualified campus adviser;
- b. Name and phone number of president or other student leader;
- c. Statement of purpose;
- d. Constitution or by-laws of the organization; and
- e. Roster of members.

The Dean of Students will review such materials and determine if the organization's mission and purpose are

congruent with that of Northwest Mississippi Community College. The Dean will also verify that the organization's constitution, statement of purpose, etc. is in compliance with all college rules and regulations. Upon initial approval by the Dean, the organization's materials will be reviewed by the Activities Committee of the College which will grant final approval.

Upon final approval, the Dean of Students will issue a formal letter of recognition or disapproval to the organization. New organizations are recognized on a provisional basis for a two-year period. During this time, the Dean of Students will monitor the new organization so as to assist with the group's growth and development. Organizations on provisional status may lose their recognition should they fail to meet expectations of student organizations or if membership drops to unsustainable levels.

All student organizations of Northwest Mississippi Community College are expected to comply with all student organization and college regulations. The following policies will apply to all activities sponsored by recognized organizations:

- a. Only recognized student organizations may utilize college facilities. The only exception to this policy is organizational meetings by new groups held with the permission of the Dean of Students. Organizations must comply with all facilities usage policies.
 - b. Northwest Mississippi Community College shall not be responsible for injuries or damages to persons or properties resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations. Organizations are also responsible and liable for the conduct and actions of all members and guests.
3. Each organization must agree to comply with all policies, regulations, and procedures established by Northwest, as well as with all municipal, state, and federal laws. The organization's purpose and philosophy must be congruent with that of the College.
 4. Organizations having a national affiliation must be members in good standing with their national office in order to be recognized by the College.
 5. No discrimination on the basis of age, sex, race, color, creed, national origin, or disability is to be practiced by organizations in selection or maintaining membership. Violations of this policy will be referred for disciplinary action in accordance with established procedures. Exceptions involve some organizations that by their nature include only members of a certain

religion. Such exceptions may only be made by the Dean of Students.

6. Each organization must have a campus adviser. A campus adviser is a faculty or staff member, employed full-time by the College, who is approved by the Dean of Students. Exceptions to full-time status may be made by the Dean of Students. A group may not orient new members without a campus adviser.

- a. The campus adviser will be required to do the following:
 1. Help develop and review the organization's statement of purpose as needed.
 2. Help the officers develop a strategic plan for service to the College and the community.
 3. Assist the organization in fulfilling its purpose.
 4. Advise the organization on questions of college policy.
 5. Be available as a resource person for information concerning the organization.
 6. Attend any on-campus event sponsored by the organization.
 7. Approve activities sponsored by the organization.
 - b. Should the adviser resign from the College or the organization, the group will have three weeks to identify a new adviser before losing related privileges. Extensions will be granted by the Dean of Students only when evidence is presented that a concerted effort to identify a new adviser has failed.
7. No person or organization may use the name, seal, or any symbol of the College in any manner without written permission from the Dean of Students.
 8. A minimum number of six (6) members is required for groups to maintain recognition by the College. Failure to meet this membership minimum, or to maintain a demonstrated and continued interest, may result in loss of recognition by the College.
 9. Active membership in any student organization shall be limited to currently enrolled students. Professional organizations may include members of the business community.
 10. No organization may use the same name as a currently registered organization, or one similar to it, or have purposes which are similar to those of a currently registered organization.
 11. Deposits and withdrawals of all organization funds must be made through the Business Office. Expenditures must be approved by both the adviser and president of the

organization.

12. No organization may solicit funds from any outside person, business, or organization without written approval from the Dean of Students. Any fundraising event shall be for the benefit of the organization as a whole or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain. Fundraising events must comply with all college fundraising regulations.

Transportation

Northwest has vans that are available to campus organizations for group travel. The following procedure must be

completed by the sponsor at least seventy-two (72) hours before departure:

1. Submit a completed Travel Authorization Form to the office of the appropriate Dean or Director.
2. Contact the Transportation Center office about vehicle availability, keys, and mileage forms. Users are assessed .55 cents per mile.

No student is to drive a Northwest vehicle without proper authorization.

The Mississippi Community College Board has ruled that any and all student groups that attend a convention, conference or workshop must be accompanied by an official of that school.

Statement of Conduct and Philosophy

The following is the policy of the Board of Trustees regarding conduct of students at Northwest Mississippi Community College. The rights, responsibilities, and prohibitions contained in this statement are incorporated as a part of these regulations.

The Board of Trustees of Northwest Mississippi Community College reaffirms its policies to fully support freedom of expression by each member of the student body and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, discussion, and peaceful and non-disruptive protest and dissent. Under the Constitution of the State of Mississippi, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of Northwest Mississippi Community College and the preservation of academic freedom at the institution. The Board cannot and will not divest itself of this responsibility.

The Board of Trustees stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on the campus of Northwest, is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination.

The Board of Trustees reaffirms its belief that all segments of the college community are under strong obligation and have a mutual responsibility to protect the campus community from conduct of disorderly, disruptive, or obstructive actions which interfere with academic, career, and/or technical pursuits of teaching, learning, and other campus activities.

College regulations provide guides for college life. A student is expected to display an attitude in which cooperation, good judgment, and good taste are standards of life at the College. Regulations are designed to protect the interest and well being of the student, his or her family, the College, and society. Disciplinary measures are designed to be corrective and beneficial to the educational development of the student. Disciplinary measures may range from the counseling of, to the expulsion of, the student from the college community.

Purpose of the Code of Student Conduct

The purpose of the Northwest Mississippi Community College Code of Student Conduct, related rules and regulations, and disciplinary procedures are to provide a framework for disciplinary policy and action which shall be consistent with principles of fundamental fairness for the student and with the philosophy of Northwest.

The aim and intention of Northwest Mississippi Community College is to institute within its operations and uphold with its procedures a high regard for the health, safety, education, and moral development of the student body. Hence, there is a need for basic policies governing the actions of students as they relate to fellow students, faculty, and administrators in the

academic community. The guiding force in the determinations of such policies is the realization that certain minimum standards of conduct must be met in order to create an atmosphere in which students and others can work toward and realize their educational and developmental objectives with minimum interference and maximum support and encouragement.

While the student has an obligation to observe college policy, it is realized that breaches of policy will occur. When a student is found to be in violation of policy, those personnel charged with dealing with such problems must operate within an established framework which has been made known to the student. In attempting to direct student behavior or to sanction a student whose behavior has been unacceptable, the administrator is obligated to do so in a fair and equitable manner and in accordance with stated policy of the institution. Therefore, the obligation of the College and its administrators is of great consequence and not to be taken lightly by students, parents, administrators, or the public.

The procedures outlined here clearly show what the College must and will do in the process of administering discipline of significant consequence to a student. They are in every respect consistent with other statements of policy issued by this institution. Within the framework of this manual, official bulletins of the College, and any official notices of the College one can find all statements of policy, regulations governing student conduct, minimum requirements for continuing at Northwest, and penalties for violations. In addition, the proper channels of appeal are listed along with the positions of persons to whom appeals may be made.

Definitions of Terms Used in Code of Student Conduct

1. The term “college” means Northwest Mississippi Community College.
2. The term “student” includes all persons registered for classes at the College, both full-time and part-time. It does not include former students not currently registered for classes.
3. The term “faculty member” means any person hired by the College to conduct classroom activities.
4. The term “college official” includes any person employed by the College performing assigned administrative, professional, or staff responsibilities.
5. The term “member of the College community” includes any person who is a student, faculty member, college official, or any person employed by the College. A person’s status in a particular situation shall be determined by the Vice President for Finance.
6. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or controlled by the College.
7. The term “organization” means any number of persons who have complied with the formal requirements for College recognition.
8. The term “disciplinary authority” means any persons authorized by the College to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
9. The “Dean of Students” is defined as the person designated by the President to be responsible for the administration of the Student Code. The Dean may designate other college officials to assist in the administration of the Code.
10. A “hearing officer” is defined as a college official designated to conduct informal hearings.
11. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code, the *Bulletin*, and official notices.

Code of Student Conduct

Students who register at Northwest agree to conform to its regulations and policies, and are subject to disciplinary action upon violation of these regulations and policies. Any student found to have committed the following misconduct is subject to the disciplinary action outlined in this *Student Guide*.

101—Weapons

Illegal or unauthorized possession or use of weapons, including but not limited to:

- a. Firearms, fireworks, explosives, dangerous chemicals, ammunition, air guns, pellet guns, or other weapons on college premises (even in automobiles).
- b. Possession or use of any item resembling a firearm (e.g. cap pistol, paint ball gun or water gun).

102—Violence to Persons

Violence to persons and offenses of abuse including but not limited to:

- a. Physical assault, abuse, or detention of any person, or conduct which endangers the health or safety of any person. Threat of physical assault, abuse, or detention of any person.
- b. Harassment, intimidation, or bribery of any student, faculty, or staff. Harassment is considered to be words, behaviors, and/or actions which intentionally inflict serious mental or emotional distress on others and/or disrupt the educational environment.
- c. Violation of the Hazing Policy (see page 61 of this *Student Guide*).
- d. Sexual Harassment, defined as any unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical behavior of a sexual nature. (See page 62 of this *Student Guide* for further details of the Sexual Harassment policy.)

e. Sexual Assault includes, but is not limited to, rape and is defined as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Sexual contact with a person who is unable to consent is prohibited. (See page 62 of this *Student Guide* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

f. Domestic Violence is defined by Mississippi law as one or more of the following acts between family or household members who live together, or who formerly lived to-

gether; or, between persons who are in a current dating relationship:

1. attempting to cause; or, intentionally, knowingly, or recklessly causing bodily injury with or without a deadly weapon;
2. placing, by physical menace or threat, another in fear of imminent serious bodily injury; or,
3. criminal sexual conduct committed against a minor.

A dating relationship is defined as a social relationship of a romantic or intimate nature. Family or household members means spouses, former spouses, persons living as spouses, parents and children, or other persons related by blood or marriage. (See page 62 of this *Student Guide* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

g. Dating Violence is defined as a pattern of behavior where one (1) person intentionally threatens or actually uses physical, sexual, verbal or emotional abuse to harm, intimidate or control another person with whom that person has a dating relationship. (See page 62 of this *Student Guide* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

h. Stalking is defined as a course of conduct directed at a specific person, or making a credible threat, and knowing, or should know, that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. (See page 62 of this *Student Guide* for further details regarding policies and regulations pertaining to Sexual Assault, Domestic Violence, Dating Violence, and Stalking.)

103—Drugs

Use of drugs, including but not limited to:

- a. Use, possession, distribution, or manufacture of narcotics, illegal drugs, or illegal steroids, and/or drug-associated paraphernalia or controlled substances (this does not apply to prescription medicines) as defined by the laws of the State of Mississippi, except as expressly permitted by law.

104—Alcohol

Use of alcohol, including but not limited to:

a. Possession, consumption, or evidence of consumption, of alcoholic beverages on campus, or at an event formally sponsored by an organization of the College (even in automobiles).

b. Public Intoxication (see page 60 of this *Student Guide*).

105—Disorderly Conduct

Disorderly conduct including but not limited to:

a. Obstruction or disruption of teaching, research, administration, public service functions, the flow of vehicular or pedestrian traffic, or other college activities.

b. Participation in a campus demonstration which disrupts the normal operations of the College and interferes with the rights of other members of the college community. Inciting or refusing to leave the scene of an unauthorized demonstration or gathering when ordered to do so by an authorized official.

c. Breach of peace, disorderly conduct, and aiding, abetting, or procuring another to breach the peace of the campus. This includes excessive noise; or lewd, indecent or obscene conduct or language; or public displays of affection, not in good taste, in buildings or on the grounds of the College.

d. Gang-related activity.

e. All students are responsible for the actions of their guests while on the campus.

f. Gambling defined as wagering: the practice of playing games of chance or wagering in the hope of winning monies.

106—Acts of Dishonesty

Acts of dishonesty including but not limited to:

a. Falsification of records.

b. The act of willfully and knowingly giving false information is strictly prohibited. This includes oral or written statements to college officials, faculty, or staff and alteration or misuse of college documents, records, or identification cards.

107—Safety and Endangerment

a. Interfering with safety regulations, emergency evacuations, and/or equipment, including but not limited to:

1. The setting of, or adding to, unauthorized fires on college premises, willful damage or misuse of fire protection equipment, initiation of a false alarm, or failure to evacuate during a fire alarm or drill.

2. Violation of the campus tobacco policy (see

page 46 of this *Student Guide*).

3. Violations of automobile and parking regulations (see page 47 of this *Student Guide*).

b. Endangering another's or one's own physical well being, including but not limited to:

1. Skateboarding, roller skating, rollerblading, segways, hoverboards or the like are prohibited.

2. Possession or use of water balloons and water guns.

3. Compromising the security of a residence hall or other college facility, (e.g. propping open outside doors, or unauthorized access to others), thereby endangering the safety and welfare of oneself, the building occupants and/or their property.

4. Administering or receiving a tattoo, piercing, or other procedure on the grounds of the College.

108—Trespassing

Trespassing, including but not limited to:

a. Unauthorized entry to or use of college premises, including both buildings and grounds.

b. Unauthorized possession or use of keys or access card to any college facility or other property.

c. Violation of the Curfew Policy (see page 61 of this *Student Guide*).

d. Violation of the Guest Policy (see page 61 of this *Student Guide*).

e. Solicitation of funds and distribution of leaflets and/or materials (door-to-door offerings) are prohibited on campus without written permission of the Dean of Students. Buying, selling, and/or attempting to sell merchandise or services (profiting by any means) is also prohibited.

109—Compliance

a. Failure to comply with the directions of a College official in the performance of his/her duties, including but not limited to:

1. Interfering with or failure to comply with directions of college officials and/or law enforcement officers acting in performance of their duties.
2. Failure to identify one's self to officials when requested to do so.
3. Actions which are abusive or disrespectful in nature that are directed toward college officials.
4. Disregard of financial obligations to the

College.

b. Abuse of the discipline system, including but not limited to:

1. Failure to obey the summons of a hearing officer or body.
2. Disruption or interference with the orderly conduct of a discipline proceeding.
3. Attempt to discourage or improperly influence an individual's participation or use of the discipline system.
4. Harassment or intimidation of an individual involved in a discipline proceeding.
5. Failure to comply with a sanction imposed under the Student Code.

c. Failure to carry a College Identification card or other violation of the college identification policy (see page 45 of this *Student Guide*).

110—Property Abuse

Abuse of College property or private property, including but not limited to:

a. Theft of, unauthorized possession of, damage to, or destruction of property of the College or to property of a member of the college community or of a visitor to the College.

b. Littering of the campus.

111—Technology

Abuse of computers and other technology, including

but not limited to:

a. Unauthorized entry into a file, to use, read, change, or transfer the contents, or for any other purpose.

b. Misrepresentation of self or a student or a student organization through computer or electronic means.

c. Unauthorized use of another individual's identification and /or password.

d. Use of computing facilities to interfere with the work of another member of the college community.

e. Use of computing facilities to view or send obscene or abusive messages.

f. Use of computing facilities to interfere with normal operation of the college computing system.

g. Other violations of the computer usage policy (see page 36 of this *Student Guide*).

112—Residence Hall Policies

See page 29 of this *Student Guide*.

113—Learning Resources Code of Conduct

See page 41 of this *Student Guide*.

114—Dress Code

See page 46 of this *Student Guide*.

115—Student Organization Regulations

See page 23 of this *Student Guide*.

116—Federal, State and/or Local Laws

Residence Hall Policies

Introduction

Residence halls are provided by Northwest Mississippi Community College for the convenience of students who cannot or do not wish to commute on a daily basis. In addition, residence hall life often makes for a fuller and richer college experience. Many residents form lifelong friendships and pleasant associations with individuals of diverse backgrounds and cultures.

Northwest residence halls are a place to take pride in, not abuse; a place to meet, learn, study and appreciate others, not a haven for illicit activities or disorderly conduct unbecoming a student; a place where the human and student rights of others are observed, not a den of noise and confusion.

Liability

Northwest does not assume any legal obligation to pay for loss or damage to the student's personal property if it occurs in its buildings or on its grounds, prior to, during, or subsequent to the period of the student's residence on-campus. The student or student's parents are encouraged to carry appropriate insurance to cover such losses.

What is a Residence Life Coordinator?

An "RLC" is a professional Northwest employee who supervises the Residence Hall Supervisors within a designated area. The RLC resides on campus and is an additional resource for their residents. The RLC assists the Residence Hall Supervisor in maintaining order in the resi-

dence halls through room inspections, as further discussed on page 32 of this *Student Guide*, and via a “Campus Appearance Ticket” for behaviors that violate the Student Code of Conduct.

What is a Residence Hall Supervisor?

A Residence Hall Supervisor is a Northwest Mississippi Community College employee who manages the residence hall in which he/she resides. The Residence Hall Supervisor is the student’s first point of contact and is a great resource to our campus for their residents. The Residence Hall Supervisor oversees all aspects of check-in, check-out, open residence hall, and any other information that may be relayed from the Housing Office. In addition, the Residence Hall Supervisor maintains order in his/her residence hall through room inspections as further discussed on page 34 of this *Student Guide* and via a “Campus Appearance Ticket” for behaviors that violate the Student Code of Conduct.

Requirements

Residence halls are available only to students who take a full academic, career, or technical course load (excluding virtual classes) and attend class regularly. Class attendance will be monitored by the Housing Office. Students will be notified when they fall below full-time status and will be asked to vacate the residence hall. Exceptions to this policy are made by the Dean of Students or designee under the most unusual of circumstances.

In-State Residency

The mission of Northwest Mississippi Community College is to first serve the residents of our eleven-county district and then other residents of the state of Mississippi. In recent years, Northwest has experienced a high demand for our residence halls and has not been able to house out-of-state students. Northwest does not offer campus housing to out-of-state students (exceptions are made for scholarship athletes and special programs).

In-District

The mission of Northwest Mississippi Community College is to first serve the residents of our eleven-county district. Out-of-district students should apply for housing prior to May 31 for the fall semester. Out-of-district students applying after May 31 will be assigned a residence hall room only after all in-district students have been assigned.

Six Semester Limit

In order to foster academic progression, residence hall students are limited to six (6) semesters of residence hall living (not including summer semesters).

GPA and Credit Requirements

1. Northwest Mississippi Community College views satisfactory academic progress as indicative of a student’s efforts to achieve his or her educational goals. To encourage progress toward those goals, all residence hall students must meet the College grade point average and credit requirements for living in the residence halls. These requirements are similar to those used by the Registrar’s and Financial Aid offices in determining satisfactory progress.

- a. At the completion of the second semester of full-time study at the college, a student must have accrued a minimum of 12 credits and have a cumulative grade point average of at least 1.35.
- b. After the completion of the third semester, a student must have a GPA of 1.55 and accrued at least 20 credits.
- c. After the completion of the fourth semester, the student must maintain a 2.0 cumulative GPA.

2. Students who do not meet the minimum requirements will lose their privilege to live in the residence halls and will be notified by letter that they will not be able to live on campus.

3. Students who wish to request an exception due to extraordinary circumstances may appeal to the Dean of Students.

- a. The Dean will forward the appeal to an Ad Hoc Committee on Residence Hall GPA Appeals.
 1. The committee will consist of the Assistant Director of Campus Life and Housing (chair); the Coordinator of Housing Operations; one Residence Life Coordinator; one Residence Hall Supervisor; and one student appointed by the chair.
- b. Students must file an appeal within 15 days from the date of their notification letter. The notification letter will specify the date, time, and location of the committee meeting.
- c. Students may appear in person at the meeting or may submit a written appeal for consideration by the committee.
- d. Students will be notified by letter of the

outcome of their appeal.

Application

New Students

1. All applications for residence halls should be sent directly to the Housing Office for review and approval.
2. No residence hall room reservation is made until a student's housing application and room deposit of \$100 for Benton, DeSoto, Marshall and Tallahatchie, or \$50 for all other halls, is on file in the Housing Office.

Returning Students

1. Current residents whose intent is to return to the residence halls for the next year should do the following to ensure their priority:
 - a. Complete and submit future semester Housing Intent Form (typically scheduled for the week of pre-registration, see calendar and residence hall postings for dates).
 1. Students who reside on-campus during the fall or spring semester have the opportunity to reclaim their present residence hall or request a different residence hall for the future fall or spring semester.
 2. Students will complete a Returning Residence Hall Student Application with their Residence Hall Supervisor.
 3. Students will receive their assignment for the future semester.
 - b. If student did **NOT** complete a Returning Residence Hall Student Application, they should indicate their intention on their check-out form.

Cancellations

If an applicant finds it necessary to cancel a room reservation, the room deposit less \$25 will be refunded provided the Housing Office is notified as indicated on the assignment letter.

No Shows

Students with residence hall reservations that are not claimed by noon the first day of classes shall forfeit their room and deposit.

Assignments

1. Priority

- a. Returning students who participate in Room Reclaim are given first priority. Those who re

claim their same residence hall are assigned first. Students requesting other Residence Halls are then assigned by initial date of deposit, and space availability.

