

2021-2022

North Hall Handbook



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Mission of NMC

Northwestern Michigan College provides lifelong learning opportunities to our communities.
(NMC Board Policy C-100.00)

Vision of NMC

NMC will be the resource of choice for higher education, lifelong learning and cultural experiences. NMC will be an essential contributor to quality of life and a vibrant economy. We will demonstrate collaborative and inventive approaches to education and training for liberal studies, careers, interests and emerging learner markets.

(NMC Board Policy C-101.00)

Value Statement of NMC

Our individual and collective efforts create the legacy of NMC. In order to achieve our mission, we are individually committed and responsible to live these values:

- **Learning** is at the center of all we strive to achieve. It is the foundation upon which an enlightened citizenry and a dynamic community are built and is a lifelong process in which we are all engaged.
- We will continuously improve the learning experience and its global relevance to those we serve through **innovation, agility and thoughtful risk-taking**.
- Our actions are governed by the highest degree of **ethics, integrity and personal responsibility**, exhibited through **transparency, openness and trust**.
- We each will practice **responsible stewardship** for the human, physical, financial and environmental resources entrusted to our care.
- Each of us will strive to **exceed expectations** for quality and service in all that we do.
- We **value all people** and will invest in their personal and professional growth and development.
- We will **exhibit foresight** by monitoring the changing world around us and taking actions today that prepare us to meet future needs of our communities.
- We will **seek others** who share our vision and values, and **collaborate** with them on behalf of our communities.

(NMC Board Policy C-102.00)

Welcome

The Office of Residence Life welcomes you to North Hall and the community within. Please take a moment to familiarize yourself with the material printed in this handbook and NMC Student Rights and Responsibilities policy as it relates to your stay in North Hall and enrollment at Northwestern Michigan College. You are responsible for all the information contained in this handbook, please read it carefully and if you have any questions do not hesitate to contact the Office of Residence Life at 231-995-1400 or email us at: nmchousing@nmc.edu.

The mission of the Office of Residence Life is to ensure that residential students are engaged within their community through programs and activities that will help them develop academically, socially, and professionally.

The Office of Residence Life strives to create an environment wherein students ACHIEVE their personal and professional goals while residing in a residential facility that is conducive to the educational process at NMC. The ACHIEVE model is our programming model that the Office of Residence Life uses in order to create our programs.

If changes are made to this handbook, you will be notified via your NMC email address. **It is the responsibility of the residential student in North Hall to check their email on a frequent basis to be informed of policy changes, activities, events occurring on campus, or other important information.**

Abandoned Property

If a student moves out during the semester and leaves their property within their suite, it will become abandoned property. The property will be donated after 30 days of abandonment. Any items left at the end of the spring semester will be donated immediately. The Office of Residence Life does not provide room to store personal property.

Access Card

When residents of North Hall move into the building, they are issued a student ID with a sticker on it to indicate that they live in North Hall through NMC Security. This provides access into North Hall, into the cardholder's designated suite, and to the Fitness Center when it is closed for the public. If the student chooses to have a meal plan, the North Hall ID will act as a meal card which can be used at the various dining outlets on campus.

Your student ID should never be given to another student or guest, regardless of the situation. The individual listed on the student ID is responsible for any damages that occurs as a result of allowing someone to use their issued ID. **Please be sure to keep your student ID on your person at all times; if an NMC College official requests you to present your ID, you must do so or violations as noted in the NMC's Student Rights and Responsibilities will be enforced.**

See also section on Lost Access Cards.

Alcohol Policy

North Hall is an alcohol-free building with the exception of the first floor (Suites 120-129). Rooms located on this floor are allowed to possess alcohol in their respective unit in adherence with the following rules, regulations, and a signed alcohol permit in place, which will be distributed by the **Office of Residence Life**.

Residents who are over the age of 21 and/or under and do not reside in suites 120-129 must adhere to the following rules and expectations:

- Not allowed to host or possess any alcohol containers, paraphernalia, decorations or posters.
- Furnish alcohol to any person(s) regardless of the person's age in the residential facility.
- Be under the influence of alcohol while in the residential unit.

Alcohol parties such as "keggers" or any pooled alcohol are strictly prohibited. The use of alcoholic beverages is not permitted anywhere in North Hall, with the exception of the allowed suites. Irresponsible behavior while under the influence of alcohol may result in disciplinary action or legal proceedings. NMC reserves the right to confiscate any alcoholic beverages or containers improperly or illegally used.

Residents of suites 120-129 and their guests who are 21 years of age or older are permitted to possess and consume alcohol responsibly in their residential unit. Underage residents and guests are restricted from consuming alcohol. **UNDERAGE GUESTS ARE NOT TO BE PRESENT WHEN ALCOHOL IS BEING CONSUMED.** If a person under the age of 21 is found to have consumed alcohol, the Traverse City Police Department will be contacted. Anyone serving alcohol to a person under the age of 21 may be charged with contributing to the delinquency of a minor.

Please note the following rules and regulations in regards to providing alcohol to persons under the age of 21 per the state of Michigan: **This list is not exhaustive please make sure to familiarize yourself with Michigan laws in reference to alcohol consumption and possession.**

- Furnishing to minors and causing minor's death. **(MCL 436.1701(2))**
- Open House Party (Grand Traverse County). **(ORD 608.01)**
- Selling or furnishing alcohol to minors. **(MCL 436.1701(1))**

Amenities

All North Hall suites are furnished with the following: stove, refrigerator, microwave, wireless internet access, digital cable, centralized heating and cooling, and individualized data ports in living and bedrooms. All bedrooms in North Hall are equipped with a bed, chair, desk, stackable drawers and movable wardrobe unit. The kitchen has the following: sink, stove, barstools, and a refrigerator. The living room area has the following items provided: couch, chair, coffee table, and television stand.

Removing furniture from the room or suite is prohibited. If furniture is not returned to its original location, the individuals responsible will be charged \$50.00 per person per item if the custodial/grounds staff have to remove the item(s) to its original location.

Please make sure to complete and turn in your Room Inventory form to your Resident Assistant or the North Hall Manager.

