Main Campus—Senatobia
4975 Highway 51 North
Senatobia, MS 38668
(662) 562-3200

Academics . . . . . . . . . . . . . . . . . 562-3235
Blackboard Help Desk . . . . 1-866-361-8969
Bookstore . . . . . . . . . . . . . . . . . 562-3240
Business Office . . . . . . . . . . . . 562-3216
Cafeteria . . . . . . . . . . . . . . . . . 562-3311
Cafeteria Menu Line . . . . ext. 8188
Campus Police . . . . . . . . . . . . . . 562-3314
Career Center . . . . . . . . . . . . . . 562-3954
Career-Tech Office . . . . . . . . . . 562-3361
Computer Help Desk . . . . . . . . . 562-3934
eLearning/Online Classes . . . . . . 562-3317
Evening School . . . . . . . . . . . . . . 560-1104
Financial Aid . . . . . . . . . . . . . . . . 562-3271/3273
Housing . . . . . . . . . . . . . . . . . . . 562-3305
Library . . . . . . . . . . . . . . . . . . . . 562-3278
Post Office . . . . . . . . . . . . . . . . . 562-3239
President’s Office . . . . . . . . . . . 562-3227
Registrar’s Office . . . . . . . . . . . 562-3219/3220
Student Affairs . . . . . . . . . . . . . . 562-3305
Student Development Center . . . 562-3320
Student Publications . . . . . . . . . 562-3276
Student Support Services . . . . . . 562-3323

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

Business Office . . . . . . . . . . . . . 280-6123
Bookstore . . . . . . . . . . . . . . . . . 280-6159
Dean’s Office . . . . . . . . . . . . . . . 280-6120
Evening School Director . . . . 280-6120
Financial Aid . . . . . . . . . . . . . . . . 280-6143
Library . . . . . . . . . . . . . . . . . . . . 280-6164
Olive Branch Campus . . . . . . . . . . 895-7600
Student Development Center . . . 280-6124
Success Club . . . . . . . . . . . . . . . . 280-6148/6193
University of Mississippi–DeSoto . . 342-4765

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

Bookstore . . . . . . . . . . . . . . . . . 238-3100
Dean’s Office . . . . . . . . . . . . . . . . 236-2023
Evening School Director . . . . . . . . 238-7944
Financial Aid . . . . . . . . . . . . . . . . 238-7944
Library . . . . . . . . . . . . . . . . . . . . 238-7953
Career-Tech Counselor . . . . . . . . . 238-7942
CTE Support Service Coordinator . . . . 238-7952

www.northwestms.edu
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.

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


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 Affairs 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 complaintant. The Dean or Administrator may receive both oral and written presentations and may make independent inquiry. Within fifteen 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 Affairs.

   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.
## Academic Calendar

### Fall 2012 Semester

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10-11, Tuesday-Wednesday</td>
<td>Registration/orientation for new students</td>
</tr>
<tr>
<td>July 17-18, Tuesday-Wednesday</td>
<td>Registration/orientation for new students</td>
</tr>
<tr>
<td>August 9-10, Thursday-Friday</td>
<td>New Faculty Orientation</td>
</tr>
<tr>
<td>August 13, Monday</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td></td>
<td>Eligible pre-registered students complete registration process online</td>
</tr>
<tr>
<td>August 14, Tuesday</td>
<td>Pre-registered students complete registration process on campus</td>
</tr>
<tr>
<td></td>
<td>Eligible pre-registered students complete registration process online</td>
</tr>
<tr>
<td>August 15, Wednesday</td>
<td>Registration—Evening Classes</td>
</tr>
<tr>
<td></td>
<td>Last day for pre-registered students to complete registration process on campus</td>
</tr>
<tr>
<td></td>
<td>Residence halls open for registered students at 9 a.m.</td>
</tr>
<tr>
<td>August 16-17, Thursday-Friday</td>
<td>Registration/orientation for all new students</td>
</tr>
<tr>
<td></td>
<td>Open Registration as announced in Fall semester schedule</td>
</tr>
<tr>
<td>August 20, Monday</td>
<td>Classes begin</td>
</tr>
<tr>
<td></td>
<td>Late registration begins</td>
</tr>
<tr>
<td>August 24, Friday</td>
<td>Last day to register</td>
</tr>
<tr>
<td></td>
<td>Last day to make schedule changes</td>
</tr>
<tr>
<td>September 3, Monday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 8-9, Monday-Tuesday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 12, Friday</td>
<td>Student Progress Reports due in Registrar’s Office by 3:30 p.m.</td>
</tr>
<tr>
<td>October 26, Friday</td>
<td>Last day to withdraw from a course, if failing, and receive a “W” grade*</td>
</tr>
<tr>
<td>November 2, Friday</td>
<td>Last day to make application for Fall Graduation</td>
</tr>
<tr>
<td>November 5-8, Monday-Thursday</td>
<td>Pre-registration for Spring 2013 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.</td>
</tr>
<tr>
<td>November 9, Friday</td>
<td>Pre-registration for Spring 2013 semester—8:30 a.m.-3:30 p.m.</td>
</tr>
<tr>
<td>November 12-30</td>
<td>Pre-registration by appointment</td>
</tr>
<tr>
<td>November 20, Tuesday</td>
<td>Residence halls close for Thanksgiving Holidays at 3 p.m.</td>
</tr>
<tr>
<td>November 21-24, Wednesday-Saturday</td>
<td>Thanksgiving Holidays</td>
</tr>
<tr>
<td>November 25, Sunday</td>
<td>Residence halls reopen at 2 p.m.</td>
</tr>
<tr>
<td>November 26, Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 5-7, Wednesday-Friday</td>
<td>Clearance</td>
</tr>
<tr>
<td>December 7, Friday</td>
<td>Last day to withdraw from a course passing and receive a “W” grade</td>
</tr>
<tr>
<td>December 11-17, Tuesday-Monday</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 17, Monday</td>
<td>Residence halls close at 4 p.m.</td>
</tr>
<tr>
<td>December 18, Tuesday</td>
<td>Semester grades due in Registrar’s Office by 10 a.m.</td>
</tr>
<tr>
<td>December 19, Wednesday</td>
<td>All offices close at 3:30 p.m.</td>
</tr>
</tbody>
</table>

*Does not apply to courses with “F” based on attendance policy.
Spring 2013 Semester

January 8, Tuesday........................... All offices open
Eligible pre-registered students complete registration process online

January 9, Wednesday.......................... Faculty report at 8:30 a.m.
Pre-registered students complete registration process on campus
Eligible pre-registered students complete registration process online
Registration—Evening Classes

January 10, Thursday......................... Last day for pre-registered students to complete registration process on campus
Registration—Evening Classes

January 11, Friday.............................. Open registration as announced in Spring semester schedule
January 12, Saturday........................... Saturday classes begin
January 14, Monday........................... Classes begin/Late registration begins
January 18, Friday.............................. Last day to register/Last day to make schedule changes
January 21, Monday............................ Martin Luther King Jr./Robert E. Lee Holiday

February 22, Friday........................... Last day to make application for Spring Graduation

March 8, Friday................................. Student Progress Reports due in Registrar's Office by 3:30 p.m.
March 8, Friday................................. Residence halls open for registered students at 9 a.m.
March 11-16, Monday-Saturday............ Spring Break
March 17, Sunday............................... Residence halls reopen at 2 p.m.
March 18, Monday.............................. Classes resume
March 22, Friday............................... Last day to withdraw from a course, if failing, and receive a “W” grade*
March 28-30, Thursday-Saturday ............ Easter Holiday
April 8-11, Monday-Thursday............... Pre-registration for Summer 2013 and Fall 2013 semester—8:30 a.m.-3:30 p.m., and 4:30-6:30 p.m.
April 12, Friday................................. Pre-registration for Summer 2013 and Fall 2013 semester—8:30 a.m.-3:30 p.m.
April 15-30 ...................................... Pre-registration by appointment
April 26, Friday................................. Last day to withdraw from a course passing and receive a “W” grade
May 8-10, Wednesday-Friday.............. Clearance
May 11-16, Saturday-Thursday............ Final Examinations
May 17, Friday................................. Semester grades due in Registrar's Office by 10 a.m.
Graduation at 10 a.m. and 2 p.m.
Residence halls close at 4 p.m.

