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4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Southwest Mississippi Community College will release directory information to any reasonable inquiry about any student unless the student has notified the registrar's office in writing. This written request to Southwest Mississippi Community College complies with all provisions of the federal law entitled Family Educational Rights & Privacy Act (FERPA). Copies of a policy statement indicating the records affected by this law, the student's rights and obligations and the college's rights and obligations may be obtained in the Registrar's Office. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, e-mail address, and other similar information.

### **FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your social security number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal – or state – supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State authorities may allow access to your records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restrictions and data security promises from the entities that they authorize to receive your PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.



- If the school provides for an appeal, it must do so equally for both parties.
- Both parties must be notified, in writing, of the outcome of both the complaint and any appeal.

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### **THE CAMPUS SAVE ACT**

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The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). The Campus Sexual Violence Elimination Act imposes expanded crime reporting obligations, and, even more significant in the long run, it requires institutions to implement specific policies, procedures, and training related to sexual violence and intimate partner violence.

Southwest Mississippi Community College prohibits Sexual Violence, Domestic Violence, Dating Violence, and Stalking. In determining what offenses to report under the Clery Act, SMCC uses the following definitions:

- “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

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### **CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

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Public Law: 102-325, section 486(c)

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the *Higher Education Amendments of 1992* (Public Law: 102-325, section 486(c)). It was signed into law by President George Bush in July of 1992.

This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights.

It also requires the school to notify victims of their option to report their assault to the proper law enforcement authorities. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made with the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act, of the federal law that establishes all student aid programs, the Higher Education Act of 1965.

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### **POLICY ON SEXUAL MISCONDUCT & HARASSMENT**

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Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, and Title IX as well. With the adoption of this policy on sexual harassment, SMCC (College) demonstrated its continued commitment to upholding the rights of individuals – whether

students, faculty, or staff – to study and work in a place free of intimidation, fear, reprisal, or coercion. The “Policy on Sexual Harassment” is published in the SMCC Faculty Handbook and the SMCC Student Handbook. The college reaffirms this policy specifically as it pertains to prevention of sexual harassment and to the obligations of male and female students, faculty, administrators, and staff in their capacities as teachers and colleagues.

It is the policy of the college that no male or female member of the college – students, faculty, administrators, or staff – may sexually harass any other member of the college. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

The administration of the college is responsible for ensuring that there is a timely and thorough investigation of all complaints. A member of the college who believes that he or she has been the victim of sexual harassment as defined above or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of either the appropriate administrator or the Vice President for Student Affairs, as he or she prefers. A fellow student, staff member, or faculty member may accompany an individual who wishes to make a complaint as the complainant desires. The person receiving the complaint should immediately seek to resolve the matter by informal discussions with the person involved. If the complainant or the alleged offender is not satisfied with the proposed resolution, he or she may secure review of the matter by the President of the College, Vice President for Academic Affairs, the Vice President for Student Affairs, or the Vice President for Career-Technical Education, as appropriate.

If the suggested procedure outlines above do not result in a satisfactory resolution of a complaint, members of the college retain the right to file formal complaints in cases of alleged sexual harassment. Complaints against students are filed with the Vice President for Student Affairs; against faculty and staff, with the Vice President for Academic Affairs; against career-technical instructors and staff, with the Vice President for Career-Technical Education; and all other staff and administrators, with the President of the College.

The college will take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The college will also take appropriate steps to ensure that a person against whom such a complaint is brought is treated fairly, has adequate opportunity to respond to such accusations, and that findings, if any, are supported by clear and persuasive evidence. Complaints of sexual harassment shall be handled confidentially, with the facts made available only to those who need to know, in order to investigate and resolve the matter. The complainant and the person complained against will be notified of the final disposition of the complaint.

If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the college, consistent with college procedures.

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**DRUG AND ALCOHOL PREVENTION PROGRAM (DAAPP)**

In keeping with its educational mission, Southwest MS Community College will emphasize educational strategies in addressing problems related to the abuse of alcohol and other drugs by any member of the college community (students, faculty and staff). However, any of those who violate the drug and alcohol abuse policy will be subject to prosecution by the civil authorities and to disciplinary action by the college. Thus, all employees, athletes, cheerleaders must undergo drug testing.

The Board of Trustees of Southwest MS Community College adopts this plan to accomplish the following:

1. Aid in the prevention of alcohol and other drug abuse through strong educational efforts;
2. Encourage and facilitate counseling and rehabilitation programs by those members for the academic community who need assistance with alcohol and/or other drug related problems; and
3. Discipline appropriately those members of the SMCC academic community who engage in substance abuse and/or related behaviors while maintaining confidentiality. This policy is in accordance with Miss. Code Section 71-7-3.

**Education and Prevention Efforts**

Southwest Mississippi Community College will provide educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts shall be directed toward all members of the college community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Southwest MS Community College; the health hazards associated with the abuse of alcohol and other drugs, the incompatibility of the abuse of alcohol and other drugs with the maximum achievement of educational, career, and other goals. In addition, the potential legal consequences of such involvement with alcohol and other drugs.

