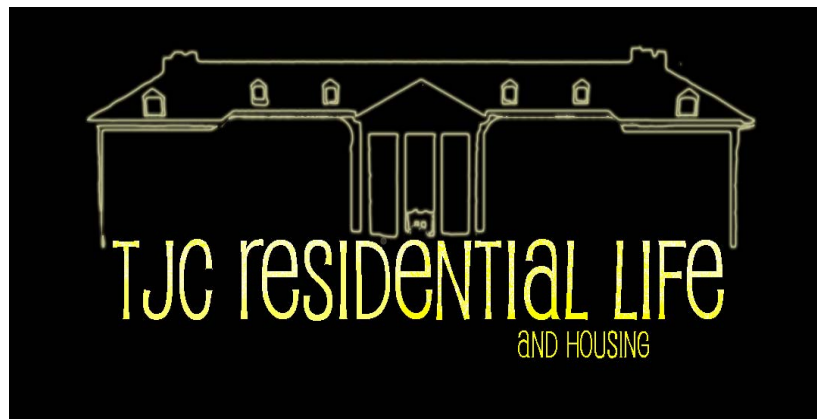


**FALL 2009 –
SUMMER 2010**



**STUDENT'S
GUIDE TO
LIVING
ON-CAMPUS**

Living the Experience

Dear TJC student,

Hello and welcome to Residential Life at TJC. First I want to take this chance and thank you for choosing to stay on –campus at Tyler Junior College. We are very excited to have you. The experiences that you receive outside the classroom while living on-campus will help you in different aspects of your life. I encourage you to get involved in your hall and around campus. The campus has many great opportunities for you to develop more as a person and to enhance your leadership skills.

Each hall is staffed with people that are here to help you. In each lobby contact information for the staff is located. If at anytime you need someone, please do not hesitate to contact a staff member.

For our returning students, please note that changes have been made and it is very important that you know these changes.

At the beginning of each semester, there will be a mandatory hall meeting that all policies and procedures will be gone over. It is very important that you attend this meeting so that you know what is expected of you while living on-campus at Tyler Junior College.

Again, we are very excited to have you here with us and we look forward to getting to know you!

Sincerely,

Angela Nunez
Director of Residential Life and Housing



Residential Life and Housing Commitment

The Residential Life and Housing Department is committed to providing an environment that is safe, secure, and conducive to learning. This learning takes place at many different levels. Living on campus will help students learn how to socialize and live in a residential community governed by rules which promote the welfare of each individual in the community. The residence halls provide additional education outside of the classroom experience and the Residential Life and Housing staff is here to help facilitate the transition from living at home to becoming a responsible adult.

Successful community living is achieved by interaction involving the residents at various degrees of relationships. **A goal of Residential Life and Housing is to support and encourage interaction among people that promotes awareness and understanding of the diversity within and outside of our community.**

Living within the residence halls encourages each person to develop skills and attitudes necessary to be positive and productive members of society. Developing these skills involves making a commitment to appreciate and value human differences regardless of race, gender, ethnicity, sexual orientation, socioeconomic status, or religious affiliation. **Residential Life and Housing promotes the idea that each person has worth and should be treated with dignity and respect.** Understanding this, you are encouraged to reach out to each other and develop positive relationships.

Just a few helpful tips for you:

- 1) Read all documents that you are required to sign before you actually sign them.
- 2) Understand that your signature means that you have read, understand, and agree to the conditions stated.
- 3) Read all signs which will post reminders of important deadlines and dates.
- 4) Check your mail and TJC issued email account daily! (for official notices)



A college education is not a quantitative body of knowledge salted away in a card file. It is a taste for knowledge, a taste for philosophy, if you will; a capacity to explore, to question, to perceive relationships, between fields of knowledge and Experience. - A. Whitney Griswold

Residential Life and Housing Mission Statement

Each person, as a resident of Tyler Junior College residence halls, possesses certain individual rights and responsibilities which must be held in regard. This guide is intended to define minimal expectations of rights and responsibilities of all residents in actualizing their freedoms without infringing on the rights of others.

RESIDENCE HALL MISSION STATEMENT

Tyler Junior College will strive to provide:

- 1) A safe and secure environment: This includes the resident and his/her property. It also includes the right to be free from intimidation, both physical and emotional.
- 2) An environment which is conducive to sleeping, learning and studying: This includes the right to sleep, the right to read and study free from undue interference in one's own room.
- 3) A living environment which is in good condition: This includes the right to a clean and healthy living environment. Each resident should report any physical concerns or maintenance issues they may have with the environment to the hall staff.
- 4) Due process: In any residential community, there are rules and regulations which must be followed for the safety and security of all residents.
- 5) Personal privacy: Each resident has the right to limited privacy within one's own room. This includes the right of each resident to expect his/her personal belongings and property to be respected; however, in furtherance of the policy of **zero tolerance for drugs and alcohol** on campus, residents' rooms as well as personal belongings may be subject to periodic inspections.

RESIDENCE HALL STATEMENT OF RESPONSIBILITY

Each Resident has the responsibility to:

- 1) Respect other residents' rights as listed above.
- 2) Abide by federal, state, and local laws.
- 3) Adhere to College Rules and Regulations (Student Code of Conduct and Student's Guide to Living On-Campus).
- 5) Understand and agree to comply with all information and policies provided in this and other college publications.
- 6) Uphold responsibility for the actions of his/her guests. All guests must be checked in with Residential Life and Housing staff.
- 7) Comply with all reasonable requests of all college officials, which include, but not limited to: all Residential Life and Housing Staff, Maintenance, Custodial, and Campus Safety.
- 8) Report residence hall and college policy violations to appropriate staff members.

Tyler Junior College – PHILOSOPHY - Education for Life

Philosophy Statement

Tyler Junior College is a comprehensive community college committed to meeting the needs of East Texas by providing excellence in an environment which broadens the mind, challenges the spirit, and maximizes human potential. The College provides open access and equal opportunity to all qualified individuals for pursuit of their aspirations and goals in areas of academic endeavor and workforce preparation. As an integral part of the community, the College is also committed to meeting the needs of business and industry in a changing global environment and to providing opportunities for lifelong learning.

Policies and Procedures:

ALCOHOL POLICY: No alcohol or alcohol paraphernalia is allowed on the campus of Tyler Junior College. Students found drinking or in possession of alcoholic beverages, alcoholic containers or paraphernalia will be reported to Campus Safety immediately and will face disciplinary action from the College, as well as any penalties issued in accordance with Texas State Law. Any containers found in a resident's room will be discarded. The Department of Residential Life retains the right to have the Tyler Junior College Campus Safety office and/or the Tyler Police Department come into any residence hall when necessary. If a student returns to the residence hall with the appearance of an intoxicated state, Campus Safety will be notified.