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

Summer 2013 Sessions

Day Classes, First Term

May 28, Tuesday............................... Pre-registered students complete registration process (8 a.m.-noon)
Open Registration (1-4 p.m.)
Classes begin

May 29, Wednesday............................ Last day to register or make schedule changes

May 30, Thursday.............................. Last day to withdraw from a course and receive a “W” grade

June 14, Friday............................... Final Examinations
Semester grades due in Registrar's Office by 3:30 p.m.
Day Classes, Second Term

June 28, Friday

- Pre-registered students complete registration process
  (8 a.m.-noon)
- Open Registration (1-4 p.m.)
- Classes begin
- Last day to register or make schedule changes
- Last day to withdraw from a course and receive a “W” grade
- Final Examinations
- Semester grades due in Registrar’s Office by 3:30 p.m.

July 1, Monday

- Independence Day holiday

July 2, Tuesday

July 4, Thursday

July 19, Friday

July 30, Tuesday

Evening School Classes

May 24, Friday

May 28, Tuesday

May 29, Wednesday

May 30, Thursday

June 21, Friday

July 4, Thursday

July 22, Monday

July 25, Thursday

July 30, Tuesday

Online Calendar 2012-2013

FALL 2012

August 17, Friday

August 20, Monday

August 20-21, Monday-Tuesday

September 28, Friday

November 2, Friday

November 30, Friday

January 11, Friday

January 14, Monday

January 14-15, Monday-Tuesday

February 22, Friday

March 27, Wednesday

April 29, Monday

May 31, Friday

June 3, Monday

June 3-4, Monday-Tuesday

July 12, Friday

July 26, Friday

SPRING 2013

All Registration ends

Classes begin (course sites open)

Drop/add period

Cut-off date

Last day to withdraw from MSVCC classes

Fall 2012 grades due

March 27, Wednesday

April 29, Monday

SUMMER 2013

All Registration ends

Classes begin (course sites open)

Drop/add period

Last day to withdraw from MSVCC classes

Summer 2013 grades due
## Athletics Calendar

### 2012 Football Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 30</td>
<td>Southwest</td>
<td>Summit</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Copiah-Lincoln</td>
<td>Wesson</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>COAHOMA*</td>
<td>SENATOBIA</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Sept. 20</td>
<td>Northeast*</td>
<td>Booneville</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>Sept. 27</td>
<td>ITAWAMBA*</td>
<td>SENATOBIA</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Oct. 4</td>
<td>Mississippi Delta*</td>
<td>Moorhead</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Oct. 11</td>
<td>HOLMES*</td>
<td>SENATOBIA</td>
<td>6:30 p.m.</td>
</tr>
<tr>
<td>Oct. 18</td>
<td>East Mississippi*</td>
<td>Scooba</td>
<td>7 p.m.</td>
</tr>
<tr>
<td>Oct. 27</td>
<td>JONES COUNTY (HC)</td>
<td>SENATOBIA</td>
<td>2 p.m.</td>
</tr>
</tbody>
</table>

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

### 2012 Soccer Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 18</td>
<td>JONES COUNTY (EXH.)</td>
<td>SENATOBIA</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Union University (Exh.)</td>
<td>Jackson, Tenn.</td>
<td>3 p.m. (W) 5 p.m. (M)</td>
</tr>
<tr>
<td>Aug. 25</td>
<td>Delta State</td>
<td>Cleveland</td>
<td>1 p.m. (W) 3 p.m. (M)</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>SOUTHWEST MISSISSIPPI</td>
<td>SENATOBIA</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Aug. 31</td>
<td>Jones County</td>
<td>Ellisville</td>
<td>1 p.m. (W) 3 p.m. (M)</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Copiah-Lincoln</td>
<td>Wesson</td>
<td>1 p.m. (W) 3 p.m. (M)</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Hinds*</td>
<td>Raymond</td>
<td>4 p.m. (W) 6 p.m. (M)</td>
</tr>
<tr>
<td>Sept. 12</td>
<td>MERIDIAN*</td>
<td>SENATOBIA</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Sept. 14</td>
<td>Holmes*</td>
<td>Ridgeland</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Sept. 18</td>
<td>ITAWAMBA*</td>
<td>SENATOBIA</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Sept. 21</td>
<td>East Central*</td>
<td>Decatur</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Sept. 25</td>
<td>COPIAH-LINCOLN</td>
<td>SENATOBIA</td>
<td>1 p.m. (W) 3 p.m. (M)</td>
</tr>
<tr>
<td>Sept. 29</td>
<td>Southwest Mississippi</td>
<td>Summit</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Oct. 2</td>
<td>HINDS*</td>
<td>SENATOBIA</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Oct. 5</td>
<td>Meridian*</td>
<td>Meridian</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Oct. 9</td>
<td>HOLMES*</td>
<td>SENATOBIA</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Oct. 12</td>
<td>Itawamba*</td>
<td>Fulton</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>EAST CENTRAL*</td>
<td>SENATOBIA</td>
<td>2 p.m. (W) 4 p.m. (M)</td>
</tr>
<tr>
<td>Oct. 20-21</td>
<td>MACJC State Tournament</td>
<td>South No. 1</td>
<td>TBD</td>
</tr>
</tbody>
</table>

* indicates MACJC north division game.
# 2012 Basketball Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
<th>Home Time</th>
<th>Away Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 1</td>
<td>SOUTHWEST</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Nov. 8</td>
<td>HINDS</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Nov. 12</td>
<td>Southwest Classic</td>
<td>Summit</td>
<td>1:00 (W)</td>
<td>3:00 (M)</td>
</tr>
<tr>
<td>Nov. 13</td>
<td>Southwest Classic</td>
<td>Summit</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Nov. 15</td>
<td>COPIAH-LINCOLN</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Nov. 20</td>
<td>JACKSON STATE (TENN.)</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td></td>
</tr>
<tr>
<td>Nov. 29</td>
<td>COAHOMA</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Dec. 3</td>
<td>Northeast</td>
<td>Booneville</td>
<td>6:00 (W)</td>
<td>8:00 (M)</td>
</tr>
<tr>
<td>Dec. 8</td>
<td>EAST CENTRAL</td>
<td>SENATOBIA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Jan. 3</td>
<td>Mid-South (Ark.)</td>
<td>Marion, Ark.</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Arkansas Baptist</td>
<td>Little Rock, Ark.</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Jan. 14</td>
<td>Itawamba</td>
<td>Fulton</td>
<td>6:00 (W)</td>
<td>8:00 (M)</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Jackson State</td>
<td>Jackson, Tenn.</td>
<td>5:00 (W)</td>
<td></td>
</tr>
<tr>
<td>Jan. 22</td>
<td>MISSISSIPPI DELTA</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Jan. 24</td>
<td>EAST MISSISSIPPI</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Jan. 28</td>
<td>Holmes</td>
<td>Goodman</td>
<td>6:00 (W)</td>
<td>8:00 (M)</td>
</tr>
<tr>
<td>Jan. 31</td>
<td>Coahoma</td>
<td>Clarksdale</td>
<td>6:00 (W)</td>
<td>8:00 (M)</td>
</tr>
<tr>
<td>Feb. 4</td>
<td>NORTHEAST</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Feb. 7</td>
<td>ITAWAMBA</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
<tr>
<td>Feb. 14</td>
<td>Mississippi Delta</td>
<td>Moorhead</td>
<td>6:00 (W)</td>
<td>8:00 (M)</td>
</tr>
<tr>
<td>Feb. 18</td>
<td>East Mississippi</td>
<td>Scooba</td>
<td>6:00 (W)</td>
<td>8:00 (M)</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>HOLMES</td>
<td>SENATOBIA</td>
<td>5:00 (W)</td>
<td>7:00 (M)</td>
</tr>
</tbody>
</table>