- b. Returning students, who did not pre-register or participate in Room Reclaim, should complete a returning student application at check-out. These applicants are assigned to residence hall preference by date of deposit.
 - c. New students are assigned to residence hall preferences by date of deposit.
 - d. New out-of-district applications received after May 31 will be assigned a room only after all in-district students are assigned and space is available.
 - e. Due to space limitations, private rooms are not available.
2. **Roommate Requests**
 - a. All attempts are made to honor roommate requests when requests are mutual and deposits are submitted within 5 days of each other. Mutual roommate requests are prioritized based on the latest date of deposit of requested applicants.
 3. **Room Changes**
 - a. Requests for change of room and/or roommates will be considered after the second week of the semester.
 - b. Room changes must be approved by the Residence Hall Supervisor and appropriate paperwork process completed.
 4. **Residence Hall Changes**
 - a. Often times, students do not receive their first preference of residence hall choice. The Housing Office maintains a waiting list for each type of housing (apartments and suites) prioritized by date of deposit. When an apartment or suite vacancy arises, the Housing Office contacts the applicants on the waiting list.
 - b. Should a student accept the offer to relocate, the following process is followed:
 1. Student picks up Residence Hall Transfer Form from the Housing Office.
 2. Student pays fee difference at the Cashier's window of the Business Office.
 3. Student properly checks out of current residence hall.
 4. Student obtains new parking decal for

- vehicle.
- 5. Student properly checks into new residence hall.
- 6. Entire process is completed within allotted time frame.

5. Consolidation

The Housing Office may consolidate rooms to full capacity when vacancies occur and may move students to another room when such consolidation becomes necessary. Consolidation will begin the week after the room change period for the fall semester and continue through the 10th week of classes. Consolidation will begin the second week of classes for the spring semester and continue through the ninth week of classes.

- a. The Residence Hall Supervisor will submit a list of all residents who do not have a roommate within that residence hall to the Housing Office on a weekly basis.
- b. The Housing Office will first offer vacant spaces to any students on the waiting list for a specific residence hall or the housing waiting list.
- c. ALL residents without a roommate will be notified by the Housing Office of the following options:
 - 1. Select a roommate from the list of residents who is also in this process.
 - a. Inform the Housing Office which room both students will occupy.
 - 2. Wait for the Housing Office to assign the student to a new room or assign a roommate to the student's room.
- d. Resident will be given five business days to complete the consolidation process.

6. Residence Hall Relocation and Dismissal

The Dean of Students has the right to relocate or dismiss a student from the residence halls.

Check-In Procedures

- 1. Students are issued a residence hall housing inventory form, confidential student medical information form, and room key(s) at check in.
 - a. The student is to inspect the room and document the current condition of the room as indicated on the inventory sheet.
 - b. The student is to complete the medical information form.
 - c. The student is to obtain their room key.
- 2. All forms should be returned to the Residence Hall

Supervisor no later than the residence hall's mandatory meeting.

- 3. Students must attend the Mandatory Residence Hall Meeting. Date and time will be distributed by the Residence Hall Supervisor.

Roommate Agreements

At check-in, residents are provided a roommate agreement to complete with their roommate. The agreement is a list of questions to start dialogue between roommates to assist in communication, establish boundaries, encourage mutual respect, and lessen conflicts. Residents are encouraged to submit these completed agreements to the residence hall supervisor within the first two weeks of classes.

Holiday and Break Housing

Although classes are not in session during these times, the residence halls remain open during the Labor Day, Fall Break, Martin Luther King Jr., President's Day and Easter holidays and breaks.

1. In order to protect the safety of students, all students intending to remain in the residence halls during the holiday and corresponding weekend must complete the Holiday Housing Agreement via the college website.

2. The Holiday Housing Agreement is available via a link on the college website one week prior to the holiday until 2 p.m. the day before the holiday or corresponding weekend.

3. The Holiday Housing Agreement states: By clicking submit, I acknowledge that the supplied name, residence hall, room number, and phone number submitted are assigned to me. I further acknowledge that I will be remaining in my residence hall during this holiday time. I understand that this accommodation is a privilege; and violation of the Code of Student Conduct during this time may result in the loss of this privilege, fines, and/or dismissal from the residence halls.

The residence halls are closed to all students during the Thanksgiving, Christmas, and Spring breaks, as well as breaks between the spring and summer semesters and fall and summer semesters. Please refer to the academic calendar and postings in your residence hall for specific residence hall closure dates and times.

Laundry Facilities and Equipment

Each apartment unit within DeSoto and Marshall Halls has a washer and dryer. These appliances are to be used by the assigned residents only. Bobo, Benton, Gainey, Panola,

Quitman, Tallahatchie, and Taylor Halls each have laundry rooms where washers and dryers are available for residents to utilize.

Guest Policy

Visitation Policy (Same Sex)

Resident students may have a guest (non-student, commuter student, or another residence hall student of the same sex) visit them at their residence hall room under the following guidelines:

1. Residents may have a guest in their room between the hours of 10 a.m. and 10 p.m. Monday through Thursday.
2. The guest must be 18 years of age and have a valid form of identification on their person.
3. The resident student is responsible for the guest's behavior.
4. The resident student must accompany the guest at all times.
5. All guests in Bobo, Gainey, Panola, Quitman, and Taylor residence halls must sign in at the hall's front desk. The guest will be subject to the same code of conduct expected from the resident.
6. All guests must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.
7. Resident students are NOT permitted to visit other residence halls between 10 p.m. and 10 a.m.
8. Unauthorized persons present between 10 p.m. and 10 a.m. are subject to disciplinary action or arrest.
9. Visitation is a privilege for residents. Abuse of the privilege can result in individual restrictions or loss of visitation for an entire residence hall.

Residence Hall Lobbies & DeSoto Courtyard

DeSoto Courtyard, Bobo, Gainey, Marshall, Panola, Quitman and Taylor residence hall first floor lobby areas are places for the residents of those halls to participate in study groups and socialize. Residents may also have a guest (same sex or opposite sex) in the lobby during lobby/courtyard visitation hours for a short duration.

1. The guest must be 18 years of age and have a valid form of identification on their person.
2. The host (resident) student is responsible for the guest's behavior.
3. The host student must accompany the guest at all times.
4. The guest may be required to sign in and out of the lobby or courtyard.

Lobby/Courtyard Visiting Hours

Bobo: Mondays 1-5, Tuesdays 2-4 & 6-10, Wednesdays 2-4 & 6-10, Thursdays 1-5

DeSoto: Mondays 6-10, Tuesdays 6-10, Wednesdays 7-9, Thursdays 7-9

Panola: Mondays 1-5, Tuesdays 2-4 & 6-10, Wednesdays 2-4 & 6-10, Thursdays 1-5

Quitman: Mondays 2-4 & 6-10, Tuesdays 1-5 & 8-10, Wednesdays 1-5 & 8-10, Thursdays 2-4 & 6-10

Taylor: Mondays 2-4 & 6-10, Tuesdays 1-5 & 8-10, Wednesdays 1-5 & 8-10, Thursdays 2-4 & 6-10

Visitation Policy Opposite Sex

During designated hours, residents are allowed to have a guest of the opposite sex in their room. These hours are posted weekly at the main desk of the residence hall. These hours are subject to change with notice. Residents are expected to abide by the following while hosting a guest of the opposite sex.

1. Guests must be at least 18 years of age.
2. The resident whose room the guest is visiting must sign in the guest at the front desk of the residence hall where the student lives (resident may not check a guest into any room except their own).
3. The guest must leave a Northwest student ID card, an ID card from another recognized college or university, or a valid driver's license at the front desk when he/she signs in.
4. The guest must be signed in to a specific room (one guest per resident).
5. Each resident may check-in one guest.
6. The guest will not be permitted to go from room to room or wander through hallways or upper level lobbies.
7. The host student must stay in the room with the guest until the guest is ready to sign out.
8. Once the guest enters the room, a light must be on at all times, and students must be and remain fully dressed while the guest is present.
9. When the guest is ready to leave or when open residence hall is over, the host student must escort the guest back to the front desk and sign the guest out.
10. Visitors of the opposite sex in Bobo, Gainey, Panola, Quitman, and Taylor should use the bathroom facilities provided in the lobby.

Check-Out Procedures

Regular Check Out

1. The residence hall student must make an appointment with their Residence Hall Supervisor during regular

working hours to check out of his/her assigned room. This appointment should be made within 12 hours of the student's last exam. All check-out appointments should be made no later than 4 p.m. on the last day of final examinations unless special permission has been previously obtained.

2. The student must have all of his/her belongings removed from the room.
3. The room must be cleaned (see Residence Hall Supervisor for specifics).
4. The student must return the issued room key to the Residence Hall Supervisor.
5. The student must read and sign the check-out form.

Express Check Out

1. Available to all residence halls EXCLUDING Quitman Hall.
2. Students may request an express check-out packet from their Residence Hall Supervisor during semester clearance.
3. Students must have all of their belongings removed from the room.
4. The room must be cleaned (see Residence Hall Supervisor for specifics).
5. The student completes information on the express check-out envelope, completes check-out form, and completes returning student application (if applicable).
6. The student understands that by choosing express check-out, he/she is ensuring that the room is clean, no damages exist, and the key is returned. The student will be charged for rooms not being clean, any damages, and/or keys not returned.
7. The student seals the room key inside the envelope and places the envelope in campus mail.
8. The student should complete this process within 24 hours of the student's last final exam.

Improper Check Out

1. Any residence hall student who fails to utilize express check-out or make an appointment with their Residence Hall Supervisor for regular check-out will be considered an improper check-out.
2. Improper check-out automatically results in the student's forfeit of their entire room deposit.
3. If the room was not cleaned, the student will be charged a cleaning fee in addition to the loss of room deposit.
4. If the room has any damages (including not returning the room key), the student will be charged for repair in addition to loss of room deposit.

General Residence Hall Policies

Expectations of Residence Hall Students

Living in the residence halls is considered a privilege and not a right. A student's residence on campus is contingent on that student's compliance with the policies established for the general welfare of all residence hall students. It is the responsibility of all students in the residence halls to become aware of and observe all published rules affecting their status within the residence hall system at Northwest.

Rules and Regulations

The following Rules and Regulations must be observed by all residents and guests:

1. Posted Room Inspection
 - a. Six times during a semester, there will be posted room inspections.
 - b. Residence Hall Supervisors will post the date of room inspections at least 2 working days in advance.
 - c. During this time, the residence halls will be inspected for the following:
 1. Cleanliness (garbage removed, floors cleaned, no odors, bathrooms cleaned (where appropriate).
 2. Safety (no appliances, candles, or other items that would endanger the safety of the community as well as cleared exit paths, etc.)
 3. Security (doors are locked and working properly)
 - d. Residence Hall Supervisors will issue notices ("gigs") if deficiencies in cleaning standards are found.
 - Warning gig encourages you to speak with your Residence Hall Supervisor to make certain you understand what is expected.
 - 1st gig will result in a \$10 fine.
 - 2nd gig will result in a \$25 fine.
 - 3rd gig will result in a referral to the Residence Life Coordinator which may result in relocation, dismissal from the residence hall, and/or additional fines.
2. Unannounced Room Inspections
 - a. Supervisors may inspect residence hall rooms for cleanliness, safety, or security, unannounced.
 - b. Gigs are not issued; but, instructions and/or deadlines given by the Supervisor, are expected

to be met.

- c. Failure on the resident's part to follow instructions will result in disciplinary action.

3. What is and what is NOT allowed

a. *Allowed*

- Cooking appliances to include crock pots, coffee makers, self contained grilling machines, and small hot pots. Refrigerators that are 4.5 or less cubic feet.
- In order to preserve painted wall surfaces, residents are asked to use tape or adhesive to attach wall decorations which can easily be taken down without removal of paint or destruction of walls.
- Room decorations which are in good taste.

b. *NOT allowed*

- Pets and other animals (including fish and reptiles).
- Refrigerators over 4.5 cubic feet, electric heaters, sunlamps, and appliances such as microwave ovens, toasters, fryers, and hot plates are prohibited.
- Nails, tacks, or screws are not allowed to be used for any reason on windows, walls, or furniture.
- Exercise equipment and/or other items that could be considered disruptive, damaging, or injurious are not permitted. Treadmills, bicycles, and weights are specifically not permitted.
- Candles, combustible substances, dangerous chemicals.
- Natural or artificial trees.
- Room decorations that are NOT in good taste.
- Alcohol beverage containers (full or empty).
- Gambling is prohibited in all residence halls.

4. Residence Hall Quiet Hours begin in all residence halls at 10 p.m. and end at 10 a.m. the next day. This includes adjacent parking lots.

- a. Excessive noise at any time will result in disciplinary action.
- b. Alarm clocks, radios, televisions, stereo equipment, and any other sound apparatuses shall not be loud enough to be heard in other rooms or disturb or disrupt the normal tone of the residence hall. Stereo speakers are limited to no more than ten (10) watts.
- c. Students are not to engage in conversation out

of windows or across balconies or make unnecessary noise in the residence hall (interior, exterior, outlying areas, and parking lots).

- d. Gathering or congregating in such a manner as to disturb the normal educational process of the residence hall is not permitted.

5. Babysitting is not permitted.

6. Room Condition

- a. No furniture or other items of inventory may be removed from the residence hall without written permission from the Housing Office.
- b. Window blinds are furnished in each room. Curtains may be hung using a spring-type rod only.
- c. Vandalism or abuse to living quarters is prohibited. Students found responsible shall be assessed the cost of repair, the replacement of damaged or missing items, and/or the cleaning of the room.

7. Compliance

- a. Students must comply with a request by a college official to disperse or leave the residence hall or any adjacent area when they are acting in a disorderly, disruptive, and/or excessively noisy manner.
- b. All thefts, damage to property, etc. should be reported immediately to the Residence Hall Supervisor and Campus Police. The College assumes no responsibility for loss or damage.
- c. Loitering around the entrances and in the lobbies of the residence halls is not permitted. Loitering will not be permitted around unauthorized areas.
- d. Solicitation of funds and distribution of leaflets and/or materials (door-to-door offerings) are prohibited in the residence halls without written permission of the Dean of Students. Buying, selling, and/or attempting to sell merchandise or services (profiting by any means) on any Northwest campus is prohibited.
- e. Unauthorized room changes are not permitted.
- f. For residence halls with breezeways, visits by members of the opposite sex in breezeway should be of limited duration.
- g. Students will be held responsible for violations of any other college policies or regulations. See the Code of Student Conduct and other college regulations for further information.

8. Safety

- a. Residence hall rooms (entry doors) are expected to be locked at all times.
- b. All students are expected to enter or leave the residence halls only by the designated entrance after the residence halls are secured for the night.
- c. Fire and insurance regulations prohibit the burning of any material in the residence halls.
- d. Each student is responsible for his/her key at all times. Lost or stolen keys should be reported immediately to the Residence Hall Supervisor and Campus Police. Keys may not be loaned out. A \$100 fee will be charged for each lock recore.
- e. When a student is locked out of his or her residence hall room, the resident should contact the Residence Hall Supervisor during their scheduled working hours and Campus Police when the Residence Hall Supervisor is off duty. Campus Police will be en route as quickly as possible. (Unlocks do not take precedence over more important calls, duties or assignments.)
 1. The Residence Hall Supervisor or Campus Police Officer will request the student's I.D. to verify that the student does reside in that residence hall room.
 2. The resident will be issued a Campus Appearance Ticket as a receipt that the room was unlocked.
 3. The first time a resident's room is unlocked in a semester, there will be no charge.
4. All subsequent unlocks will result in a fine of \$5 each. The fines will be posted to the student's account as a discipline fine and will be due at the time of clearance.
 - f. No ball playing (frisbee) at residence halls or adjoining parking lots.

Emergency Residence Hall Closure

If a residence hall or residence hall room must close due to circumstances beyond the control of the College, students may be asked to vacate the premises for a period of time. Northwest will attempt to find accommodations for these displaced students.

Emergencies

Any accident, sickness, or other emergency situation in the residence hall should be reported to the Residence Life Coordinator, Residence Hall Supervisor or Campus Police.

General Policies and Regulations

Acceptable Use Policy for Computing

Definition of the Northwest Network

The computing facilities at Northwest Mississippi Community College consist of a network that encompasses all three campuses. The network provides connectivity for Northwest-owned devices, personal devices, and peripherals. Users consist of ALL students, faculty, staff, and guest users. These facilities are provided to users for educational and administrative activities. All users must utilize these systems in an efficient, ethical, and legal manner. Use of these facilities must be consistent with Northwest policies as well as all existing federal and state laws. Access to computing facilities is a privilege, not a right. Failure to abide by these guidelines may result in disciplinary action as described in the Northwest *Student Guide* or the Northwest *Policy Manual*.

Privacy

- Data files or messages being sent via the network are not private or secure communications.
- Northwest reserves its right, as owner of the network, to examine, capture, and archive any messages transmitted over

the network and to review any data stored on Northwest-owned devices under the direction of the Network Administrator or Director of Management Information Systems.

- If the security of the network is threatened, Northwest's requirement to maintain the network's integrity and protect the rights of users may supersede the individual user's privacy.

Safety from Threats

While unwanted or unsolicited contact cannot be controlled within the network, users who receive threatening communications should notify Northwest Campus Police. Electronic threats are not tolerated. The College will respond to alleged threats consistent with policies in the *Student Guide* or the *Policy Manual*.

User Responsibilities

Responsibilities are a part of the privilege of network access. Users are expected to adhere to these responsibilities. Users who violate these regulations will be subject to disciplinary action as specified in the *Student Guide* or *Policy Manual*. Violators may have their network access suspended, and depending on the seriousness of the violation, their actions may have further consequences. Furthermore, actions that violate federal or state laws may result in referral to the appropriate legal authority. Violations should be reported to the Help Desk Coordinator, the Dean of Students, or the Director of Management Information Systems.

- Users are responsible for the security of all logins/passwords and all assigned computer accounts. Access to logins, passwords or computer accounts may not be given to or obtained by any other party. Applications and services by unauthorized parties must be approved by the Network Administrator or by the Director of MIS.
- Users may not misrepresent themselves or their data on the network.
- Users may not use the Northwest network's resources to gain or attempt to gain unauthorized access to remote computers.
- Users may not install/uninstall any software/hardware/network devices on any Northwest-owned computer or on the Northwest network. Any software/hardware changes or requests should be submitted to the Help Desk Coordinator.
- Users may not deliberately perform an act which will seriously impair the operation of computers, peripherals, other devices or networks. Such acts include but are not limited to: tampering with components of a local area network, blocking communication lines, or interfering with the operational readiness of any computer or device.
- Users may not run or install any unauthorized program on any component of the network, including but not limited to, the classes of programs known as computer viruses, Trojan horses, Malware and worms.
- Personal equipment connected to the network in the residence halls must have proper virus prevention software installed.
- Users may not attempt to circumvent data protection or exploit security loopholes.
- Unauthorized wireless access points are prohibited on campus.
- Northwest is bound by Title 17 of the United States Code on Copyright and supports the provisions contained therein; therefore, users must abide by the terms of all software licensing agreements and copyright laws. Users do not have the right to receive or use unauthorized copies of software or make unauthorized copies of software for others. Users do not have the right to download materials subject to copyright laws using the Northwest campuswide network. Users may not duplicate or post another party's copyrighted material (such as music, movies, software, written materials) unless permitted by a license or within the fair use doctrine.
- Users may not use the Northwest network to send, print, request, view, display or store fraudulent, illegal, harassing, racial, obscene, pornographic, indecent, profane or inappropriate materials.
- Users may not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others. Any person operating a network-intensive application or a defective device that overloads the Northwest network will be notified, and steps will be taken to protect the overall network. This may include disconnecting the offending computer system from the network until the problem is resolved. If the condition is an imminent hazard to the network or disrupts the activities of others, the offending computer system or the subnet to which it is attached may be disconnected without advance notice.
- Users may not attempt to monitor another's data communications, nor may they read, copy, change, or delete another

user's files or software without permission of the owner.

- Computing and networking resources are provided to support the mission of Northwest Mississippi Community College and may not be used for commercial purposes by any user.
- All network traffic exiting Northwest is subject to the policies of the network through which it flows, as well as to all Northwest policies.
- All Northwest computing and networking facilities are provided for use by the faculty, staff, and students for relevant academic, research, or administrative pursuits. The classroom computer lab in the McLendon Center may be reserved through the Help Desk Coordinator. Like all other Northwest facilities, private use must be approved in advance through the Student Services Office.
- The content of any information made available to others via the Northwest network is the sole responsibility of the person who created that information. It is their responsibility to be aware of all applicable federal laws, state laws, and Northwest policies. That person is liable for any violations of federal laws, state laws, or Northwest policies.
- The Network Administrator and the relevant authorities should be notified about violations of computer laws and policies and potential loopholes in, or breaches of, the security of its computer systems and networks.

Regulations for Administrative Use

- Users must observe all provisions of the Family Educational Rights and Privacy Act (FERPA) when accessing student records. Northwest strives to maintain all sensitive and confidential data in a secure environment. The user of sensitive or confidential reports is responsible for ensuring policy compliance.
- All computer software written in-house, purchased by or licensed to Northwest, is college property and may only be used on college equipment and by employees or other authorized persons.
- Maintenance of the college's web page on the Internet is the responsibility of the MIS Department. Approval for changes to the site must be obtained via the regulations set forth in the Information Systems Web Site Policy.