APPLIANCES: The following are lists of items to bring and items to leave at home. Only plug the items to bring into surge protectors or directly into an outlet, no extension cords.

Items to Bring:

Computer
Radio
Television
Blender
Small Lamp
Small Refrigerator (1.8 amps is max)
Hair Dryer
Shaver
Curlers/Curling Iron
Coffee Maker
Clock
Iron

Items to Leave at Home:

Candles/Incense/Warmers
Microwave (provided in each hall lobby)
Hot pots/Crock Pot
Toasters/Toaster Ovens
Extension cords
Halogen Lamps
BBQ grill
Weapons
Neon Sign
Hot Plate/Frying Skillet
Cooking Appliance

ASSAULT: Any physical altercation and/or verbal threats should be reported to Campus Safety (903-510-2222) as well as to a hall staff member. Such incidents are very serious and should be reported immediately. Involvement in such altercations will result in immediate referrals to the Judicial Coordinator.

BABY-SITTING: Baby sitting is not allowed in the halls due facility design. This is for the safety and security of the child.

BATHROOMS: Eight of our halls are suite style bathrooms and one hall has private bathrooms. Therefore it is the residents' responsibility to maintain it and keep it clean. Halls with suitemates need to set up a cleaning schedule with each other to let the hall staff know who is in charge of cleaning the bathroom prior to the room check. For residents with private baths, they will need to set up a cleaning schedule between roommates. Residents are not permitted to add any permanent structure to their room or bathroom, this includes painting.

BICYCLES: Bicycles can be stored in the resident's room with the roommate's permission due to space constraints. They should not be chained to rails, columns, or stairwells. In addition, they should not be placed in hallways. Under no circumstances, however, is anyone to ride a bicycle inside the residence halls. The use of rollerblades, skateboards, roller-skates, and other similar items is also prohibited in residence halls. If motorcycles or mopeds are parked on-campus, they must have a valid permit through campus safety.

CABLE TELEVISION: All residence halls receive cable through Sudden-Link communications. If your cable goes out, please put in a work order at www.tjc.edu/Portal/MaintenanceRequest/. Please make sure to check your television before putting in a maintenance request.

CANDLES/OPEN FLAMES: For the safety of the residents in the halls, candles and open flames are not allowed. This includes incense, candle warmers, oil lamps, wax sculptures, and other devices that use an open flame are not permitted. If any of the items are found, they will be confiscated and disciplinary action will result. The item will not be returned.

CHECK IN PROCEDURES: Before a student can check into the Residence Hall, the student must have their room and board paid in full. A student will arrive at their hall to check in. They must have a valid form of id. During check-in they will fill out a Room Inventory Sheet. It is very important that they fill it out correctly and completely. If the resident does not fill out the inventory sheet correctly, and damage is found that is not noted by the resident at check-in, at check out the damage will be assessed and the resident will be charged for the repairs. The inventory sheet must be turned back into the hall staff before any items are moved into the room. All residents will have a roommate so it is very important to keep all items on your side of the room. Residents who live alone in multiple-occupancy rooms are expected to keep their rooms in such a manner that roommates who may be assigned to the rooms may move in at any time; this is especially important at the winter break between semesters when new residents assigned to a room frequently arrive before returning residents.

CHECK OUT PROCEDURES: *Hall Closings:* The residence halls at TJC do close for all college closings, except Easter. It is very important that the residents understand they must vacate the hall during this time. If a student has paid in full or has financial aid by the payment date listed on the web-site for the Spring, they will be able to keep their items in their room for the break. If they have not, they will have to move their items out 24 hours after their last final or by the last day of checkout for the Fall. For Thanksgiving, please sign out with your hall staff in the lobby area of the hall. All students need to be out by the designated check out time on the day of the hall closing. During breaks, staff will go in rooms to verify rooms are clean and that the student has left. *Student Leaving Hall Permanently:* During the semester, the student must come to the Residential Life and Housing Office between the hours of 8-5 Monday through Friday to get a check out slip. Then they will check out of the hall with their inventory sheet with a hall staff member. If the room is not found in the same condition that the student checked in, then damages will be assessed. **During finals week:** When checking

out of a room for the final time, residents must arrange, 24 hours in advance, a check-out time with their RA. This is because the RAs are students also and must plan their days during finals week very carefully to clear their floor/wing as well as take all their own finals. In order to properly check out, a resident must 1) sign up for an appropriate time, 2) be present, with all personal items removed and the room clean and completely ready at the chosen time, and 3) sign the appropriate blank on the Room Inventory Sheet. Students who fail to follow these procedures will be assessed an improper checkout fee and may also incur other cleaning and/or damage charges. Students who do not check out with a staff member will be assessed a \$100.00 charge for not following policy and checking out correctly.

Residents are responsible for the condition of their rooms. When **DAMAGES** occur, the fees for these damages will be charged to the responsible party. If the person causing the damage cannot be identified, the residents of the room will split the charges for the damage equally. Rooms should be kept clean throughout the academic year for reasons of health and safety; students must leave their rooms in a very clean condition when they check out. Note: At the end of a semester, students must vacate the hall within twenty-four hours of their last final exam or by the final close down times noted above, whichever is first.

COMPLAINTS: Most problems that arise in the residence halls can be solved in-hall. Residents who have concerns should take those problems to their RA first. The RA may decide that the Resident Director needs to be consulted. In situations where residents feel uncomfortable approaching their RA, they may take their concerns directly to the Resident Directors. Resident Directors hours are located on the front of their apartment door with their phone number. Residents who are still dissatisfied after speaking with the Resident Director may then make an appointment with the appropriate housing official in the Residential Life and Housing Office at (903)510-2345.

COMPUTER SAFETY: Many students use their computers to interact with each other as well as with people from around the world. Please remember to use safety precautions when giving people information about yourself on-line. For your safety, it is better not to give your location, address, cell phone numbers, class schedules or other personal information. In doing so, students could be opening themselves to stalkers, identity theft and other problems. Students should be aware that over 3 million people can read everything they write online at any second and not assume it is “just friends” with whom they are sharing personal information.

Also, remember what one sends into cyber space can be there forever for access by other individuals. More and more employers are using these avenues to check on individuals who apply for jobs. If someone brings to the attention of any member of the Housing staff a student violates and policies and procedures or the student code of conduct the department will investigate and respond to that behavior.