Amnesty policy

The Office of Residence Life cares about the well-being of students residing in the facility and encourage individuals to voluntarily seek medical attention for themselves or others in time of crisis due to alcohol or drug consumption. Amnesty will be granted if person(s) voluntarily seek assistance for the following situations, please note the list is not exhaustive:

- Impairment due to alcohol or drug consumption (overdose or alcohol poisoning)
- Incident involving sex based assault, harassment or violence
- Any violation of federal, state or local law

Please note that if an emergency is life-threatening please call 911 and provide as much information as possible.

1. Notify the dispatcher of your exact location and follow instructions.
2. **DO NOT HANG UP UNTIL DISPATCHER INSTRUCT YOU TO DO SO.**
3. After the emergency unit has been dispatched, do not leave the person in need unattended.

Assault

Assault as defined in Merriam-Webster dictionary is a violent, physical, or verbal attack. Anyone that physically attacks or verbally threatens another student, resident, guest, visitor or college official of NMC is in violation of the Student Rights and Responsibilities policy **(Staff Policy D-602.01(c)(ii)(2))**. If an assault occurs between another student, resident, guest, visitor or college official, Traverse City Police Department (TCPD) will be contacted and college sanctions may be imposed.

Assignment Policy

The Office of Residence Life does its best to accommodate the requests and needs of individuals choosing to reside in the facility. If a person(s) does not indicate roommate(s) preference, the placement of individual(s) will be determined based on the housing questionnaire that the prospective resident submitted with their housing application.

Room changes are allowed after the 3rd week of the semester and **by approval of the Office of Residence Life.**

Bikes

Bicycles are a popular way of getting around Traverse City. If you choose to bring a bicycle to campus, chain your bicycle to the bike racks provided by the college. Do not chain them to stairwells, trees, corridors, signposts, or hand railings. Doing so may result in removal.

Campus Parking

All students, faculty, and staff of Northwestern Michigan College are required to have and display a valid parking permit if they park in the college lots on main campus during the fall and spring semesters. All academic students, and faculty and staff are eligible to receive one parking decal at **no cost.**

Decals must be in the vehicle and affixed to the lower inside front windshield on the driver's side.

Decals are not required for motorcycles.

Where to obtain permits

**Students: Student Enrollment Services Office (Tanis Building, Main NMC Campus),
Office of Residence Life (East Hall, Main NMC Campus), Front Desk (North Hall, Main
NMC Campus)**

HANDICAP PARKING

NMC provides a number of spaces for handicapped parking. Handicap parking permits are issued by the Michigan Secretary of State's office. NMC does not issue handicap parking permits.

Temporary permits

Temporary permits for guests and emergencies are also available in the Student Enrollment Services' Office and the Office of Residence Life. There is no charge for temporary permits.

Where to Park

Vehicles must be parked in designated areas only.

The following lots are restricted as indicated (NMC Main Campus):

- **Pine Lot** — Reserved for apartment residents
- **Aspen Lot** — Gated area reserved for Museum guests

- **Dogwood / Elm Lot** — Overnight parking allowed

All motor vehicles parked on Northwestern Michigan College properties must be currently registered by the state of origin and in operable condition. Boats, snowmobiles, trailers, campers, etc. cannot be stored or parked in parking areas.

Metered Zones

Metered visitor parking spaces are for visitors only. Vehicles with college parking permits will be ticketed or towed. Vehicles shall not be in a metered zone for a period of time longer than designated on said parking meter and only upon the deposit of a coin of the denomination designated on the meter.

Tickets & Enforcement

Parking on NMC's Main Campus is enforced by the City of Traverse City and Northwestern Michigan College's Campus Security Department.

NMC cannot void or adjust any tickets issued by the City of Traverse City. Questions and comments about parking tickets and enforcement should be directed to the City of Traverse City Parking Administrator at (231) 922-0241.

Notice

Northwestern Michigan College assumes no liability for loss or damage to vehicles or contents on NMC properties.

Questions or comments about NMC's Parking policies should be directed to the Campus Safety Office located at the NMC Facilities Building: (231) 995-1111.

Cable in Room

All rooms in the residence hall receive basic cable television access (digital channels) at no additional charge. All rooms are wired for cable service. Premium channels are not available. Outdoor antennas, digital cable or satellite dishes may not be used. Cable cord is not provided.

Check-in and Check-out Process

Please check your NMC email for updates and information in reference to moving into North Hall. Flyers will be distributed and emailed to residents toward the end of the semester, detailing procedures as it relates to checking out of the facility. If you have any questions, contact the Office of Residence Life or your RA for further details.

Communication

The Office of Residence Life does all of its correspondence with students via the student's NMC email. It is the student's responsibility to check their NMC email on a regular basis to be informed of important information that is pertinent to their status at the college. If you have questions about logging into your NMC account, please contact the NMC Help Desk at (231) 995-3020.

Conduct Procedures

For information regarding NMC Student Rights and Responsibilities process, please go to the following website which provides information about NMC policies and procedures:

<https://www.nmc.edu/about/policies/board-staff/D-602.01.html>

Consolidation and Reassignment

Student room and board charges are based on current fiscal year rates for the type of room the student is assigned to; therefore, the Office of Residence Life reserves the right to reassign students who are without a roommate. In all cases, the final determination of room assignments rests with the Office of Residence Life. Roommate requests will be honored if mutually agreed upon by both parties and if space is available. The Office of Residence Life reserves the right to change room assignments.

Contract

The North Hall contract is for the entire 2021-2022 academic year, beginning the date of Fall move-in and ending 24 hours after the applicant's spring semester's last final exam or the designated end date to leave the residential facility. The housing contract is non-transferrable, which means that once an individual signs a North Hall contract, it is legally binding and cannot be transferred to another individual. Prior to moving into North Hall, the prospective resident must submit a \$250.00 housing deposit with their housing contract. **The required deposit of \$250.00 will NOT be refunded after (10) business days of completing the Housing Contract.**

If a resident owes a large amount of money to the college, the resident may be asked to move out of North Hall. They will be responsible for any damages and charges associated with their stay in the facility. No resident will be allowed to move into North Hall until all financial obligations to the college has been satisfied. If you have any questions about your financial obligations to the NMC, please contact Student Enrollment Services at 231-955-1035.