Student Computing

General Computer and Network Information

Northwest maintains a website at www.northwestms.edu. Students will find contact information for administrative offices, a faculty listing, course offerings, academic calendars, and other helpful information there.

A Computer Help Desk is available, open from 8 a.m. to 4:30 p.m., Monday through Friday. It is located in the McLendon Center, room 210, on the Senatobia campus, inside the open computer lab. The Help Desk offers software help and limited hardware troubleshooting.

To contact the Help Desk, call 562-3934 or e-mail helpdesk@northwestms.edu.

Student Access

Students may access information such as their class schedule, course history, traffic fines, etc., via myNWCC on the Northwest website using their student ID number and PIN. Students who attended Northwest in Spring 2014 and before will log in with their password that was assigned to them at that time. If you do not know your PIN, click on "Forgot ID/PIN?" and your password will be e-mailed to your Northwest e-mail account. New students logging into myNWCC for the first time should use their six-digit birthdate as their PIN. These students will be prompted to change their PIN upon login to a six-digit number of their choice for access to myNWCC only. During registration, eligible students may also register and complete their registration through this portal. If students misplace their PIN, they may click on the "Forgot ID/PIN?" in myNWCC to retrieve that information.

Network Access

Students are assigned a username for the Northwest network to be used for the semester in which they are enrolled in the form of username@northwestms.edu. Students Username is the first initial of their first name, full last name and last 4 digits of their Student ID. The Students password is the same as their password/PIN# in myNWCC. These login credentials will provide access to login to computers on campus, CANVAS, the network storage ("H drive") as well as webmail. If students misplace their PIN#, they may click on the 'Forgot ID/PIN' in myNWCC to retrieve that information or, it may be obtained by

contacting a counselor at the DeSoto campus, an employee in the library of the Oxford campus, or by going to the Help Desk in the McLendon Center computer lab with a student ID. Help Desk personnel are not allowed to give login information over the phone. A student's username is their first initial, last name, and the last four digits of their student ID number. Network access is terminated before each fall semester.

E-mail Accounts

Students are automatically assigned a Northwest e-mail address when they register. E-mail addresses are in the form of username@northwestms.edu. All e-mail accounts can be accessed through the WebMail link on the Northwest Web site using the username they are assigned. Student's Username is the first initial of their first name, full last name and last four digits of their student ID. The Students password is the same as their password/PIN# in myNWCC. Student email accounts are not active until the first day of classes and are deleted before each fall semester.

Network Storage

Students are allowed 50MB of storage space on the Northwest network to store coursework or other classroom projects. Access to this network storage space is given to the student upon login to the network in the form of an extra (virtual) drive listed under the "My Computer" icon on the PC. This storage space may be accessed from any classroom, lab, or residence hall computer connected to the Northwest network, as well as via the Northwest website. Storage space is deleted at the end of July each year. Students are encouraged to backup any files they would like to save to another media before the end of the semester.

Internet Access

There is wireless Internet available on all three Northwest campuses. The connection is called NWCC_Guest. The password is: gorangers. Users must accept the usage policy page in order to gain access to the Internet. Internet connections ARE monitored for appropriate usage. Students are required to read and follow the Acceptable Use Policy for Computing which is located on the Northwest website and in the previous section of the *Student Guide*.

Computers on Campus

Northwest maintains open computer labs for faculty and student use. On the Senatobia campus they are located in the McLendon Center and in the R.C. Pugh Library. On the Southaven and Oxford campuses, the open labs are located in the library. These computers have the most recent versions of Microsoft Office, Internet browsers, and various academic programs. All users must be prepared to show a current Northwest ID to utilize the labs. Check page 13 of this *Student Guide* for lab hours. Users are not allowed to install/delete any programs or change any desktop settings on these computers.

Canvas System

Through any Internet connection and on a wide variety of mobile devices, students can at their convenience access materials for courses taught at Northwest. Canvas is used for all online courses and for supplemental resources in on-campus courses. A link to the Northwest Canvas system is provided through the Northwest Web site, or can be reached directly at <https://northwestms.instructure.com>. Students may log in to the Northwest Canvas system using the same username and password assigned to them for utilizing the Northwest network. A Canvas tutorial can be found online at <https://vimeo.com/63616611>.

Information Systems Privacy Policy for Students

Statement of Privacy

Northwest Mississippi Community College is committed to protecting your privacy while employing technology that gives you a useful and safe online experience. This Statement of Privacy applies to the Northwest Mississippi Community College's Web site, and governs data collection and use for all of Northwest Mississippi Community College sites and services. Please read the complete Student Privacy Policy to learn additional details about how some of these sites and services protect your personal information.

Personal Information

Northwest Mississippi Community College will not disclose your personal information, except as required to do so by law, or in the good faith belief that such action is necessary to: (a) comply with legal process served on Northwest Mississippi Community College; (b) protect and defend the rights or property of Northwest Mississippi Community College or (c) act in emergency circumstances to protect the personal safety of users of Northwest Mississippi Community College, its Web site, or the public.

Under the Federal Family Educational Rights and Privacy Act of 1974, a Student's academic and financial files at Northwest Mississippi Community College will not be released to any third party without the written consent of the Student.

Use of Cookies

Cookies may be used to uniquely identify a user and they may be used to track individual preferences and other information about a web user. Canvas products use this technology to provide secure learning experiences, track usage, and manage application performance. Northwest Mississippi Community College will not use cookies to run programs on your computer.

Content and Tools used in conjunction with Canvas products may install additional cookies on your computer. This third party content may include cookies from the content issuer. These third party sites have separate and independent privacy policies. Northwest Mississippi Community College therefore has no responsibility or liability for the content and activities of these linked sites. For your protection, the College suggests you review the privacy and security policies of the company websites for each link.

Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of Canvas or other Web sites you visit.

Links to Other Web Sites

Northwest Mississippi Community College provides links to other Web sites that may be useful for our students and/or employees. The College cannot make any representation of guarantee regarding the linked sites, their content or their security. For your protection, the College suggests that you review the privacy and security policies of the company Web sites for each link.

Security of Personal Information

Northwest Mississippi Community College secures your personal information from unauthorized access, use or disclosure. The College secures the personally identifiable information you provide on computer servers in a controlled environment protected from unauthorized access, use, or disclosure. These measures include Secure Socket Layer (SSL) software during the transmission of your information, which encrypts this data. However, we cannot guarantee that your submissions to our website, any content residing on our servers, or any transmissions from our server will be completely secure.

Canvas, and online exams can only be accessed with a valid student identification number. Our Student Information System (SIS), CampusKey, assigns each student a unique student ID at the point of application. Students may access their personal information via the myNWCC web portal. The portal allows students to create their own PIN number to be used for myNWCC access when logging in for the first time. Students are responsible for keeping their student PIN number secret and confidential, and for notifying the College if they believe that their student PIN number has been stolen or might otherwise be misused.

Changes to this Statement

Northwest Mississippi Community College may occasionally update this Student Privacy Policy, and encourages you to periodically review this Statement to remain informed of how the College is protecting your information.

Social Media Policy for Students

Northwest encourages the use of social media. The Office of Communications runs the official Facebook, Twitter, Instagram, YouTube, Tumblr and Snapchat pages. Using these platforms to ask questions or leave comments is welcomed. If an official student organization or department wishes to start a social media account, they should first consult with the Office of Communications.

Acceptable content may be positive or negative in context to the conversation, regardless of whether it is favorable or unfavorable to Northwest. However, posted content and/or language that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed.

Any social media post that violates a code of student conduct will be handled in accordance with the college's student conduct procedures as outlined in this *Student Guide*.

Learning Resources Code of Conduct

Northwest Learning Resource Centers (LRC) are committed to providing an educational environment conducive to learning. Students play a critical role in creating this environment by respecting the rights of others while using library resources.

- A quiet policy is observed throughout all the libraries of Northwest. The purpose is to provide a suitable environment for study whether it be individually or in a group. Cooperation with this policy acknowledges and supports the need for a quiet place on campus. Set cell phones to silent when entering the LRC and walk out to answer them. Turn volume down on headphones while working in solitude or on computers.
- A certain amount of noise is expected at all service desks where librarians often interact with faculty, staff and students. Otherwise, both librarians and students are expected to minimize noise by keeping conversations low.
- Students must present a current student ID to use computers or check out material.
- Students who access social media/gaming on LRC computers will be monitored. If a demand for school-related work becomes apparent, the librarian will ask for social media/gaming to cease. Anyone who misuses library computers/laptops can expect disciplinary action.
- No food or drink is allowed in the library.

The library faculty and staff reserve the right to ask students to conform to the Code of Conduct. If misconduct continues, the librarian will request an ID from the student. An incident report will be filed with Campus Police at this point, or the student will be asked to leave the library.

Financial Aid Satisfactory Academic Progress Policy

Students receiving any form of Federal Financial Aid from Northwest Mississippi Community College will be expected to maintain satisfactory academic progress (SAP) toward their program objective. Failure to achieve satisfactory academic progress will result in the termination of your Federal Financial Aid.

Federal Financial Aid consists of:

- Pell Grant
- Work-Study
- SEOG
- Student Loans
- PLUS Loans

Standards are applied uniformly to all students receiving Federal Financial Aid regardless of enrollment status or program of study—e.g., less than half time (1-5 hours), half-time (6-8 hours), three-fourth-time (9-11 hours), full-time (12 hours or more), Academic or Career-Technical. The Northwest Mississippi Community College philosophy views satisfactory progress as indicative of a student's efforts to achieve an educational goal within a given period of time, reflecting qualitative (measuring quality) as well as quantitative (measuring quantity) criteria.

Students must pass a minimum percentage of all courses attempted and must maintain a minimum cumulative GPA (grade point average) as calculated by the Registrar's Office as shown below:

Credit Hours Attempted	Percentage of Hours Attempted (includes classes dropped) That You Must Pass	Minimum Cumulative GPA You Must Maintain
1-6	50%	1.25
7-12	50%	1.35
13-20	50%	1.55
21-96	67%	2.00
97 and up	generally not eligible for financial aid	generally not eligible for financial aid

TOTAL HOURS: All students must complete the educational program within 150% of the published length (according to the Northwest *Bulletin*). For example, a pathway or program requiring 60 hours for a degree allows a maximum of 90 attempted hours (60 hours x 150% = 90). Once a student exceeds 150% of hours needed to complete the degree, he or she will no longer be eligible for Federal Financial Aid.

Students not meeting SAP requirements due to exceeding the maximum hours attempted, generally 96 credit hours, will be placed on Financial Aid Suspension and are no longer eligible for Federal Student Aid.

PACE: Pace of progression is referred to in the chart above as “percentage of hours attempted that you must pass.” Your pace will be determined by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. In order to avoid a SAP issue, your pace should be greater than or equal to 50% if you have attempted 1-20 hours. If you have attempted 21 hours and up, your pace should be greater than or equal to 67%.

Below is a chart that demonstrates the pace of progression a student must maintain to ensure completion within the maximum time frame:

After Attempting This Many Hours	Percentage of Hours Attempted That Must Be Passed	At Least This Many Hours Must Be Passed	Minimum GPA Must Be At Least
6	50%	3	1.50
12	50%	6	1.50
21	67%	14	2.00
48	67%	33	2.00
84	67%	57	2.00
90	67%	60	2.00
91 or more	generally not eligible	generally not eligible	generally not eligible

Students’ attempted hours, earned hours and cumulative (overall) GPA is displayed on their Northwest transcript. Students can view their transcript by logging into their myNWCC account.

TRANSFER STUDENTS: All transfer students must have on file in the Registrar’s Office ALL required academic transcripts from each college he/she previously attended. Failure to have required academic transcripts on file will result in the student not being eligible to receive Federal Financial Aid funds. Please refer to the Admissions Transfer Policy stated on page 38 of the current Northwest *Bulletin*.

PRIOR BACHELOR’S DEGREE: Students who have a prior bachelor’s degree and are planning to enroll in educational programs at Northwest to pursue a new degree are not eligible to receive a Federal Pell Grant. However, such a student is eligible to apply for Federal Educational Loans and College Work-Study Funds. Students must have on file in the Northwest Registrar’s Office all transcripts from previously attended colleges. No financial aid will be awarded if all transcripts are not on file. Each transfer student will have their Title IV financial aid records evaluated for eligibility through NSLDS (National Student Loan Data System).

REMEDIAL CLASSES: Developmental studies classes will be treated the same as regular classes.

INCOMPLETE COURSES: Grades of incomplete are counted as an F until the course is completed and the grade is recorded by the Registrar.

REPEAT COURSES: Repeat courses will count as hours attempted but only once in hours earned, if the student passes the course, and only the highest grade on the repeated courses will be included in the GPA calculation.

NOTE: If you have been academically dismissed or placed on academic suspension and wish to appeal that status, you should contact the Registrar’s Office for instructions. Completing an appeal of Financial Aid Suspension will not correct your academic standing. Likewise, being readmitted through the Admissions Office will not automatically remedy your Financial Aid Suspension.

FREQUENCY OF SAP CALCULATION: Beginning with the 2014-2015 Academic Year, student SAP will be checked at the end of the Spring term.

NOTIFICATION OF INELIGIBILITY: Students will be notified through their myNWCC student portal under Financial

Aid Status and/or Financial Aid Requirements.

FINANCIAL AID SUSPENSION: Students on Financial Aid Suspension are no longer eligible for Federal Student Aid which includes Pell Grant, Work-Study, SEOG, Student Loans, or PLUS Loans. The student may pay out-of-pocket and attempt to get back into compliance with the SAP requirement, or the student may appeal the suspension if there were any extenuating circumstances that prevented him/her from meeting the SAP Requirements.

FINANCIAL AID PROBATION: Students on Financial Aid Suspension and who have an appeal approved will be placed on Financial Aid Probation and will be eligible for Federal Student Aid for one year. At the end of the Spring semester, the student must be meeting SAP requirements or successfully following an academic plan devised by the school. Students who fail to meet these conditions of their appeal will be placed on Financial Aid Suspension.

APPEAL PROCESS: Any student being denied Federal Student Aid due to not meeting SAP requirements (whether due to exceeding the total hours, percentage completion, or GPA) may appeal if some extenuating circumstance such as illness of student, severe injury of student, death of close relative of student or other undue hardship such as lack of transportation, incarceration of student, or other circumstance determined by the Financial Aid Appeals Committee. We advise students who find themselves needing to use the appeals process, to review their Northwest transcript and read the SAP Policy, before completing the SAP Appeal form. Appeals will be considered on their own merit. Appeals may be denied. Students will be notified through their myNWCC student portal. Appeals will generally be reviewed within 45 days after they have been received. See the Financial Aid section of the Northwest web site under SAP Appeal Policy for the deadlines.

How to file an appeal:

Submit your appeal online at www.northwestms.edu under *Financial Aid* and *Financial Aid SAP Appeal Form and Policy*.

You must explain in your appeal the reason why you failed to maintain SAP and provide documentation such as accident reports, physician's statements, third party affidavits, etc., to support your reason. Explain what has changed in your situation that will allow you to improve your academic standing and return to SAP by the end of the next term, if your appeal is approved.

You will be notified through your myNWCC student portal of the decision. This could take several days.

Refund Policy

1. Fall/Spring (Day or Evening)– General Fees and Room Rent

The refund policy on these items is as follows:

- a. 100% refund if official withdrawal is made during regular registration (prior to 3 p.m. on Friday, August 19, 2016 for Fall and prior to 3 p.m. on Thursday, January 12, 2017 for Spring)
- b. 75% refund if official withdrawal is made during the first week after regular registration (prior to 3 p.m. on Friday, August 26, 2016 for Fall and prior to 3 p.m. on Friday, January 20, 2017 for Spring)
- c. 50% refund if official withdrawal is made during the second week after regular registration (prior to 3 p.m. on Friday, September 2, 2016 for Fall and prior to 3 p.m. on Friday, January 27, 2017 for Spring)
- d. 25% refund if official withdrawal is made during the third week after regular registration (prior to 3 p.m. on Friday, September 9, 2016 for Fall and prior to 3 p.m. on Friday, February 3, 2017 for Spring)

NO REFUND WILL BE MADE AFTER THE END OF THE THIRD WEEK AFTER REGULAR REGISTRATION (prior to 3 p.m. on Friday, September 9, 2016 for Fall and prior to 3 p.m. on Friday, February 3, 2017 for Spring)

Mini term sessions offered by the college during the Fall and Spring semesters will follow the refund policy for Summer School due to the short length of the courses. Note: Students attending Northwest Mississippi Community College on an institutional scholarship (Band, Basketball, Football, Leadership, etc.) must be enrolled at least six weeks before entitlement of institutional funds.

2. Summer School & Mini Terms – General Fees and Room – The refund policy on these items is as follows:

- a. 100% refund if official withdrawal is made on the day of regular registration. (Fall first session mini term: prior to 3 p.m. on Friday, August 19, 2016; Fall second session mini term: prior to 3 p.m. on Friday, October 14, 2016; Spring first session mini term: prior to 3 p.m. on Thursday, January 12, 2017; Spring second session mini term: prior to 3 p.m. on Friday, March 10, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Wednesday, May 31, 2017; Summer 2:

prior to 3 p.m. on Monday, July 3, 2017)

- b. 75% refund if official withdrawal is made on the first day after regular registration. (Fall first session mini term: prior to 3 p.m. on Monday, August 22, 2016; Fall second session mini term: prior to 3 p.m. on Monday, October 17, 2016; Spring first session mini term: prior to 3 p.m. on Friday, January 13, 2017; Spring second session mini term: prior to 3 p.m. on Monday, March 20, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Thursday, June 1, 2017; Summer 2: prior to 3 p.m. on Wednesday, July 5, 2017)
- c. 50% refund if official withdrawal is made on the second day after regular registration. (Fall first session mini term: prior to 3 p.m. on Tuesday, August 23, 2016; Fall second session mini term: prior to 3 p.m. on Tuesday, October 18, 2016; Spring first session mini term: prior to 3 p.m. on Tuesday, January 17, 2017; Spring second session mini term: prior to 3 p.m. on Tuesday, March 20, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Friday, June 2, 2017; Summer 2: prior to 3 p.m. on Thursday, July 6, 2017)
- d. 25% refund if official withdrawal is made on the third day after regular registration. (Fall first session mini term: prior to 3 p.m. on Wednesday, August 24, 2016; Fall second session mini term: prior to 3 p.m. on Wednesday, October 19, 2016; Spring first session mini term: prior to 3 p.m. on Wednesday, January 18, 2017; Spring second session mini term: prior to 3 p.m. on Wednesday, March 21, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Monday, June 5, 2017; Summer 2: prior to 3 p.m. on Friday, July 7, 2017)

NO REFUND WILL BE MADE AFTER THE END OF THE THIRD DAY AFTER REGULAR REGISTRATION.

(Fall first session mini term: prior to 3 p.m. on Wednesday, August 24, 2016; Fall second session mini term: prior to 3 p.m. on Wednesday, October 19, 2016; Spring first session mini term: prior to 3 p.m. on Wednesday, January 18, 2017; Spring second session mini term: prior to 3 p.m. on Wednesday, March 21, 2017; Summer 1 & Summer Evening: prior to 3 p.m. on Monday, June 5, 2017; Summer 2: prior to 3 p.m. on Friday, July 7, 2017)

- 3. Room Rent – Room reservation is considered final upon completion of registration for each semester.
- 4. Room Deposit – Seventy-five dollars of a \$100 deposit paid or \$25 of a \$50 deposit will be refunded if an applicant decides not to live in the residence hall. The entire room deposit will be refunded when the student obtains a residence hall check-out slip from the residence hall supervisor, provided the student is not charged with residence hall damage, which includes loss of key, defacing or destroying property, and does not owe other enrollment fees.
- 5. Meal Plan – A pro-rated portion of a meal plan is refunded when a student officially withdraws, or officially vacates their assigned residence hall room and requests that their meal plan be canceled. Meal plans are pro-rated on a weekly basis for the future weeks of the semester. NO MEAL PLAN REFUNDS WILL BE MADE AFTER THE LAST DAY TO WITHDRAW FROM A COURSE PASSING AND RECEIVE A “W” GRADE. (Fall Semester: 3 p.m. on Friday, December 2, 2016; Spring Semester: 3 p.m. on Friday, April 28, 2017; Summer 1: prior to 3 p.m. on Friday, June 16, 2017; Summer Evening & Summer 2: prior to 3 p.m. on Friday, July 14, 2017.)
- 6. Institutional Scholarships will only cover direct costs to attend Northwest, such as tuition, room and meal plan. Scholarships cannot be used to cover the costs of textbooks or other expenses above tuition, room and meal plan. Scholarships cannot exceed cost of attendance minus other aid received. Scholarships will not “stack” against any Federal aid awarded. Federal aid overrides all scholarships with the exception of a Foundation Scholarship. Students receiving scholarships must attend Northwest for a minimum of six weeks during the semester in which they are awarded a scholarship. Any student who officially or unofficially withdraws prior to the six week requirement shall not receive the scholarship previously awarded. Each student shall also be required to maintain specific academic standards relative to the scholarship awarded. These standards are included on the acceptance letter which is signed by the student at the beginning of each academic year.
- 7. Special Fees – Other than required deposits, these fees are not refundable.
- 8. Official Withdrawal – To withdraw officially from the college, students are required to go by the following offices to have their withdrawal slips signed in the order listed below:
 - 1. Student Development Center
 - 2. Housing (Senatobia campus only)

3. Business Office
4. Registrar's Office

At Centers, students complete the withdrawal process at the Center Dean's office. Since charges are made for a full semester when a student registers, it is important that students clear with the Business Office when they make any changes which might affect their account. In some instances, students will be due a cash refund or credit to their account. Cash refunds are made to the source from which the money originally came.