## Intramurals Calendar

Aug. 27—Sand Volleyball/Horseshoes/Wiffleball begins  
Sept. 3—Flag Football begins  
Oct. 8—Softball begins  
Nov. 5—Kickball begins  
Dec. 3—Ping Pong begins  
Dec. 6—Turkey Trot 3.2 Mile Run  
Jan. 21—5-on-5 Basketball begins  
Feb. 18—Dodgeball begins  
Feb. 25—Pickle ball begins  
March 4—Billiards/Spades begins  
March 25—Soccer begins  
April 8—Ultimate Frisbee begins
## Fine Arts Calendar

### Fall 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27-28, Monday-Tuesday</td>
<td>Auditions for Sanders Family Christmas</td>
</tr>
<tr>
<td>September 4-26</td>
<td>Art Exhibition (Terry Pegram, Lane Tutor, Jo Logan)</td>
</tr>
<tr>
<td>September 6, Thursday</td>
<td>Opening Art Reception</td>
</tr>
<tr>
<td>October 4-26</td>
<td>Art Exhibition (Pat Brown)</td>
</tr>
<tr>
<td>October 11, Thursday</td>
<td>Opening Art Reception</td>
</tr>
<tr>
<td>October 18-21, Thursday-Sunday</td>
<td>Sanders Family Christmas</td>
</tr>
<tr>
<td>November 5-30</td>
<td>Art Exhibition (Sycamore Arts)</td>
</tr>
<tr>
<td>November 8, Thursday</td>
<td>Opening Art Reception</td>
</tr>
<tr>
<td>November 8, Thursday</td>
<td>Jazz Band Concert</td>
</tr>
<tr>
<td>November 16, Friday</td>
<td>Choir/Theatre Scholarship Auditions</td>
</tr>
<tr>
<td>November 19, Monday</td>
<td>Northwest Singers Concert</td>
</tr>
<tr>
<td>November 29, Thursday</td>
<td>Entertainers Concert</td>
</tr>
<tr>
<td>December 6, Tuesday</td>
<td>Music Department Christmas Concert</td>
</tr>
<tr>
<td>December 7, Friday</td>
<td>Les Fauves Art Club Holiday Sale</td>
</tr>
</tbody>
</table>

### Spring 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1-22</td>
<td>Art Exhibition (Mississippi Craftsmen)</td>
</tr>
<tr>
<td>February 7, Thursday</td>
<td>Opening Art Reception</td>
</tr>
<tr>
<td>February 21-22, Thursday-Friday</td>
<td>State Community College Choral Festival</td>
</tr>
<tr>
<td>February 28-March 3, Thursday-Sunday</td>
<td>Romeo and Juliet</td>
</tr>
<tr>
<td>March 1-29</td>
<td>Art Exhibition (Richard Williams)</td>
</tr>
<tr>
<td>March 7, Thursday</td>
<td>Opening Art Reception</td>
</tr>
<tr>
<td>March 7, Thursday</td>
<td>Concert Band/Symphonic Winds Concert</td>
</tr>
<tr>
<td>March 22, Friday</td>
<td>Choir/Theatre Scholarship Auditions</td>
</tr>
<tr>
<td>March 26, Tuesday</td>
<td>Northwest Singers Concert</td>
</tr>
<tr>
<td>April 8-17</td>
<td>Art Exhibition (Northwest Sophomore Art Majors)</td>
</tr>
<tr>
<td>April 11, Thursday</td>
<td>Opening Art Reception</td>
</tr>
<tr>
<td>April 4, Thursday</td>
<td>Jazz Band Concert</td>
</tr>
<tr>
<td>April 18-21, Thursday-Sunday</td>
<td>Down the Road</td>
</tr>
<tr>
<td>April 22-26</td>
<td>Art Exhibition (Senatobia High School)</td>
</tr>
<tr>
<td>April 22, Monday</td>
<td>Percussion Ensemble Concert</td>
</tr>
<tr>
<td>April 23, Tuesday</td>
<td>Steel Band Concert</td>
</tr>
<tr>
<td>April 25, Thursday</td>
<td>Art Reception</td>
</tr>
<tr>
<td>April 25, Thursday</td>
<td>Concert Band/Symphonic Winds Concert</td>
</tr>
<tr>
<td>May 2, Thursday</td>
<td>Entertainers Concert</td>
</tr>
<tr>
<td>May 3, Friday</td>
<td>Les Fauves Art Club Spring Sale</td>
</tr>
</tbody>
</table>

*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 counselors located in the Center provide 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. Counselors provide 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. Textbook buy back is also held at the end 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.

Business Office
Location: McCormick Administration Building
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: McCormick Administration Building (lower level)
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 and advises student government on the Senatobia campus.

Campus Police
Location: McLendon Center
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 purchased at the Campus Po-
lice Office. The decal costs $1 and is valid for five school days.

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.

**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 52 of this Student Guide.

The computing facilities provided are located in the libraries/learning resources 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, Senatobia campus,—8 a.m.-4:30 p.m., M-F
- DeSoto Center Library, Southaven campus—8 a.m.-9 p.m., M-F; 8:30 a.m.-noon, Sat.
- 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 306
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: Tunica Building, Suite 215
Hours: 8 a.m.-4:30 p.m., M-F

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. Accepted applicants are strongly encouraged to identify disabilities requiring accommodations early to allow adequate time for evaluating documentation, arranging funding for auxiliary services, working out specific accommodations, and arranging scheduling in barrier-free classrooms. Students should submit documentation six weeks before the start of the semester. Last minute accommodations may not be feasible due to time constraints.

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 the disabled. Upon request, the Coordinator can provide accommodations such as note-takers, taped text audiocassettes, and interpreters. The Coordinator
also works with students and families regarding careers, programs, etc. Documentation is required to certify a disability.

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
Hours: Weekday Schedule—Breakfast (Homestyle only) 7-9 a.m. Mon.-Fri.; Lunch (all lines) 11 a.m.-1:30 p.m. Mon.-Thurs., 11 a.m.-1 p.m. Fri.; Dinner (all lines) 4:30-7 p.m. Mon.-Thurs.; Grill only (cash only) 9-11 a.m. & 1:30-4:30 p.m. Mon.-Thurs.
Weekend Schedule—Grill or Homestyle: Friday dinner 5-5:30 p.m., Saturday brunch 11:30 a.m.-12 p.m., Saturday dinner 5-5:30 p.m., Sunday brunch 11:30 a.m.-12 p.m.; Homestyle only: Sunday dinner 5-7 p.m.

Northwest offers a full-service food service operation in the David M. Haraway Center. The Food Court is open for full service meals for breakfast, lunch, and dinner. Grill, beverage, and other food options are available between meals to all faculty, staff, and students.

The food court 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 receive a standard meal three times a day—breakfast, lunch and dinner. 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 at all meals.

Health Services
Northwest does not have an established health center or a health nurse. Students who are sick or injured should contact Campus Police, the Director of Campus Life and Housing, 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.

Intramurals and Recreation

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 Resources

Location: R.C. Pugh Library
DeSoto Center: Learning Resources Center
Lafayette-Yalobusha Technical Center: Learning Resources Center
The NWCC/Benton County Vo-Tech Center has a lending agreement with Bond Memorial Library in Ashland.

Hours: See Library link at www.northwestms.edu

Many services are available for students at the Learning Resources Centers located on each Northwest campus. Services typically include: circulation of material such as books, magazines, newspapers and DVDs, reference service, library orientation/tours, classroom specific orientation, computer for research, laptop for in-house use, copy machines, scanners, headphones, viewing equipment, intra/inter-library loan and quiet study. Access to a variety of databases is available on and off campus with a valid student ID. Students may print 250 sheets a semester for free using library computers. Once the amount is met, five cents per page will be charged, payable at clearance.