DAMAGES: Residents will be held accountable – monetarily and/or through disciplinary action – for any damages they cause in common areas and resident rooms. It is not the practice of the Department of Residential Life and Housing to penalize residents with damage charges but rather to recoup the actual cost of repair or

replacement of the damaged item. This policy helps to keep down the overall cost of housing for the majority of residents who do not damage their rooms and furnishings. During checkout if the hall staff member does find a damage in the students room and the student would like to appeal the damage then they will need to email the Housing Area Coordinator at housing @tjc.edu. The Housing Area Coordinator will look into the appeal and will give a decision within 5-7 business days. When the damage is assessed, charges will be added to the students account. Students with outstanding debts to the College will not be able to register for the next semester or receive a transcript.

DECORATIONS: Pictures, posters, and other items used to decorate a student's room can make residents feel more at home. Students are encouraged to decorate as long as they do not create health or fire hazards or cause damage to the room. Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and returned to the proper authorities. All items must comply with all appropriate Housing policies, including **ALCOHOL, HARRASSMENT, PROFANITY/OBSCENITY**, etc., and must not block vents or peepholes. All college furniture must stay in the assigned room (unless special permission is obtained in writing from the Resident Director). All decorations are subject to the approval of roommates. Students may be asked to take items down if they are offensive, create a hostile living environment, or are deemed inappropriate by hall staff. Holiday string lights are prohibited inside and outside of resident's room.

DELIVERIES: Any student that is having a package delivered should have it delivered to their on-campus mail boxes that are assigned to them during check-in. All packages will be delivered to the Residential Life and Housing Office. To pick up a package the student must have a valid id with them. Students that have deliveries will have a note in their mail box letting them know they have a package waiting for them. Students that live in Ornelas will pick up their mail and packages in Ornelas. Their mail will be in the Ornelas mail room and packages can be picked up through the front desk with a valid photo id.

DISCIPLINE: Policies for the residence halls have been developed in an attempt to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of other residents. Ideally, all residents accept the responsibility for living in a community situation and make an effort to be aware of how their actions affect their neighbors and suitemates. When a resident violates this basic standard of community living by endangering the safety or comfort of other residents through violating any of the policies outlined by the college or this guide, this behavior will be addressed. Students living on-campus will need to meet with the Director of Residential Life and Housing that violated the Student Guide to Living on-campus. Once the Director is notified of a violation the student will receive notification of the hearing date and time. If the student is unable to meet at the time designated on the Hearing Notification form, then they must contact the Housing office and reschedule to appointment. If the student fails to show for the hearing, then the hearing will be rescheduled for another time. Failure to show to the second hearing notification, the student will be locked out of their room until they come and meet with the Director of

Residential Life and Housing. In addition, the case will be sent to the Judicial Coordinator. If the student is being removed from Housing, it is because they are not able to be in a community any longer, those actions cannot be appealed as stated in the student's contract. The Director of Housing reserves the right to remove students from on-campus Housing.

DOOR DECORATIONS: All front doors must be kept in a presentable manner. Residents can decorate their front door as long as it does not cover their entire door. When a resident checks out, the door must be left in the same way it was found or damages will be assessed.

DRUGS: **TJC is a zero tolerance campus.** Use or possession of illegal drugs, misuse any legal drug or other legal substance, or possession of drug paraphernalia is prohibited on the College campus and in all of its buildings. A student who violates this regulation or whose behavior is affected by the use of illegal drugs, misuse of legal drugs or other legal substances, will be subject to disciplinary action by the Judicial Coordinator, and/or Campus Safety.

Ordinarily, a resident director is made aware of information regarding the illegal use, possession, or sale of drugs and drug paraphernalia in a residence hall room as follows:

- Actually observing the contraband or smelling the odor of what he/she believes is a drug. (Note: The use of incense or clove/tobacco cigarettes is also a violation of College policy in residence halls. Residence hall staff assumes, for purposes of these procedures, that incense or clove cigarettes are being used to conceal the use of drugs and may enter a room under the same procedures as set out herein.)
- A roommate informs a member of the residence hall staff that he or she has observed or knows of the use, possession, or sale of illegal drugs or paraphernalia or misuse of any legal drug or other legal substance, and informs the hall staff. Campus Safety will interview the roommate. The roommate shall be warned that knowingly providing false information is a violation of the TJC Code of Student Conduct.
- An informant (student or otherwise) informs a residence hall staff member that a specific resident or residents are using, in possession of, or selling drugs or paraphernalia. In such case, the informant shall be thoroughly questioned and a judgment shall be made regarding his/her credibility; if possible, other sources should be used to confirm the information. If other sources are not available, the informant's reputation for veracity and credibility as a witness shall be considered in making the decision as to whether or not to search. The informant shall be warned that knowingly providing false information is a violation of the TJC Code of Student Conduct. If the informant is not a student, he/she may be trespassed from the College for knowingly providing false information. Campus Safety will be called to talk to the person before a search is made.
- Any behavior that tends to create reasonable suspicion that drug activity is occurring.

All reports and information received must be fully documented. Informants should be requested (but not required) to give a written statement. Roommate informants should be requested (but not required) to sign a release to search the room. In any of the above

circumstances, which would justify a search, the following procedures will be used in searching a room:

- A. Campus Safety shall be notified and normally will become involved in the event of concern for safety, to receive contraband, or when weapons or drugs are discovered.
- B. These procedures do not preclude campus safety from investigating and searching students and residence halls where authorized by law.
- C. Campus safety can use drugs and/or illegal contraband to obtain a subpoena for criminal prosecution.
- D. TJC students can also report suspected drug activity directly to the police by calling the Emergency line at 903-510-2222.

Tyler Junior College reserves the right to inspect closets, refrigerators, personal baggage, and any other personal material which may be sealed. Illegal or unauthorized items may be confiscated and appropriate action taken against the residents involved. Said inspections may be conducted by Residential Life and Housing staff or any individuals authorized by Tyler Junior College to assist in said inspections, including independent contractors with canine units. These inspections may occur periodically throughout the semester and may be conducted without notice.

EMERGENCIES

- A. In the event of an emergency, dial 903-510-2222.
- B. When making an emergency call, give a clear description of the problem, your location (including hall, floor and room) and your name.
- C. Immediately following this call, please contact your hall staff so that immediate assistance may be initiated by the residence hall staff.