9. Check Cashing – As a special accommodation to students, personal checks may be cashed in the college Business Office upon presentation of their Northwest ID. A student should have personal checks on his bank. Personnel in the Business Office will deny the privilege of cashing checks when the student has had a check returned. Personal checks are not cashed for students during the last two weeks of a semester. No two-party checks will be accepted.
10. Returned Checks – Any check returned to the College is due in full within seven days plus a \$25 service charge.

Identification Policy

The College issues each student an identification card at the beginning of each semester. This card is to be used to identify the recipient as a student at Northwest Mississippi Community College; to secure tickets to athletic events; for admission to concerts, artists' series, and college theater productions and for voting in campus elections. This card is a valuable document and must be in the student's possession at all times.

Any misuse of the identification card by its holder, or attempted use by another person will result in the cancellation of the privileges provided and in disciplinary action.

The loss or theft of an identification card should be reported immediately to Campus Police. A substitute card will be issued only after payment of a \$10 fee. Students are allowed to possess only one ID card and must surrender this card upon withdrawal from Northwest.

All students are required to have their ID cards on their person at all times. Failure to present the ID card to college officials in authority, identify one's self to college officials, or giving false information will be grounds for disciplinary action.

Intellectual Property Rights Policy

Work products and courseware created or produced using Northwest resources, time, or facilities are considered to be property of the College. However, all materials developed on personal time using personal resources shall be deemed property of the individual. This policy is applicable to all faculty, staff, and students.

Classroom Etiquette

Northwest Mississippi Community College is committed to excellence in teaching. Teachers and students have an obligation to cultivate an environment that enhances learning for all students. Respect for one another and for their ideas and values is essential to establishing this strong learning environment in the classroom.

Students are expected to conform to the following classroom rules:

1. **Attendance**—Students must attend a minimum of 88 percent of all scheduled classes to receive credit. If a student's absences exceed 12 percent of scheduled class meetings, that student will receive an "F" grade in the class.

2. **Tardiness**—Students should be seated before the scheduled class time. A student is counted absent from class if he or she is later than 10 minutes arriving to the class meeting. If a student enters the class tardy, he should do so with a minimum of disruption.

3. **Leaving before class conclusion**—All class members are expected to remain in the class and be attentive until the instructor indicates that the class session is over. Compelling personal needs may force students to leave the room during class. Whenever possible, students should inform instructors prior to the start of class of any personal difficulties that might lead them to leave the room during class. Students who leave the room should make every effort to leave and return with as little disruption as possible. Habitual and unexcused movement during class sessions may be prohibited by the instructor.

4. **Cell phones**—Personal cell phone use in the classroom while class is in session is strictly prohibited. This includes texting, Internet browsing, using social media, and taking photos. Students who are enrolled in courses that are utilizing e-books, may use their cell phones to access course information along with laptop computers, iPads, Kindles, or similar technology, if they have the book downloaded on those devices.

5. **Personal conversation**—It is rude and disruptive to engage in personal conversation during class. Students who persist in disruptive behavior may be asked to leave the class. Reading newspapers, doing crossword puzzles, or engaging in other personal diversions unrelated to class activity is equivalent to a personal conversation.

Students are reminded that obstruction of teaching or disruption of the learning environment is prohibited. The instructor reserves the right to remove from the classroom any student whose conduct is disruptive.

Tobacco Policy

Northwest Mississippi Community College facilities, grounds and vehicles are tobacco free. This tobacco free policy prohibits the use of all tobacco products as defined by the American College Health Association, which includes all tobacco derived or containing products, including but not limited to cigars, cigarettes, hookah smoked products and oral tobacco (spit and spitless, smokeless, chew and snuff). The use of electronic smoking devices (also known as electronic cigarettes or e-cigarettes) is prohibited. This policy applies to faculty, staff, students and visitors.

Film/Photography Consent

Students may be filmed or photographed for journalistic or marketing purposes for the college. If a student DOES NOT wish to appear in student or college publications or college marketing materials (including online), they should fill out a Personal Image Publication Refusal Form in the Communications Office at the beginning of the school year. Students should also alert any Communications staff member immediately if they do not wish to be photographed/videoed at the time of the photograph/taping, so they preemptively keep their image out of the photo/footage. Otherwise it is understood that the college has permission to use images of students in all journalistic or marketing materials.

Dress Code

No manner of dress will be allowed which disrupts the normal educational process. In order to prepare students for careers and occupations, all students are expected to dress in good taste and be well groomed. Shirts must be worn at all times except within a student's assigned residence hall room or if engaged in an outdoor athletic activity. Underwear and undergarments should remain covered at all times except in a student's assigned residence hall room.

All pants and shorts must be worn at the waist. Pajamas are not to be worn outside the student's assigned residence hall.

In public areas, personal grooming should be kept as minimal and discreet as possible. No hairdressing, nail painting, etc. is allowed in public areas.

Medical Emergencies

The College does not have the facilities, equipment, or personnel to administer medical treatment to persons who are sick or injured. Therefore, if a student or other person on campus is sick or injured, and if in the opinion of college officials a medical emergency exists, then college officials may call for an ambulance to transport sick or injured persons to a medical facility. Calling for an ambulance or other emergency agencies will be at the discretion of college officials, and students or other persons involved in the emergency must cooperate and follow the directions of college officials. It will be considered a violation of policy if any student refuses or interferes with the directions of college officials during such emergencies. Such students will be subject to disciplinary action. Expenses for professional care or treatment are the responsibility of the sick or injured student or guest.

If it is determined by college officials that it would be hazardous to a student's health or safety to reside in campus housing due to certain medical conditions (such as a student's refusal to take prescribed medication, to follow doctor's orders, etc.), the College may require a clearance letter from a qualified physician in order for the student to reside in campus housing.

Students needing medical assistance or a medical referral should contact the Dean of Students at the Senatobia campus, or the Center Dean if attending a center.

Campus Police and Automobile Regulations

Campus Safety Statement

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of the Annual Security Report, published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the report, which contains the annual crime statistics report, is available in this *Student Guide* and upon request from the Campus Police Office (662-562-3314) in printed form and online at www.northwestms.edu. The Annual Security Report is published in compliance with all applicable federal laws regarding campus safety and security.

Authority of Campus Police

Mississippi Code of 1972 (As Amended): Section 37-29-275. Application of general criminal laws of state; security officers vested with powers of constables; authorization to bear arms if certified.

Any act, which, if committed within the limits of a city, town, or village, or any public place, would be a violation of the general laws of this state, shall be criminal and punishable if done on the campus, grounds or roads of any of the state-supported junior colleges. The peace officers duly appointed by the boards of trustees of state-supported community or junior colleges or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees of state-supported community/junior colleges are vested with the powers and subject to the duties of a constable for the purpose of preventing and punishing all violations of law on state-supported junior college grounds and for preserving order and decorum thereon. Peace officers appointed by the boards of trustees or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees shall have authority to bear arms in order to carry out their law enforcement responsibilities if such officers have been certified according to the minimum standards established by the Board on Law Enforcement Officer Standards and Training.

The peace officers duly appointed by the boards of trustees of public community/junior colleges are also vested with the powers and subjected to the duties of a constable for the purpose of preventing all violations of law that occur within five hundred (500) feet of any property owned by the college, if reasonably determined to have a possible impact on the safety of students, faculty or staff of the college while on said property. Provided, however,

that nothing in this section shall be interpreted to require action by any such peace officer appointed by a college to events occurring outside the boundaries of college property, nor shall any such college or its employees be liable for any failure to act to any event occurring outside the boundaries of property owned by the college. If a law enforcement officer is duly appointed to be a peace officer by a college under this section, the board of trustees of the public community/junior college may enter into an inter-local agreement with other law enforcement entities for the provision of equipment or traffic control duties, however, the duty to enforce traffic regulations and to enforce the laws of the state or municipality off of college property lies with the local police or sheriff's department which cannot withhold its services solely because of the lack of such an agreement.

Vehicle Services

The following services are available to all students while located on school property; Northwest is not liable for any damage incurred during these services. Vehicle services are not available off campus.

- Vehicle Unlock
- Vehicle Boost (by use of power packs **only**; no booster cables will be used)

If a vehicle requires one of the above services more than once in an eight-hour period, there will be a \$5 charge for all services after the initial service.

These services are by courtesy of the Campus Police Department and are subject to officer availability.

General Regulations

Northwest strives to be a pedestrian-friendly campus. All drivers are admonished to respect the rights of pedestrians while driving on campus. Thorough understanding of these regulations is important because violations will result in needless expense and inconvenience to the student.

1. A vehicle is defined as any car, truck, motorcycle, or any other type of movable motorized transportation.
2. All students, faculty, administration, and staff must register and purchase a decal for vehicle operation on campus at the time of school registration. The decal is to be permanently affixed to the left rear window or bumper of the vehicle in a manner in which removal of a decal would destroy the decal. Taping a decal to the window is not sufficient.

3. There is no cost for the decal of the first vehicle registered. To obtain your first decal please have the following information: your student ID number; the tag number of the vehicle; the year, make, model and color of the vehicle; and your promissory note. Additional decals are \$5 each.

4. A student who changes his or her place of residence or whose decal becomes illegible is responsible for re-registration of his or her car immediately in order to secure the proper decal. Also, when the owner trades his or her car, he or she is responsible for removing the old decal. Any violations noted against the old decal will be charged to the person to whom it was issued.

5. No motor vehicle shall display more than one Northwest Mississippi Community College decal at any one time. No person who has registered a vehicle and received a decal shall affix, or permit any other person to affix, such decal to any vehicle other than the vehicle for which the decal was issued. Decals are non-transferable.

6. Driving in a reckless manner is prohibited.

7. Northwest is not responsible for contents in vehicles parked on campus.

8. Speed limit on the Northwest campus is 20 mph unless posted differently. Speed limit in all parking lots is 5 mph.

9. Registered operators must observe and obey all traffic and parking signs on campus.

10. Registered students are responsible for their vehicles on campus.

11. Vehicle operators must not repair vehicles on campus grounds or parking lots.

12. Abandoned vehicles are not to be left on campus for more than 48 hours.

13. Vehicles are not to be parked on grass, sidewalks, entrances, streets or exits.

14. All accidents should be reported immediately to Campus Police.

15. Northwest reserves the right to impound vehicles or remove illegally parked vehicles at the expense of the owner or registered student.

16. No faculty or staff person shall register any vehicle and obtain a decal for any full- or part-time student. No person shall utilize in any manner a decal issued to some other person.

17. Summer school students must obtain a decal if they did not obtain one during the previous fall or spring semester.

18. Records of all violations are kept by Campus Police.

19. Music volume must be adjusted so that it can only

be heard by the occupants of the vehicle.

20. Any window of a vehicle that has tint film or that has been darkened otherwise, so that the interior of the vehicle has light transmittance of 35 percent or more, must have a certifying label attached to the window approving that the tint is within state, county, and city guidelines.

21. All motor vehicles must at all times be equipped with a muffler in good working order and in constant operation to prevent excessive or unusually loud noise and/or annoying smoke. No vehicle is allowed using a muffler that has been cut out, bypassed, or altered using external devices.

22. **Temporary Decal:** Temporary Decals will be issued by Campus Police for a period not to exceed two weeks. Students will be issued 1 temporary decal per semester for personal vehicles and any vehicle used throughout the semester. After the expiration of the temporary decal a permanent decal must be purchased and properly displayed on the vehicle. Students driving a rental car will only be required to display a temporary decal.

There is no fee for the temporary decal. The first permanent decal is free, and \$5.00 for each additional. Please be aware that due to temporary decals being placed on the interior of the rear glass, dark tint can hinder Campus Police from being able to see the decal.

In addition to the above rules and regulations, all state laws pertaining to traffic and all other state and federal laws are in full force at all times.

Parking Regulations—Senatobia

The responsibility for finding legal parking spaces rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of any parking regulation. The College does not guarantee a parking space in your desired zone. The Howard Coliseum parking lot is designated as an overflow parking area. Failure by any individual to find a legal parking space shall not be an excuse for the violation of these regulations.

1. The color of the decal issued will designate the zone in which vehicles may be parked. Any motor vehicle which is parked in an area not designated as the proper zone will be ticketed. Resident students must park at their assigned residence hall lot.

2. Decals for the Senatobia campus are color coded as follows:

- a. Male residence hall students—white
- b. Female residence hall students—blue
- c. Commuting students—green

d. Faculty and staff—red

3. No student may park in a red zone (faculty and staff parking space) for any reason for any length of time.

4. If a student changes residence halls, the student must obtain and affix the appropriate parking decal on the day of the move. There is no charge for this change of decal.

5. Commuting students must park only in their designated parking areas. Commuter students are not permitted to park at residence halls for any reason. Residence hall students are only permitted to park at their residence hall. Having a white decal (male residence hall) does not entitle a student to park in any male residence hall parking lot, other than the residence hall they are assigned to. Having a blue decal (female residence hall) does not entitle a student to park in any female residence hall parking lot, other than the residence hall they are assigned to. Administrators, faculty, and staff may park wherever necessary on campus (except in spaces designated for the disabled, where curbing is painted yellow, on sidewalks, across parking lanes, or on campus lawns).

6. In the event that a residence hall student must attend a class at the Oxford or DeSoto Centers, their residence hall decal will be honored as a commuter decal. These students must park in areas designated for commuter parking only. These students are not permitted to park in areas designated for faculty and staff.

7. The Band Field Parking Lot, with the exception of faculty/staff parking spaces, is for commuter parking only.

8. Disabled persons will receive special consideration upon application to the Office of Disability Services.

9. Vehicles are not to be parked where curbing is painted yellow, on sidewalks, across parking lanes, in the street, or on campus lawns. Students, faculty, or staff members may park in the 15-minute zones at any time, but not longer than 15 minutes.

10. Abandoned vehicles or vehicles causing a traffic hazard may be towed by a local wrecker service at the owner's expense without warning to the owner.

11. Any vehicle operated by a person whose driving privileges have been suspended will be towed away at the owner's expense if found by Campus Police.

12. Any vehicle parked in a reserved or no parking area can be towed if deemed necessary by Campus Police.

Parking Regulations—DeSoto Center/ Lafayette-Yalobusha Technical Center

The responsibility for finding legal parking spaces rests with the motor vehicle operator. Lack of space is not con-

sidered a valid excuse for violation of any parking regulation.

1. The color of the decal issued will designate the zone in which vehicles must be parked **at all times**. Any motor vehicle improperly parked will be ticketed.

2. Disabled persons will receive special consideration upon application to the Office of Campus Police.

3. Vehicles are not to be parked where curbing is painted yellow, in the street, on sidewalks, across parking lanes, or on campus lawns.

4. Abandoned vehicles or vehicles causing a traffic hazard may be towed by a local wrecker service at the owner's expense without warning to the owner.

5. Any vehicle operated by a person whose driving privileges have been suspended will be towed at the owner's expense if found by Campus Police.

6. Any vehicle parked in a reserved or no parking area can be towed if deemed necessary by Campus Police.

7. The DeSoto Center front gate opens at 7 a.m. and closes at 10 p.m. **Vehicles left in the parking lot after 10 p.m. will remain secured until 7 a.m. the next morning.**

8. The speed limit in all parking lots is 5 mph.

Visitor Parking

Only visitors are allowed to park in spaces designated for visitors. For the purpose of these regulations, the term "visitor" includes all individuals who are NOT affiliated with the College as a student enrolled in classes, staff, faculty, external employee or vendor/construction worker.

Penalties

Penalties for violations shall be as follows:

1. Moving Violations

- | | |
|-------------------------------|-------|
| a. Running stop signs | \$50 |
| b. Careless driving | \$75 |
| c. Speeding: | |
| up to 10 mph above limit | \$25 |
| 11 to 20 mph above limit | \$50 |
| over 20 mph above limit | \$100 |
| d. Reckless/dangerous driving | \$100 |

2. Parking/Other Violations

- | | |
|--|-------|
| a. Improper parking | \$25 |
| b. Parking in no parking zones | \$25 |
| c. Unauthorized parking in faculty/staff space | \$25 |
| d. Unauthorized parking in disabled space | \$150 |

e. Decal improperly located	\$10
f. Excessive noise (radio or muffler)	\$100
g. Other violations	\$20
h. Unauthorized parking on lawns	\$25
i. No decal	\$20
j. Tinted window violation	\$50

Cost of decals are as follows:

First faculty/staff decal	Free
Extra faculty/staff decal	\$5
First student decal	Free
Extra student decal	\$5
Temporary decal (2 weeks maximum)	Free
Summer school (new students)	Free

Decals are valid for one academic year (including summer school).

Students are reminded that violations of automobile and parking regulations are also violations of the Code of Student Conduct. As such, these violations can be forwarded to the Assistant Director of Campus Life and Housing for discipline procedures.

Procedure for Paying Tickets

1. Tickets are to be paid at the College Business Office or via the myNWCC student portal.
2. Northwest traffic regulations apply to all faculty and staff. Faculty and staff will be ticketed.

Appeals

A student wishing to appeal a violation penalty should make the appeal to the Campus Police Office **within five working days of receiving a citation**. Any person who fails to appear and contest a ticket after five days from the date of the ticket shall be considered to have waived the right

Right of Amendment

Northwest Mississippi Community College reserves the right to amend, revise, delete, and/or waive any policy or procedure when deemed necessary to comply with federal, state, and local enactment which may have become effective since the publication of the policies.

Northwest Mississippi Community College further reserves the right to amend, revise, delete, change, or substitute any policy or procedure contained herein for any reason. The College further reserves the right to change the fees, rules, and calendar regulating admission, registration, instruction, and graduation from the College and to change any other regulation affecting the student body. Changes become effective when approved by the administration of the school and generally disseminated to the students by publication or other similar manner. Changes apply not only to prospective students but also to those who are already matriculated in the College.

to an appeal. **Ignorance of the regulations or unavailability of a legal parking space is not grounds for an appeal.** Ticket appeals will be forwarded to the issuing officer for review. If the ticket is not dismissed by the officer, it will be referred to the Ticket Appeal Committee for consideration. The decision of the committee is final; there is no second appeal process. Any student found responsible for violating Sections 105, 106, or 109 of the Student Code of Conduct automatically terminates their right to filing an appeal for a citation connected to that incident.

Information about the Ticket Appeal Committee, including meeting dates, may be obtained at the Campus Police Office.

Tips for Writing a Successful Citation Appeal:

Read over the traffic and parking rules and regulations to see why your citation was issued. Determine if there is something stating your documented violation is allowed by the traffic and parking rules and regulations. Appealing for the wrong violation will not result in a successful appeal.

Common reasons for unsuccessful appeals:

1. Improper display of decal or the decal is not permanently affixed
2. Failure to purchase any decal or appropriate decal
3. Inclement weather
4. Late arrival for class or meeting
5. Parking in a disabled space when you do not have the required decal

Also, keep in mind that traffic and parking citations are given all day, every day. Lastly, remember that you are responsible for your registered vehicle. If someone else is driving your vehicle and it is issued a parking citation, you are responsible for the citation.

Emergency Procedures

Medical Emergency

Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; contact your instructor, the building front desk, the building supervisor, or Campus Police immediately. If you cannot leave the situation, send someone who is nearby to call.

Do not delay by referring to other persons for consultation. In a true medical emergency situation, precious time may be lost conferring with others. It is better to call for help and not need it than wait and regret the decision later.

If other people are near, it may be possible to use them to contact campus personnel who may be better trained to handle emergencies. It is imperative that the primary concern always be for the emergency at hand. Never leave the emergency until you are relieved by trained, competent personnel.

When requesting assistance, make sure that you give your name, address, phone number (if possible), and any other information requested by college personnel. Allow the staff member to terminate the phone conversation, thus assuring all essential information has been received correctly.

Fire

1. If you discover a fire:
 - a. If the fire is small (e.g., trash can), put it out with a fire extinguisher.
 - b. With all other fires, exit the building, pulling the local alarm in the corridor. If there is no alarm, inform your instructor, the building supervisor, or Campus Police.
 - c. Staff should contact the Fire Department and/or Campus Police immediately.
2. If you hear a fire alarm:
 - a. Pull windows and doors closed.
 - b. Exit the building using the nearest unblocked staircase.
 - c. Move away from the building. Follow the directions of the College staff or the Fire Department.

Severe Weather

If there is severe weather:

1. Move indoors.

2. The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.

a. TORNADO WATCH—means there is a possibility of one or more tornadoes in the area.

Continue normal activity but watch for tornadoes.

b. TORNADO WARNING—means a tornado has been sighted or detected by radar and may be approaching. SEEK SHELTER IMMEDIATELY as directed by College staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, go to an interior room or hallway away from windows.