**Drug Test**

Southwest Mississippi Community College will require all current administrators, faculty and staff to be drug tested by August 15, 2005. All new employees will be drug tested and are subject to a criminal background check prior to employment. All employees will be subject to a random drug test throughout each school year or anytime there is reasonable cause. Employees will be tested for: heroin, cannabis, mescaline, lysergic acid, diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone. Any employee failing a drug test will be allowed to take a second test on the same day, at the employee's expense, at a site selected by the administration. If an employee who fails a drug test voluntarily submits to treatment or rehabilitation agencies, then they will have another drug test upon completing treatment. For employees working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status. However, any employee who cannot pass an acceptable drug test will no longer be employed by Southwest Mississippi Community College. If an employee refuses to take a drug test, then they are in violation of the

DAAPP. If a potential employee refuses, then a job offer may be rescinded. Athletes, cheerleaders, athletic aids, and band members will also be drug tested. All students required to be tested will be given a copy of the drug testing policy for students.

### **Counseling and Rehabilitation Services**

Those students, faculty, or staff who seek assistance through the college for an alcohol or drug related problem will be provided with information about counseling and rehabilitation services available through the college and/or community resources. Professional standards of confidentiality shall be observed at all times. Individuals will be encouraged to voluntarily avail themselves of services. For those working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status. The abuse of alcohol and/or drugs is harmful to the individual's health and may cause serious health problems, break down of the family structure, decrease productivity in the workplace, and impair the education and learning process.

Drug and alcohol counseling and referral services are available to the college community through the H.R. Department/Counseling. A complete listing of drug and alcohol counseling, treatment, rehabilitation, and re-entry programs is also available to employees and students of this college (within this document).

### **Students**

Students must make their own arrangements to pay for treatment and/or substance abuse counseling; however the Office of Academic counseling and recruiting in addition to career and technical counselors will make referrals based upon student need.

### **Employees**

Employees who are members of the State & School Employees' Health Insurance Plan have the following options; information about this benefit can be obtained from the department of human resources in Kenna Hall.

Benefits are provided for inpatient, residential treatment facility, intensified outpatient program, and outpatient substance abuse treatment. All inpatient hospital and residential treatment facility admissions for substance abuse treatment must be certified as medically necessary by ActiveHealth. Refer to the Medical Management and Utilization Review section for certification requirements.

Intensified Outpatient Program: as provided for the treatment of substance abuse, intensified outpatient program refers to a program provided as a continuation of inpatient substance abuse treatment prescribed by a physician, under the management of a substance abuse provider, which is licensed or certified by the appropriate state or federal agency and is approved by the Plan.

### **Referral information for Employees and Students:**

**Chemical Dependency Unit Services.** Inpatient or hospital-based facilities offer services for individuals with more severe alcohol and/or drug problems and who require a medically-based environment. Treatment usually includes detoxification, group, individual, and family therapy, education services, and family counseling. Chemical Dependency services are provided by the following programs.

**Detoxification Services.** Detoxification is the process through which a person who is physically and/or psychologically dependent on alcohol, illegal drugs, prescription medications, or a combination of these drugs is withdrawn from the drugs of dependence. Methods of detoxification include: medical detoxification (detoxification in a hospital setting) and social detoxification (detoxification in a non-hospital supportive environment). Detoxification services are provided by the following programs.

**General Outpatient Services.** General outpatient substance abuse treatment is appropriate for individuals whose clinical condition or environment does not require a more intensive level of care. Multiple treatment modalities, techniques and strategies include individual, group, and family counseling. Central outpatient services are provided by the following programs.

**Intensive Outpatient Services.** The 10-15 week Intensive Outpatient Program is a community-based outpatient program which provides an alternative to traditional residential treatment or hospital settings. The program is directed to persons who need services more intensive than traditional outpatient services, but who have less severe alcohol and drug problems than those typically addressed in residential treatment. The IOP allows the consumer to continue to fulfill his/her obligations to family, job, and community while continuing treatment. Intensive outpatient services are provided by the following programs.

### **Providers**

Pine Grove Recovery Center, Hattiesburg  
2255 Broadway Dr., Hattiesburg, MS 39402  
(601) 288-2273

Jolimar Recovery Center Inc., Summit  
740 Jolimar Trail SE, Summit, MS 39666  
(601) 276-9556

**Region 11** Adams, Amite, Claiborne, Franklin, Jefferson, Lawrence, Pike, Walthall, Wilkinson  
Southwest MS Mental Health Complex  
701 White Street P. O. Box 768 McComb, MS 39649-0768  
(601) 684-2173  
<http://www.swmmhc.org/>

### **Resources**

The Mississippi Department of Mental Health  
Alcohol and Drug Services: <http://www.dmh.ms.gov/alcohol-and-drug-services/>

### **Disciplinary Actions**

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the Mississippi law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Section 41-29-113 et seq. of the Mississippi Statutes. The college will

impose disciplinary sanctions on students and employees outlined in this policy for violation of the standards of conduct required by the Drug and Alcohol Abuse Prevention Program. Faculty and staff in violation of this college policy will be subject to disciplinary actions as outlined in college disciplinary procedures. State and Federal Statutes will regulate mandatory participation in rehabilitation programs.