Lost and Found

Location: McClendon Center
Campus Police Office
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, second floor
DeSoto Center: Room 208
Lafayette-Yalobusha Technical Center: Room 136
Hours: Morning Schedule—8 a.m.-noon, M-F
Afternoon Schedule—1-4 p.m., M,W, Th.; 1-7 p.m., T, Th. (Senatobia campus)

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 provides students with copies of transcripts and letters of good standing, and processes course drops and adds. The office is responsible for graduation activities and serves as the college’s admissions office.

**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**

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 Affairs 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.

Whenever any 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.
Student Activities
Location: McLendon Center

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, cookouts, dances, novelty events, and other special activities. Most activities are free to Northwest students with presentation of their student ID.

Student Development Center
Location: Tunica Building, Suite 215
DeSoto Center: Suite 237, Offices A, B, and D
Lafayette-Yalobusha Technical Center: Room 112
Hours: 8 a.m.-4:30 p.m., M-F or by appointment

The Student Development Centers aim to assist students in allowing education to be their top priority while attending Northwest. A wide range of counseling services is available for students at all campuses. Early Alert services maintain contact with instructors regarding student absentees. 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: Ann Yates Whitten Media Center, Yalobusha Hall (Office #129)

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 Support Services
Location: McLendon Center
Hours: 8 a.m.-4:30 p.m., M-F

The Student Support Services program works with students who meet at least one of the following criteria: first-generation college student (neither parent has a bachelor's degree), and/or a Pell Grant recipient, and/or a disabled student with medical documentation. Also, students must be full-time and seeking to obtain a bachelor's degree after attending Northwest. For students who qualify, transfer assistance, free tutoring, counseling (personal, academic and career), cultural field trips, scholarships, workshops on study and test taking skills, and campus visits to four-year universities are available. Participation is limited to
160 students. Students should visit the Student Support Services Office for an initial interview.

**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, Holly Springs, Tunica 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 Campus Life and Housing Office at ext. 3305.

**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

Whenever a student wishes to formally express views on a non-grade issue, this procedure should be followed:

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 Vice President for Student Affairs 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. Full-time 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. 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 per 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, according 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 if they 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 further information please contact the Student Services Coordinator at the Oxford center.

**Homecoming Court**—The Homecoming court will be composed of six freshman and six sophomore students. Each campus will be allotted a specific number of maids as follows:
- Senatobia campus—2 freshman, 2 sophomore
- DeSoto Center—2 freshman, 2 sophomore
- Lafayette-Yalobusha Technical Center—2 freshman, 2 sophomore

There will be two rounds of elections per campus. The first round will be to elect all Homecoming court maids. The second round will be to elect the Homecoming queens from among the sophomore maids. There will be three Homecoming queens, one representing each campus. A student may represent only one campus.

Qualifications for freshman Homecoming maid are as follows:
1. 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 per campus to ensure their nomination before posting election signs

Qualifications for sophomore Homecoming maid and Homecoming queen are as follows:
1. 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, according 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 if they 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**

**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 is chosen for each major within a department. 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 major.

**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 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, Dean’s List, and Career-Tech Honors 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; Dean’s List—3.5 quality points to 3.74 quality points; Career-Tech Honors List—student must show outstanding progress in his/her chosen field.

**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 Vice President for Student Affairs 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.

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

**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 Campus Green Club** promotes awareness
of environmental issues at the DeSoto Center and in the surrounding communities.

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.

The College 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.

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.

CPU Club (Computer Professionals United) membership is open to computer programming and network majors who are interested in learning more about computers in the workplace and computers in general.

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.

The Explorer’s Club was formed to promote interest and education in the great outdoors. To accomplish this, the Club organized nature walks, participated in tree-planting, helped with the restoration of Springhill Cemetery in Hernando and went Geocaching several times.

Future Educators 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 profession.

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.

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 dedi-
cated 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 Cares is a volunteerism group for faculty staff and students that conducts service projects on campus and in the community.

Northwest Players 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.

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.

Paralegal Club membership is open to paralegal majors who are interested in learning more about the paralegal profession and the importance of the paralegal in the workplace.

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 representative 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-Pharmacy Club is open to any student interested in a future in pharmacy. The club promotes interactions between students and members of the pharmacy community through seminars, guest speakers, and possible internships. The group provides an opportunity for developing knowledge of the profession, leadership experience, and other skills necessary for success in pharmacy.

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.

Reading 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.

Rodeo Club, an affiliate of the National Intercollegiate Rodeo Association, promotes rodeo as an intercollegiate sport. Students have the opportunity to compete against students from other colleges in the Southwest in standard rodeo events. Meetings are held at the Northwest Farm.

Science and Math Club is open to any student interested in science. The club promotes field trips and guest speakers.

Sigma Phi Sigma is an organization open to students who are enrolled in the Funeral Service curriculum. Its purposes are to promote profes-
sionalism 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. SkillsUSA has chapters on the Senatobia, Benton County/NWCC Vo-Tech Center, and DeSoto Center campuses.

The Society for Pre-Law Majors is open to any student with an interest 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.

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.

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.

Fine Arts Organizations
- Northwest Concert Band/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 non-sectarian. 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
- Northwest Christian Fellowship (DeSoto Center)
- Fellowship of Christian Athletes
- Wesley Foundation
- 4 Twelve (DeSoto Center)
- Christians in Action
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. This form will normally request such information as the faculty adviser’s name and phone number, and the student leader’s name (usually the president) and phone number. 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 on the first day of class in the fall semester. They will also be available in the Office of Student Affairs.

2. All student organizations must be recognized by Northwest Mississippi Community College. To receive official recognition, new organizations must submit to the Vice President for Student Affairs 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 Vice President for Student Affairs will review such materials and determine if the organization’s mission and purpose are congruent with that of Northwest Mississippi Community College. The Vice President 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 Vice President, the organization’s materials will be reviewed by the Activities Committee of the College which will grant final approval.

   Upon final approval, the Vice President for Student Affairs 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 Student Affairs Office 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 Vice President for Student Affairs. 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 Vice President for Student Affairs.

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 Vice President for Student Affairs. Exceptions to full-time status may be made by the Vice President for Student Affairs. 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 Vice President for Student Affairs 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 Vice President for Student Affairs.

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 Vice President for Student Affairs. 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
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 Fiscal Affairs.
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 “Vice President for Student Affairs” is defined as the person designated by the President to be responsible for the administration of the Student Code. The Vice President 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.
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, bullying 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 51 of this Student Guide).

103—Sexual Harassment
Sexual harassment, abuse and/or assault, including but not limited to:
  a. Any violation of the college’s policy on Sexual Harassment (see page 44 of this Student Guide).
  b. Any violation of the college’s policy on Sexual Assault (see page 46 of this Student Guide).
  c. Abusive and profane language.
  d. Displays of affection not in keeping with good taste and high moral standards.

104—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.

105—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 51 of this Student Guide).

106—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
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 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.

107—Acts of Dishonesty
Acts of dishonesty including but not limited to:
a. Cheating, plagiarism, and falsification of records (see page 51 of this Student Guide).
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.

108—Safety and Endangerment
Interfering with safety regulations, emergency evacuations, and/or equipment, including but not limited to:
a. 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.
b. Violation of the campus tobacco policy (see page 63 of this Student Guide).
c. Violations of automobile and parking regulations (see page 64 of this Student Guide).
Endangering another’s or one’s own physical well being, including but not limited to:
a. Endangering one’s own physical well-being, including but not limited to attempting or threatening suicide.
b. Skateboarding, roller skating, and rollerblading are prohibited.
c. Possession or use of water balloons and water guns.
d. 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.

109—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 52 of this Student Guide).
d. Violation of the Guest Policy (see page 52 of this Student Guide).
e. Solicitation of funds and distribution of leaflets, and/or materials by students or visitors is prohibited on campus.

110—Compliance
Failure to comply with the directions of a College official in the performance of his/her duties, including but not limited to:
a. Interfering with or failure to comply with directions of college officials and/or law enforcement officers acting in performance of their duties.
b. Failure to identify one’s self to officials when requested to do so.
c. Actions which are abusive or disrespectful in nature that are directed toward college officials.
d. Disregard of financial obligations to the College.