NMC reserves the right to terminate a resident's housing contract if violations of the college's published policies have occurred and it is determined in to be in the best interest of the student and the college that the contract be terminated. Please note that a resident's contract can be terminated for the following reasons:

- Academic suspension
- Administrative removal/suspension
- Conduct removal
- Non-payment

If a resident is looking to break their contract earlier than expected, they are to provide reasoning and any appropriate documentation to the Office of Residence Life. A committee will meet to determine whether or not a contract is eligible to be broken.

Please note that by submitting this contract, you are committing to NMC Housing for the entire 2021/2022 academic year or be subject to a \$1,782.00 penalty if you move out anytime during the year and remain enrolled in NMC classes.

Courtesy Hours

All times outside of Quiet Hours are designated Courtesy Hours. During Courtesy Hours, please keep noise at a level sensitive to other residents' needs. Residents are encouraged to personally approach any resident who may be disturbing them with their noise level.

Custodial Services

NMC Custodial Services will clean all public areas in North Hall on a routine basis. It is the responsibility of the user of the public area to clean up any messes made during use. If continual abuse of public area occurs, all members assigned to the building will be given a community fine to cover the cost for the cleaning of the public area. NMC Custodial Services cannot be contracted to clean your individualized residential unit. It is the responsibility of the occupants of the assigned units to keep their unit in a presentable manner as stated by the Office of Residence Life.

Damage to Unit

If any damage occurs to the property assigned to the residential unit, all parties responsible will be equally charged for the damage. If the Office of Residence Life is unable to determine who is responsible for the damage, then all persons assigned to the unit will be held financially responsible for the repair or replacement of the damaged item(s).

Decorating of Your Room/Unit

Residents may not make alterations, installations, or repairs to the premises, or to the furnishings or appliances within the residential unit.

Please see PROHIBITED ITEMS

Desk Hours and Operation

The North Hall Service Desk is open 7 days a week/24 hours a day, with exception to college breaks. During college breaks, our desk will still be open, however, it will operate in a limited capacity. This is where residents can pick up packages and mail. North Hall residents must show their ID whenever they enter the building and register their guests at this location.

Displacing or Removal of College Owned Furniture

A student may not move college-owned furniture from its designated area to another area outside of the assigned unit. College-owned furniture may not be removed from NMC premises. Common space furniture located in the lobby and lounges are not to be moved to a residential unit.

Drug Policy

The manufacture, use, sale, and scent of drugs are prohibited in North Hall and adjacent areas; including the athletic fields and parking lots. Imitation marijuana, drug paraphernalia, and similar substances are also prohibited. These items will be confiscated by the Residence Life staff when found and turned over to the Traverse City Police Department.

If a local, state, federal law has been violated, then the appropriate law enforcement agency will be notified. Similar guidelines apply for all campus buildings and grounds. An offense, which includes being present in a room where a prohibited substance is being used but not using or consuming it, will result in a meeting with the Associate Dean of Campus and Residence Life and sanctions may apply. Failure to comply with any assigned sanction(s) could result in additional sanctioning or removal from North Hall.

If a student is removed from North Hall for disciplinary purposes, the student will be restricted from all NMC residential facilities, in addition to still being responsible for all housing, food and damage charges for the remainder of the academic year. The student will also forfeit their housing deposit.

Electrical Equipment

All appliances and lights used in the unit must be UL approved for indoor use. Space heaters, electric burners, air conditioners, and sun lamps cannot be used in the North Hall units due to safety reasons. Residents can use toasters, popcorn poppers, George Foreman grills and other small kitchen appliances in the kitchen area only; using these items in the bedroom and the living room area are prohibited. All residents are required to use power strips with surge protection when plugging in more than two items into an outlet. The college is not responsible for damage done to electrical equipment as a result of power failure or surges, which is why the college encourages students to use surge protectors for electronic equipment used in their rooms.

Emergency Phone Numbers – Call 911 during any life threatening situation.

- Campus Services/Campus Safety (24-hour dispatch). 231-883-9099
- Crime-in-Progress 911
- Fire 911
- Medical 911
- Police 911 or 231-922-4550

Important Local Numbers

Munson Hospital	231-935-5400
Women’s Resource Center	231-941-1210

Emergency Protocols

Please familiarize yourself with the emergency guidelines and evacuation maps posted in your residential unit and throughout the building. Below are the protocols to follow in relation to drills, fires, and extreme weather conditions in the area.

FIRES

When the fire alarm sounds, all students must take immediate steps to evacuate their suite. Follow the instructions of the Residence Life Staff, fire-fighting personnel and evacuation map located on backside of your front door in your room.

Keep the following things in mind in the event of a fire emergency:

1. Walk, don't run. Be careful on stairways.
2. Proceed directly to a place of safety (parking lot of North Hall). Do not attempt to salvage personal articles.
3. Close doors and windows when you leave. **If possible, wear shoes and a coat.**
4. Before opening a closed door, feel to see if it is hot. If the door is hot, attempt to find another exit route.
5. A towel or robe soaked in water can be helpful in combating smoke inhalation.
6. At all times, follow the instructions of authorized personnel to take charge at the scene of the emergency.
7. If you have any questions about these procedures, contact a member of the Office of Residence Life immediately.

TORNADO/HIGH WINDS

1. Walk, don't run.
2. Proceed directly to your hallway, closing your door behind you.
3. Move to the interior of your hallway, away from any windows and sit covering your head.
4. Do not leave until the all clear is given.
5. If you have any questions about these procedures, contact a member of the Office of Residence Life immediately.

The fire doors at the ends of the hallways are equipped with fire alarms and are locked 24 hours a day. These doors are for the security of the building and residents. Exiting through these doors is equivalent to sounding a false alarm. The sounding of a false fire alarm (which includes shouting "Fire" in the halls) or tampering with fire safety equipment is considered a misdemeanor in the State of Michigan. Doorways at the end of each hallway are fire doors and should not be propped open. Also, placing any objects (trash, boxes, bikes, etc.) in the stairwells constitutes a fire evacuation hazard. Any student found guilty or suspected of having been involved in such incidents will be sanctioned in accordance with Northwestern Michigan College's Student Rights and Responsibilities and reported to the proper civil authorities.