The following minimum penalties shall be imposed for the particular offense described.

### **Corrective Action**

Any employee conduct that in the opinion of Southwest Mississippi Community College interferes or adversely affects our business is sufficient grounds for corrective action. Corrective action can range from oral warnings to immediate termination. When coaching, counseling, and development plans fail to assist an employee in achieving the expected level of performance, or when behavior or conduct is severe enough to require immediate corrective action, the College follows a general policy of progressive discipline typically in the following order:

- Counseling Session documented to file
- Verbal Warning documented to file
- Written Warning to file
- Final Written Warning to file
- Suspension
- Termination

### **Conditions for Immediate Suspension**

When a student, faculty member, administrator, or other employee has been charged by the college with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if, assuming the truth of charges, the responsible authority concludes that the person's continued presence within the college community would constitute clear and immediate danger to the health or welfare of other members of the college community.

An immediate suspension and subsequent hearing will be in accordance with college disciplinary procedures.

### **College Regulations Governing Illegal Drugs:**

1. Trafficking in Illegal Drugs:
  - a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substances identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes (including, but not limited to heroin, cannabis, mescaline, lysergic acid, diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone), any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

- b. For the first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule III through V of Section 41-29-117, Section 41-29-119, Section 41-26-121 of the Mississippi Statutes (including, but not limited to steroids, diazepam, Phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or staff employee shall be discharged.
2. **Illegal Possession of Drugs**
  - a. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 and Section 41-29-115 of Mississippi Statutes, the minimum penalty shall be a fine of up to \$300 and/or suspension from enrollment or from employment.
  - b. For the first offense involving illegal possession of any controlled substance identified in Schedules III through V of Section 41-26-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case by case basis and a fine of up to \$300. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate college official deems applicable.
  - c. Refusal or failure to abide by the terms of probation on second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed including expulsion of students, faculty members, administrators or employees.
  - d. The college reserves the right to dismiss any student from the residence hall and/or from the college for having or using illegal drugs.
  - e. The college reserves the right to dismiss any student for drinking alcohol on or off campus. Any student who brings alcoholic beverages on the campus, or has alcohol in his/her dorm room, or enters the campus while under the influence of alcohol may be dismissed from the dormitory.

### **Possession, Sale or Consumption of Alcoholic Beverages**

1. Possession, sale, or consumption of alcoholic beverages on campus or at off-campus sponsored activities is prohibited. Alcoholic beverages include but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.
2. It is against the state law of Mississippi to have alcoholic drinks on a college campus. Use, possession, or being under the influence of alcohol will carry the

following penalties: 1<sup>st</sup> Offense – The student will be fined \$75.00 for possession on campus. For any alcohol violation the student will write a typed, three page paper on the dangers of alcohol for the VP of Student Affairs. 2<sup>nd</sup> Offense – The student will be fined \$150.00 for possession on campus. For a second alcohol violation the student will be suspended will have to move out of the residence hall.

3. State Laws are outlined as follows:

#### Drinking Age

- The legal drinking age in Mississippi is 21.
- Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful.
- In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21.

4. In addition to the legal requirements and penalties above, students found to be in violation of this college policy will be subject to penalties under the student Code of Conduct.

#### **Civil Conviction for Drug and Alcohol Offenses**

If employees of Southwest MS Community College, in performance of college duties within the scope of their employment, are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if committed on college property or at a college sponsored event. The term “conviction” would mean a findings of guilt (including a plea of nolo contendere), or imposition of sentence, or both, by and judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.

The individual involved is required to notify the college of the conviction or incident within five (5) working days following said conviction or incident.

A biennial review of the Drug and Alcohol Abuse Prevention Program will be conducted to

1. Determine its effectiveness and implement changes to the program as needed; and
2. To ensure the disciplinary sanctions described in the policy are consistently enforced.

#### **Southwest Mississippi Community College Drug Education and Testing Program for Athletes and Athletic Aids.**

SMCC is very interested in the academic performance and athletic development of all young men and women who represent this institution in all arenas. Since our society has many problems associated with certain drug and alcohol use that cause great concern, SMCC is especially interested in our college students’ abilities to avoid these problems.

To address such activity, the SMCC Athletic Department shall develop and implement a program of drug and alcohol education for all athletes, managers, trainers and all students working with the athletic program; a testing program to identify those students who are involved with the use of drugs and/or alcohol; and special counseling and assistance to enable the involved student to become and remain drug and alcohol free. Administrative procedures shall be set forth by which the student will become and remain drug and alcohol free in order to continue in the applicable program.