Earthquake

If there is an earthquake:

1. During the shaking:
 - a. If indoors, take cover under a desk, table, etc., or in doorways, halls and against inside walls.
 - b. If outdoors, stay outside and move away from buildings and utility wires.
 - c. Do not use candles, matches, or other flames during or after a tremor.
2. After the shaking:
 - a. Listen to radio/television broadcasts for emergency bulletins and stay off the telephone except to report emergencies.
 - b. Stay out of severely damaged buildings. Do not go sightseeing. For more specific information, please refer to the chart on the back of the entrance door to your residence hall or classroom.

Emergency Telephone Numbers

Senatobia Campus

Fire/Ambulance/Police	911
Campus Police	562-3314
Student Services/Housing	562-3305

DeSoto Center

Main Desk & Campus Police	342-1570
Fire/Ambulance/Police	911

Lafayette-Yalobusha Technical Center

Main Office	236-2023
Fire/Ambulance/Police	911

School Closing

In the case that Northwest Mississippi Community College is closed due to inclement weather conditions the following procedure is followed:

1. School administrators make a decision based on weather conditions at all campus locations.
2. As soon as possible, the Office of Communications notifies all Memphis TV stations.
3. An updated message will be posted on the main campus switchboard (662) 562-3200.
4. An announcement will be posted on the college Web site: www.northwestms.edu.
5. Notification will be placed on the Northwest Rangers Facebook page: www.facebook.com/northwestmscc and on

the Northwest Twitter page: www.twitter.com/NorthwestM-SCC.

6. Employees and students will be notified through the RangerAlert System via e-mail or text. Students should opt in via text to receive text messages and e-mail alerts about school closings and safety concerns. Text RangerAlert to 955-77 to opt in.

Please note that if school reopens following inclement weather, some TV stations will not post an “open” status. If you do not see Northwest listed as “closed,” then classes will be held. However, an “open” status can be noted on the website, Facebook page, Twitter, Canvas and on the phone recording.

Each student should become familiar with policies, regulations, and instructions as stated in this *Student Guide*. Counselors, advisers, and other personnel are willing to assist students in planning academic pathways and Career-Tech programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

The *Student Guide* presents information which at the time of preparation for printing most accurately describes the policies, procedures, regulations, and requirements of the College. Northwest Mississippi Community College reserves the right to alter or change any statement contained herein without prior notice.

Northwest Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts degree, the Associate of Applied Science degree, and certificates in career education. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA, 30033-4097, or call (404) 679-4500 for questions about the accreditation of Northwest Mississippi Community College.

The Northwest Mississippi Community College *Student Guide* is compiled by the college’s Division of Student Services. Comments regarding this publication are welcome and should be directed to Dan Smith, vice president for Student Services, or Aime Anderson, dean of Students. The *Student Guide* is published by the Office of Communications, Julie Bauer, assistant director and LaJuan Tallo, Communications assistant.

Photo credits include Julie Bauer and Mickey Bailey Photography. Printer for the 2016-17 *Student Guide* is Paulsen Printing Company, Inc. of Memphis.

2015-16 Annual Security Report Northwest Mississippi Community College

Preventing Campus Crime

A summary of policies and procedures prepared for the students, faculty and staff of Northwest Mississippi Community College, this report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 and the Drug-Free Schools and Communities Act Amendments of 1989.

Chief's Message

The Northwest Mississippi Community College Campus Police Office is a dedicated and professional department. All officers are academy trained and strive to provide the highest quality of law enforcement and crime prevention services to our campus community. Our office is empowered as a law enforcement agency by virtue of section 37-101-15 (c) of the Mississippi Code of 1972, Annotated.

Each officer is vested with the authority of a constable. This authority grants each officer the power to make arrests and carry firearms. Our officers and staff work as partners with other offices and local, state and federal agencies to provide an educational environment that is as safe as possible for students, employees, and guests.

We are here to serve you 24 hours a day throughout the year.

Zabe Davis
Chief of Campus Police

Northwest Campuses

Senatobia Campus
4975 Highway 51 North
Senatobia, MS 38668
662-562-3200

DeSoto Center—Southaven
5197 W.E. Ross Parkway
Southaven, MS 38671
662-342-1570

Lafayette-Yalobusha Technical Center
1310 Belk Drive
Oxford, MS 38655
662-236-2023

Important Telephone Numbers

Senatobia Campus
Fire/Ambulance/Police 911
(9-911 if dialing from a campus extension)
Campus Police 562-3314
Student Services/Housing 562-3305

DeSoto Center
Main Desk & Campus Police 342-1570
Fire/Ambulance/Police 911

Lafayette-Yalobusha Technical Center
Main Office 236-2023
Fire/Ambulance/Police 911

On the web: www.northwestms.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

On November 8, 1990, President George H.W. Bush signed the “Student Right to Know and Campus Security Act of 1990.” The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the “Campus Crime Awareness and Campus Security Act of 1990.” It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property.

The Campus Police

The Campus Police Office is part of the Division of Student Services and reports to the Vice President for Student Services. The Director/Chief of Campus Police is responsible for the management of the office and staff. All other public safety services are coordinated with key college and local officials.

The Campus Police staff consists of both full- and part-time officers who are certified through the Mississippi Law Enforcement Officers Training Academy and have constable powers under authority of state statute. All certified officers are armed and have arrest powers. They are responsible for enforcement of college rules and regulations and the laws of the state of Mississippi on the campuses of Northwest Mississippi Community College. Police jurisdiction includes all college-owned, rented or leased property. Campus Police officers are based on the Senatobia campus, DeSoto Center and Lafayette-Yalobusha Technical Center. NWCC Campus Police works closely with local, state, and federal law enforcement agencies, such as the City of Senatobia Police Department, Tate County Sheriff’s Department, City of Southaven Police Department, DeSoto County Sheriff’s Department, Benton County Sheriff’s Department, City of Oxford Police Department, and the Lafayette County Sheriff’s Department, in investigations of shared concern and have a written Memorandum of Understanding with these departments concerning the investigations. The staff is also composed of security guards who perform parking patrols, vehicle boosts, residence hall room and vehicle unlocks and other related functions.

The Campus Police telephone number (562-3314) is monitored 24 hours a day by a dispatcher or by an officer operating a cell phone. Dispatchers can contact the fire department, other law enforcement agencies or emergency medical services by direct phone line or radio. Personnel also monitor the National Weather Service radio network.

Authority of Campus Police

Mississippi Code of 1972 (As Amended): Section 37-29-275. Application of general criminal laws of state; security officers vested with powers of constables; authorization to bear arms if certified.

Any act, which, if committed within the limits of a city, town, or village, or any public place, that would be a violation of the general laws of this state, shall be criminal and punishable if done on the campus, grounds, or roads of any of the state supported junior colleges. The peace officers duly appointed by the boards of trustees of state-supported community or junior colleges, or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees of state-supported community/junior colleges, are vested with the powers and subject to the duties of a constable for the purpose of preventing and punishing all violations of law on state-supported junior college grounds and for preserving order and decorum thereon. Peace officers appointed by the boards of trustees or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees shall have authority to bear arms in order to carry out their law enforcement responsibilities if such officers have been certified according to the minimum standards established by the Board on Law Enforcement Officer Standards and Training. The peace officers duly appointed by the boards of trustees of public community/junior colleges are also vested with the powers and subjected to the duties of a constable for the purpose of prevent-

ing all violations of law that occur within five hundred (500) feet of any property owned by the college, if reasonably determined to have a possible impact on the safety of students, faculty or staff of the college while on said property. Provided, however, that nothing in this section shall be interpreted to require action by any such peace officer appointed by a college to events occurring outside the boundaries of college property, nor shall any such college or its employees be liable for any failure to act to any event occurring outside the boundaries of property owned by the college. If a law enforcement officer is duly appointed to be a peace officer by a college under this section, the board of trustees of the public community/junior college may enter into a Memorandum Of Understanding with other law enforcement entities for the provision of equipment or traffic control duties; however, the duty to enforce traffic regulations and to enforce the laws of the state or municipality off of college property lies with the local police or sheriff's department which cannot withhold its services solely because of the lack of such an agreement.

Procedures for Reporting Campus Crime and Other Emergencies

Campus crime is a reality, and preventing it is a responsibility shared by all members of the campus community. Public apathy is a criminal's greatest ally. If you see or suspect criminal activity, you cannot assume that someone else has reported it. Whether you are a victim or an observer, you should report any possible crime, suspicious activity or emergency to the Campus Police. If you are suspicious, you may report a crime to the following areas:

SENATOBIA CAMPUS

Senatobia Campus Police	562-3314
Vice President for Student Services	562-3305
Dean of Students	562-3305
Assistant Director of Campus Life & Housing	562-3305

DESOTO CENTER

DeSoto Center Campus Police	280-6191
Dean of DeSoto Center	280-6122
Associate Dean of DeSoto Center	280-6125
Assistant Dean of DeSoto Center	280-6167

LAFAYETTE-YALOBUSHA TECHNICAL CENTER

Lafayette-Yalobusha Technical Center Campus Police	236-1951
Dean of Lafayette-Yalobusha Technical Center	238-7945

In an emergency, should you be unable to contact the Campus Police, simply dial 9-911 from your campus phone. Our office is located in the McLendon Student Center on the Senatobia campus. At DeSoto Center the information desk is located in the main lobby or at Lafayette-Yalobusha Technical Center at the Campus Police Office.

Students, faculty and staff should report all crimes and medical or fire emergencies to Campus Police. When a report is received, a police officer will go to the caller's location for investigation. When necessary, a follow-up investigation will be conducted by the department and coordinated with the local police agencies. In the case of a medical or fire emergency, the Campus Police will notify the appropriate emergency personnel.

When you call the Campus Police, please provide the following information:

- Your name;
- The location of the incident you are reporting;
- A description of any vehicles involved in the incident, especially a license plate number; and
- The nature of the incident.

Response to Reports of Crime

All crimes reported to the Campus Police are considered serious and are treated with the appropriate concern and attention toward solving the crime. Each officer is trained to perform investigations. All reasonable avenues of investigations

will be pursued concerning a complaint. The complainant will be notified in a timely manner of the results of the investigation.

A public crime log of reported crimes is maintained by the department and shared with interested people or organizations on a daily basis. The public log will not include any personally identifying information about the victim of reported crimes. Additionally, the campus community will be notified immediately about any pattern of crimes or incidents that seriously threaten campus safety. Individuals who regularly receive information concerning reported crimes include:

Vice President for Student Services	562-3305
Dean of Students	562-3305
Dean of DeSoto Center	280-6122
Dean of Lafayette-Yalobusha Technical Center	238-7945

Individuals who become aware of incidents or individuals that threaten the safety of the campus community, should immediately contact Campus Police or one of the individuals listed above.

Individuals who wish to report incidents of inappropriate behavior by students, but who do not want the incident investigated as a criminal offense, should make such report to the Dean of Students.

Individuals who wish to report incidents of inappropriate behavior by staff or faculty, but who do not want the incident investigated as a criminal offense, should make such report to the appropriate department chairperson or supervisor.

Northwest Mississippi Community College Policy Addressing the Issuance of Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police and the Vice President for Student Services, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty and staff, Ranger Alert, and social media (Twitter, Instagram and Facebook).

Depending on the particular circumstances of the crime, but especially in all situations that could pose an immediate serious threat to our campus community, the Department of Campus Police may also post a notice on the campus police department’s Web page at www.northwestms.edu/index.php/?page_id=989.html.

Anyone with information warranting a timely warning should report the circumstances to the Campus Police Department immediately by phone at (662) 562-3314 or in person at the McLendon Student Center.

General Policies and Regulations

Missing Persons Policy

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

1. Essential information about the missing person—description, clothes last worn, possible location including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph will also be secured.

2. The investigating officer will also gather information about the physical and mental well-being of the missing person. A current class schedule, class attendance information, job information and work schedule, or residence hall information sheet (if applicable), will be obtained.

3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing person’s status.

4. If after the completion of steps one through three it appears that the person is actually missing, parents or an emergency contact person will be notified by the Vice President for Student Services or the Director of Campus Police. Each student may identify a contact person to be notified if the student is determined missing by Campus Police. The parents or guardian and contact person will be notified if the missing student is under 18 and not emancipated. Contact will be regis-

tered and maintained confidentially.

5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.

6. The Vice President for Student Services and/or Director of Campus Police will keep family apprised of the status of the investigation.

If You are Assaulted

If you are assaulted, call the Campus Police as soon as possible. Try to remember as much about the assailant as possible. Characteristics important in locating and identifying suspects include sex; race; hair color; body size; clothing; scars and other noticeable markings; mode of travel; and vehicle color, type and license plate number. In some incidents, the victim may already know the name of the person committing the assault. If you report an assault, the campus will be searched immediately for suspects, and neighboring police agencies may be notified.

If You See a Suspicious Person

If you see anyone acting suspiciously, call the Campus Police at once. Do not approach the person yourself. Report the type of activity you observed and describe the person or persons involved. Provide as much information as you can, such as the person's sex, race, location, type of clothing and type of vehicle. The Campus Police will investigate your report immediately. If all members of the campus community become security-conscious and report suspicious activity, thefts and related incidents will be reduced. Remember, preventing crime is your responsibility, too!

If You Receive a Bomb Threat

If you receive a bomb threat by telephone, obtain as much information from the caller as possible. Do not panic. Ask for (1) the location of the bomb, (2) the expected time of explosion, and (3) the type of bomb. Listen carefully to the caller's voice and any background noises. Such information may assist in identifying the caller. Call the Campus Police immediately. Campus Police, together with the building officials, will determine whether evacuation is required.

The most important thing to remember about preventing crime is that you should call police whenever you suspect that a crime has been or may be committed. You don't need proof in order to call. If you suspect a crime, call the Campus Police immediately.

Campus Security and Access to Campus Facilities

Although all Northwest campuses are open to the public, facility use is limited to educational and administrative activities and programs, and student or public events, approved by appropriate college authorities. Anyone requesting after-hours access to facilities must have the approval of the appropriate authority prior to the Campus Police allowing access. Unless authorized or attending an ongoing campus event, all non-students and commuter students must depart the Senatobia campus by 10 p.m.

College facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to the Physical Plant Department by calling 562-3438, or, after business hours, by calling Campus Police.

Residence halls are a special concern. The on-campus residence halls and apartments currently house nearly 1,100 men and women during the academic year. Each resident is provided with a key to his or her own room. Main entrances of the residence halls are locked in the evening. After closing time, students may enter residence halls with main entrances, by using an ID card in the card access reader system installed in the main door. Only designated exits may be used after hours. Windows are equipped with locks operable by the room occupants.

Residence Hall Door Security

1. A student who enters or leaves the residence hall after closing hours is responsible for securing the outside door.
2. A student may not prop open or alter a door so that it will not properly close and lock.

3. A student may not admit unauthorized or uninvited persons after hours.
4. Any maintenance deficiencies that may compromise building security should be reported immediately to a residence hall supervisor. When a supervisor is not on duty, potential security problems should be reported to the Campus Police.
5. Security systems and security procedures are provided for your protection. You should follow these procedures at all times.
6. The first meeting of resident students each semester is designated as a time to review safety information and residence hall rules. Other topics related to safety and security issues are discussed with residents as needed.

Crime Prevention

Crime prevention at Northwest Mississippi Community College is a community-based program. Its' main goal is to improve the quality of life for members of the campus community; and involvement by all members of the campus community is essential to its success.

At Northwest positive measures and up-to-date crime prevention efforts complement reactive measures. A variety of proactive crime prevention efforts are in use by the Campus Police. Visible patrol units either walk the campus or patrol in golf carts or in marked vehicles. Police officers will provide walking or riding escorts upon request at the Senatobia, DeSoto Center and Lafayette-Yalobusha Technical Center campuses.

Weapons on Campus

The Northwest Board of Trustees recognizes that the possession of pistols, firearms or other weapons on college premises or at college functions by persons, other than duly authorized law enforcement officials, creates unreasonable and unwarranted risk of injury or death to the college's employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person, other than duly authorized law enforcement officials and the college's security officials, on the college's premises or at college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

Alcohol and Illegal Drugs

Northwest Mississippi Community College prohibits the possession, use, manufacture or distribution of controlled substances; illegal drugs; or alcohol on college property, or as part of any college-sponsored or authorized activity. Any student or employee failing to observe the drug and alcohol policy will be subject to sanctions by the college in accordance with established disciplinary procedures found in the *Student Guide* or the Northwest Policy Manual. For students, sanctions may include fines, probation, suspension or expulsion. For employees, sanctions may include termination of employment. In addition to college sanctions, any student or employee found in violation of the drug and alcohol policy may be referred to the appropriate authorities for prosecution. Legal sanctions under local, state and federal laws may include fine and/or imprisonment. Information about drug education, counseling and rehabilitation programs may be found in the *Student Guide*.

Drug-Free School Policy

The possession, use, manufacture, or distribution of alcohol, unauthorized or illegal drugs, or the misuse of any legal drugs on college premises or at any college activity, is strictly prohibited and will constitute grounds for disciplinary action, which may include expulsion.

K-9 Drug Dogs on Campus

In seeking to maintain a drug-free campus, canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purpose of detecting illegal drugs and narcotics.

The Director of Campus Police will arrange supervision and coordinate all canine searches with the assistance of campus police officers, appropriate housing personnel, administrators, and other local law enforcement agencies. Searches will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics.

Canines will be allowed to search areas such as residence hall rooms, offices, and vehicles after the canine alerts to one of these areas, thus developing probable cause. Once probable cause is established, the canine will be allowed to enter the

room/office/vehicle in accordance with law and college policy and continue searching.

Upon any discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of state or federal law and/or college rules and regulations may be arrested and may face college disciplinary charges.

Disciplinary Action and Sanctions

Appropriate disciplinary actions will be taken in all cases in which a student violates provisions of the Northwest Drug-Free School Policy. Penalties and/or sanctions may include any one or a combination of the following:

1. recommended professional counseling;
2. letter of probation;
3. fine;
4. mandatory participation in an organized drug treatment program;
5. denial or termination of financial aid or scholarships; and/or
6. withdrawal, suspension, or expulsion from Northwest.

The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action being taken.

Legal Sanctions

Local, state, and federal legal statutes contain sanctions for violations of laws concerning the use, distribution, manufacture, and/or possession of alcohol and illegal drugs. These sanctions include imprisonment for a period of time up to a term of life imprisonment, fines, supervised release, or any combination of the above.

In Mississippi the legal drinking age is 21. It is unlawful for a person under 21 years of age to possess alcoholic beverages, and the selling, giving, or serving of alcoholic beverages to persons under 21 is unlawful. In some counties of the state (designated as dry counties) the possession of any alcoholic beverages by any person regardless of age is prohibited.

Specific legal sanctions for violations of these laws are contained in the United States Code, the Mississippi Code 1972 Annotated, and local city and county laws and ordinances.

Health Risks Associated with Alcohol and Drug Use

Abuse of alcohol and illegal drugs, and the misuse of any legal drugs, can result in serious health consequences. Some health risks associated with the most common mood-altering substances include: organ damage; impairment of brain activity, digestion, and blood circulation; addiction; increased likelihood of accidents; increased risk of contracting hepatitis, AIDS, and other infections; various birth defects; respiratory paralysis; and death. The use of alcohol can lead to: loss of muscle control, poor coordination, and slurred speech; fatigue, nausea, and headache; impaired judgment; increased likelihood of accidents; alcoholism; damage to brain cells; hallucinations; personality disorders; increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancer; and death.

Commonly abused mood-altering drugs include: narcotics (including heroin, morphine, codeine, hydrocodone, hydromorphone, oxycodone, methadone, fentanyl, Demerol, Percodan and others); depressants (including chloral hydrate, barbiturates, benzodiazepines, gluthimide, Valium and others); stimulants (including cocaine, amphetamine/methamphetamine, methylphenidate and others); cannabis (including marijuana, tetahydracannabinol, hashish, and hashish oil); hallucinogens (including LSD, mescaline and peyote, amphetamine variants, phencyclidines, and others); anabolic steroids (including testosterone, nandrolone, oxymethalone, and others); and designer drugs (including synthetic heroin, ecstasy, and other chemically modified forms of drugs).

Resources

The College employs professional counselors, and the Student Development Center is prepared to help students find appropriate assistance in dealing with alcohol and drug-related problems. It is each student's responsibility to seek assistance before the problem affects judgment, performance, or behavior.

Telephone numbers of some of the agencies providing counseling, treatment, education, and other alcohol and drug-related services are:

Northwest Student Development Center (562-3320)

Regional Mental Health Center (562-5216)

Tate County Health Department (562-4428)

Parkwood Hospital (895-4900)

National Hotline Numbers:

1-800-COCAINE

1-800-662-HELP

1-800-342-2437

1-800-729-6686 (National Clearinghouse for Alcohol and Drug Abuse)

Reporting Requirement

Any student who is convicted of a drug-related offense must inform the college within five (5) college working days of such a conviction. This notice must be in writing to the Vice President for Student Services. A student with such a conviction may be subject to disciplinary action and may jeopardize the receipt of financial aid and scholarships.

Annual Distribution

The Drug-Free Workplace Certification Policy is included in the college's *Policy Manual*.

The Drug-Free School Policy is included in the *Student Guide* each year. The *Student Guide* is annually distributed to each student with the registration literature. This distribution is the responsibility of the Vice President for Student Services and Center Deans.

Biannual Review

A biannual review (every 2 years) of the drug prevention program will be conducted to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. The Vice President for Student Services will have the responsibility of appointing a committee to conduct the review.