Evacuation and emergency procedures for each building will be discussed during your first week in the residence hall. These procedures are important for your own personal safety and that of other residents. Fire drills will occur on a regular basis. Failure to evacuate during the sounding of any alarm could result in a fine, community service hours, or removal from the residence hall.

Fire Equipment

Each suite in North Hall is equipped with smoke detectors and fire suppressant systems. Fire extinguishers are located in the hallways of North Hall. These units are for the safety of the occupants residing in the assigned apartment. Tampering with the fire equipment is a violation of NMC policies. **Do not tamper with the equipment at any time. If you see an issue with any of the fire equipment, please contact Campus Facilities at 231-995-1111 or Residential Life staff personnel immediately.**

Fitness Center

The NMC Fitness Center is available for use by students, staff, faculty and approved guests of the college. Any person choosing to use the fitness equipment must sign in at the fitness desk prior to using any equipment. For questions about the Fitness Center, please call 231-995-1379.

Flammable Items

Dangerous materials and chemicals such as gunpowder, laboratory chemicals, acid, fireworks, gasoline, lighter fluid and other combustibles are not permitted. Motorcycles and other fuel-driven engines may not be placed anywhere inside North Hall. Natural cut trees, branches, leaves, or greens, other than potted plants are prohibited in student rooms. Firearms, knives and other weapons are also not allowed, this includes paintball guns, air soft guns and pellets. **Items that look like weapons are not allowed.**

Garbage Disposal

All North Hall residents are to dispose of their personal trash and recyclable materials in the dumpsters located in the southeast corner outside of the North Hall building. Please make sure to properly tie your trash bags and double-bag if necessary. Students who improperly dispose of their trash in community spaces or leave the trash in the hallways will be sanctioned accordingly. This may include fines or housing probation, if it is deemed necessary. If you have any questions about trash or recyclable materials, please contact Campus Facilities at 231-995-1111.

Guest Policy

Residents of North Hall may have guests over at any time (please discuss appropriate visitation times with your suitemates prior to having guests over). Guests are allowed to spend the night Sunday through Monday, as long as they are over the age of 18 and checked in at the front desk. A guest is only allowed to spend 10 nights total in North Hall per semester. After they have spent their 10th night, they will not be allowed to spend another night and must be out of the building before overnights begin (1am). You are responsible for your guest at all times. Guests must be escorted by their resident at all times and cannot be left in a suite when the resident is not there. If a resident fails to follow these rules, there could be sanctions as follows the Student Rights and Responsibilities.

If you are planning on having a guest who is under the age of 18, you will need to fill out a Minor Waiver Form. These are located at the front desk and must be filled out at least 48 hours prior to the minor visiting, as it will need to be approved by the North Hall Manager.

Harassment and Intimidation

Physical and verbal harassment, including harassment based on race, gender, ethnicity, sexual orientation, disability, religious preference, etc. will not be tolerated. Victims of harassment and /or intimidation should report it to an Office of Residential Life staff member immediately.

For further information, please see the following link about NMC Student Rights and Responsibilities policy: <https://www.nmc.edu/about/policies/board-staff/D-602.01.html>

Holiday Periods and Breaks

North Hall will be open for students during the following breaks at no additional charge; Thanksgiving break, semester break, and spring break. If a resident is found to be in violation of NMC policies during the breaks, the resident will be asked to leave and return when the break is over. **(Please note that if a resident is planning to reside for only Fall semester, the resident must vacate at the end of fall semester.)**

Important On –Campus Phone Numbers

- | | |
|------------------------------------|--------------|
| • Campus Safety (24-hour dispatch) | 231-995-1111 |
| • Campus Safety Anonymous Tip Line | 231-995-1116 |
| • Office of Residence Life | 231-995-1400 |
| • Student Financial Services | 231-995-1035 |
| • North Hall RA on Duty number | 231-995-1404 |
| • North Hall Manager | 231-995-1408 |
| • Student Life | 231-995-1118 |
| • NMC Health Services | 231-995-1255 |
| • Technology Help Desk | 231-995-3020 |

Internet

North Hall is equipped with Ethernet ports in the living and bedrooms and has wireless routers throughout the building for internet access. All residents of North Hall are required to familiarize themselves with NMC's Computer Network Acceptable Use policy by going to the following link: <https://www.nmc.edu/about/policies/board-staff/D-506.06.html>

Failure to adhere to NMC's Computer Network Acceptable Use policy is a violation of the Student Rights and Responsibilities policy. **Personal wireless routers are not permitted in residential facilities, as they interfere with the wireless network.**

Laundry Facilities

Laundry facilities are for the use of North Hall residents and are located in the middle of the 2nd and 3rd floors. The washers and dryers are owned and maintained by WASH. Additionally, it is the responsibility of every resident who uses the laundry facilities to help maintain a safe and clean physical environment.

Each washer and dryer is activated by a laundry card. Laundry cards can be purchased at the card machine, which is located on the 2nd floor of North Hall. Each full wash cycle and dry cycle costs \$1.00 each. If a machine needs service or your card stops working, please call WASH directly at 800-521-9938. When calling WASH please give the building name, machine id and the problem that you are having with the laundry machine. Privately owned washers and dryers are not allowed in individual residential units.

Lockouts

If you are locked out, call the Resident Assistant on Duty number at 231-995-1404 or Campus Security at 231-883-9099. Residents are responsible for carrying their North Hall ID and may accrue a \$5.00 charge after the third and subsequent lock out request which will be deducted from your housing deposit.

Lost Access Card and Damages

The resident who lost their North Hall ID will be held financially responsible for the replacement of the lost ID. The cost to replace a North Hall ID is \$10.00. A new ID can be picked up at the Security Office located in West Hall.

Mail/Mail Service

Mail will be available for North Hall residents through a designated campus mailbox which is accessible 24/7. Please note that the NMC Shipping and Receiving department does not operate on the weekend and is closed on holidays. The North Hall mail service will be limited during NMC official holidays and breaks.