The SMCC Athletic Department administers a program of drug prevention for the purpose of assisting athletes, managers, trainers and all students working with the athletic program (who, for this document, will be termed athletic aides). The objectives of the program are as follows:

1. To provide the student athlete and athletic aides information on the dangers of drug and alcohol use and abuse.
2. To identify those athletes and athletic aides involved in drug and alcohol usage by administering mandatory drug tests at the beginning of the fall semester or prior to their initial season of competition, by administering unannounced random drug tests throughout the year, and by administering drug tests due to an athlete's or athletic aid's association with drug paraphernalia or possession.
3. To maintain confidential records and recommend treatment for those individuals with drug and/or alcohol use problems. According to MACJC rules, a student athlete who tests positive for drugs and is dismissed from the SMCC athletic program may not participate at another member's (MACJC) school athletic programs for a period of two calendar years.
4. To remove from the SMCC athletic programs any athlete or athletic aide who tests positive for the following controlled substances as defined by Section 41-29-101 et. Seq. of the Mississippi Code of 1972 being the Mississippi Uniform Controlled Substances Law, and their derivatives to include: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine Metabolite (as Benzoyl-Ecgonine) Opiates, Phencyclidine, THC Metabolite and Steroids. To remove from the SMCC athletic programs any student that has a second alcohol violation.

The following procedures shall be used in the operation of the SMCC Drug Education and Screening Program:

- 1. All athletes, cheerleaders and athletic aides participating in every sport/event will take part in a mandatory drug screening conducted by the Office of the Vice-President for Student Affairs at the start of the fall semester or prior to student's participation in said sport/event for the school year and in random drug tests throughout the school year. All athletes and athletic aides can additionally be required to take a drug test if drug paraphernalia is found in their dorm room, on their body, or in a vehicle of their possession or location.**
2. All athletes and athletic aides will be required to sign a consent form for drug screening and room searches giving Southwest Mississippi Community College permission to search their dorm room and test the athlete and athletic aide for drug use. Students less than 18 years of age will be required to have their parents or guardians to sign the consent form before they will have any scholarship awarded and before being allowed to participate in any SMCC athletic activities or live in the dorm.
3. All students will report to the appropriate official any prescribed medication and may have to present a copy of the doctor's prescription and any over-the-counter medication they are taking prior to any drug test.

4. The drug test will monitor for the substances listed in Objective 4 (page1). of SMCC Student Handbook: as defined by Section 41-29-101 et. Seq. Of the Mississippi Code of 1972 being the MS Uniform Controlled Substances Law, and their derivatives to include: Methamphetamine, Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine Metabolite (as Benzoyl Ecgonine) Opiates, Phencyclidine, MDMA (Ecstasy), and THC Metabolite and anabolic steroids.
5. Urinalysis will be used on collected urine samples to determine that a student is drug free. Hair tests or other tests may be used.
6. Steps will be taken to ensure proper collection, identification, and confidentiality when urine samples are collected.
7. Alcoholic drinks will be included as illegal substances. It is against the state law of Mississippi to have alcoholic drinks on a college campus. Use, possession, or being under the influence of alcohol will carry the following penalties: 1<sup>st</sup> Offense – The athlete or athletic aide will be fined \$75.00 for possession on campus. For any alcohol violation the athlete or athletic aide will be subjected to additional discipline by his/her coaches/director. 2<sup>nd</sup> Offense – The athlete or athletic aide will be fined \$150.00 for possession on campus. For a second alcohol violation the athlete or athletic aid will be suspended from the athletic team and may have to move out of the residence hall.
8. Drug test results will be made known to the athletic director, VP of Student Affairs, and head coach.
9. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to his/her student account. If student does not request the sample to be tested by the lab or refuses to take the drug test, then he/she is found to be in violation of the SMCC Drug Education and Screening Program and will be treated as though he/she is a first positive drug test. The student may not participate in the athletic program until the results from the lab are returned.

The following actions will be taken:

A. First positive drug test – **Prior to Season or initial drug screen**

1. If it is on **the initial drug screen** during the start of the fall semester **or prior to the start of a season** in a sport, the student will not be allowed to move into an SMCC residence hall or will have to move out of the residence hall. The student will be removed from the team and his/her scholarship will be suspended for the remainder of that semester after which the student must test drug-free prior to the next semester of participation. Any athlete or athletic aide screening positive will have a confidential meeting with Vice-President for Student Affairs and the head coach of the sport with which he/she is associated. Prior to the next semester of participation the athlete or athletic aide must pay for his/her drug testing to regain eligibility and pass a drug - screen administered by the Office of the Vice-President for Student Affairs.
2. If school has already started, the scholarship will be prorated by the week on a 16-week semester. If school has not started, the student will have to pay for his/her school expenses until such time that the scholarship is re-instated at the head coach's discretion in the following semester, after the athlete or athletic aide, tests drug free.
3. The athlete or athletic aide will be required to attend a preapproved by the Vice President for Student Affairs drug rehabilitation/counseling program with an outside agency at his/her own expense and present acceptable evidence of completion of the rehabilitation program before being reinstated.

4. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to his/her student account. If student does not request the sample to be tested by the lab or refuses to take the drug test, then they are found to be in violation of the SMCC Drug Education and Screening Program and will be treated as though they have a first positive drug test. The student may not participate in the athletic/activity program until the results from the lab are returned.

**B. A first positive drug test during a random drug screening**

1. The student will have a confidential meeting with the Vice-President for Student Affairs, and the head coach/sponsor of the sport/group with which they are associated.
2. The athlete or athletic aide will be required to attend a preapproved by the Vice President for Student Affairs drug rehabilitation/counseling program with an outside agency at his/her own expense and present acceptable evidence of completion of the rehabilitation program before being reinstated.
3. A two week suspension from the team will occur and the student-athlete must sit out 20% of scheduled games (minimum of: 2 football games; 5 basketball games based on 23 game season, 9 baseball games based on 46 game season, 4 soccer games/matches based on 18 games/matches, 9 softball games based on 46 game season.) This excludes scrimmages and jamborees. If the breach in policy occurs during the off-season, the two week suspension may be enforced during the next season of participation.
4. Suspension begins from the date the college becomes aware of the test results.
5. No participating in team activities (ie. practice/games/ travel) during the suspension and the athlete or athletic aide will be mandatorily tested within the next three random drug screenings performed.
6. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to his/her student account. If student does not request the sample to be tested by the lab or refuses to take the drug test, then he or she are found to be in violation of the SMCC Drug Education and Screening Program and will be treated as though they have a first positive drug test. The student may not participate in the athletic/activity program until the results from the lab are returned.

**C. Second positive drug test**

1. In the event of a positive drug screen, the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to his/her student account. The student may consent in writing to have the fee charged to his/her student account. If student does not request the sample to be tested by the lab or refuses to take the drug test, then he/she is found to be in violation of the SMCC Drug Education and Screening Program and will be treated as though they have a first positive drug test. The athlete or athletic aide will be suspended from athletic participation for the remainder of the season or school year. The student will not be allowed to participate in SMCC athletics/programs again or live on campus.

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**TOBACCO FREE POLICY**

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In order to promote a healthy environment for students, faculty, staff and visitors, Southwest Mississippi Community College is tobacco-free, effective July 1, 2014. The use of tobacco and smoking products such as vape or juul is prohibited on any SMCC-owned

property, including, but not limited to, buildings, dormitories, grounds, parking lots, sidewalks, recreational/sporting facilities and college-owned vehicles. This policy applies to college employees, students, contractors, vendors and visitors. If a student is found in violation of this policy, he or she will be fined, \$25.00 first offense, \$50.00 second offense, \$100.00 third offense, and referred to the Disciplinary Committee. Faculty, staff, and administrators will be referred to their direct supervisor.

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### **CAMPUS POLICE**

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SMCC employs certified campus police officers to ensure the safety and protection of all property and persons on campus. Mississippi Code Ann. § 37-29-275. Application of general criminal laws of state; security officers vested with powers of constables; authorization to bear arms if certified; jurisdiction of peace officers employed by public community/junior colleges. As amended; this law authorizes SMCC police officers to have complete police powers on the campus. All students are urged to respect the full authority of these officers.

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### **CAMPUS SECURITY ACT**

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#### To Protect and to Serve

The Campus Police Department is a team of professionals working to provide a safe and secure environment in which the educational mission of the College can be fully realized. The officers and staff are service oriented and committed to the safety and well-being of those associated with SMCC. They provide crime prevention and control, criminal investigation, traffic and parking supervision, disaster coordination, maintenance of public order, and other related services. The officers of the department are responsible for the enforcement of state and local laws.

They also work closely with the Vice President for Student Affairs Office to ensure that the safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the college's students, faculty, and staff. The department's ability to function as an independent law enforcement agency enables the staff to respond to situations requiring police assistance while still maintaining the autonomy of the college.

#### Our Officers and Their Training

The Campus Police Force is provided by a college employed staff of campus police officers. Officers are in constant radio communication with mobile and stationary units as well as with other police agencies.

#### Facility Access and Security

Currently, SMCC operates under an "Open Campus" policy. However, there are specific security measures regarding access to campus buildings and social events. Identification cards with proper validation are issued to all faculty, staff, and full time students. They are to be used for admission to residence halls, athletic facilities, and social events. These cards are also necessary for students, faculty, and staff to take advantage of library, bookstore, financial aid, food service, and business office privileges. Failure to have ID card on one's person at all times when on college property can result in disciplinary action. The ID card must be surrendered to any college official upon request.