Abuse of the discipline system, including but not limited to:
a. Failure to obey the summons of a hearing officer or body.
b. Disruption or interference with the orderly conduct of a discipline proceeding.
c. Attempt to discourage or improperly
influence an individual’s participation or use of the discipline system.
d. Harassment or intimidation of an individual involved in a discipline proceeding.
e. Failure to comply with a sanction imposed under the Student Code.

Failure to carry a College Identification card or other violation of the college identification policy (see page 62 of this Student Guide).

111—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.

112—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 55 of this Student Guide).

113—Residence Hall Policies
See page 35 of this Student Guide.

114—College Policies and Regulations

115—Federal, State and/or Local Laws

Student Conduct Procedures

The President of Northwest Mississippi Community College has vested in the Vice President for Student Affairs and his 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 in this Student Guide.

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 shall be presented a written statement of alleged violation(s).
5. The student has the right to counsel. Counsel is defined as a faculty member, relative, friend, or legal counsel.
6. The student defendant has the right to appeal the ruling of the respective authority according to the procedures herein described.
7. 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 Vice President for Student Affairs or his designee.

**Disciplinary Authorities**

1. **Vice President for Student Affairs**—The Vice President has the responsibility to enforce the disciplinary policies of Northwest Mississippi Community College. The Vice President is the principal hearing officer of the College regarding disciplinary violations. He 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 Vice President may also recommend sanctions to be imposed. The Vice President has the responsibility to notify the student of the charges, notify the student of hearings by the Student Disciplinary Committee, convene the Student Disciplinary Committee, receive any student appeal of decisions, and forward them to the proper authority. The Vice President shall provide a transcript of the Student Disciplinary Committee hearing to the appeal authority and serve in an advisory capacity. The Vice President shall enforce the final decision in all disciplinary action.

2. **Director of Campus Life and Housing**—The Director of Campus Life and Housing is designated by the Director to assist in the enforcement of the Code of Student Conduct. The Director 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.

3. **Assistant Director of Campus Life and Housing**—The Assistant Director of Campus Life and Housing is designated by the Director to assist in the enforcement of the Code of Student Conduct. 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.

4. **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 members shall serve a term of one year or until their successors are chosen.

5. **Vice President for Fiscal Affairs**—The Vice President for Fiscal Affairs shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Vice President for Student Affairs. The Vice President for Fiscal Affairs 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.

6. **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 Vice President for Stu-
dent Affairs. 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 a member of the College community or guest of the College with the 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 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 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 an appeal hearing with the Student Disciplinary Committee. The student and hearing officer will then both complete a Request for Formal Hearing Form. The hearing officer will attach the Informal Discipline Hearing Action Form with the proposed sanctions and provide a copy to the student.

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.

Whenever possible, notice of the hearing will be presented to the student 48 hours prior to the hearing.

The accused student may request a delay in the hearing from the Vice President for Student Affairs. The Vice President 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. 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.

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 Vice President for Student Affairs 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. 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 Director of Campus Life and Housing. 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.

**Appeal Procedures**

**Appeal of Informal Hearing Action**
1. After an informal hearing the student has the right to appeal the decision of the hearing officer.
2. The appeal must be made in writing within three (3) working days after the student has received notice of the ruling of the hearing officer. All appeals must be delivered to the hearing officer or Vice President for Student Affairs.
3. All appeals of Informal Hearing Actions are heard by the Student Disciplinary Committee.
   a. The Vice President or his designee shall notify the Chairman of the Disciplinary Committee of all appeals within three (3) working days.
   b. Upon the scheduling of the appeal, the Vice President or his designee shall notify the student in writing within two (2) working days of the time and place of the appeal hearing.
   c. The appeal hearing will be set within a reasonable amount of time.
4. In the appeal hearing, the committee will receive a statement of the charges, the facts underlying the charges, and the sanctions proposed by the hearing officer.
5. The committee will further hear from the student his or her reasons for appeal as well as the rationale from the Vice President or hearing officer for the sanctions assigned.
6. The committee will deliberate in private and communicate its decision to the student through the President’s Office.
7. The committee may uphold or alter the assigned sanctions as it sees fit.
8. The committee’s decision will be final unless the sanctions imposed include external suspension, dismissal, or expulsion. In that case the student may further appeal to the President. All appeals to the President must be made in writing within three (3) working days of notice of the decision.

**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 Vice President for Student Affairs in writing within three (3) days after the student has received written notice of the decision of the Student Disciplinary Committee.
3. The Vice President shall forward all appeals not involving the sanctions of external suspension, dismissal, or expulsion to the Vice President for Fiscal Affairs.
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 Fiscal Affairs or President shall notify the student in writing as to their decision within a reasonable amount of time. 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 Affairs.

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 Affairs.

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.

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.

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.

**Recordkeeping**

The Vice President for Student Affairs 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 Vice President for Student Affairs 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 Vice President for Student Affairs will review and forward the petition to the Admissions Committee with his recommendation. The Admissions Committee meets regularly prior to each semester.

**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.

**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 weekly room inspections as further discussed on page 41 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 Director of Campus Life and Housing 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 halls students are limited to six (6) semesters of residence halls 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 Director of Campus Life and Housing.

   a. The Director will forward the appeal to an Ad Hoc Committee on Residence Hall GPA Appeals.

      1. The committee will consist of the Director of Campus Life and Housing (chair); the coordinator of Housing operations; one residence hall supervisor; one member of the Counseling staff; 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. The Director of Campus Life and Housing has the right to reject any applications for housing.
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. Participate in Room Reclaim Week (typically scheduled for the second 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 re-claim their present residence hall or request a different residence hall for the future fall or spring semester.
      2. In order to participate in Room Reclaim, students must have pre-registered.
      3. Students will complete a Returning Residence Hall Student Application with their Residence Hall Supervisor.
      4. Students will receive their assignment for the future semester.
   b. If student did not participate in Room Reclaim Week, complete a Returning Residence Hall Student Application which will be available from the Residence Hall Supervisor at check out.
      1. If student is requesting a residence hall with a higher deposit than is already on file, it is the student’s responsibility to put forth additional deposit.
      2. Student will NOT be considered for the residence hall of choice until complete deposit is submitted and on file.
   c. Indicate on the check-out form that the room deposit should be held for the future semester and NOT refunded.

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 by noon on the first day of class.

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 reclaim 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.

   1. 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.
   2. 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.
   3. ALL residents without a roommate will be notified by the Housing Office of the following options:
      a. Select a roommate from the list of residents who is also in this process.
         1. Inform the Housing Office which room both students will occupy.
      b. Wait for the Housing Office to assign the student to a new room or assign a roommate to the student’s room.
   4. Resident will be given five business days to complete the consolidation process.

   **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.

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., and Easter holidays and breaks.

1. In order to protect the safety of students, all students intending to stay during these times must receive permission from their residence hall supervisor.
2. Permission slips may be obtained from residence hall supervisors and must be completed 24 hours before the break begins. The residence halls are closed to all students during the Thanksgiving, Christmas, and Spring breaks.

Residence Hall Telephone Use

As a service to students, Northwest provides telephone outlets in every residence hall room. Students may make credit card and collect long distance calls, as well as local calls. This service is considered to be a privilege and should not be abused. All unauthorized long distance calls, including calls which violate state and federal laws, are not permitted. Students are forbidden from obtaining calling cards or external voice message boxes which are assigned to or based on a campus extension. Any student who makes an unauthorized long distance call on campus will be subject to disciplinary action.

Before purchasing external calling cards, students should consult the Housing Office regarding what services can be accessed from the college system.

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, Talla-hatchie, 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 must sign in with the Residence Hall Supervisor. The guest will be subject to the same code of conduct expected from the resident student.
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 Visitation Hours

Taylor and Quitman—Sun.-Thurs., 3 p.m. to 10 p.m.; Fri., noon to 2 p.m.
DeSoto Courtyard, Bobo, Gainey, Marshall and Panola—Mon. and Tues., 3 p.m. to 10 p.m.; Wed. and Thurs., 3 p.m. to 6 p.m.