A sample of students and employees will be surveyed to determine the effectiveness of the current policy and recommend any changes.

Recordkeeping

The President will appoint persons to be responsible for keeping and maintaining records of violations of this policy and the Drug-Free Workplace Certification Policy, including records of any penalties and/or sanctions imposed on students or employees. Student records will be maintained in the Student Services Office, and employee records will be maintained in the Human Resources Office.

Public Intoxication

The College forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or at any activity sponsored by a student organization at the College on college owned or controlled property. Drunkenness or evidence of intoxication is a violation of law on college property. Drunkenness can be caused by alcohol, drugs, narcotics, or other intoxicating substances.

The College will take additional steps with students who appear impaired to the point where they are drunk (not in control of themselves) on campus in order to protect that student and the campus community. Therefore, if in the opinion of appropriate college officials a student is impaired (public drunk), then the following action will be taken:

1. The student's parents or legal guardian will be called to come and take custody of the student (if the student is under the age of 18);
2. If the parent or legal guardian cannot be contacted, or if the parent or legal guardian refuses or is unable to take custody of the student, then the student will be arrested and transported to the county jail.

Endangerment Policy

Students who endanger their own physical well-being or disrupt the campus community, including threatening or attempting suicide, may be administratively suspended from the residence halls and/or the College. To be considered for reinstatement to the residence halls and/or the College, the student may be required to provide the Vice President for Student Services documentation signed by the student's physician or licensed mental health professional indicating that the student is not a threat to him/herself or the campus community.

Hazing

Hazing is forbidden. Hazing means any intentional, knowing, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of affiliating with, holding office in, or maintaining membership in any organization which includes students.

Gang Related Activity

Northwest Mississippi Community College recognizes the need for rules and regulations that create a safe and healthy environment conducive to teaching and learning. As such, the College recognizes the importance of deterring students from emulating or contributing to the proliferation of gangs. A gang is defined by the College as "any ongoing organization, association or group of three or more persons, whether informal or formal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, and/or symbols."

The College prohibits the following gang-related activities at the College or at College-related events:

1. Initiating, advocating, or promoting a gang or gang-related activity.
2. Defacing College property with gang names, slogans, or insignias.
3. Conducting initiations.
4. Threatening another with bodily injury and/or inflicting bodily injury in connection with a gang or gang-related activity.
5. Inciting, soliciting, or recruiting others for gang membership or gang-related activity.
6. Aiding or abetting any of the above activities by personal presence or support.

Any allegation of involvement in gang-related activity as described above will be adjudicated using the Student Conduct Procedures described in this *Student Guide*. A finding that any violation of the Code of Student Conduct was gang-related will be considered an aggravating factor in determining appropriate sanctions.

Curfew and Guest Policy

Curfew Policy

1. All visitors (non-students) and commuters must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.
2. Unauthorized persons present after 10 p.m. are subject to disciplinary action or arrest.
3. Resident students are not permitted to visit other residence halls between the hours of 10 p.m. and 10 a.m.
4. Students may not loiter or engage in athletic or social activities on campus after 10 p.m. unless attending an official campus event.

Guest Policy

1. Students are responsible at all times for the conduct of any guest whom they bring to the campus.
2. Campus Police may ask any person on campus for identification. Persons who do not have legitimate business on the campus may be asked to leave campus.
3. Students or visitors are not to bring small children to classroom buildings, residence halls, intramural facilities, or organized activities unless permission is granted by the Student Services Office.
4. Overnight guest permits for the residence halls must be obtained from the Housing Office by 4 p.m. on the day of the visit.

5. All visitors must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.

Search and Seizure

Students of Northwest Mississippi Community College are protected, as is any citizen, against unreasonable search and seizure. However, in an exercise of the College's duty to maintain discipline as well as a safe and educational atmosphere, a college official may search a student's room and/or vehicle when a reasonable cause exists.

1. A reasonable cause exists when a college official has sufficient reason to believe that a campus regulation has been violated or there may be an existing threat to the safety of individuals or facilities.
2. Such search by college officials must be approved by either the Dean of Students, the Director of Campus Police, or Center Deans or their designees after description of the reasonable cause leading to the search.

Normal inspections of resident rooms are conducted in order to maintain acceptable standards of health, safety, and physical maintenance and can be, if necessary, held in the absence of the student. The College reserves the right to enter a particular room at any time when it is deemed to be in the best interest of the institution and its students.

The College reserves the right to take disciplinary action for any violations of policy discovered in these inspections.

The Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a Federal law enacted Oct. 28, 2000, that provides for the tracking of convicted sex offenders enrolled or employed by institutions of higher education.

In compliance with CSCPA, the Northwest Mississippi Community College community may find the required information in the sex offender registry on the Mississippi Department of Public Safety web site at <http://state.sor.dps.ms.gov/>.

The Campus Sexual Violence Elimination (SaVE) Act

The Campus Sexual Violence Elimination (SaVE) Act increases transparency on campus about incidents of sexual violence; and, guarantees victims enhanced rights and sets standards for disciplinary 10, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Barack Obama signed SaVE into law on March 7, 2013, as part of the Violence Against Women Act (VAWA) Reauthorization.

Sexual Harassment

Preventing Sexual Harassment

Northwest Mississippi Community College is committed to creating and maintaining an environment in which all persons who participate in college programs. Every member of the college community should be aware that the College is strongly opposed to sexual harassment and that such behavior is prohibited by law (Title IX of the Education Amendments of 1972) and by College policy.

Northwest views sexual harassment (as defined in this policy) as serious, and will not tolerate it in any form. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior which violates this policy. Prosecution of employees or students for the crimes they commit, whether by state or federal prosecutors, is independent of, and in addition to, the charges or disciplinary proceedings instituted by the College.

What is Sexual Harassment?

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical behavior of a sexual nature when:

1. Submission to that conduct or communication is made either explicitly or implicitly, a condition of the individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting the individual's welfare;

3. Such conduct has the purpose and effect of substantially interfering with an individual's welfare, academic performance, or creates an intimidating, hostile, offensive, or demeaning educational environment.

Examples of Prohibited Behavior

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, academic grade, promotional opportunities, classroom or work assignments, or other conditions of academic life, may be adversely affected by not submitting to sexual advances.
3. Unwelcomed verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcomed use of sexually degrading language, jokes, or innuendos; unwelcomed suggestive or insulting sounds or whistles; and obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.
5. Unwelcomed and inappropriate touching, patting, or pinching; and obscene gestures.

Reporting Sexual Harassment

The Title IX coordinator and assistant Title IX coordinators listed in the Resources section of this report are designated as the Sexual Harassment Contact Persons (hereafter, Contact Person) to receive all reports of sexual harassment regarding students. Students who have a sexual harassment complaint or inquiry should notify the Contact Person immediately. He/she will maintain all information about applicable laws, College policies and procedures, options available for resolution of complaints, and confidentiality requirements. The Contact Person's functions include the following:

1. Provide information about sexual harassment and options for addressing it;
2. Inform the complainant regarding applicable College policies and procedures and outline various options, both formal and informal, available for resolving the complaint;
3. Seek an informal resolution if so desired;
4. Maintain records necessary for handling active complaints.

In all investigations and complaint resolutions, the following procedures will be followed:

1. To the extent possible, the College will keep the complaint and investigation confidential.
2. College policy and Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.
3. The College will take all necessary steps to prevent recurrence of any discrimination, including sanctions such as expulsion, suspension, modified suspension, or behavioral restrictions.
4. The College will take steps necessary to remedy discriminatory effects, such as (but not limited to) class reassignment, residence hall reassignment, and special security precautions.
5. The timeframe for most investigations is no longer than two working weeks. An additional week may be needed for formal adjudication.
6. All parties will be notified in writing of the outcome of the investigation and adjudication.

Informal Resolution

Students may seek advice, information, or counseling, on matters of sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed, or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with the Contact Person. The student seeking information will be counseled as to the options available under the sexual harassment policy. To the extent possible, information disclosed through this advising session will be held in confidence, unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The complainant may request informal resolution. The aim of informal resolution is not to determine whether there was intent to harass, but to ensure that the alleged offending behavior ceases and that the matter is

resolved promptly at the lowest possible level.

Formal Complaint

If an attempt at an informal resolution fails, or if after consultation with the Contact Person, a complainant believes that the nature of the alleged offense requires it, a formal complaint may be filed. The filing of a written complaint is required for a matter to be formally investigated and a determination made on whether the College policy prohibiting sexual harassment has been violated. The formal complaint will consist of a signed statement containing the name(s) of the accused, the nature and date(s) of the incident(s), and an assertion that the statement is a formal complaint.

1. Student complaint against student.

In instances where a student files a complaint against a fellow student, the Contact Person will refer the complaint for investigation. The procedures for handling this form of complaint are described and governed by Northwest's Code of Student Conduct. The Code of Student Conduct and all applicable procedures are listed in this *Student Guide*.

2. Student complaint against faculty, staff, or third party.

In instances where a student files a complaint against a member of the Northwest faculty, staff, or third party the Contact Person will forward the complaint for investigation. The procedures governing this form of complaint are outlined in the Northwest Mississippi Community College *Policy Manual*.

3. Faculty or staff complaint against student.

In instances where a faculty or staff member files a complaint against a student, the Contact Person will refer the complaint for investigation. The procedures for handling this form of complaint are described and governed by Northwest's Code

Sexual Assault, Domestic Violence and Stalking

Prevention

Northwest Mississippi Community College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of threats. Every member of the college community should be aware that the college considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a learning environment.

Northwest views any form of sexual assault, domestic violence, dating violence, and stalking (as defined in this policy) as a serious offense, and such behavior is prohibited by state law and by college policy. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior that violates this policy. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of, and in addition to, the charges or disciplinary proceedings instituted by the College.

What Constitutes Sexual Assault?

Sexual assault (including but not limited to rape) is defined as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Sexual contact with a person who is unable to consent is prohibited.

Sexual physical contact includes the intentional touching of another person on the area of the body generally recognized as a private part of the body, or touching any part of another person's body with a private part of one's own body. An unwarranted touch may be considered sexual physical contact, no matter how slight it is.

A person who is unable to consent includes, but is not limited to, any unmarried person generally under the age of 18, anyone who is physically helpless, or anyone who is mentally incapacitated. A physically helpless person is considered to be one who is unconscious, or for any other reason, unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

What Constitutes Domestic Violence?

Domestic violence simple assault: Miss. Code Ann. § 97-3-7 (3)

(3) (a) When the offense is committed against a current or former spouse of the defendant or a child of that person, a per-

son living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of simple domestic violence who:

- (i) Attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another;
- (ii) Negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
- (iii) Attempts by physical menace to put another in fear of imminent serious bodily harm.

Upon conviction, the defendant shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than six (6) months, or both.

(b) Simple domestic violence: third. A person is guilty of the felony of simple domestic violence third who commits simple domestic violence as defined in this subsection (3) and who, at the time of the commission of the offense in question, has two (2) prior convictions, whether against the same or another victim, within seven (7) years, for any combination of simple domestic violence under this subsection (3) or aggravated domestic violence as defined in subsection (4) of this section or substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction, the defendant shall be sentenced to a term of imprisonment not less than five (5) nor more than ten (10) years.

Aggravated domestic violence: Miss. Code Ann. § 97-3-7 (4)

(4) (a) When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of aggravated domestic violence who:

- (i) Attempts to cause serious bodily injury to another, or causes such an injury purposely, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life;
- (ii) Attempts to cause or purposely or knowingly causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
- (iii) Strangles, or attempts to strangle another.

Upon conviction, the defendant shall be punished by imprisonment in the custody of the Department of Corrections for not less than two (2) nor more than twenty (20) years.

(b) Aggravated domestic violence; third. A person is guilty of aggravated domestic violence third who, at the time of the commission of that offense, commits aggravated domestic violence as defined in this subsection (4) and who has two (2) prior convictions within the past seven (7) years, whether against the same or another victim, for any combination of aggravated domestic violence under this subsection (4) or simple domestic violence third as defined in subsection (3) of this section, or substantially similar offenses under the laws of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction for aggravated domestic violence third, the defendant shall be sentenced to a term of imprisonment of not less than ten (10) nor more than twenty (20) years.

(5) Sentencing for fourth or subsequent domestic violence offense. Any person who commits an offense defined in subsection (3) or (4) of this section, and who, at the time of the commission of that offense, has at least three (3) previous convictions, whether against the same or different victims, for any combination of offenses defined in subsections (3) and (4) of this section or substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe, shall, upon conviction, be sentenced to imprisonment for not less than fifteen (15) years nor more than twenty (20) years.

(6) In sentencing under subsections (3), (4) and (5) of this section, the court shall consider as an aggravating factor whether the crime was committed in the physical presence or hearing of a child under sixteen (16) years of age who was, at the time of the offense, living within either the residence of the victim, the residence of the perpetrator, or the residence where the offense occurred.

What Constitutes Dating Violence?

Dating Violence is defined as a pattern of behavior where one (1) person intentionally threatens or actually uses physical, sexual, verbal or emotional abuse to harm, intimidate or control another person with whom that person has a dating relationship.

What Constitutes Stalking?

Stalking: Miss. Code Ann. § 97-3-107

(1) (a) Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.

(b) A person who is convicted of the crime of stalking under this section shall be punished by imprisonment in the county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment.

(c) Any person who is convicted of a violation of this section when there is in effect at the time of the commission of the offense a valid temporary restraining order, ex parte protective order, protective order after hearing, court approved consent agreement, or an injunction issued by a municipal, 26 justice, county, circuit or chancery court, federal or tribal court or by a foreign court of competent jurisdiction prohibiting the behavior described in this section against the same party, shall be punished by imprisonment in the county jail for not more than one (1) year and by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00).

(2) (a) A person who commits acts that would constitute the crime of stalking as defined in this section is guilty of the crime of aggravated stalking if any of the following circumstances exist:

(i) At least one (1) of the actions constituting the offense involved the use or display of a deadly weapon with the intent to place the victim of the stalking in reasonable fear of death or great bodily injury to self or a third person;

(ii) Within the past seven (7) years, the perpetrator has been previously convicted of stalking or aggravated stalking under this section or a substantially similar law of another state, political subdivision of another state, of the United States, or of a federally recognized Indian tribe, whether against the same or another victim; or

(iii) At the time of the offense, the perpetrator was a person required to register as a sex offender pursuant to state, federal, military or tribal law and the victim was under the age of eighteen (18) years.

(b) Aggravated stalking is a felony punishable as follows:

(i) Except as provided in subparagraph (ii), by imprisonment in the custody of the Department of Corrections for not more than five (5) years and a fine of not more than Three Thousand Dollars (\$3,000.00).

(ii) If, at the time of the offense, the perpetrator was required to register as a sex offender pursuant to state, federal, military or tribal law, and the victim was under the age of eighteen (18) years, by imprisonment for not more than six (6) years in the custody of the Department of Corrections and a fine of Four Thousand Dollars (\$4,000.00).

(3) Upon conviction, the sentencing court shall consider issuance of an order prohibiting the perpetrator from any contact with the victim. The duration of any order prohibiting contact with the victim shall be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim or another person.

(4) Every conviction of stalking or aggravated stalking may require as a condition of any suspended sentence or sentence

of probation that the defendant, at his own expense, submit to psychiatric or psychological counseling or other such treatment or behavioral modification program deemed appropriate by the court.

(5) In any prosecution under this section, it shall not be a defense that the perpetrator was not given actual notice that the course of conduct was unwanted or that the perpetrator did not intend to cause the victim fear.

(6) When investigating allegations of a violation of this section, law enforcement officers shall utilize the Uniform Offense Report prescribed by the Office of the Attorney General in consultation with the sheriffs' and police chiefs' associations. However, failure of law enforcement to utilize the Uniform Offense Report shall in no way invalidate the crime charged under this section.

(7) For purposes of venue, any violation of this section shall be considered to have been committed in any county in which any single act was performed in furtherance of a violation of this section. An electronic communication shall be deemed to have been committed in any county from which the electronic communication is generated or in which it is received.

(8) For the purposes of this section:

(a) "Course of conduct" means a pattern of conduct composed of a series of two (2) or more acts over a period of time, however short, evidencing a continuity of purpose and that would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. Such acts may include, but are not limited to, the 27 following or any combination thereof, whether done directly or indirectly: (i) following or confronting the other person in a public place or on private property against the other person's will; (ii) contacting the other person by telephone or mail, or by electronic mail or communication as defined in Section 97-45-1; or (iii) threatening or causing harm to the other person or a third party.

(b) "Credible threat" means a verbal or written threat to cause harm to a specific person or to cause damage to property that would cause a reasonable person to fear for the safety of that person or damage to the property.

(c) "Reasonable person" means a reasonable person in the victim's circumstances.

(9) The incarceration of a person at the time the threat is made shall not be a bar to prosecution under this section. Constitutionally protected activity is not prohibited by this section.

Reporting Violations and Receiving Assistance

The Campus Police Office is the principal office designated to receive reports of violations. The Police will assemble trained investigators, counselors, emergency medical technicians, outside law enforcement agencies, and others as needed to respond to particular incidents. Crisis intervention, assessment, direct support, and referral for the victim and the accused will be provided by appropriate staff members.

Any employee receiving a report of an alleged violation should refer the matter to the Campus Police or the Dean of Students. The person receiving the report will discuss options and resources with the person reporting the alleged violation.

Procedures for Reporting Violations

1. Go to a safe place as soon as possible.
2. Try to preserve all physical evidence. If you are reporting a violation that has occurred within the previous 72 hours, it may be possible to collect trace evidence of the offense. This evidence is important, particularly if you wish to prosecute the offender. Do not shower or bathe, wash your hands, use the toilet, change clothing, or wash your clothing or bedding. If you changed clothes, please place all of the clothing that was worn at the time of the incident in a paper (not plastic) bag.
3. Seek medical attention. Medical personnel will provide any necessary treatment and collect important evidence dur-

ing a physical examination. Campus Police are available to arrange transportation for victims to a local hospital where appropriate examinations may be conducted.

4. Call the Campus Police. To report an incident that has just occurred, or to report an incident at a later date, call the Campus Police. Victims are encouraged to bring a friend or family member for support. If the incident occurred off of NWCC controlled property, the NWCC PD will assist the victim in reporting the incident to the proper law enforcement entity.

Reporting an incident is a separate step from choosing to prosecute. We are concerned with the victim's welfare and want to ensure that the appropriate treatment and support are provided. When individuals file a report with the Campus Police, they are not obligated to continue with legal proceedings or disciplinary action.

Reporting an incident to Campus Police helps:

- Identify and apprehend the alleged assailant;
- Maintain future options regarding criminal prosecution, campus disciplinary action, and/or civil action against the perpetrator; and
- Protect the victim and others from future assaults by the same assailant.

When an incident is reported, a police officer will complete an incident report. An investigator/supervisor will be summoned to begin a prompt, fair, and impartial investigation into the offense. This process is important if the victim wishes to bring criminal charges at this or a later time. The victim will be asked questions about the incident, to identify any witnesses, and to tell what happened before and after the incident. Generally, the police work to safeguard the identity of the victim.

Campus Police will assist the victim in obtaining a restraining order, no-contact order (behavioral restriction), or any other valid court issued protective order. After a valid order is issued NWCC Police will enforce the order as instructed by law.

A victims' rights packet will provided to each victim of domestic violence, sexual assault, stalking, and other victim related crimes. A copy of the victims' rights packet is available at campus police or through any Campus Security Authority/Responsible Employee. The victim's rights packet will contain information about services available to the victim through the institution and through outside organization.

It is the victim's decision whether to involve the police in an incident. Deciding not to involve the police does not prevent the victim from seeking assistance from a counselor or other appropriate staff or faculty members.

5. A complainant may report a sexual assault to a "Campus Security Authority" (as defined by the Clery Act), or to a "Responsible Employee" (as defined by Title IX). The campus security authority/responsible employee may subsequently report the incident to the NWCC PD, or assist the victim in reporting the assault to NWCC PD. Campus security authorities and responsible employees on campus are governed by NWCC Policy and they are asked to immediately report any crimes reported to them to the NWCC PD for the purpose of assessing the crime for the potential distribution of a timely warning notice.

6. Seek counseling or other support. A victim who wishes to speak to someone confidentially is encouraged to contact the Student Development Center. Staff at the center are responsible for coordinating treatment and additional services including relocating the victim's on-campus living quarters, changing the victim's academic schedule, work situation, or school related transportation, if requested. The reason for requested accommodations will be kept confidential and not shared with faculty, support staff, etc.

Adjudicating Violations

In responding to alleged violations, the College seeks to provide redress for the victim/accuser, to provide due process for the accused, and to protect the campus community from the threat of such incidents.

Charges against a student will be handled by the Office of Student Services using the college disciplinary process described in this Annual Security Report. The Vice President for Student Services has the authority to temporarily suspend a student accused of sexual assault, domestic violence, dating violence or stalking, pending a hearing. Upon completion of any

necessary investigation, the Dean of Students will formally notify the accused student of any alleged violations of college policies and set a hearing date.

The accused and the accuser have certain rights throughout the hearing process. The rights of an accused student are listed on page 70 of this Annual Security Report.