All residence halls have an RA on call and a Resident Director/Area Coordinator on call twenty-four hours a day, seven days a week. Students may obtain assistance through talking to their hall staff. All Resident Directors have TJC issued cell phones and their number is posted on their front door. *Please note: Residents who violate campus safety guidelines or jeopardize the security of themselves or other residents will be subject to disciplinary action.*

EMERGENCY EVACUATIONS/DRILLS: In the event of an actual emergency (i.e. **FIRE, TORNADO**, etc.) or a periodic Emergency Drill, immediate compliance with the directives given by hall staff is required. Staff will be leaving the building with the residents, so it is very important that residents evacuate when they hear the alarm. All drills are performed in accordance with State Fire Codes and students and their guests are required to participate. These drills are timed and must be repeated if completion time does not meet safety standards. It is of the utmost importance that every individual in the residence hall responds promptly in emergency situations. Failure to comply during drills or emergencies will result in immediate, serious disciplinary action.

EMERGENCY EXITS: Residence halls with exterior doors, with the exception of the main front doors, are restricted from normal access and are to be used only to exit in a true (or in what is believed to be) emergency. Students will be made aware of which door

in their hall, if any, can be used in this way. Students who use emergency exits when no emergency exists will not only annoy other residents with the alarms, but will also be subject to severe disciplinary procedures.

ENTRY, SEARCH, SEIZURE: Once a week for room checks and periodically as needed for headcounts or maintenance reasons, Residential Life staff will enter a resident's room. Maintenance will need to enter when a resident puts in a work order or if doing preventative maintenance. The residential life staff member will leave written notification of the reason they were in the room.

FALSE IDENTIFICATION: Acts of furnishing a College official with a false form of **IDENTIFICATION**, using someone else's identification as your own, or using outdated identification as your own will result in immediate referrals to the Resident Directors, Residential Life and Housing Office, or the Judicial Coordinator. Providing false information or false testimony to College officials will also result in similar referrals.

FIGHTING: Physical abuse, **ASSAULT**, or any conduct that might threaten or endanger the health or safety of any student will result in immediate and serious disciplinary action. This is a violation of the Student Code of Conduct and Campus Safety will be called immediately.

FIRE SAFETY EQUIPMENT: Because it is imperative that fire and safety equipment functions properly when it is needed, the following acts are prohibited:

- A. Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights.
- B. Tampering with or pulling a fire alarm under false pretense.
- C. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
- D. Propping open stairwell fire doors.
- E. Obstructing halls and stairwells with furniture, debris and/or other items.

Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, and disciplinary measures.

FIREWORKS/EXPLOSIVES: Residents may not have any fireworks, explosives, ammunition, gunpowder, or any other related materials in residence halls. Possession of fireworks implies intent to use them. Use of any of these items is dangerous and constitutes a serious fire and safety hazard.

FURNISHINGS:

In common areas, the furnishings are for the use of all the residents of the hall. Therefore, students who remove lounge or lobby furniture by taking it to their rooms are depriving other residents of furnishings for which they have paid. Furniture must remain in the space for which it is designated. Common area furniture that has been removed by a student for their private use will be considered stolen and disciplinary action will be taken. Beds are available in the rooms. The college assumes no liability should a student

injure himself/herself from a fall from a bunk bed. It is very important that the furniture is left the way it is found when a student checks out of their hall.

HALL/ROOM CHANGES: Room changes will start the second day of check-in only if all involved parties are in attendance. A resident that has not checked in yet will not be forced to move unless they agree in person. All parties involved in a room change will need to be present when a room change is to take place. Hall transfers will only happen during the semester breaks. If a student would like another hall from the Fall to Spring semester or from the Spring to Fall semester, they will need to talk to the Residential Life and Housing Office in person and fill out a request form.

HARRASSMENT: Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct that threatens or endangers the health or safety of any person. Speech protected by the First Amendment is not a violation of this provision. However, fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech and will result in college action. Each allegation of a violation under this provision shall be reviewed with these factors in mind. If a student believes they have been a victim of this type of abuse, they should report it to the Resident Director, Residential Life and Housing Office, or Campus Safety immediately. Telephone harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. Such harassment is in violation of College and Housing policy. Students found responsible for or associated with the harassment of a resident in such a manner are subject to college and residence hall disciplinary action. If a resident should receive a threatening call or continued harassing calls, they should notify an RA or other housing staff member immediately. The student is advised to keep a log of the calls and will be encouraged to file a report with the Campus Safety Office.

HOLIDAY DECORATIONS: If students decorate their rooms or doors for the holidays, the following guidelines must be followed:

- A. All materials used (i.e. paper, foil) must be flame resistant.
- B. Trees and other greenery must be artificial and must have proof of flame resistance.
- C. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs must not be covered and exits must not be blocked.
- D. All decorations are to be removed within two days following the holiday or prior to the last day of semester finals, whichever occurs first (any exceptions must be approved by the Resident Director).
- E. No candles or any item producing an open flame may be used.

IDENTIFICATION: The student I.D. card is distributed to a student after all fees have been paid, and is the student's official college identification. Identification may be required of any person on college property, and the student I.D. card must be presented to any TJC official upon request. If the student I.D. card (or other suitable ID such as a driver's license) is not presented to a TJC official upon request, the individual(s) may be asked to leave or trespassed by Campus Safety. Failure to produce an ID is an act of

noncompliance and will be referred to the Judicial Coordinator. Acts of furnishing a College official with a false form of identification or using someone else's identification as your own (i.e. Meal Card abuse) will also result in an immediate referral to the Judicial Coordinator.

JUDICIAL BOARD: The Judicial Board is a board of peers that meets when a student is found in violation of the Student Guide to Living on-campus. When the student receives a letter from the Director of Housing and Residential Life for disciplinary action, they will have the option of choosing to talk to the Director and the Resident Director or they can choose to be heard by their peers, the Judicial Board. The Judicial Board meeting will be scheduled 3-5 days after the initial hearing with the Director of Residential Life. If a student fails to show up to their Judicial Board hearing, the hearing can be held without their presence, or their case will be referred to the Judicial Coordinator.

KEYS: All doors in the halls are on access that means students will use their College issued ID card to access the hall and their room. During check-in all residents are issued temporary ID cards. They must take this temporary ID card to campus safety by the third class day to get their ID card coded for their room. If a resident loses their temporary card or their ID card, they need to inform campus safety immediately. If it is a temporary ID card, they will need to have their ID made. If it was their ID that they lost they will need to get a new one made. In any instance, they will need to go to campus safety to get their card coded for their room. Please do not let anyone use your id for any reason.

LAUNDRY FACILITIES: Laundry rooms are provided in each hall and only TJC on-campus residents are to use them. There is a cost for each load. The hall staff does not have change. If a washer or dryer is not working, please submit a work order or inform the hall staff.