Open Residence Hall

During designated open residence hall hours, students are allowed to have a guest of the opposite sex in their room. Open residence hall hours are subject to change, and students should check with the Residence Hall Supervisor for specific dates and times.

1. The schedule is:
   Mondays, 6 p.m.-10 p.m. and Tuesdays, 6 p.m.-10 p.m.
2. Guests must be at least 18 years of age.
3. 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).
4. 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.
5. The guest must be signed in to a specific room (one guest per resident).
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.

Overnight Guests

1. Before overnight guests are brought into the residence hall, the host student must obtain a guest permit from the Housing Office before 4 p.m. on the day of the visit and should notify the Residence Hall Supervisor prior to 7 p.m.
2. The host student is at all times responsible for the guest’s conduct, and any room damages that may occur will be charged to the host. Guests must keep their permits with them at all times.
3. If the guest eats in the college cafeteria, the guest must pay for his/her own meal.
4. Only three overnight guests per semester will be allowed, i.e. one guest per room per night.
5. An individual guest will be allowed only three visits per semester. Passes will not be issued for weekends (Friday, Saturday, Sunday) or for consecutive nights.
6. No overnight guest under 18 years of age is permitted.
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.
   - 1st gig will result in a $10 fine.
   - 2nd gig will result in a $25 fine.
   - 3rd gig will result in disciplinary action which may result in relocation, dismissal from the residence hall, and/or additional fines.

2. 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, and 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.
      - Smoking is prohibited in all residence halls.

3. 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.

4. Babysitting is not permitted.
5. 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.

6. 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 is prohibited in residence halls without written permission of the Vice President for Student Affairs.
   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.

7. 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.
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.

General Policies and Regulations

Pistols, Firearms, or Other Weapons on College Premises

The Board of Trustees of Northwest Mississippi Community College 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, and further creates an unreasonable and unwarranted risk of damage to properties of the College, 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.

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 and activities can work and study together in an atmosphere free of all forms of sexual harassment. 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 creating an intimidating, hostile, offensive, or demeaning educational environment.

Emergencies

Any accident, sickness, or other emergency situation in the residence hall should be reported to the Residence Hall Supervisor or Campus Police.
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 Vice President for Student Affairs is designated as the Sexual Harassment Contact Person (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 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.

Dan Smith is the Vice President for Student Affairs. His office is in the lower level of the McCormick Administration Building, and he may be reached by phone at (662) 562-3305. He may be reached by electronic mail at dsmith@northwestms.edu.

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 of Student Conduct. The Code of Student Conduct and all applicable procedures are listed in this Student Guide.

**Sexual Assault**

**Preventing Sexual Assault**

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.

Northwest views any form of sexual assault (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. 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.

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.

Reporting Sexual Assault and Receiving Assistance

The Campus Police Office is the principal office designated to receive reports of sexual assault. 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 sexual assault should refer the matter to the Campus Police or the Director of Campus Life and Housing. The person receiving the report will discuss options and resources with the person reporting the sexual assault.

Procedures for Reporting a Sexual Offense

1. Go to a safe place as soon as possible.
2. Try to preserve all physical evidence. If you are reporting a sexual assault 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 during a physical examination. Campus Police are available to transport sexual assault victims to a local hospital where a rape examination 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 at 562-3314. Victims are encouraged to bring a friend for support.

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 will be summoned to begin an 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
tells what happened before and after the incident. Generally, the police work to safeguard the identity of the victim.

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. 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 or changing the victim's academic schedule if requested.

Adjudicating Charges of Sexual Assault

In responding to reports of sexual assault, the College seeks to provide redress for the victim, to provide due process for the accused, and to protect the campus community from the threat of such incidents.

A charge of sexual assault against a student will be handled by the Office of Campus Life and Housing using the college disciplinary process described in this Student Guide. The Vice President for Student Affairs has the authority to suspend a student accused of sexual assault, pending a hearing. Upon completion of any necessary investigation, the Director of Campus Life and Housing will formally notify the accused student of any alleged violations of college policies and set a hearing date.

Both a person filing a complaint and a person accused of a violation of the policy on sexual assault have certain rights throughout the hearing process. The rights of an accused student are listed in other sections of this Student Guide.

The person filing the complaint has the right to be present whenever the accused is present at the hearing; has the right to be accompanied by an adviser, family member, or other supporter; has the right to be informed of a finding of responsibility in a timely fashion; has the right to be notified of any sanction imposed; has the right to be notified of any appeals filed by the accused student; and has the right to be notified at the same time as the accused of the result of any appeals.

Sanctions

A student found responsible of sexual assault would normally be suspended or expelled from the institution. A complete list of sanctions that could be assigned is listed on page 33 of this Student Guide.

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 at the Mississippi Department of Public Safety website at http://state.sor.dps.ms.gov (sex offender registry).

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 in-
formation 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 Affairs 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 registered 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 Affairs and/or Director of Campus Police will keep family apprised of the status of the investigation.

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 in-
clude 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, gluthemide, Valium and others); stimulants (including cocaine, amphetamine/methamphetamine, methylphenidate and others); cannabis (including marijuana, tetrahydrocannabinol, 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 Affairs. 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 Affairs 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 Affairs 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 Affairs 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.

Cheating and Plagiarism

Students involved in cheating or plagiarism may be reported to a five-member Ad Hoc Committee on Cheating and Plagiarism. The chairman of this committee will be the Academic or Career-Technical Dean as determined by the student’s major. Other committee members will be the division director/chairman of the department in which the alleged dishonesty occurred, the student’s faculty adviser, and two Student Government representatives. This committee will review the alleged act and may assign sanctions ranging from imposing a failing grade in the course to withdrawal from the College. The decision of the committee is final.

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 Affairs 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 endan-
gers the mental or physical health or safety of a
student for the purpose of affiliating with, holding
office in, or maintaining membership in any or-
ganization which includes students.

**Gang Related Activity**

Northwest Mississippi Community College rec-
ognizes the need for rules and regulations that cre-
ate a safe and healthy environment conducive to
teaching and learning. As such, the College rec-
ognizes 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 for-
mal, having as one of its primary activities the
commission of criminal acts and having a com-
mon name or common identifying signs, colors,
and/or symbols.”

The College prohibits the following gang-re-
lated activities at the College or at College-re-
lated 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 activi-
ties 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 deter-
mining 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 or guests visiting resident students
during authorized visiting hours may not
park at the residence halls. Residence hall
parking spaces are reserved for students of
that residence hall only.
5. Students may not loiter or engage in athletic
or social activities on campus after 10 p.m.
unless sanctioned by the Office of Student
Affairs.

**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 Affairs 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 Director of Campus Life and Housing, 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.

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 computers, personal computers, 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 computers 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, the Director of Campus Life and Housing, 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.
• Users may not deliberately perform an act which will seriously impair the operation of computers, terminals, peripherals, 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.
• 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, 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 computer 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. Open Computer Labs in the McLendon Center may be reserved through the Help Desk. Like all other Northwest facilities, private use must be approved in advance.

- 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 on the Senatobia campus, inside the open computer lab on the second floor. 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 the Northwest web page through the Student Web Portal using their nine-digit student ID and the password assigned to them for access to the College’s network and e-mail.

Network Access
Students are assigned a username and password for the Northwest network to be used for the semester in which they are enrolled. Each student’s username information and password is printed on his promissory note, which is received at registration when completing his financial obligation. If login information is misplaced, it may be obtained by contacting one of the employees in the Information Center or Library on the DeSoto Center campus or employees in the Library or Security Office at the Oxford campus. Students on the Senatobia campus may go to the Help Desk in the McLendon Center Computer Lab. Students must have their student or photo ID in order to get their information. Help Desk personnel are not allowed to give login information over the telephone. A student’s username is their first initial, last name, and the last four digits of their nine-digit student ID. 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 icon on the Northwest website using the username and password assigned for access to the Northwest network. Student e-mail accounts 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 through the H-Drive link. Storage space is deleted at the end of each semester. Students are encouraged to backup any files they would like to save to another type of media before the end of the semester.