### Our Assistance Program

Many faculty, staff, students, and visitors to our campus are unaware of the services that our office provides. The following is a list of services:

- Investigate all incidents on campus
- Make emergency notifications
- Provide escort service to your car or from building to building
- Unlock vehicles at student's request
- Boost disabled vehicles
- Work accidents

### A Secure Campus

The college:

- Provides a full service police department
- Provides and maintains doors that lock to all rooms and buildings
- Conducts campus lighting and safety surveys
- Trims shrubs and trees around buildings
- Provides residence hall staff that respond to routine and crisis situations
- Provides security assessment for facilities on an ongoing basis
- Provides initial identification cards to all students, faculty, and staff which provides access to campus activities and facilities
- Manages campus parking

### SAFETY AND SECURITY IS A SHARED RESPONSIBILITY!

Students are expected to:

- Lock the doors and windows to their rooms at all times
- Refrain from propping doors or entrances open
- Refrain from allowing strangers to enter their rooms or floors
- Call campus police or residence hall staff for assistance when needed
- Walk with others at night on campus
- Report suspicious person/activities to residence hall staff or campus police immediately
- Report crime immediately to campus police
- Take appropriate steps to secure personal property like bikes, cars, jewelry, etc.
- Participate in security related programming, such as engraving personal property
- Read, understand, and abide by the college and residence hall rules and regulations
- Provide input to the college about how the campus can be made safer
- Report, in writing, instances of obscene or harassing phone calls or conversations
- Provide insurance coverage for personal belongings
- Refrain from providing other individuals personal keypad code for entrance of residence halls.

### Security in the Residence Hall

SMCC has four residence halls, one for females and three for males. All students have the opportunity to request changes in room assignments which are accommodated as quickly

as possible, based upon available facilities. The college does not provide off campus housing.

- Professional residence hall directors staff the residence halls and are on call 24 hours a day. They undergo training in enforcement of residence hall security policies.
- Desk assistants are assigned to the front desk at the main entrance of the women's residence hall during specific hours of the day.
- Overnight guests in the residence halls may apply to the Director of Student Activities and Housing. They must be of the same sex as the student being visited and must be approved by the Head Resident and Director of Student Activities and Housing. Overnight stays should not exceed more than one consecutive night.

#### Residential Safety/Security Programming

Currently, the college employs a multi-faceted program to inform students and employees of campus security procedures and crime prevention.

- The campus police department, along with the Vice President for Student Affairs Office Personnel, utilizes printed materials, student forums, and multimedia presentations to promote crime prevention and awareness in the college community.
- Guest speakers are invited to campus to present programs relative to such topics as accepting responsibility for one's own actions and developing civic responsibility to report, prevent, and deter crime.

#### To Report Crimes and Emergencies

In the event of an emergency or criminal act, members of the college community are instructed and required to report the incident to the Campus Police by calling 601-551-3838.

### **SMCC Clery Act, Federal Crime Awareness and Campus Security Act Statistical Data**

<http://www.smcc.edu/about/public-notice.php>

Southwest Mississippi Community College, like any other organization, is vulnerable to a wide range of natural, technological, and human related disasters. These disasters may cause injuries, loss of life, and disruption of services and the possibility of significant property damage. Before, during, and after a disaster, the college requires special procedures to address the needs of prevention/mitigation, preparedness, and response and recovery management. To address such disasters, Southwest Mississippi Community College has developed an Emergency Operations Plan (EOP). This plan is available on the Southwest website at [www.smcc.edu](http://www.smcc.edu).

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#### **SEVERE WEATHER**

The development of threatening weather conditions in Southwest Mississippi is monitored by the Pike County Civil Defense Unit. If severe weather is threatening the SMCC campus, Pike County Civil Defense will notify the Vice President for Student

Affairs or Campus Police. The Vice President for Student Affairs or his designee will activate the Bear Aware system during a severe weather emergency. Faculty, staff, and students are encouraged to stay on campus during severe weather alerts. If a weather emergency happens outside of normal business hours, students and employees will be advised of campus status by the Bear Aware system, SMCC homepage (www.smcc.edu), and listening to the local radio (105.7 FM or www.K106.net/homepage). The president or his designee will make all decisions regarding school closure related to severe weather.

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### **ACCIDENT OR ILLNESS**

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In the event of an accident or illness on campus, the following procedures MUST be followed:

1. Faculty should remain at the site to assist the individual.
2. Send someone to notify the campus police officer of the type of emergency (accident or illness).
3. Indicate whether an ambulance should be or has already been called.

The campus police number is 601-551-3838. Dial 911 for extreme emergencies.

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### **AUTOMOBILE REGISTRATION AND PARKING**

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Students may bring automobiles on campus, but vehicles must be registered via the SMCC website. Students parking in any zone other than that assigned will be ticketed. Parking lots are provided for students. The charge for parking violations will double if fee is not paid within ten days after receiving a ticket.

Traffic laws are enforced to protect all community members. Each motorist is encouraged to practice caution, common sense, and courtesy.

The campus has three types of parking restrictions; these are regulated by zone parking. Residence hall students will park in D zones. Commuter students will park in C zones, and faculty and staff will park in F zones.

#### **Zone Parking**

**F Zone** parking is the yellow marked spaces in front of, beside, and behind buildings.

**C Zone** parking is within the white marked spaces on the streets, on parking lot at the cafeteria, on parking lot east of the Huddleston Career Technical Building, on parking lot in front of the Bryan Science Building, on the large parking lot west of Bryan Science Building, and on the parking lot at the Humanities Building.