North Hall mailing address:

Name

North Hall Room XXX

1701 East Front Street

Traverse City, MI 49686

Maintenance

If you have a non-emergency work order, please go to the front desk of North Hall and have the desk worker submit a work order request to Facilities on your behalf. If you have an emergency maintenance issue (problem with water, heat, or electricity) after office hours, a Switchboard Operator or Campus Safety Officer will answer the 231- 995-1111 or 231-883-9099.

Move-in/Move-out Schedule

Please check your NMC email for information regarding housing check in and out procedures for the academic year. If you have any further questions, please contact the Office of Residence Life at 231-995-1400.

NMC Security

NMC Security is available 365 days, 24/7. NMC Security provides campus escorts to and from class and vehicle jumpstarts. To contact an NMC Security Officer please call 231-883-9099 or 231-995-1111. For further information about NMC Security, please go to the following website:
<https://www.nmc.edu/student-services/campus-safety/>

Noise Policy

Consideration with regard to noise is vital to maintaining the quality of your environment. Quiet hours are between 11:00 p.m. and 10:00 a.m., 7 days a week. **Courtesy hours are always in effect.** If you encounter a noise problem during quiet hours or courtesy hours, you have the right and responsibility to let the offenders know their activity is disruptive. If a disturbance persists, notify a Resident Assistant immediately. The college expects you to decrease the volume of any noise disturbing other residents when asked by either residents or staff. Whenever quiet hours are not in effect, courtesy hours are, which means that noise should be kept to a minimum level.

In addition, beginning with the Friday morning prior to finals week each academic semester, academic quiet hours are in effect 24 hours a day. Violation of this could result in your immediate removal from the hall until the conclusion of final exam week.

Non-Discrimination Policy

Northwestern Michigan College is committed to a policy of equal opportunity for all persons and does not unlawfully discriminate on the basis of race, color, national origin, religion, disability, genetic information, height, weight, marital status, or veteran status in employment, educational programs and activities and admissions. In addition, although not mandated by law, it is the policy of Northwestern Michigan College to prohibit discrimination in employment, educational programs and activities and admissions on the basis of sexual orientation, gender identity and gender expression.

This Policy of Non-Discrimination is designed to express the college's intent and commitment to comply with the requirements of state and federal non-discrimination laws.

This policy and all other policies and procedures of Northwestern Michigan College shall be interpreted and applied co-extensively with such laws. This policy shall not be interpreted as creating any legally enforceable rights, contractual or otherwise, that are greater than those existing under applicable non-discrimination laws. Nothing contained in this policy shall be construed as prohibiting the college from applying bona fide occupational qualifications.

Complaints or inquiries related to this policy shall be directed to the Title IX Coordinator, 1701 East Front Street, Traverse City, Michigan (231) 995-1144; Director of Human Resources, 1701 East Front Street, Traverse City, Michigan (231) 995-1026; and the Disability Support Services Specialist, 1701 East Front Street, Traverse City, Michigan (231) 995-1929.

Quiet Hours

Quiet Hours are as follows:

- Sunday through Saturday from 11:00 pm to 10:00 am

Painting

Residents are prohibited from painting any walls or areas in the North Hall facility. If a resident is found to be painting the walls or areas in the facility. The resident will be subjected to the cost associated with repainting the walls or areas to their original color and may be subject to removal from the facility.

Pet Policy

For health and safety reasons, no pets (other than non-carnivorous fish in a 10-gallon total tank max. per residential room) are allowed. No pets, even visiting, are allowed in the residence hall. Service animals are allowed with documentation and specific requirements met. If you are found to be in possession of an animal, it must be removed from the campus within 24 hours of discovery. If the animal is not removed within 24 hours, charges will be issued. Additional charges may be assessed for cleaning. All questions concerning permission to have pets should be referred to the Associate Dean of Campus and Residence Life.

Postings

You must have permission from the Office of Residence Life before posting any flyer in the facility.

Pranks, Jokes and Athletic Play in the Facility

This includes, but not limited to; bike riding, rollerblading, and any kind of ball or skate play. Water fights, wrestling, and other types of rough play are not allowed. Activities of this type could result in

injury to person(s) and damage to the unit/facility. Persistent violation could result in a member of the Residential Life staff confiscating the sports equipment, damage fines, and/or community service.

Prohibited Items

Candles, candle warmers, incense and similar melting or burning objects are prohibited in North Hall. Gasoline, kerosene, propane, paraffin oil, as well other types of flammable liquids, and items containing these types of flammable liquids are prohibited in North Hall. If a person is found to be in possession of these items in North Hall, the items will be confiscated by the Office of Residence Life and any fines, sanctions, or cleaning associated with the removal or damage done by the item(s) will be at the resident's expense. Residents are specifically **prohibited** from the following:

- Painting.
- Nails, tacks, bolts, or screws in doors, casings, cabinets, floors, or ceilings.
- Tape or other adhesive materials (including contact paper) on walls, doors, casings, cabinets, or ceilings. Materials advertised as "non-adhesive" will take off paint and can damage walls.
- Using privately owned ranges, refrigerators, freezers, washers, dryers, dishwashers, or air conditioners. Installing any additional plumbing, electrical wiring, cables, telephone or cable television outlets.
- Installing permanent or outdoor television or radio antennas or satellite dishes.
- Installing additional window treatments including awnings.
- Installing shelving, bookcases, or other furnishings which are attached to walls, floors, or ceilings.
- Installing devices, equipment, furnishings, or materials (such as holiday lights) to the exterior of the residential unit or to balconies, overhangs, or railings.
- Candles inside jack-o-lanterns.
- Cut trees.

Recycling

The recycling bins that are located throughout the facility are for recyclable items and not to be used as trash bins. Trash should be properly disposed in the dumpsters located in the southeast corner outside of the North Hall building. NMC does have a Green Team, which is charged with enhancing the recycling efforts on campus. If interested please contact Paul Kolak, Staff Advisor in Student Life at 231-995-1118.

Removal from the Facility

If a resident or guest of a resident is removed from North Hall, the resident and guest will be restricted from visiting any NMC residential facility. Please make sure to be knowledgeable of the rules of NMC and the policies of the Office of Residence Life as certain actions or behaviors can cause you to be removed regardless of the offense.