LOBBY HOURS: The lobby area in each hall is open 24 hours a day. Members of the opposite sex are only to be in the lobby from 10am until 11:30pm daily. Visitors of the opposite sex are not allowed in any other area of the hall, including but not limited to: the hallways, the stairwells, or in any of the student's rooms during non-visitation hours. Noise in the lobby needs to be kept to a minimum and follow the quiet hours policy.

LOCK-OUTS: If a resident is locked out of their room, they need to contact their hall staff. Each resident will only have three lock outs each semester. After that, they will need to wait for the Resident Director to return to the building to let them in their room. It is very important that residents carry their ID with them at all times.

LOITERING: Residents are not to loiter outside of halls or in parking lots near residence halls. The front porches, sidewalks, and parking lots should be free and clear so that students can go to where they need to go without having to maneuver around groups.

MAIL BOXES: During check-in all residents will be issued a mail box with a code. It is the responsibility of the student to check all mail. Students have 24 hour access to their

mail boxes. All students living in the Ornelas Complex have their mail boxes located in the first building of Ornelas. For the other halls, their mailboxes are located in the Rogers Student Center. Resident's residing in Ornelas will be issued a mail room key. It is very important to keep up with this key. If the key is lost, there will be a charge for a replacement. It is very important to inform a hall staff member if you have lost your key so that the lock will be recored.

MAINTENANCE: For any repairs that are needed to a room, residents need to turn in a work order request through the on-line system at www.tjc.edu/Portal/MaintenanceRequest/. Please report problems as soon as possible to prevent larger problems. If unable to complete the on-line access form, please call the Residential Life and Housing Office at 2345 Monday through Friday 8am until 5pm. If after hours, please contact your hall staff. If unable to contact a staff member call Campus Safety at 903-510-2222. For emergency repairs (such as broken water pipes and temperature), a hall staff member should be contacted immediately. Residents will be charged for damages for which they are responsible or for potential charges incurred when maintenance responds to requests of a personal nature, such as retrieving a contact lens from a sink drain. Maintenance personnel work between 8 AM and 5 PM on weekdays and may not always be able to arrive at hours most convenient to students. Residents should cooperate fully with college personnel so repairs may be made as quickly as possible. Typically, maintenance personnel will enter students' rooms only after 9 AM. Students are responsible for keeping their rooms clean, taking their trash to the dumpster, and for changing their own light bulbs. Students who discover insect problems should report the problem so that their room may be sprayed. Students should keep in mind that food attracts insects.

MAINTENANCE CHECKS: Once a month, hall staff will enter into each room and performing a maintenance check. This is to ensure that all rooms are kept up and that there are not any maintenance issues that residents have not reported.

MEAL PLANS: All students that live on-campus must have a meal plan. The food service is provided to the College by Valley. The cafeteria is located on the first floor of the Rogers Student Center. If you have any questions regarding your meal plan, please contact Valley directly. Twice a month students have the opportunity to meet with the Director of Food Service to talk about items they would like to change in the cafeteria and about items they would like to see more of. Please watch for signs for dates of these meetings.

NOISE: Noise levels in halls need to be kept to a minimum. During courtesy hours from 10am until 10pm daily, noise should not be heard two doors down from the student. Quiet hours are 10pm until 10am daily. During this time there should not be any noise heard outside of the residents' doors.

OVERNIGHT GUESTS: Residents may have overnight guests of the same sex provided they secure the consent of their roommates, inform their RAs, and abide by all **VISITATION** policy guidelines. **Overnight guest visits are limited to 2 stays per**

semester for all guests, not for each guest. A maximum of two guests is allowed in a multiple occupancy room on a given night. Each roommate must consent to all guests. Residents are responsible for the behavior of their guests, whether overnight, from another hall, or from off campus, and will be held liable for any damages their guests may cause.

PAINTING: Rooms are painted on an as needed basis. When a resident is in a room painting cannot be done unless between semesters. If a room has places where paint is missing a student is to make note of it on their inventory sheet. A student is not to paint their room. If a student paints their room they will be assessed the cost for the room to be repainted.

PARKING: Parking permits for Residence Halls are added to the students' bill. This is a fee. Permits may be displayed only on those vehicles for which they were purchased, and are valid from the date purchased until the beginning of the following fall semester. Parking complaints or concerns should be addressed to the Campus Safety Office 903-510-2258. Parking for the Ornelas residents is located around Building A (the front building). Please do not park behind building B. Any students found parking behind building B will be issued a TJC parking ticket.

PETS: No pets of any kind are allowed in the residence halls. If any pet is found, the student will have 24 hours to have it removed. The student will have disciplinary action and meet with the Resident Director and the Director of Residential Life and Housing.

PHONES: Each residence hall room has a phone jack which allows for unlimited local phone service. The student must bring their own phone. Room phones receive long-distance calls (exclusive of collect calls and third party billed) without special arrangements. Residents will need to make their own arrangements for outgoing long distance service with a long distance carrier that utilizes a toll-free number to gain access. Residents may also use a calling card to make long distance calls. Students should be sure to have individual long distance accounts billed directly to them and mailed to their personal post office boxes. Any type of personal bill or statement will not be mailed to (or accepted by) residence halls or the Residential Life and Housing Office. We know that many students choose to use cell phones rather than their land lines. We encourage you to have both. The Housing staff will try to reach you via land line first. If someone calls the office inquiring for a phone number, we will not give out the information at all. Your telephone number and address are considered directory information. Students in Ornelas complex will each have their own individual phone number. If a student's phone line does not work in any of the halls, they need to contact their hall staff member immediately and put in a work order at www.tjc.edu/Portal/MaintenanceRequest/.

PRIVATE ROOMS: Private rooms will only be issued after the 12th class day on a first come first serve basis. There will be signs around your hall that will let you know when and how you will sign up for them. There is no waiting list for Private Rooms.

PROGRAMMING: Each semester, the residence halls sponsor numerous academic, cultural, educational, social, and recreational activities. Housing programming has been

developed through a "wellness-wheel" model geared toward the holistic development of the student and the community. Programs are provided free to residents and provide excellent opportunities for residents to grow socially, culturally and educationally while interacting with their peers and having fun. Many programs are sponsored by the **RESIDENCE HALL ASSOCIATION (RHA)**. Note: Residents requiring special assistance to attend RHA functions or any hall-sponsored event should contact the hall staff.