**D Zone** parking is within the white marked spaces in the front of the Men's Residence Hall, north of the Holmes Gymnasium, behind and south of the Athletic Residence Hall, in the front of Alford Conerly Hall Overflow is available across from the William C and Lula B. Ford Library and west of the Huddleston Career Technical Building.

#### **Vehicle Registration**

1. All faculty, staff, and students that operate and park a motor vehicle on the campus must register the vehicle. Students must obtain a temporary hangtag if you come on campus in a vehicle that is not registered at SMCC.



for the ID card being used in an unauthorized manner. All students are required to wear their ID card in a visible place on the front of their person at all times on campus.

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### **BUSINESS AND FINANCE**

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Before a student is allowed to take final exams, all bills must be cleared in the Business Office, all library fines cleared in the Library, and all fees, fines, and/or tickets cleared in the Student Services Office. If a student wishes employment, he/she should contact the Office of Financial Aid. At various times, part-time job notices are posted for off campus work.

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### **FEES & REFUNDS**

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Fees-Refer to College Catalog on website at [www.smcc.edu](http://www.smcc.edu)

Refunds- A student who withdraws from school during the first full week of classes will receive a refund of 100 percent of the general fee and the board charges (meal ticket), the second week, 75 percent; the third week, 50 percent; and the fourth week, 25 percent. After the fourth week, no refund will be made. No refund will be made for room rent. No refund will be made of any out-of-state, MVCC, technology or student services fees. No refund will be made of special department, CEU, or non-credit fees. No student will be allowed to officially withdraw until all fees are paid.

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### **STUDENT ACTIVITIES**

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Band ~ Basketball ~ Football ~ Baseball ~ Softball ~ Redline ~ Tennis ~ Phi Beta Lambda ~ Vica ~ BSU ~ Catholic Campus Ministry ~ Westminster Club ~ Phi Theta Kappa ~ Deca ~ Wesley Foundation ~ Choir ~ FEA ~ Forensics ~ Bear Trackers ~ SGA ~ SNO ~ Soccer

#### **Athletics**

SMCC participates in intercollegiate athletics in the belief that the athletic program does much to contribute to both moral and physical development. Through a well-organized athletic program, students develop school spirit and loyalty.

SMCC participates in intercollegiate activities with other community colleges in the following sports: Soccer, Basketball, Football, Baseball, and Softball. All SMCC intercollegiate sports teams abide by the rules and regulations of the Mississippi Association of Community and Junior College and the National Junior College Athletic Association.

The report on the student right-to-know regulations, 34 DFR 668.41 concerning section III and VI 1996 cohort of students receiving athletically-related student aid for specified sports and the graduation rate, can be acquired by students in the SMCC Registrar's Office or in the SMCC Student Services Office.

#### **SMCC Band/Music**

The SMCC Band performs at all home football games, selected away games, and participates in various parades. The Southwest Stage Band has gained wide acclaim for its outstanding Christmas and Spring concert performances. Anyone interested in participating in the band or choir should contact the appropriate director.

### **Southwest Publications**

The Pine Burr, the monthly college newspaper, is published by the students of SMCC under the direction of a faculty sponsor.

The Whispering Pines, the college annual, is compiled by students under the direction of a faculty sponsor.

SMCC Newsletter, sponsored by the Vice President for Student Affairs is published each week during the fall and spring semesters and may be accessed online at [www.smcc.edu](http://www.smcc.edu). Announcements to be included are due in the Vice President's Office by 8:00 a.m. each Thursday for the following week's newsletter

The appointed faculty and administration of SMCC shall have the right to review and control any material published in any student publication.

### **College Organizations**

Students are encouraged to participate in various organizations on campus. Some organizations include: Phi Beta Lambda, BSU, Newman Club, Wesley, VICA, DECA, Phi Theta Kappa, and Chorus. Each will be organized during the first month of the school year, and each will have a faculty sponsor.

### **Religious Life**

Several religious organizations on campus encourage each student to participate in his/her choice of religious activities.

The work of the Baptist Student Union is carried on through a BSU Council elected by the BSU students, and a BSU director working on campus.

The organization for Methodist students is The Wesley Foundation on campus. It is affiliated with all United Methodist Churches in the area.

The Westminster Fellowship is an organization for Presbyterian students.

The Catholic Campus Ministry, the organization for Catholic students, is a member of the Newman Student Federation.

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## **STUDENT UNION AND RECREATION BUILDINGS**

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Open each school day and until early evening, the Student Union is equipped to provide for social activities for SMCC students.

The Student Union contains the cafeteria, bookstore, and post office. The Recreation Building contains a game room, T.V. lounge, and grill. Each student must obey the rules

set forth by the supervisors of the recreation buildings. The use of any tobacco, vape and juul products in these buildings are prohibited.

Cafeteria Hours:

Breakfast 7:00 a.m. – 8:30 a.m.  
Lunch 11:00 a.m. – 1:00 p.m.  
Dinner 4:45 p.m. – 6:00 p.m.