Renter's Insurance

Residents are advised to secure property and liability protection through personal renter's insurance. Renter's insurance usually provides protection for personal property, such as furniture or electronic

equipment in case of perils like fire or theft. Coverage may include liability protection for damages as a result of unintentional bodily injury or property damage to another person.

Residence Life Structure

The North Hall staff is committed to providing the best possible living experience for all residents. North Hall has 3 Resident Assistants (RA) who reside on each floor and are trained to answer questions, get you in touch with college resources, and help resolve everyday conflict. North Hall also employs front desk student employees whose responsibilities are to perform guest services duties, greet residents/guests of the facility, report maintenance/custodial issues and manage guest registration.

North Hall has a live-on professional, the Residence Hall Manager. The Residence Hall Manager supervises the RA's, front desk staff, resolve lower level conduct issues, and assists students with their academic success by connecting them with resources on campus. The Residence Hall Manager reports to the Associate Dean of Campus and Residence Life. The Associate Dean of Campus and Residence Life is responsible overseeing for all residential life programs and judicial affairs relating to NMC student and housing policies. The Office of Residence Life also has an Office Manager, who is responsible for residence hall admissions, contracts, keys, custodial, and maintenance issues. The Office of Residence Life is located in East Hall and is open Monday-Friday, 8:00 a.m.-5:00 p.m.

Residency Requirements (Credits and Grade Point Average Requirements)

To reside in North Hall, one of the following conditions must be met:

- Must have resided on campus for one semester prior to submission of North Hall application.
- Must be 21 years of age or older.
- Completion of 24 or more credits

(Exceptions to this requirement must be approved by Associate Dean of Campus and Residence Life and the Dean of Students.

Students who reside in North Hall are required to maintain a minimum of 2.0 G.P.A. per semester. If a student is accepted into housing with below a 2.0 G.P.A. or does not maintain a 2.0 G.P.A. at any time, he/she will be required to meet with a professional staff member of the Office of Residence Life and follow all directives requested by the professional staff member. Residents who fail to meet with and/or fail to follow the directives of the professional member of the Office of Residence Life could be removed from North Hall with all costs accrued as outlined in the contract.

Students who reside in North Hall must be enrolled in at least 6 NMC credits per semester. If a student chooses to take NMC classes in summer, 3 NMC credits are required. If a student fails to remain enrolled or stops attending class, the Office of Residence Life reserves the right to terminate the contract. The student, if found not to be enrolled or not attending classes, will be charged an additional \$50.00 per day room rental dated back to the time of disenrollment or last date of attendance and will be removed from North Hall.

Rollerblades, Skates, and Any item with wheels

North Hall residents and guests are prohibited from using skateboards, rollerblades, skates, bicycles, hover boards, or any human created device that has wheels that could damage the carpet or walls of the facility. Any damage caused due to the result of prohibited items will fall solely on the resident or the host of the guest/visitor of the facility. No motorcycles, mopeds, or gasoline-operated machines of any

type are allowed in the North Hall facility; if found responsible party will incur expenses related to the removal and damage of prohibited item(s).

Room Change Requests

Roommate requests will be honored if possible. Roommate requests are not guaranteed. When filling out the housing application via our StarRez system, both parties must agree to be roommates before they can be possibly placed in the same suite. If someone wishes to change their suite after move in, they must wait until after the third week of classes and seek the approval of the Office of Residence Life.

Room Entry

Northwestern Michigan College recognizes and respects the right of its students to have privacy. NMC also recognizes its responsibility to preserve a wholesome learning and living environment on campus, to provide adequate maintenance and protection of property, and to protect the health and safety of all persons on campus. These fundamental assumptions are embodied in the following commitments and procedures for the entry or search of student residential unit or storage spaces.

NMC reserves the right to enter college unit under any of the following circumstances:

- For periodically scheduled administrative or health and safety inspections.
- When there exists an immediate threat to the health or safety of the occupants or property.
- When there is sufficient reason to suspect violation of college policy or local, state, or federal law.
- When invited by the resident.
- To make needed repairs or other maintenance.

When it is necessary for a college agent or employee to enter a student's residential unit, the person will knock, pause for a reasonable and courteous time, knock a second time, pause, and knock a third time, pause and then announce his or her name/Residence Life and purpose before entering the room.

Routine Health and Safety Inspections

The North Hall staff will conduct monthly healthy and safety inspections of the residential units. Residents do not need to be present for the inspection but must correct areas of concern if something is noted during the inspection. Residents of North Hall will be notified at least 48 hours in advance via flyer/poster/email before the inspections are to incur on their residential unit. If there are any questions about Health and Safeties, please contact the North Hall Manager at 231-995-1408 or the Associate Dean of Campus and Residence Life at 231-995-1401.

Screens

Window screens must remain in the place at all times except in times of emergency, i.e. fire. If anyone is found throwing any object from a window due to the removal of the screen, that individual will be sanctioned a \$50.00 fine per the Student Rights and Responsibility policy which will be deducted from your housing deposit.

Security

NMC Security and Residence Life staff frequently walks through the facility on a routine basis, if you have any issues or concerns please make sure to notify them immediately. For your protection cameras are located throughout the facility.

Security Deposits

To reside in North Hall, every resident is required to submit a \$250.00 housing deposit along with their application. The housing deposit will be returned to the resident at the end of the semester pending no fines or damages have been charged to the student's designated unit. Housing deposits are returned to the student about one month after the semester has ended or sooner. Resident must reside in North Hall for the entirety of the academic year to be eligible for a housing deposit return.

Sexual Assault

Northwestern Michigan College (NMC) prohibits sexual misconduct, which includes but is not limited to: rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Sexually violent acts, termed sexual misconduct by NMC are violations of NMC's Student Rights & Responsibilities, and can be crimes as well. All reported incidents will be investigated and, if necessary, disciplinary sanctions will be imposed.

1. Legal and Behavioral Definition of Sexual Assault

Sexual assault is any unwanted sexual contact resulting from force, threat, or coercion, or when the victim is mentally incapacitated or physically helpless. State of Michigan statutes will be the guide in defining sexual assault and are available in the office of the Coordinator of Campus Security.