QUIET HOURS: Quiet hours are in effect from 10:00 PM each night to 10:00 AM each morning to allow for study or sleep. Any noise that can be heard outside your room or disturbs others is a violation of Quiet Hours. Quiet hours are in effect 24 hours a day during final examinations each semester. Courtesy hours are in effect between the hours of 10AM until 10PM each day. Any noise which disturbs other people at any time of the day may be deemed as a noise violation. Any student approached by his/her peers during Courtesy Hours or Quiet Hours should demonstrate respect and courtesy by attempting to lower noise levels any time a reasonable request is made. If a staff member must intervene, the situation will be documented and consistently loud residents will have to meet with the Resident Director to discuss their disruptive behavior. If a student has been warned three times about their noise, they will be forwarded to the Director of Residential Life and Housing and could result in removal from a residence hall.

RESIDENCE HALL ASSOCIATION (RHA): This organization presents programs and coordinates student-based policy generation and revision within the on-campus community. RHA is the voice of the residents and it is a time for residents to meet more residents. Every student living on-campus is automatically a member. Talk to your hall staff member for more information if you would like to be an officer or find out how to get involved. Note: Residents requiring special assistance to attend RHA functions or any hall-sponsored event should contact the hall staff.

RESIDENCE HALL STAFF: Each residence hall has a Resident Director and a staff of resident assistants ranging from 2-8 depending on the size of the hall. It is good to get to know your hall staff. They are there for you when you need them. All hall staff RAs are students too. Please treat them with courtesy and respect. They are trained at the beginning of each semester and attend continuous training during the semester.

ROOM ASSIGNMENTS: Every attempt is made to accommodate student preferences for housing assignments. Priorities for assignments are based on the date applications and deposits are received. An application and processing fee does not guarantee a student space, only full payment does.

ROOM CONSOLIDATION: Due to the high demand for on-campus housing at TJC, it is very important to consolidate students. There will be room consolidations after the third class day. No private room is issued until after the 12th class day. All room consolidation must be complete by the 11th class day.

ROOM ENTRY AND SEARCH: The college appreciates students' desire for privacy, particularly in the context of residence hall group living, and will do all it can to protect this privacy. It is, however, occasionally necessary for the college to exercise its contractual right to room entry; the established procedures are designed to ensure reasonable, restrained use of the right of entry. In essence, the policy states that a residence hall staff member may enter a room in any of the following circumstances:

- A. During building closedowns for holidays and semester closings
- B. At the invitation of the resident
- C. To provide maintenance
- D. If there is cause to believe that a violation of college regulations is occurring (including failure to evacuate during drills or to respond to the request of a staff member to open the door during a policy violation)
- E. If an emergency exists or is believed to exist
- F. For weekly room checks and monthly maintenance checks
- G. Upon reasonable suspicion of a violation of the drug policy.

No student's room should be entered without knocking. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide the occupant(s) ample opportunity to open the door. Rooms may be entered in the absence of either occupant. Students will be notified in writing of any entry, and the reason for it. When college personnel enter a student room in the absence of the occupants, the privacy of the occupants with respect to other students will be maintained. With the exception of regularly scheduled Safety Checks, Resident Assistants must obtain permission from the Resident Director to enter student rooms unless an emergency exists or there is evidence that an emergency exists. This evidence may not necessarily be revealed to the students unless an inquiry is made, but in all cases, a room entry form will be left in the room informing the occupants of entry. In all cases, the Resident Director will be informed of all entries made. Weekly, RAs will enter residents' rooms to complete a room inspection. The resident's room will need to be cleaned and trash taken out. During holiday closedown preparations, staff members will enter each room and bathroom to make certain required closedown procedures have been followed and to conduct a visual safety scan of the room. The Residential Life and Housing staff does not search a room. If items are left in plain sight, then a Resident Director will be notified and will set up a meeting with the student. If a student is asked to open things, they must comply with the hall staff, or campus safety will be called.

ROOMMATE CONFLICTS: At the beginning of each semester, every resident will meet with the RA and fill out a roommate agreement with their roommate. When a problem occurs, the RA and the residents will meet and come up with a solution. If the solution does not help, they will meet with the Resident Director. In extreme cases, depending on available space, roommates may be moved, but this must be approved by the Director of Residential Life and Housing.

SAFETY IN THE RESIDENCE HALL: Safety within the residence halls begins with the resident. The Department of Residential Life and Housing encourages all residents to keep their doors locked at all times, when they are in their residence hall

room and when they leave (even for short periods of time). Door viewers should be used before opening the door to visitors.

Residents are asked to report suspicious behavior to Campus Safety (extension 903-510-2222). Students should never confront a suspicious individual. Residents are encouraged to get to know the residents of their wing, and to get a feel for people who normally pass through it.

Residents should never prop **EMERGENCY EXITS** open. Any resident, who does prop doors open, places all others in the hall at risk and will be subject to serious disciplinary action. In most buildings, the front doors and one other door will be available for use. All traffic should flow through these doors. All other doors will have audible alarms that will sound when opened. These doors are for emergency exit only. Failure to respect and comply with any of these security systems will result in strict disciplinary action and/or Campus Safety action. When on campus during evening or early morning hours, students are urged to walk with a friend or utilize the escort service offered by Campus Safety. Resident Assistants conduct room checks of every resident room every week. Students found in violation of these safety guidelines will be subject to disciplinary action.

SEXUAL ASSAULT: Allegations of sexual violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offense will include the Residential Life and Housing Department and Campus Safety. Students are encouraged to report any knowledge of such offenses immediately, for their own safety and the safety of others.

SMOKE DETECTORS: All student rooms are equipped with smoke detectors. If the resident suspects a problem with their smoke detector, they should contact the front desk or an RA immediately for halls without front desks. The smoke detector beeping once every minute indicates that the battery is low and should be replaced immediately. The smoke detector beeping once every minute indicates a problem that requires attention by a trained service person.

Disciplinary action will result if a student removes the batteries or otherwise renders the detector inoperative. Disciplinary action may also be taken for residents who cause potential fire hazards through unsafe practices (i.e. overloading circuits, using inappropriate extension cords, using unauthorized cooking appliances, etc.). Residents must understand that everyone's safety is jeopardized when this occurs.

SMOKING: The college is committed to providing a safe and healthy work and educational environment for all students, staff, and visitors on campus. The city of Tyler Ordinance #0-87-29 prohibits smoking in any building on campus, including the residence halls. This includes front entry ways, rooms, hallways, and lounges. The smell of smoke is probable cause to enter a room and hold the resident responsible for disciplinary action. Ask your hall staff for designated smoking areas around your hall. Please dispose of any cigarettes and remains in appropriate receptacles. Smoking is only allowed 50 ft from the entrance of all campus buildings, including residence halls.