The person filing the complaint (victim/accuser) has the following rights:

1. The accuser (alleged victim) may bring additional supporters, proportionate to the accused, in consultation and with permission of the appropriate disciplinary authority. Supporters may be an attorney, faculty member, another student, a parent, or a citizen at large. Should the accuser invite an attorney to be present at the hearing, the student must notify the Vice President for Student Services of such an invitation within 48 hours of the hearing. Supporters may address the committee only with the permission of the Chairman.
2. The accuser may submit a written impact report for consideration during the sanctioning phase of the proceeding.
3. The accuser will be simultaneously informed, in writing, the results of the informal or formal hearing.
4. The accuser will be further informed, in writing, of the right to appeal the decision and that they may utilize the same appeal process as the accused.
5. The accuser (alleged victim) will be informed of any change to the results that occurs prior to the time that such results become final.
6. The accuser will be informed of the final results.

Sanctions

A student found responsible of sexual assault, domestic violence, dating violence or stalking would receive a sanction ranging from expulsion to modified suspension with restrictions. A complete list of sanctions that could be assigned is listed on page 74 of this Annual Security Report.

Resources

Telephone numbers of agencies providing 24-hour crisis lines, counseling, treatment, education, and other services, as well as local law enforcement and Title IX coordinators by campus, that are available for alleged victims are:

House of Grace
E-mail: houseofgrace@aol.com
Crisis Line: 662-342-1432
Toll Free: 877-393-SAFE

Victim Advocacy
Crisis Line: 662-801-1906

Family Crisis Services of Northwest Mississippi
Phone: 662-234-9929 (available 24/7)
(for support, counseling and advice off campus)

Senatobia Campus
Title IX Coordinators
Dan Smith, Vice President for Student Services
Tate Hall
662-562-3305 • dsmith@northwestms.edu

Aime Anderson, Dean of Students
Tate Hall
662-562-3305 • aanderson@northwestms.edu
Student Development Center and Counseling

Margaret Ross, Director
Tate Hall
662-562-3204 • mross@northwestms.edu

Jennifer Smith, Counselor
Tate Hall
662-562-3318 • jesmith@northwestms.edu

Senatobia Police Department
131 North Front St. • Senatobia, MS 38668
662-562-5642

Tate County Sheriff's Department
1 Justice Dr. • Senatobia, MS 38668
662-562-4434

Communicare
101 Preston McKay Dr. • Senatobia, MS 38668
662-562-5216

DeSoto Center
Title IX Coordinator

Patsy Gardner, CTE Support Services Coordinator
662-280-6148 • pgardner@northwestms.edu

Student Development Center
Candis Walker, Director
662-280-6124 • cawalker@northwestms.edu

Southaven Police Department
8691 Northwest Dr. • Southaven, MS 38671
662-393-5283

DeSoto County Sheriff's Department
3091 Industrial Dr. • Hernando, MS 38632
662-469-8027

Region 4 Mental Health
2705 Hwy. 51 South • Hernando, MS 38632
662-449-1971
Lafayette-Yalobusha Technical Center
Title IX Coordinator and Student Development Center

Darlene Greenlee, Counselor
662-281-1276 • dmgreenlee@northwestms.edu
Oxford Police Department
715 Molly Barr Rd. • Oxford, MS 38655
662-232-2400

Lafayette County Sheriff's Department
711 Jackson Ave. East • Oxford, MS 38655
662-234-6421

Haven House
Mississippi Hwy. 7 • Oxford, MS 38665
662-234-7237

Other resources for students are contained in the Services for Students section of the *Student Guide*.

Student Conduct Procedures

The President of Northwest Mississippi Community College has vested in the Dean of Students and designees, and the Student Disciplinary Committee, authority to determine if a student has violated a regulation of the College. After a hearing conducted according to the procedures outlined below, the proper disciplinary authority is authorized to determine if a student is responsible for the alleged violation and to determine the appropriate disciplinary sanction(s). All disciplinary hearings must be conducted according to Students' Rights of Fundamental Fairness as described.

The Rights of Fundamental Fairness

1. The student has the right to confront and/or cross examine his or her accuser(s).
2. The student has the right to call witnesses in his or her behalf.
3. The student has the right to present evidence in his or her behalf.
4. The student has the right to remain silent during the proceeding.
5. The student shall be presented a written statement of alleged violation(s).
6. The student has the right to counsel/adviser. Counsel/adviser is defined as a faculty member, relative, friend, or legal counsel.
7. The student defendant has the right to appeal the ruling of the respective authority according to the procedures herein described.
8. The student defendant has the right to request a formal hearing before the Student Disciplinary Committee or waive the right to a formal hearing and accept the proposed sanction of the Dean of Students or designee.
9. As provided by policy (cases involving domestic violence, sexual assault, and stalking, etc.) the accusing student will receive the same rights of fundamental fairness as the accused.

Disciplinary Authorities

1. **Dean of Students**—The Dean of Students has the responsibility to enforce the disciplinary policies of Northwest Mississippi Community College. The Dean is the principal hearing officer of the College regarding disciplinary violations. The Dean shall coordinate all investigations, prepare written reports, bring specific charges, ensure proper distribution of official written notices of the institution, and report on the findings to the Student Disciplinary Committee if an appeal to that committee is requested. The Dean may also recommend sanctions to be imposed and receive any student appeal of decisions and forward them to the proper authority. The Dean shall provide an audio recording and or transcript of the Student Disciplinary Committee hearing to the appeal authority and serve in an advisory capacity. The Dean shall enforce the final decision in all disciplinary action.

The Dean of Students is responsible for ensuring adherence to the Student Conduct Procedure regarding formal and informal hearings, for notifying appropriate campus offices of disciplinary actions when warranted, and for ensuring the appropriate maintenance, safety and security of all discipline records.

2. **Assistant Director of Campus Life and Housing**—The Assistant Director of Campus Life and Housing is designated by the Dean to assist in the enforcement of the Code of Student Conduct. The Assistant Director has the responsibility to notify the student of the charges, notify the student of hearings by the Student Disciplinary Committee, and convene the Student Disciplinary Committee. The Assistant Director is authorized to act as a hearing officer to conduct informal hearings, to present cases to the Student Disciplinary Committee, and to coordinate all recordkeeping, formal notices, etc. connected with disciplinary actions.

3. **Student Disciplinary Committee**—The Student Disciplinary Committee has the responsibility of hearing all cases involving violations of college policy, determining responsibility, and imposing sanction. The committee shall be composed of four faculty members, two staff members, and one student. An alternate will be named for each member should that member be unable to attend. The President of the College or his designee shall appoint all members. All committee members receive annual training on conducting their role in the hearing process, including such topics as domestic violence, sexual assault, stalking, victim safety, and standard of evidence. All members shall serve a term of one year or until their successors are chosen.

4. **Vice President for Finance**—The Vice President for Finance shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Dean of Students. The Vice President for Finance will hear formal hearing appeals of Student Disciplinary Committee decisions only when the sanctions imposed do not include external suspension, residence hall dismissal, dismissal, or expulsion. His decision in such appeals will be final.

5. **President of the College**—The President of Northwest Mississippi Community College is the final authority on all disciplinary action taken by the institution. The President shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Dean of Students. The President will hear appeals of Student Disciplinary Committee decisions only when the sanctions imposed include expulsion, external suspension, residence hall dismissal, or dismissal. His decision in such appeals will be final.

Student Conduct Adjudication Procedures

Listed below are procedures to be used by members of the College community and by disciplinary authorities in adjudicating such complaints. Complaints against a student organization shall be resolved using these same procedures. Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice results from such deviation.

Filing a Complaint

Disciplinary action shall be commenced with the filing of a written complaint by the Campus Police, Campus Security Authority/Responsible Employee, or any member of the College community or guest of the College with the Assistant Director of Campus Life and Housing or designee. This report shall be filed stating the charge against the accused as well as facts supporting such a charge.

Informal Hearings

Upon receipt of a written complaint, the Assistant Director of Campus Life and Housing shall direct the accused student by letter, telephone, or campus appearance ticket to schedule within two (2) working days, an appointment with the Assistant Director or other hearing officer for an informal hearing. At the informal hearing, the hearing officer will:

1. Provide the student with the charge as well as the facts supporting the charge.
2. Review the charge and facts with the student. After review, the hearing officer may dismiss the charge should he determine that the charge is not valid. Should the hearing officer determine the charge is valid, the student has two hearing options:
 - a. to accept responsibility for the charge, waive his or her right to a formal hearing, and request that the informal hearing continue; or
 - b. to plead not responsible for the charge and request a formal hearing before the Student Disciplinary Committee.

The hearing officer has the right to decline to hold an informal hearing and forward the case to the Student Disciplinary Committee for a formal hearing.

If in an informal hearing the student accepts responsibility for the charge and waives his/her right to a formal hearing, the hearing officer will follow the following procedure:

1. The hearing officer will discuss the violations with the student and determine appropriate sanctions. In determining sanctions, the hearing officer will review and consider any previous violations of policy by the student. The hearing officer will then complete an Informal Discipline Hearing Action Form. The form shall specify both the violations and the assigned sanctions.
2. Should the student decide to accept responsibility for the violations and the sanctions specified, he/she should then sign the form. The hearing officer will provide the student with a copy of the signed form. The student has three (3) working days in which to revoke, in writing, his/her acceptance of responsibility and request a formal hearing.
3. Should the student accept responsibility for the violations but not the sanctions, the student may request a formal hearing with the Student Disciplinary Committee. The student and hearing officer will then both complete a Request for Formal Hearing Form.

Should a student fail to schedule an informal hearing, the hearing officer will schedule the informal hearing and send notice of such hearing to the student's campus or permanent address. The hearing may be no earlier than four (4) working days from the sending of the notice. Should the student fail to appear for the hearing the hearing officer may hear the case in the student's absence. Results of the hearing will be sent to the student's campus or permanent address. The student may appeal the decision according to Informal Hearing Appeal Procedures.

Formal Hearings

Notice of Hearing

The accused student shall be given notice of his/her hearing before the Student Disciplinary Committee. This notice should be in writing and shall state the regulations allegedly violated as well as the facts underlying each alleged violation. The student shall be notified of the date, time, and place of the hearing.

Notice of the hearing will be presented to the student 48 hours prior to the hearing, when possible.

The accused student may request a delay in the hearing from the Dean of Students. The Dean may grant such requests as he deems appropriate. At the beginning of a hearing, the accused student may also request a delay from the Student Disciplinary Committee. Such requests will be granted only in the most unusual circumstances.

Hearing Procedures

1. Disciplinary hearings are of a private and confidential nature involving the student and the Student Disciplinary Committee. They are closed to the public.
2. All proceedings will be conducted promptly on a fair and impartial basis. Both the accused and accuser are each permitted to challenge up to two members of the committee on the basis of partiality. The committee as a whole shall rule by majority vote on all challenges. A committee member is obligated to excuse themselves from the proceedings if they are unable to remain impartial.

3. The order of the hearing is as follows:
 - a. presentation of the charge(s);
 - b. a call for the accused's response to the charge(s);
 - c. supporting testimony and information and/or witness on the charge(s);
 - d. presentation of the accused's testimony, witnesses, and supporting information; and,
 - e. examination and questioning by members of the committee both during and following the presentation of charges and the accused's defense.
 - f. The accused may only question their accuser and opposing witnesses through the Committee Chair.
4. The accused may bring an adviser of his/her own choice to the hearing. This adviser may be an attorney, faculty member, another student, a parent, or a citizen at large. Should a student invite an attorney to be present at the hearing, the student must notify the Dean of Students of such an invitation within 48 hours of the hearing. The adviser may address the committee only with the permission of the Chairman.
5. The first decision to be made by the committee is a finding on the question of whether or not the student is responsible for the alleged violation. When determining responsibility, the committee will use a preponderance of the evidence standard (i.e., it is more likely than not that the violation occurred). If a student is found responsible for the charges, a decision on the application of sanction must be made. These are distinctly separate decisions.
6. Committee deliberations on the questions of responsible or NOT responsible will be closed to all but committee members. They will consider only information pertinent to the charge(s).
7. The President of the College will advise the accused student of the committee's decision and its application of sanction in writing.
8. The accused will be further informed in writing of his/her right to appeal and how to pursue the appeal process.
9. A record of the hearing will be made and stored in the office of the Dean of Students. Recordings may be disposed of immediately following the conclusion of the appeal process.
10. The presiding officer at any hearing may modify, amend, or change these recommended procedures in order that the accused student may have a hearing more fully in compliance with principles of basic fairness.
11. In cases related to domestic violence, sexual assault, and stalking:
 - a. The accuser (alleged victim) may bring additional supporters, proportionate to the accused, in consultation and with permission of the appropriate disciplinary authority. Supporters may be an attorney, faculty member, another student, a parent, or a citizen at large. Should the accuser invite an attorney to be present at the hearing, the student must notify the Vice President for Student Services of such an invitation within 48 hours of the hearing. Supporters may address the committee only with the permission of the Chairman.
 - b. The accuser will be simultaneously informed, in writing, the results of the informal or formal hearing.
 - c. The accuser will be further informed, in writing, of the right to appeal the decision and that they may utilize the same appeal process as the accused.
 - d. The accuser (alleged victim) will be informed of any change to the results that occurs prior to the time that such results become final.
 - e. The accuser will be informed of the final results.

Appeal Procedures

Appeal of Formal Hearing

1. After a formal hearing the student has the right to appeal the decision of the Student Disciplinary Committee.
2. The appeal must be made to the Dean of Students in writing within three (3) days after the student has received written notice of the decision of the Student Disciplinary Committee.
3. The Dean shall forward all appeals not involving the sanctions of external suspension, dismissal, or expulsion to the Vice President for Finance.
4. All appeals involving sanctions of external suspension, dismissal, or expulsion must be forwarded to the President.
5. All appeals must be forwarded within two (2) working days.
6. The Vice President for Finance or President shall notify the student in writing as to their decision within a reasonable amount of time. Simultaneous notification to the accuser will be made as per policy. Their individual decisions are final.

Disciplinary Sanctions

The range of disciplinary sanctions includes, but is not limited to, the following:

Expulsion—Permanent separation from Northwest Mississippi Community College, with denial of right of student to participate in any academic or other activity. The student is never allowed to visit any of the college's premises. The expulsion notice must be signed by the President of the College.

Dismissal—Separation from Northwest, with the student not allowed to reapply for admission. The student is not allowed on college premises without specific written permission from the Vice President for Student Services.

External Suspension—Separation from Northwest for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President for Student Services.

Interim Suspension—Temporary suspension from Northwest while awaiting a hearing (see interim suspension procedures).

Modified Suspension—All privileges, except to attend class and use learning resources, are suspended for a period of time. The student is allowed on campus only to attend class and use learning resources. Student must observe all other stipulations specified under his or her suspension. Student must leave campus no later than 4 p.m. unless otherwise specified.

Withdrawal—Student is withdrawn from school. No entry is made on official records other than withdrawal. He/she may return to school at the end of a specified time.

Disciplinary Probation—Student is no longer considered in good standing in terms of conduct. Further violations of regulations during a probationary period may result in suspension, dismissal, or expulsion. Certain student privileges are suspended during a probationary period.

Restitution—Student must replace any private or public property that has been damaged or destroyed.

Restriction—Student is restricted from entering certain facilities or from specified student privileges.

Behavior Restriction—Student is restricted from having any contact with a specific student, staff, or faculty member while on any campus of Northwest Mississippi Community College. Contact is defined as any verbal communication, electronic communication, physical touching or close physical proximity. This includes harassing phone calls and e-mails.

Community Service—Specified work hours with a campus office or community service.

Mandatory Counseling/Educational Sessions—Behavioral counseling or educational sessions on a stated regular basis.

Residence Hall Dismissal—Required to vacate a residence hall for violation(s) of residence hall policies and/or other institutional policies. Students are not allowed to visit any residence hall when assigned this sanction.

Fine—Student is fined for violations of policy; amount of fine will vary depending upon the nature and severity of offense.

Warning—Issued for minor infraction of policy. Further violations will result in more serious sanctions.

Parental Notification—Northwest reserves the right to notify parents of disciplinary infractions according to law.

Resident students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence halls while the appeal is pending.

Northwest Mississippi Community College does not utilize corporal punishment as a discipline or behavioral sanction. The use of such is prohibited.

Alternative Resolution

A student may be given the opportunity for an alternative resolution when a policy violation (certain residence hall regulations, tobacco policy, dress code, etc.) occurs for the first time and in which an educational sanction is a more appropriate resolution. Most alternative resolutions would mean attendance by the student at an educational or information session regarding the subject of the violation. Once the student has attended the session, no fines or other sanctions will be assessed regarding the violation. No formal student conduct record will be created. Records of attendance will be kept for the duration of the academic year (fall-spring) and then destroyed. During that time period, attendance records may be referred to in the case of a second violation. Participation by a student in an alternative resolution is voluntary.

Interim Suspension Procedures

Any student charged with or convicted of a violation of the law or college regulation injurious to the health and welfare

of the college community, shall be subject to immediate administrative suspension with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegate. A hearing regarding the student's conduct and the appropriateness of the suspension must be held as soon as practicable.

Should the administrative suspension be of such duration as to cause a violation of the class absence policy, the College, at its discretion, may withdraw the student from classes with a grade of "W" to avoid failing grades being entered on the student's permanent record. Such a withdrawal will normally be made in consultation with the student.

The conviction of a student for a criminal offense which interferes with the orderly educational operation of the College or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community, shall be sufficient grounds for disciplinary action consistent with the College's policies and procedures.

Involuntary Withdrawal Procedures

The College is responsible for taking reasonable steps to foster a campus environment conducive to learning. Some students may, because of a medical or other condition, engage in behavior that presents a direct threat of harm to others, or substantially disrupts the learning or working environment. A direct threat means a significant risk of harm to health or safety.

In such cases, as an alternative to disciplinary action, the Dean of Students or designee may require a student to withdraw from the College, take a leave of absence, or vacate a residence hall. Such a decision shall be communicated in writing to the student and must specify the terms of the decision, including reasonable conditions for re-entry.

A student who threatens to commit, or attempts to commit, suicide shall not be subject to disciplinary action or involuntary withdrawal for simply that threat or attempt.

If a student's behavior presents an immediate, severe and direct threat to others, or is substantially disrupting the learning or working environment, the Dean of Students or designee may impose an interim suspension before a final determination of the matter.

Should a student dispute the decision of the Dean of Students or designee regarding withdrawal or leave of absence, a student may appeal the decision to the Involuntary Withdrawal Appeal Committee. The Committee, appointed by the President, shall consist of two members of the faculty, one of whom shall serve as chair, a member of the faculty or staff who possesses counselor credentials, and a member of the staff. Written notice of the time or date of the hearing shall be given to the student at least two working days in advance, unless the student consents to an earlier hearing. The student may request a reasonable delay of the proceeding.

At the hearing, the Dean of Students or designee shall present a statement of the reasons for the withdrawal or leave of absence. The student has the right to present their reasons for disputing the withdrawal, to present witnesses and evidence on his or her behalf, to cross examine witnesses, to remain silent without assumption of responsibility, and to be assisted by legal counsel or an adviser.

After the evidence is presented at the hearing, the Committee shall determine whether the College has reasonably proven that the student's behavior presents a direct threat of harm to others, or has substantially disrupted the learning or working environment, and presents a significant risk of threatening further substantial disruption. The Committee may uphold or overturn the decision of the College, or alter it by imposing other reasonable remedies or set other appropriate conditions for re-entry. The decision of the Committee is final.

Recordkeeping

The Dean of Students shall keep on file all official records pertaining to disciplinary actions. These records are open to examination only according to the College's privacy regulations. Victims of acts by other students are allowed access to the sanctions of the perpetrator but are forbidden to share such information with others. Records on students who have received external suspensions, expulsions, or dismissals will be permanently maintained. All other records will be destroyed four years after an individual ceases to be a student.

Expulsion Sunset Provision

After five (5) years, an expelled or dismissed student may petition for the removal of the sanction. The request should be mailed or delivered to the Dean of Students and must include the following:

1. An outline of the individual's educational plan;
2. Reasons for the request of reinstatement of educational privileges; and
3. A signed release allowing school officials to check criminal history.

Upon receipt of a complete petition, the Dean of Students will review and forward the petition to the Admissions Committee with his recommendation. The Admissions Committee meets regularly prior to each semester.

Additional Information

For additional information, contact:

- | | |
|--|----------|
| 1. Student Development Center - Senatobia | 562-3320 |
| 2. Student Development Center - DeSoto Center | 280-6127 |
| 3. Student Development Center - Lafayette-Yalobusha Technical Center | 236-2023 |
| 4. Dean of Students | 562-3305 |

Crime Statistics

Northwest Mississippi Community College reports campus crime statistics using the Uniform Crime Reporting system. Crime statistics for the most recent three-year period follow.

Northwest Mississippi Community College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of the threat of sexual assault. Every member of the college community should be aware that the college considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a learning environment.

Definitions of Crimes

Pursuant to the Clery Act, crimes must be classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR).

Criminal Offenses

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent (i.e., forcible rape, forcible sodomy, sexual assault with an object, or forcible fondling).

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse (i.e., incest or statutory rape).

Robbery: The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force, or threat of force or violence, and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Motor Vehicle Theft: The theft, or attempted theft, of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson: Any willful or malicious burning, or attempt to burn, with or without intent to defraud; a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

Any criminal offense (as listed above) committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

The Clery Act Categories of Bias

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe, and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age or illness.