Internet Access
All residence halls are wired for Internet connectivity through the LAN (Local Area Network) as well as wireless. Northwest uses a scanning appliance to grant access to the student network. This appliance, Mirage, verifies the presence of Java, an updated virus scan, and an enabled firewall on PCs and Macs.

To connect to the LAN using the network jack in the room, an Ethernet cable is required. Cables can be purchased in the Bookstore on the Senatobia campus, or at an office supply or electronics store.

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 11 of this Student Guide for lab hours.

Internet chat and messaging programs are not allowed on any Northwest classroom or lab computer. Users are not allowed to install/delete any programs or change any desktop settings on these computers.

Internet Access—Wireless
There is wireless Internet available on most of the college's three locations at Senatobia, Southaven, and Oxford. Northwest uses a scanning appliance to grant access to the wireless network. This appliance, Mirage, verifies the presence of Java, an updated virus scan, and enabled firewall on PCs and Macs. The connection is called NWCC_guest.

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.

Blackboard for On-Campus Classes
Through any Internet connection using any web browser, students can at their convenience access materials for courses taught on a Northwest campus. Through the Northwest website, students enrolled in on-campus classes that utilize Blackboard may login to the Northwest Blackboard server using the same username and password assigned for utilizing the Northwest network. Students are encouraged to contact their instructors for the necessary enrollment access codes needed.
to gain access to specific course sites on the Northwest Blackboard system.

**Blackboard for Virtual Community College**

This courseware is used by all students enrolled in the Mississippi Virtual Community College. Through the Northwest website, students enrolled in online courses may login to the MSVCC Blackboard server using their username for the Northwest network as both the username and password. A Blackboard tutorial can be found on the Northwest Virtual College website at www.northwestms.edu/elearning/orientation.html.

**Learning Resources Code of Conduct**

NWCC Learning Resources Centers are committed to providing an educational environment that is conducive to learning for all. Students play a critical role in creating this environment.

Respect the rights of others while using library resources. The library is a place for quiet study and research. Any behavior that disrupts other people is not appropriate.

A quiet policy is in place throughout all the library buildings of Northwest. The purpose is to provide suitable environments for individual or group study, research, and public service activities. Cooperation with this policy acknowledges and supports the need for a quiet place on campus. Set cell phones to vibrate while in the library. Answer calls outside the library or while walking out. Also, turn headphones down so that others will not hear the music. A certain amount of noise is expected at all service desks where library staff often interacts with students. Otherwise, both staff and library users are expected to minimize noise by keeping conversations quiet.

Students must present a current student ID to use computers or check out material.

Students who access social media/gaming 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 may be referred for disciplinary action.

No food or drink is allowed in the library.

The library staff rights include the right to ask students to conform to the above guidelines, to request a student’s ID card to ask a student 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 cu-
Cumulative GPA (grade point average) as calculated by the Registrar’s Office as shown below:

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

**TOTAL HOURS:** All students must complete the educational program (major) within 150% of the published length (according to the Northwest Bulletin). For example, a major or program requiring 64 hours for a degree allows a maximum of 96 attempted hours (64 hours x 150% = 96). 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:

<table>
<thead>
<tr>
<th>After Attempting This Many Hours</th>
<th>Percentage of Hours Attempted That Must Be Passed</th>
<th>At Least This Many Hours Must Be Passed</th>
<th>Minimum GPA Must Be At Least</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>50%</td>
<td>3</td>
<td>1.50</td>
</tr>
<tr>
<td>12</td>
<td>50%</td>
<td>6</td>
<td>1.50</td>
</tr>
<tr>
<td>21</td>
<td>67%</td>
<td>14</td>
<td>2.00</td>
</tr>
<tr>
<td>48</td>
<td>67%</td>
<td>33</td>
<td>2.00</td>
</tr>
<tr>
<td>84</td>
<td>67%</td>
<td>57</td>
<td>2.00</td>
</tr>
<tr>
<td>96</td>
<td>67%</td>
<td>64</td>
<td>2.00</td>
</tr>
<tr>
<td>97 or more</td>
<td>generally not eligible</td>
<td>generally not eligible</td>
<td>generally not eligible</td>
</tr>
</tbody>
</table>
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 34 of this 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).

WITHDRAWALS: Withdrawals (W grade) for classes attempted at Northwest will count as hours attempted.

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 Fall 2011 term, student SAP will be checked at the end of each term (fall, spring, summer 1, and summer 2).

NOTIFICATION OF INELIGIBILITY: Attempts to notify all students by mail to the address currently on file in the Registrar’s Office will serve as official notification of Financial Aid Warning or Suspension.

FINANCIAL AID WARNING: Students not meeting SAP due to not passing the percentage of hours attempted or earning the minimum GPA requirements at the end of the semester will be placed on Financial Aid Warning for the next semester. Students on Financial Aid Warning may continue to receive Federal Student Aid for one more semester. If the student does not meet SAP at the end of the next semester, the student will be placed on Financial Aid Suspension and is no longer eligible for Federal Student Aid.

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 semester. At the end of the 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 require-
ments (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 Director.

Appeals will be considered on their own merit. Appeals may be denied. Students will be notified by regular mail. Appeals will generally be reviewed within 45 days after they have been received. Appeals received after the appeal deadlines for each semester will generally be effective for the subsequent term. See the appeal form for the deadlines.

How to file an appeal:
Submit your appeal on the “Satisfactory Academic Progress Appeal” form which is available in the Northwest Financial Aid Office on each campus or at www.northwestms.edu under Future Students, Financial Aid, and 2012-2013 Forms.

You must explain the reason why you failed to maintain SAP and explain what has changed in your situation that will allow you to demonstrate that you can make SAP at the end of the next term, if your appeal is approved. Attach any additional documentation such as accident reports, physician’s statements, third party affidavits, etc. you may have.

Appeals and other documentation may be delivered in person, by mail or by fax to the Northwest Financial Aid Office in Senatobia. Include your social security number and your complete name on your appeal. Mail or fax documents to:
Northwest Mississippi Community College
ATTN: Financial Aid Office
P.O. Box 7019
Senatobia, MS 38668
Fax Number: 662-562-3915

You will be notified in writing of the decision. This could take several days.

Refund Policy
1. Fall/Spring (Day or Night) – General Fees, Tuition, and Room
The refund policy on these items is as follows:
a. 100% refund if official withdrawal is made during the week of regular registration.
b. 75% refund if official withdrawal is made during the first week after regular registration.
c. 50% refund if official withdrawal is made during the second week after regular registration.
d. 25% refund if official withdrawal is made during the third week after regular registration.
NO REFUND WILL BE MADE AFTER THE END OF THE THIRD WEEK AFTER REGULAR REGISTRATION.
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 – General Fees – The refund policy on these items is as follows:
a. 100% refund if official withdrawal is made on the day of regular registration.
b. 75% refund if official withdrawal is made on the first day after regular registration.
c. 50% refund if official withdrawal is made on the second day after regular registration.
d. 25% refund if official withdrawal is made on the third day after regular registration.
NO REFUND WILL BE MADE AFTER THE END OF THE THIRD DAY AFTER REGULAR REGISTRATION.

3. 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.

4. Institutional Scholarships will be awarded based on need after the student has attended Northwest for a minimum of six weeks in relation to each payment period. Need should be defined as a student’s direct cost (room, board, general fees, and tuition) to attend Northwest. Any student who officially or unofficially withdraws prior to the six week requirement shall not receive a scholarship. Each student shall also be required to maintain satisfactory academic progress toward a desired educational goal.

5. Special Expenses – Other than required deposits, these expenses are not refundable.

6. 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. Financial Aid
  4. Librarian
  5. Faculty Adviser
  6. Registrar
  7. Business 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.

7. 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.

8. 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—Cell phone use in the classroom while class is in session is strictly prohibited. This includes texting, Internet browsing, and taking photos.