SOLICITATION/POSTINGS: For safety reasons and to protect residents from unwanted disturbances, soliciting in the residence halls is prohibited. All postings in the residence halls must be approved and officially stamped by Student Services located on

the second floor of the Rogers Student Center and space is limited to designated bulletin boards. Only staff members may post items on these bulletin boards unless express permission has been given for a student to post something. Postings are limited to student organizations, housing events and College events. Posted items that involve leases, rental property, sale of items, etc are not permitted. If you would like to post these items, please drop them off at the Residential Life and Housing Office. If you have someone knock on your door or approach you on-campus trying to solicit, please contact campus safety immediately.

STORAGE: The Residential Life and Housing Department does not permit any storage for the residents in the hall. When the resident checks out of the hall, they must make sure to take all their items with them. Due to space constraints, we will not be able to hold any items for residents.

STUDY ROOMS: There are designated areas in some halls that are for study. While in these areas quiet hours will be strongly enforced and if students are disruptive they will be asked to leave the area.

TEMPERATURE: The Department of Residential Life and Housing strives to keep resident rooms at a comfortable temperature year-round, but occasionally the temperature in the room will become uncomfortable. Whenever students feel that the temperature in their room is no longer at a comfortable level, they should contact the staff and put in a work order.

THEFTS AND ASSAULTS: Thefts and assaults should be reported immediately to the Campus Safety at 903-510-2222 as well as to the hall staff. As a precaution, students should keep their doors locked (including suite doors) at all times.

THERMOSTATS AND VENTS: Tampering with thermostats and vents in student rooms or in common areas is prohibited and will subject residents to charges for readjustment or replacement, and/or disciplinary action. Student room vents are part of an airflow return system, which has been scientifically calibrated. Opening windows or tampering with these vents alters the correct airflow and disrupts the comfort of the entire wing. If students have a temperature complaint, they should contact a hall staff member and put in a work order. Ornelas residents do have their own thermostat in their room. It is still highly discouraged to open windows.

TORNADO: The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning. Residents should be familiar with this distinction because it dictates which course of action to follow.

Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Residents should monitor both television and radio weather

bulletins for details and changes in weather conditions. The residence halls will not activate hall alarm systems unless the Watch becomes upgraded to a Warning.

Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area. Residents are expected to remain in the designated area through the duration of the warning for their safety. Residents will be trained where to go in case of a warning each semester during the wing/hall meetings. Failure to follow staff directions will result in severe disciplinary action.

TRASH: All residents, except Holley and Vaughn, need to take their trash out to the dumpster located outside the building. Residents in Vaughn and Holley have designated areas located in their hall where residents need to leave their trash. If the trash bin is full please take it to the next one that is not as full. Please do not place your trash outside your door. Please contact a hall staff member if the trash is overly full. For health reasons, students will be expected to keep their own rooms acceptably clean. Staff members can and will ask residents to clean their room if the lack of cleanliness could subject others to health risks or extreme discomfort.

VANDALISM: Residents who remove, destroy, or deface personal property or any property or area related to the college or the Residential Life and Housing Department (including vandalism committed on the ceilings, walls or grounds surrounding the buildings) will be subject to disciplinary action and required to pay for any damages and/or fines. Common areas may be temporarily closed because of vandalism.

VENDING AREAS: Vending machines are located in every hall. If a student loses money in the vending machine they need to go to the Cashier's Office on the First Floor of Wyatt Administration building.

VISITATION: Visitation is considered a privilege within the residence hall system. Visitation Hour limitations exist to ensure both the comfort and the security of all residents within the hall. Because a student should feel safe and comfortable in their own room, a resident's request for any guest to leave their room (regardless of the guest's sex) must be honored, even if the request is made within regular visitation hours. The Department of Residential Life and Housing believes that students residing in the room should be comfortable to study, nap, or enjoy their privacy at all times. The comfort, safety and security of the residence hall environment could be compromised if guests are present too often or too late, or if guests refuse to leave because they are visiting within posted visitation hours. It is expected that the spirit of this policy is understood and upheld, irrespective of sexual preference and regardless of the sex of the consensual partner or guest. Visitation hours are everyday of the week from 8pm until 11:30pm. Everyone must be checked in with the hall staff in the lobby area. If a hall staff member is not there then the resident needs to wait until the hall staff member returns. Hall staff has the right to deny visitation of either gender. RAs have to do rounds in the hall and may not always be in the lobby. It is for the safety and security of the residents for them

to check in their guests. Anyone that wants to check in must have a valid photo ID. Anyone without a valid photo ID will not be able to check in at all. Each resident can only check in 2 people at a time. Maximum room capacity is 6 people. Residents in Ornelas will check all visitors in at the front desk located in the first building of Ornelas. During finals week, there is no visitation to ensure that the hall environment is kept quiet for studying purposes.

WALL HANGINGS: No nails, screws, double stick tape, or tacks may be used on the walls. These items are costly to repair and it is better not to damage the walls. 3M tabs may be used if a student would like to hang something up. It is important that it is correctly removed, or damages to the wall can occur.

WEAPONS Use or possession of any weapon including but not limited to rifles, shotguns, hand guns, air soft guns, CO2 guns, BB guns, air rifles and pistols, bows and arrows, knives (with a blade longer than 5 ½ inches), daggers, swords, spears, brass knuckles, numchucks or ammunition is prohibited within the halls. Furthermore, it is illegal for any student to bring a firearm into the residence hall or any building on campus, even if that student has a permit to carry a concealed weapon. Violations of Housing or college Weapons Policies will result in immediate action, such as referral to Campus Safety or Tyler Police Department, referral to the Judicial Coordinator and/or serious disciplinary action. Use of weapons such as BB guns, air soft guns, pellet guns can cause both personal and property damage. Students who use these weapons will be removed from housing and referred to the Center for Student Rights and Responsibilities. **EXPLOSIVES** are similarly prohibited. For the safety and security of our student, the college wants to maintain a weapon-free, safe environment that is more conducive to learning. Waterguns and paint ball guns are also not allowed on-campus.

WEATHER CONDITIONS: During severe weather watches and warnings, residents should be prepared to take proper precautions. Battery operated lights should be kept close at hand in case of a power failure. Residents must be prepared to evacuate to safe areas of their buildings when tornadoes are likely.

On rare occasions, the College will close during ice storms or heavy snowfall. The residence halls will remain open if it is normal working hours. Students may learn of the open/closed status by consulting local television and radio stations or phoning the TJC line at 903-510-3000.