In conjunction with the Clery Act, hate crimes include any of the offenses listed above and the offenses motivated by bias below:

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another (larceny and theft mean the same thing in the UCR). Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Arrests and Referrals for Disciplinary Actions

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

- **Liquor Law Violations:** State and/or local liquor law violations except drunkenness and driving under the influence. Federal violations are excluded.
- **Drug Law Violations:** State and/or local offenses relating to the unlawful possession, sale, use, growing, and manufacturing of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction.
- **Weapons Violations:** All violations of regulations or statutes controlling the carrying, using, possessing, furnishing, and manufacturing of deadly weapons or silencers. Attempts are included.

Northwest Mississippi Community College Annual Crime Report and Campus Crime Statistics Act Statistical Data

Senatobia Campus					
2013 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	2	1	0	0	3
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0
2014 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	1	1	0	0	2
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0
2015 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	1	0	1
Aggravated Assault	0	0	0	0	0
Burglary	0	1	0	0	1
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0
Arrests and Referrals	2013	2014	2015		
Liquor Law Violations	16	39	34		
Drug Law Violations	34	27	41		
Weapons Possessions	3	6	9		
Sexual Offenses	2013	2014	2015		
Domestic Violence	0	1	3		
Dating Violence	0	0	0		
Stalking	0	1	2		
Unfounded Crimes	0	0	0		

DeSoto Center					
2013 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0
2015 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0
2015 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0
Arrests and Referrals	2013	2014	2015		
Liquor Law Violations	0	0	0		
Drug Law Violations	0	0	0		
Weapons Possessions	0	0	0		
Sexual Offenses	2013	2014	2015		
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		
Unfounded Crimes	0	0	0		

Lafayette-Yalobusha Technical Center

All Campuses: Jan. 1-Dec. 31, 2015

Bias Crime Statistics

2013 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

2014 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

2015 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

Arrests and Referrals	2013	2014	2015
Liquor Law Violations	0	0	0
Drug Law Violations	0	1	0
Weapons Possessions	0	0	2

Sexual Offenses	2013	2014	2015
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

Key:
 RH=residence hall
 C=campus
 NC=non-campus
 PP=public property

	R	G	RE	NO
Murder/Non-negligent				
Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Larceny-Theft	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0

	SO	E	D	GI
Murder/Non-negligent				
Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Larceny-Theft	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0

Key:
 R=race
 G=gender
 RE=religion
 NO= nation origin
 SO=Sexual Orientation
 E=ethnicity
 D=disability
 GI= gender identity

2016 Annual Fire Safety Report

Policy: Fire Safety Reporting and Disclosures

Introduction

As required by the Higher Education Opportunity Act (“HEOA”), Northwest Mississippi Community College has established the following reporting and disclosure procedures with respect to fire safety in on-campus student housing for the Senatobia Campus. The reporting and disclosure requirements described below apply only to fires that occur on the Senatobia on-campus student housing, which is defined as student housing that is owned or controlled by Northwest Mississippi Community College or located on property that is owned or controlled by Northwest Mississippi Community College, and located within the reasonably contiguous geographic area that makes up the Senatobia Campus.

The goal of the Northwest Mississippi Community College and Campus Police is to provide students in on-campus housing with the information and training necessary to keep them safe from fires.

Reporting Fires to Campus Authorities

Northwest Mississippi Community College students and employees should report all fires that occur in Senatobia on-campus student housing to the Senatobia Campus. The Northwest Mississippi Community College Police Department is located at 103 Union Drive (1st Floor), and can be contacted by calling 662-562-3314. Any reports that may be made to other personnel, such as a Residence Hall Supervisor or other resident staff, should be referred to the Campus Police Office. Northwest Mississippi Community College has an incident report form in which all information pertaining to the fire incident is documented. After a report of a fire has been made to the Campus Police Office, the Campus Police Office will complete an incident report form for the fire, and the report will be included in the Daily Fire Log referred to below.

All fires should be immediately reported to the Senatobia City Fire Department by dialing 911 or 662-562-4434.

Fire Safety Disclosures

With respect to fires on the Senatobia Campus and other on-campus student housing, the Northwest Mississippi Community College makes three disclosures. It publishes an annual fire safety report for each campus, it annually reports its fire statistics to the U.S. Department of Education (the “Education Department”), and it makes, keeps, and maintains a daily fire log for each campus. The procedures for each of these three disclosures for the Senatobia campus are described below.

The Senatobia Fire Department

The Senatobia Fire Department is a full-time, professional, full-service fire department, on duty 24 hours per day, 365 days per year. The department responds to all types of fire, medical, and hazardous material emergencies both in the town of Senatobia and on the Northwest campus. The Senatobia Fire Department is comprised of a chief, four captains, 14 full-time firefighters, and a fire inspector. The department also provides EMS first response from the EMT level. The Fire Station is located off of Main Street in Senatobia at 137 Front Street. Their direct number is 562-5631.

Annual Fire Safety Report

Each Northwest Mississippi Community College campus publishes an Annual Fire Safety Report. The Chief of Police is responsible for collecting the required information and publishing the report for the campuses. The Annual Fire Safety Reports are published concurrently with each campus’ Annual Campus Police Report as permitted by the HEOA regulations so long as the title of the report states that the report contains both the fire safety and campus security information. This is the Annual Fire Safety Report for the Senatobia Campus, and contains the information described below.

Statistics

The following are statistics for each Senatobia on-campus student housing facility, for the three recent calendar years for which data is available:

2013 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FIRES & CAUSES</i>	<i>INJURIES</i>	<i>DEATHS</i>	<i>VALUE OF DAMAGES</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
TOTAL	0	0	0	0

2014 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FIRES & CAUSES</i>	<i>INJURIES</i>	<i>DEATHS</i>	<i>VALUE OF DAMAGES</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
TOTAL	0	0	0	0

2015 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FIRES & CAUSES</i>	<i>INJURIES</i>	<i>DEATHS</i>	<i>VALUE OF DAMAGES</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	1	0	0	\$50,000
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
TOTAL	0	0	0	0

Relevant Fire Safety Definitions

For the purposes of the reporting and disclosure described herein, Northwest Mississippi Community College defines the relevant terms as follows.

- “Fire”: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- “Cause of Fire”: The factor or factors that give rise to a fire, including intentional action, unintentional, mechanical failure, or an act of nature.
- “Fire-related injury”: Any instance in which a person is injured as a result of fire. This included injuries sustained from natural or accidental causes and injuries sustained while involved in fire control attempting a rescue, or escaping from a fire.
- “Fire-related death”: Any instance in which a person is killed as a result of a fire, or dies within one year of injuries sustained as a result of a fire.
- “Value of property damage”: The estimated value of the loss of the structure and its contents, including contents damaged by fire, smoke, water, and overhaul.

Residence Hall/Fire Safety Equipment Descriptions

Northwest Mississippi Community College owns and operates the following nine residence halls on the Senatobia campus, which are used exclusively for residential living.

Benton Apartments • 4811 Highway 51 N., Senatobia

Description—Completed in 1971, Benton was converted in 1989 to a women’s residence hall. The three building complex houses 78 female students in two, four or six bed apartment units.

Fire Safety Equipment—one fire extinguisher in each apartment, smoke detectors in each bedroom and kitchen, exterior video surveillance.

Bobo Hall • 172 Alumni Drive, Senatobia

Description—Built in 1965, Bobo is a two-story women’s residence that houses approximately 59 female students. Comprehensive renovations were completed in 1996 and 2014. Students are housed in a suite environment where two bedrooms share one bathroom located between the two units.

Fire Safety Equipment—A central fire alarm system, smoke detectors in every bedroom and in hallways and lounges, six fire extinguishers, emergency lighting, controlled/monitored building access, and video surveillance.

DeSoto Hall • 230 Northwest Drive, Senatobia

Description—built in 1968, DeSoto was renovated in 1999 and converted from faculty housing to student residences. The four building complex houses 59 male and female students in three to four bed apartments.

Fire Safety Equipment—Smoke detectors in every apartment kitchen and every apartment bedroom, carbon monoxide detectors in every apartment, a fire extinguisher in every apartment, common exterior doors equipped with alarms to discourage door propping, and video surveillance at apartment entrances.

Gainey Hall • 272 Alumni Drive, Senatobia

Description—Gainey was built in 1966 and renovated in 1995 and 2014. The two-story residence houses approximately 88 male students in a suite environment where two bedrooms share one bathroom located between the two units.

Fire Safety Equipment—A central fire alarm system, smoke detectors in every bedroom and in lobbies and hallways, six fire extinguishers, emergency lighting, controlled/monitored building access, and video surveillance.

Marshall Hall • 410 Thompson Street, Senatobia

Description—Completed in fall 2003, Marshall houses 160 male and female students in four bed apartments located in four buildings, with an additional building containing a central office/lounge area.

Fire Safety Equipment—One smoke detector in each apartment, one fire extinguisher in each apartment, and an exterior video surveillance system.

Panola Hall • 405 Thompson Street, Senatobia

Description—Completed in 1974 and renovated in 2004, Panola houses approximately 84 female students in suite style accommodations, with each suite containing three rooms with two beds each, and a suite bath.

Fire Safety Equipment—A central fire alarm system, smoke detectors in each suite hallway, video surveillance, one fire extinguisher in each suite, controlled/monitored access system into each suite, and exterior video surveillance system.

Quitman Hall • 282 Alumni Drive, Senatobia

Description—Quitman is a three-story residence hall built in 1968 and renovated in 1991 and 2015, housing 258 men in two, three, and four bed rooms. The building has community baths.

Fire Safety Equipment—A central fire alarm, smoke detectors in each bedroom and in hallways, video surveillance, nine fire extinguishers, emergency lighting, and a controlled/monitored building access system.

Tallahatchie Hall • 420 Thompson Street, Senatobia

Description—Tallahatchie is a three building complex built in 1973 and renovated in 1990. 96 male students are housed in one, two, and three bedroom apartments.

Fire Safety Equipment—Smoke detectors in every bedroom and kitchen, a fire extinguisher in every apartment, and exterior video surveillance.

Taylor Hall • 162 Alumni Drive, Senatobia

Description—Taylor is a three-story residence hall housing 172 women in two bed student rooms, with community baths. The hall was built in 1968 and renovated in 1994.

Fire Safety Equipment—A central fire alarm system, nine fire extinguishers, a smoke detector in every bedroom and in hallways and lobbies, emergency lighting, video surveillance, and a controlled/monitored building access system.

Number of Fire Drills Held on Campus

Northwest Mississippi Community College holds semi-annual fire evacuation drills in each of the Senatobia residence halls. Student residents participate in two (2) fire evacuation drills per year. Drills are also held during the summer session.

Rules on Portable Electrical Appliances, Smoking, and Open Flames in a Housing Facility

In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards and must not obstruct sidewalks, entrances, passages, fire escapes, elevators, lobbies, stairways, corridors, or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial trees
- Electric heaters, air conditioners, hot plate burners, toasters, toaster ovens or any appliance that would generate a direct heat source
- Halogen lighting equipment
- Candles*, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition

* *This applies to all candles, including Shabbat and Hanukkah candles. Shabbat and Hanukkah candles may be kindled only in officially designated areas. An incandescent electric light should be utilized in student rooms for Shabbat candle lighting purposes.*

Refrigerators are permitted only in accordance with official specifications.

Smoking is prohibited everywhere on all Northwest Mississippi Community College campuses.

Students found in possession of prohibited items will be subject to disciplinary action. If you have any questions or concerns regarding fire safety, please contact the Northwest Mississippi Community College Housing Office at 662-562-3305.

Deliberate fires of any size will not be tolerated; the deliberate setting of a fire will be treated as arson. False alarms are dangerous and will be treated seriously.

Housing Procedures for Evacuation in Case of a Fire

EMERGENCY EVACUATION: General Emergency Fire Safety Instructions

- Keep calm. Do not panic. Notify the Fire Department as soon as possible. Fire Department personnel will be on the scene of a fire within minutes of receiving an alarm.
- If your building is equipped with a fire alarm and that alarm is sounded, you should evacuate the building in accordance with the procedures outlined in the Fire Safety Notice affixed to the back of the room/suite entry door. **WHEN A FIRE ALARM SOUNDS, ALWAYS EVACUATE THE BUILDING.**
- Because flame, heat, and smoke rise, generally a fire on a floor below your room or apartment presents a greater threat to your safety than a fire on a floor above. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished alone. Do not attempt to put a fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
- When exiting the building during a fire, close all doors as you exit to confine the fire.
- Heat, smoke, and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition where visibility is poor, get down on the floor and crawl. Take short breaths, breathing through your nose.
- If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs, and roll over to smother the flames.

Campus Policies Regarding Fire Safety Education and Training Programs, Which Include the Procedures that Students and Employees Should Follow in the Case of a Fire

Periodic evacuation drills in the Senatobia on-campus residence halls are conducted in conjunction with the Campus Police. These drills are an important means of preparing residents to respond to the sounding of the fire alarm. Residents must evacuate the building immediately upon hearing the fire alarm. Residents who do not evacuate the building during an evacuation drill are subject to disciplinary action.

Residents of the Senatobia on-campus residence halls also receive residence hall-specific information about fire safety and evacuation procedures at the beginning of each semester. Residents and their guests are responsible for knowing the fire protection features of the building (i.e. fire exits, stairways, alarm pull stations), as well as the fire safety procedures for the building.

Residents should report any problems or inappropriate behavior observed, including damaged or tampered with fire alarms, removal of fire exits signs, missing fire extinguishers, and behavior that compromises the safety of the community.

List of the Titles of Each Person or Organization to Which Students and Employees Should Report that a Fire Occurred

At the onset of a fire, students and employees should immediately report all fires to the Senatobia City Fire Department by dialing 911 or 662-562-4434. The Northwest Mississippi Community College Campus Police Department should be notified as well by calling 662-562-3314.

Any Plans for Improvements in Fire Safety, Should Northwest Mississippi Community College Determine that Improvements are Necessary

The installation of new fire evacuation plans in each room and other new safety signage is being completed.

Annual Report to the U.S. Department of Education

As required by federal law, Northwest Mississippi Community College reports annually to the Education Department the fire statistics listed herein for Senatobia on-campus student housing as well as fire statistics for on-campus student housing for its other campuses. Northwest Mississippi Community College reports these statistics through the Education Department web-based data collection system.

Daily Fire Log

As required by federal law, each Northwest campus maintains an easily understood written Daily Fire Log. Each Campus Police Office is responsible for maintaining the Daily Fire Log.

The Daily Fire Log lists the following information for each fire that occurs in on-campus student housing: the date the fire occurred, time of occurrence, general location and nature of fire.

Each Campus Police Office makes entries in the Fire Log within two business days of receiving a report of a fire and updates those entries within two business days anytime it receives additional information about the fire. The entries in the Daily Fire Log are eventually used to generate the Annual Fire Safety Report. Each campus maintains its own Daily Fire Log in its Campus Police Office. The Daily Fire Log is kept separate from the Crime Log. The most recent 60 days of each campus' Daily Fire Log are available upon request in the Campus Police Office for inspection by the public Monday through Friday during business hours. Portions of the Daily Fire Log that are older than 60 days will be made available within two business days of a request for public inspection. Northwest Mississippi Community College maintains each Daily Fire Log for three years following the publication of the last Annual Fire Safety Report to which that Daily Fire Log applies. Thus, Northwest maintains each Daily Fire Log for a period of at least seven years.

Annual Security Report

The Annual Security Report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Copies are available during business hours at the Campus Police Office or Department of Campus Life and Housing. The Daily Crime Log is also available for inspection at each Campus Police Office during business hours.

Northwest Mississippi Community College Residence Hall Fire Safety Report

2013 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

2014 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

2015 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	1	0	0
Taylor Hall	0	0	0
Total	0	0	0

For details on the most current fire safety report, please visit the Police and Public Safety page of the Northwest Web site at www.northwestms.edu.

Notice of Non-Discrimination, Equal Opportunity and Affirmative Action

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation.

Inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations should be directed to: Mr. Gerald Beard, Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address gbeard@northwestms.edu.

Compliance with Title II of the Age Discrimination Act is coordinated by Mr. Gary Mosley, Vice President for Finance, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address gtmosley@northwestms.edu.

The overall campus coordinator for purposes of Title IX compliance, who is responsible for all inquiries regarding non-discrimination policies, is: Mr. Dan Smith, Vice President for Student Services and Chief of Staff, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997 and e-mail address dsmith@northwestms.edu. The following individuals have been designated as deputy Title IX coordinators: for Housing, Ms. Aime Anderson, Dean of Students, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997, e-mail address aanderson@northwestms.edu; for DeSoto Center: Ms. Patsy Gardner, CTE Support Services Coordinator, 5197 W.E. Ross Parkway, Southaven, MS 38671, telephone number 662-280-6148, e-mail address pgardner@northwestms.edu; for Lafayette-Yalobusha Technical Center: Ms. Darlene Greenlee, Counselor 1310 Belk Drive, Oxford, MS 38655, telephone number 662-281-1276, e-mail address dmgreenlee@northwestms.edu. Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinators or to the Office of Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit <http://wdcrob-colp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

Notes

Notes

Senatobia Campus Map

Residence Halls

1. Beaton Hall, A,B,C
2. Becho Hall
3. Dr. Scott Hall, A,B,C,D
4. Grayson Hall
5. Quinlan Hall
6. Pirolo Hall
7. Taylor Hall
8. Taylor Hall, A,B,C,D
9. Taylor Hall, East, A,B,C

Academic Buildings

10. McGhee Building
11. Lafayette Humanities Building
12. Tunstall Building
13. Division of Nursing Building
14. Division of Nursing Building
15. Fine Arts Complex

Athletic Facilities

16. Bond Hall
17. Marie White
18. Physical Science Complex
19. Physical Science Building
20. Math & Science Building
21. Culberson Building

Career-Technical Buildings

18. Agricultural Technology Building
19. Berry Building
20. Thomas D. Coons Career Technical Complex
21. Technical Education #1
22. Technical Education #2
23. Technical Education #3
24. Machine B Shop
25. A.P. Fisheries Building
26. Future Career Technical Facility

Athletic Facilities

25. Homecoming Gymnasium
26. Soccer Field
27. Soccer Field (Football)
28. Soccer Field (Baseball)
29. The RBC (Ranger Outdoor Complex)
30. Walking Track
31. Softball Field
32. Soccer Field
33. Football Practice Field
34. Baseball Practice Field
35. Future Football Field House

Support Facilities

36. Yokubutu Hall
37. James P. McCarrick Administration Building
38. R.C. Pugh Library
39. McLambon Center (Union)
40. David M. Barringer Center
41. Title Hall
42. Workforce Development
43. WFS Job Center

Service Buildings

44. Sorbus Property Storage
45. Housekeeping
46. Physical Plant
47. Taylor Farm Transportation Center
48. Warehouse #2

Residence

49. President's Home

Other

50. Sigant Student Union

Parking Lots

51. Humanities
52. North Physical Science
53. Culberson

Parking Lots

54. Jean Colburn
55. The West Colburns
56. The East Colburns
57. Union Commons
58. Berry Building
59. Fine Arts
60. Division of Nursing
61. Bond Field
62. Yalobamba
63. Highway 31



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

SENATOBIA CAMPUS MAP

4975 HIGHWAY 51 NORTH • SENATOBIA

662.562.3200 • www.northwestms.edu

NUMBERS TO KNOW

Main Campus—Senatobia
4975 Highway 51 North
Senatobia, MS 38668
(662) 562-3200

Academics	562-3235
Bookstore	562-3240
Business Office	562-3216
Cafeteria	562-3311
Cafeteria Menu Line	ext. 8188
Campus Police	562-3314
Canvas Help Line	1-855-308-2755
Career Center	562-3954
Career-Tech Office	562-3361
Computer Help Desk	562-3934
eLearning/Online Classes	560-5230
Evening School	560-5256
Financial Aid	562-3271
Housing	562-3305
Library	562-3278
Math Support Lab	562-3940
Post Office	562-3239
President's Office	562-3227
Registrar's Office	562-3219
Student Services	562-3997
Student Development Center	562-3320
Student Publications	562-3275
SSS TRIO Academic Program	562-3323

DeSoto Center—Southaven
5197 W.E. Ross Parkway
Southaven, MS 38671
(662) 342-1570

Assistant Dean's Office	280-6167
Associate Dean's Office	280-6125
Business Office	280-6123
Bookstore	280-6159
Dean's Office	280-6120
eLearning Coordinator	280-6156
Evening School Director	280-6126
Financial Aid	280-6143
Library	280-6164
Math Support Lab	996-1930
Olive Branch Campus	895-7600
Registrar	393-1650/996-1936 (voicemail)
Student Development Center	996-1924
Success Club	280-6193
Tutoring Assistance	280-6148
University of Mississippi-DeSoto	342-4765
Writing Lab	393-1672

Lafayette-Yalobusha Technical Center
1310 Belk Drive
Oxford, MS 38655
(662) 236-2023

Bookstore	238-3100
Career-Tech Counselor	238-1149
CTE Support Services Coordinator	238-7952
Dean's Office	236-2023
Evening School Director	238-7942
Financial Aid	238-7944
Library	238-7953
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