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**

In order to promote a safe and healthy environment for students, faculty, staff and visitors, Northwest Mississippi Community College is tobacco-free. The use of tobacco and smoking products is not permitted on any College-owned property, which includes but is not limited to College-owned or leased buildings, grounds, parking areas, recreational and athletic facilities and College-owned vehicles. This policy applies to faculty, staff, students and visitors.

**Gambling**

Gambling is prohibited.

**Dress Code**

No manner of dress will be allowed which disrupts the normal educational process. In order to prepare students for the work world, 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 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.

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 Director of Campus Life and Housing at the Senatobia campus, or the Center Dean if attending a center.

**Campus Police and Automobile 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.

**Campus Safety Statement**

The safety and security of students, faculty, and staff is very important to Northwest Mississippi Community College. A copy of “Preventing Campus Crime,” published annually by the Campus Police Department, details Northwest policies and procedures regarding campus safety. A copy of the
brochure, which contains the annual crime statistics report, is available upon request from the Campus Police Office (662-562-3314) in printed form and online at www.northwestms.edu/police-andpublicsafety/policehome.html. “Preventing Campus Crime” 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 of state-supported community/junior colleges are subject to the minimum standards established by the Board on Law Enforcement Officer Standards and Training.

SOURCES: Codes, 1942, Sec. 6706; Laws, 1972, ch. 311, Sec. 1; 1994, ch. 644, Sec. 1, eff from and after July 1, 1994.

**Vehicle Services**

The following services are available to all students while located on school property (after a release of liability form has been signed). These 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**

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 affixed to the left rear window or bumper of the vehicle in a manner in which removal of a decal would destroy the decal.
3. There is no cost for the decal of the first vehicle registered. 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.
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. If an automobile without a decal must be driven on campus for a short period of time a temporary decal may be purchased at the Campus Police Office. The decal costs $1 and is valid for five school days.
20. Music volume must be adjusted so that it can only be heard by the occupants of the vehicle.
21. 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.
22. 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.

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.

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 on the campus parking map 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—purple
   b. Female residence hall students—blue
   c. Commuting students—green
   d. Faculty and staff—red

3. 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.

4. Commuting students must park only in their designated parking areas. Commuter students are not permitted to park at residence halls for any reason. Dorm students are only permitted to park at their dorms. Having a purple decal (male residence hall) does not entitle a student to park in any male residence parking lot, other than the dorm 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 dorm 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.

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

6. Vehciles are not to be parked where curbing is painted yellow, on sidewalks, across parking lanes, 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.

7. 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.

8. 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.

9. 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.

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
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 preserves 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.

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 student found responsible for violating Sections 106, 107, or 110 of the Student Code of Conduct automatically terminates their right to filing an appeal for a citation connected to that incident. Ticket appeals will be forwarded first 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.

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

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.
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
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 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.

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, 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 website: www.northwestms.edu.
5. Notification will be placed on the Northwest Rangers Facebook page: www.facebook.com/northwestms.
6. Employees are notified through the Ranger Alert System.

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, and on the phone recording.
NOTES
# Table of Contents

- Welcome from the President .............................................. 1
- Mission of the College .................................................... 1
- Students’ Rights & Responsibilities ................................... 2
  - Student Rights
  - Student Responsibilities
  - FERPA
  - Complaint & Grievance Procedures
- College Calendar of Events ............................................. 4
- Services for Students .......................................................... 10
- Scheduling .................................................................. 14
- Student Government ......................................................... 16
- Student Activities ............................................................... 17
  - Contests & Nominations
  - Yearbook Features & Contests
  - Academic & Leadership Honors
- Student Organizations ......................................................... 19
- Student Organization Regulations .................................... 23
- Statement of Conduct & Philosophy ................................ 25
- Purpose of Code of Student Conduct ............................. 25
- Definitions of Terms Used in
  - Code of Student Conduct .............................................. 26
  - Code of Student Conduct ............................................. 27
  - Student Conduct Procedures ......................................... 29
- Residence Hall Policies ......................................................... 35
- General Policies & Regulations ................................................. 44
  - Pistols, Firearms or Other Weapons on College Premises
  - Sexual Harassment
  - Sexual Assault
  - Campus Sex Crimes Prevention Act
  - Missing Persons Policy
  - Drug-Free School Policy
  - Public Intoxication
  - Cheating & Plagiarism
  - Endangerment Policy
  - Hazing
  - Gang Related Activity
  - Curfew & Guest Policy
  - Search & Seizure
  - Acceptable Use Policy for Computing
  - Student Computing
  - Learning Resources Code of Conduct
  - Financial Aid Satisfactory Academic Progress Policy
  - Refund Policy
  - Identification Policy
  - Intellectual Property Rights Policy
  - Classroom Etiquette
  - Tobacco Policy
  - Gambling
  - Dress Code
  - Medical Emergencies
  - Campus Police & Automobile Regulations .......................... 63
    - Campus Safety Statement
    - Authority of Campus Police
    - Vehicle Services
    - General Regulations
    - Parking Regulations—Senatobia
    - Parking Regulations—DeSoto Center/Lafayette-Yalobusha Technical Center
    - Lafayette-Yalobusha Technical Center
    - Parking Regulations
    - Penalties
    - Procedure for Paying Tickets
    - Appeals
  - Right of Amendment .............................................................. 67
  - Emergency Procedures ...................................................... 68
- Campus Map .................................................................inside back cover
- Numbers to Know .............................................................back cover

---

### Senatobia Campus Map

- **Residences**
  - President’s Home
  - Baptist Student Union

- **Academic Buildings**
  - Lafayette Humanities
  - Tunica (Business)
  - Division of Nursing
  - Art
  - Fine Arts Complex
    - Auditorium
    - Band Hall
    - Music Wing
  - Physical Science
  - Calhoun (Education)
  - McGhee (Social Science)

- **Career-Technical Buildings**
  - Berry
  - Technical Education #1
  - Technical Education #2
  - Technical Education #3
  - Marilyn R. Spears Building (ECET)
  - A.P. Fatherree (agriculture)
  - Ag Tech Facility

- **Athletic Facilities**
  - Howard Coliseum
  - Ranger Stadium
  - Ranger Field
  - Ranger Outdoor Complex (ROC)
  - Women’s Softball Field
  - Soccer Field
  - Intramural Field
  - Football Practice Field

- **Support Facilities**
  - Yalobusha Hall
  - James P. McCormick Administration
  - R.C. Pugh Library
  - McLendon Center (Union)
  - WIN Job Center
  - Haraway Cafeteria & Conference Center
  - Workforce Development Center

- **Service Buildings**
  - Surplus Property Storage
  - Housekeeping
  - Physical Plant
  - Transportation

- **Residences**
  - Benton Hall
    - Building “A” 11-18
    - Building “B” 19-26
    - Building “C” 27-34
  - Bobo Hall
  - DeSoto Hall
    - North 101-104
    - East 205-208
    - South 309-312
    - West 413-416
  - Gainey Hall
  - Marshall Hall
    - Building “A”
    - Building “B”
    - Building “C”
    - Building “D”
  - Panola Hall
  - Quitman Hall
    - Building “A” 1-12
    - Building “B” 13-20
    - Building “C” 21-28
  - Tallahatchie Hall
  - Tate Hall
  - Taylor Hall
  - Lafayette Hall
    - Building “A”
    - Building “B”
    - Building “C”
    - Building “D”
  - Kimball Hall
  - Peet Hall
  - Kirk Hall
  - Davis Hall
  - Frazier Hall
  - Jordan Hall
  - Copeland Hall
  - Wilmot Hall
  - Thompson Hall
  - Jordan-Price Hall
  - Bracy Hall
  - West Hall
  - Tompkins-Price Hall
  - DeSoto Hall
  - Turner Hall

---

### Campus Police & Automobile Regulations

- **Penalties**
  - Procedure for Paying Tickets
  - Appeals

---

### Right of Amendment

---

### Emergency Procedures