WINDOWS: Due to the sensitive nature of the residence hall heating and air-conditioning systems, windows must remain closed unless otherwise advised by the hall staff or publicized by the hall front desk. Open window violations can damage or render ineffective very expensive climate control equipment (often resulting in the extreme discomfort of other rooms in the hall and on the wing) and may result in disciplinary measures. In addition, windows must be clear of any décor, aluminum paper, tape, and etc. Residents will be asked to remove these items if they are found.

HALL MEETINGS: Each semester during the first week of classes, the residence halls will conduct Hall Meetings for the residents of each wing or floor. Attendance at these meetings is mandatory. Information concerning rules, safety and security, wing expectations, and other important information is distributed. Residents are responsible for all information disseminated at all such meetings and any other Hall Meetings called throughout the semester. Residents who have conflicts with scheduled Hall Meetings should inform their RA as soon as they are aware of the conflict. In many halls, residents may attend the meetings for other wings in order to obtain policy-related hall information. Such an arrangement is not ideal: although students can learn relevant rules and expectations this way, they miss the opportunity to meet their peers on the wing and wing community and security are thus diminished. In any case, residents should not wait until immediately before the scheduled meeting to inform their RA of a conflict but should make other arrangements with their RA well in advance.

DINING SERVICES: The Dining Service is provided to us by Valley. College staff and students work closely together to provide the most pleasant experience possible for the residents living in the residence halls. The departments are separate; however, and questions concerning meal plans, menu items, etc should be directed to Dining Services (extension 2516) rather than Residential Life and Housing. Dining Services staff members are helpful and professional and welcome student feedback and suggestions.

FOOD SERVICE ADVISORY BOARD (FSAB)

The Food Service Advisory Board, a group of students who represent their Residence Hall to Dining Services, holds regular meetings in the cafeterias to voice personal concerns, offer menu suggestions and to provide feedback. Dining Services welcomes feedback in order to continue to improve service and quality. Students interested in joining FSAB should contact the Residential Life and Housing Office at 2345.

MEAL PLAN CHANGES

Students have until the 10th class day to change their meal plan. Students choose their meal plan at the time they apply for Housing. After that date students are obligated to remain on that plan for the entire semester. Please come to the Residential Life and Housing Office to change your meal plan by the 10th class day.

MEAL PLAN ID CARDS

Dining Services uses a computerized access system at each dining room entrance. All students on the meal plan use their TJC photo ID card to be admitted for meals. Meal plans are not transferable, only the student pictured may use the card for meals. Unauthorized use of an ID card will be handled by the Judicial Coordinator because it is a violation of the Student Code of Conduct. Lost or stolen cards should be reported to the ID card office.

CAMPUS CLINIC: The TJC Campus Clinic is staffed on weekdays (8 a.m. to 5 p.m.) by a family nurse practitioner (FNP). An FNP is a registered nurse with advanced

training in diagnosing and treating illness. FNPs also prescribe medications and administer physical exams with a focus on prevention, wellness and patient education.

The family nurse practitioner at TJC Campus Clinic is supervised by a family practice or internal medicine doctor from the ETMC First Physicians organization. This physician also provides several hours of direct care in the clinic each day, as the call schedule permits.

ETMC is responsible for all medical recordkeeping at the clinic and filing of insurance claims for clinic patients

CAMPUS SAFETY: The Tyler Junior College Campus Safety Office exists to serve all people with respect, fairness, and compassion. The offices are committed to the prevention of crime and the protection of life and property; the preservation of peace, order, and safety; the enforcement of laws and ordinances; and the safeguarding of Constitutional guarantees. To this end, a safe and secure campus environment in which the educational mission of the College can be realized free from the specter of crime. With community service as our foundation, campus safety is driven by goals that enhance the quality of life for all in our community. We seek solutions to problems that detract from that quality, thereby fostering a sense of comfort and security in our community. We nurture trust by holding ourselves to the highest standards of performance and professionalism.

Courtesy Services

Safewalk:

Campus Safety would be more than happy to escort anyone anywhere on the Tyler Junior College Campus. Students, faculty and visitors are encouraged to call Campus Safety at **(903) 510-2258 before 5:00 p.m.** and **(903) 510-903-510-2222 after 5:00 p.m.** for this service. Even though the campus is well-lit we understand your concern of walking alone at night. Once you call Campus Safety, we will have one of our officers meet you at your location, and walk with you to your desired location.

Vehicle Boosts:

Having problems getting your vehicle started? Need a jump? No problem. As long as you are on the Tyler Junior College Campus, the Tyler Junior College Campus Safety will boost your vehicle free of charge. Persons desiring such a request need to call **(903) 510-2258 before 5:00 p.m.** and **(903) 510-903-510-2222 after 5:00 p.m.** Once you notify Campus Safety, an officer will be dispatched to your location to proceed. You will need to present the officer with a driver's license or a current Tyler Junior College identification card.

Vehicle Unlocks:

Did you lock your keys in your vehicle? Tyler Junior College's officers are trained in performing vehicle unlocks. Tyler Junior College's Campus Safety Personnel will make every effort to successfully unlock your vehicle. To request this courtesy service call **(903) 510-2258 before 5:00 p.m.** and **(903) 510-903-510-2222 after 5:00 p.m.**

COUNSELING: Counseling is under the direction of the Dean of College Preparatory and Support Services, Dr. Vickie Geisel who may be reached at 903-510-2615. Through Counseling Services, professional counselors assist students with personal problems and concerns and provide referral information when requested.

- Personal/crisis counseling by appointment
- Referral system for community professional resources
- Services rendered by experienced, licensed professionals:
 - Tracey Williams, LPC, Rogers Student Center
Office 302, Phone 903-510-2041 or twil@tjc.edu.
 - Margaret Rapp, LPC, Rogers Student Center
Office 216, Phone 903-510-2878 or mrapp@tjc.edu.

RECRATIONAL SPORTS: TJC offers a wide variety of intramural sports. Intramurals are offered free of charge for TJC Students enrolled in a minimum of six (6) hours. The Recreation Center is located on the 2nd Floor of the Rogers Student Center. The Rec Center is open Monday through Friday from 8am-9pm. Pool and Ping-Pong is offered for recreational play every weekday, and there are Pool, Ping-Pong and Video Game tournaments offered throughout the semester to win gift cards. Students must bring their TJC I.D. to play.

STUDENT CENTER: The Rogers Student Center is centrally located and is the meeting place of many students. The bottom floor has the dining services. The second floor has wireless internet, a recreational center, Testing, and Center for Student Involvement.

****Please let us know if you have any questions regarding policy and procedure.****