2. Reporting Sexual Assault

The following campus offices may be contacted to report a sexual assault: Vice President for Student Services and Technologies; Office of Residence Life; Student Life - Counseling ; Student Health Services; local law enforcement 911; Campus Safety & Security. The option of reporting to a supervisor in any discipline or department is also available.

3. Student Rights

- a. The student has the right to be apprised of sources for counseling support, including community agencies and campus resources. Campus contacts: Student Life - Counseling; Student Health Services; Office of Residence Life; or Campus Safety & Security.
- b. The student has the right to be apprised of the opportunities and implications of campus due process. For specific details contact: Vice President for Student Services and Technologies.
- c. The student has the right to make his/her own choices about reporting to campus or civil authorities.
- d. The student has the right to full and prompt cooperation from College personnel in reporting the alleged assault to law enforcement authorities.
- e. The student has the right to pursue all remedies or services without academic or financial penalty by the College. This may include early withdrawal and/or changing course sections.
- f. The student has the right to receive assistance in changing academic and living situations which are reasonably available after an alleged assault.
- g. The student has the right to have a support person or advisor of their choice involved throughout the process.

- h. The student has the right to be informed of the rights and remedies accorded to all campus crime victims.
 - i. The student has the right to have the same rights of legal representation (assistance) as the accused in College disciplinary proceedings.
 - j. The student has the right to be made aware of Michigan law regarding mandatory testing of sexual assault suspects for communicable diseases, including notice of the results of the testing.
 - k. The student has the right to request that the College take reasonable action to prevent unnecessary or unwanted contact with an alleged perpetrator. For further explanation of any of these rights contact the Vice President for Student Services and Technologies for a copy of the Students Rights and Responsibilities Policy.
4. Alleged Perpetrator's Rights
- The alleged perpetrator will have the right to a fair investigation and review. In the event administrative officials find reasonable cause to believe a student may be the perpetrator, that student may be suspended with all of the rights of due process as outlined in the NMC Policy on Student Rights and Responsibilities.
5. Faculty and Staff Responsibilities
- Faculty and staff should be aware that well-intentioned efforts to intervene may increase the risk to the victim. Any questions about appropriate actions should be directed to a counselor in Student Life, Student Health Services, the Assistant Director of Campus Safety & Security, or the Vice President for Student Services and Technologies. If College officials are not available or if the student wishes to contact community resources, the following may be contacted directly:
- a. Local law enforcement 911
 - b. Third Level Crisis Center
 - c. Women's Resource Center (24-hour hotline)
 - d. Munson Medical Center SANE – Sexual Assault Nurse Examiner Program for Rape Victims

If the victim is under 18 years of age, College staff must report the suspected abuse to the Assistant Director of Campus Safety & Security and Child Protective Services (Department of Human Services). If the victim is over 18 years of age but deemed vulnerable (defined as unable to act on his or her own behalf), College staff must report the suspected abuse to the Coordinator of Campus Safety and Adult Protective Services (Department of Human Services).

6. Release of Information to the Campus Community
- Neither the names of the victims nor the alleged perpetrator (nor information which would lead directly to their identities) will be released. If sufficient evidence is found to lead the Assistant Director of Campus Safety & Security and the Vice President for Student Services and Technologies to believe that a sexual assault has been committed, and confidentiality is not violated, the following information as deemed appropriate, will be released in a timely way:
- a. When and where the alleged incident occurred.
 - b. If an alleged rape was by an acquaintance.
 - c. If alcohol and/or other drugs were allegedly involved.
 - d. If an investigation is under way.
 - e. If action is being taken by the College officials.
 - f. If there are significant developments in the case.
 - g. When there is a disposition of the review.
7. College Responsibilities

- a. NMC will provide on-campus programs on the nature and prevention of sexual assault.
 - i. New students: The College will make information on sexual assault and resources available to all students.
 - ii. Residence hall students: Residence hall students will be provided the opportunity to attend an orientation on the prevention of sexual assault with emphasis on the prevention of date rape. Residence hall staff will also provide workshops on building and sustaining quality relationships. In some program areas, instructional staff may choose to require the training for a student in their area.
 - iii. Staff: All NMC faculty and staff will have access to periodically scheduled seminars on sexual assault. Campus Safety & Security Staff and resident assistants will be required to attend. This training may include: providing an effective and caring response, referral, sensitivity to the trauma for the victim, procedures to follow, confidentiality, mandatory reporting, questions to ask the victim, and securing counseling for the victim.
 - iv. Files and investigations: The office of the Vice President for Student Services and Technologies will maintain files of all incidents of reported sexual assault. If the victim prefers that said reports be kept confidential, the reports will not contain names of the victim or the information source. An investigation will be conducted by the Assistant Director of Campus Safety & Security if the victim is over the age of 18 and wishes to come forward. An investigation must be conducted for victims under the age of 18.
 - v. Reporting: While the victim may file the anonymous incident report, it may also be filed by a staff member. The victim's permission is not necessary. It is Residence Hall policy that RH staff must file an anonymous incident report of a sexual assault if the victim takes no other action.
 - vi. Distribution of the policy: This policy will be made available to students, faculty and staff through campus publications such as the employee newsletter (Intercom), catalog, and student newspaper. It will also be made available to each person who makes a complaint.
- b. NMC will not:
 - i. Stop the victim from reporting the incident to the Vice President for Student Services and Technologies, Office of Residence Life, Student Life – Counseling, Student Health Services, Campus Safety & Security or local law enforcement.
 - ii. Request that the assault be reported as a lesser offense to law enforcement.
 - iii. Stop the victim from talking about it to others.
 - iv. Require the victim to report the incident to the Vice President for Student Services and Technologies, Office of Residence Life, Student Life - Counseling, Student Health Services, Campus Safety & Security or the police if it is against his/her will.
 - v. Suggest that the victim withhold reporting because:
 - 1. of a suggestion that the victim is responsible for the assault;
 - 2. the victim may have been contributorily negligent or assumed the risk for the assault; or
 - 3. the College may incur unfavorable publicity if the sexual assault is reported.
 - vi. Interfere with law enforcement authorities in obtaining, securing, and maintaining evidence.

8. Disciplinary Action

- a. NMC will follow its disciplinary procedures as described in the Student Rights & Responsibilities Policy D-602.01. The victim and the alleged perpetrator shall be notified in writing of the reasons for any decision and of the disciplinary sanctions to be imposed.
- b. Sanctions: A sanction is an action taken when the student code of conduct has been violated. One or more of the sanctions listed below may be applied:
 - i. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action.
 - ii. Censure: A written reprimand, including the possibility of more severe disciplinary sanctions in the event of a subsequent violation of a College regulation within a stated period of time.
 - iii. Probation: Exclusion from participation in privileges or extra-curricular College activities for a period not exceeding one academic year from date of offense or infraction.
 - iv. Restitution: Reimbursement for defacement, damage to, or misappropriation of property, or personal injury expenses.
 - v. Community service: The individual performs an appropriate amount of public service that is both beneficial to the community and likely to assist the individual in understanding the harm caused by his or her conduct.
 - vi. Attendance: The individual enrolls in and completes a class that helps the person understand the harm caused by his or her conduct. May be required for alcohol, substance abuse or psychological assessments.
 - vii. Restricted student status: The individual will be allowed to go to and from classes only and will not be allowed to participate freely in any other campus activity. Campus security services may be required as deemed appropriate. Restricted student status may remain in effect until completion of the Judicial Process.
 - viii. Disciplinary suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time. A disciplinary suspension will be held in abeyance during an appeal.
 - ix. Emergency suspension: Exclusion from campus and/or classes and/or other privileges or activities for the purposes of investigation, and/or relieving the tension of the student body or class due to a serious infraction of the all-campus rules; or removing a threat to the well-being of the students, or removing for the good of the order of the College a student or students whose presence would prevent the continued normal conduct of the academic community. Emergency suspension may be imposed immediately by the Vice President for Student Services and Technologies or by his/her designee. Emergency suspension will continue for its duration or until the case at hand has been reviewed by the College Review Board. If the Emergency suspension is continued for more than three business days, the student shall have the right to a College Review Board review within seven business days of the emergency suspension or when the accused is prepared. Students who are suspended for disciplinary reasons will receive a grade of W for all classes in which he/she is enrolled. If the suspension is overturned and the student does not wish to finish the semester, tuition and fees paid for that semester may be applied toward future enrollments.

- x. Expulsion: Termination of the student status. Re-admission may not be sought before the expiration of one academic year from the date of expulsion.
- xi. Permanent Expulsion: Permanent expulsion is for the most severe cases, with no rights for future re-admission considered.

The Vice President for Educational Services and the Vice President for Student Services and Technologies, in conjunction with the appropriate faculty and staff, is responsible for the development and publication of any procedures or guidelines that may be necessary to administer this policy effectively.

If any provisions(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provisions(s).

Smoke Detectors

Smoke detectors are throughout the building. **Do not tamper with these devices.** Any tampering is in violation of the Student Rights and Responsibilities policy and may result in fines.

Please do not use fire extinguishers or pull the fire alarm unless it is an emergency which requires fire personnel to be directed to campus. If a smoke detector does go off in your unit, please contact NMC personnel immediately if no fire is present; if it is an actual fire please refer to the (**EMERGENCY PROTOCOL**).

Smoking/Tobacco and Offensive Odors

NMC is a Tobacco Free Campus. The use of tobacco will not be permitted on college property. Any use of tobacco including: cigarettes, cigars, electronic cigarettes, vapors, and chewing tobacco are strictly prohibited. Spittoons, hookah pipes, and tobacco tins are prohibited. **Violation of this policy may result in fines.**

Consideration with regard to penetrating odors is vital in maintaining the quality of your environment. Others may find odors created by an individual or group offensive on the floor. Items with a penetrating odor, use of incense, cigars, pipes, clove cigarettes, chewing tobacco spit containers, hookah, hookah paraphernalia, and brands with a strong odor are all prohibited in the residence hall.

Solicitation Policy

No Solicitation of any type is allowed in North Hall. If you have any questions, please contact the Office of Residential Life during normal business hours at 231-995-1400.

Suitemate Agreements

Upon moving into North Hall, you will be asked to fill out a suitemate agreement with your entire suite. The Office of Residence Life will provide the documentation for you to fill out. We ask that you take this process seriously as it will help contribute to a healthy and happy living environment. If you ever need to

look back at your suitemate agreement, or make an addendum to it, please let the North Hall Manager know. It is important to be open and honest when answering the questions on the suitemate agreement.

The suitemate agreement cannot diminish or change any policies set forth by the North Hall handbook and Student Rights and Responsibilities. If the parties in the suite cannot agree on specific terms, a Residence Life official will create/establish rules for the members of that suite.

Visitor/Guest Policy

All guests entering must be 18 years of age, have a picture ID and be registered at the North Hall Front Desk. Guests under 18 years of age must get permission from Office of Residence Life and complete a Minor Waiver Form, 24 hours in advance before arriving to campus. **(A photo ID is required for all school-aged children)**. The IDs of the guest and host must be left at the front desk. The guest must be escorted at all times in all areas of the building by the resident who signed them in.

Residents of North Hall are allowed to host overnight guests Sunday through Saturday. A guest is considered an overnight guest if they are checked in at the service desk between 1:00 A.M and 8:00 A.M. A resident may lose visitation privileges if any part of the guest policy is violated. **An overnight guest can only stay 10 (ten) nights per semester in North Hall. No exceptions!!!**

The living areas of the residence hall are open to guests during the stated visitor hours agreed by members of the suite at the beginning of each semester and the hours presented by the Office of Residence Life. The lobby is open 24/7 and it is permissible to meet there at any time.

As the host, you will assume financial and behavioral responsibility for your guests. Guests may stay free of charge (does not include food) with approval of roommates and suitemates. Violation of this policy may result in fines and the guest being banned from the residence hall or only allowed in the hall on a restricted basis. North Hall residents that are removed from housing due to judicial sanctions are prohibited from visiting any NMC Housing residential facility.

Withdrawal from NMC

If you voluntarily withdraw from NMC or you are removed from housing due to a judicial affairs sanction, you are still financially responsible for any charges as a result of your removal from housing.