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**REHABILITATION ACT OF 1973 AND THE AMERICANS WITH  
DISABILITIES ACT**

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Southwest Mississippi Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No otherwise qualified handicapped person, solely on the basis of handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any education program or activity including admission or access thereto or in the treatment or employment therein by SMCC. All reasonable accommodations must be approved through Disability Support Services or the Vice-President for Student Affairs, who serves as the 504/ADA Compliance Officer. Students who need assistance in reasonably accommodating a disability in the classroom or on campus, please contact the Director of Disability Support Services.

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**OFFICE OF DISABILITY SUPPORT SERVICES (DSS)**

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In accordance with the Rehabilitation Act of 1973 section 504 and the Americans with Disabilities Act (1990), SMCC provides reasonable accommodations for students with disabilities through the Office of Disability Support Services. DSS verifies eligibility and works with eligible students to develop and coordinate plans for the provision of accommodations. Eligible students include those who are enrolled in degree and non-degree programs offered by SMCC, are considered qualified to meet all college program requirements despite a disability, and meet the definition of disability as defined by the Rehabilitation Act of 1973 section 504 and ADA.

Accommodations/services available include test-taking accommodations, interpreters, note takers, and readers. In order to receive appropriate and timely accommodations, eligible students should contact the Office of Disability Support Services (DSS) before the semester begins to fill out an application and submit documentation of disability for review. The Office of Disability Support Services (DSS) is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. All students, including those with documented disabilities are encouraged to participate in co-curricular activities.

Students requesting special accommodation because of a disability should:

1. Contact the Office of Disability Support Services (DSS), 601-276-3885 to set up an appointment with the Director of Disability Support Services.
2. Provide recent, valid documentation of the disability to the Office of Disability Support Services (DSS).
3. Explain and discuss in detail what accommodations will be needed.

The Director of Disability Support Services will counsel with the student to develop an appropriate plan for the student. The student's instructors will be notified by the Director of Disability Support Services concerning the student and the accommodations that will be offered. The request for disability services must be made prior to the semester in which accommodations are needed.

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### **RESIDENCE HALL ROOMS FOR STUDENTS WITH PHYSICAL DISABILITIES**

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The women's and men's residence halls each have two rooms designed for students with a physical handicap that requires the use of a wheelchair. The rooms are assigned to the students who request the rooms first and have verified their disability with the Office for Disability Services

## *Residence Hall Life*

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### **RULES AND REGULATIONS**

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Students planning to live in the residence halls at SMCC must abide by the following rules and regulations as well as other handbook rules. Any violation may result in a fine. For a second violation, the fine may double. The Vice President for Student Affairs reserves the right to assign other penalties in place of fine if the student agrees with the penalty. Students who choose not to abide by SMCC residence hall policies may be barred from student housing.

- I. Care of Property
  - a. No furniture is to be moved unless authorized by Head Resident. All furniture must remain inside the residence hall room.
  - b. Occupants of each room will be held responsible for any damage to the residence hall or residence hall furniture. Damaged furniture will be replaced and full price must be paid by students for new furniture. In those residence halls which have suites, the common areas are a responsibility of all students assigned to that suite.
  - c. Any needed repairs or replacements should be reported immediately.
  - d. Unnecessary signs, pictures, or objects cannot be placed on the doors, windows, or walls. Obscene or vulgar pictures are prohibited.
  - e. Do not paint any part of the residence hall or its contents. Do not drive nails or tacks in the wall or furniture.
  - f. Bicycles, motorcycles, weights, water guns, water balloons, fireworks, roller blades, skate boards, paint balls, and raw eggs are not allowed in the residence hall.
  - g. Students must lock doors and windows when leaving their room.
  - h. Do not remove caps or floor gliders from beds. Do not place trash or any kind in bed frame below caps.
  - i. Smoking, vaping and juuling are prohibited in residence hall rooms.
  - j. Playing football, baseball, etc. in or near the residence hall is prohibited.

- II. Quiet Hours
  - a. 7:00 p.m. to 10:00 p.m. is study period.
  - b. Loud noises, loud radio, and music from instruments will not be tolerated. There is a county ordinance against loud noises.
  - c. Any residence hall student returning after 1:00 a.m. should contact Campus Police to be allowed into the residence hall. The student must report to the Office of Student Affairs the following morning for a meeting in regards to curfew violation.
  - d. Fireworks are prohibited on campus. Fireworks are illegal in Pike County. Persons who bring fireworks on campus may be dismissed from the residence hall. Persons who explode fireworks on campus may be fined and prosecuted.
  
- III. Food
  - a. Students are not allowed to take food from the cafeteria without permission from Head Resident or cafeteria manager.
  - b. Perishable food must be disposed of immediately.
  - c. No cooking will be allowed in the residence hall.
  - d. Glass drink bottles are not allowed in the residence hall.
  
- IV. Cleanliness
  - a. Excessive trash and neglect will not be tolerated. Trash must be disposed of properly and in a timely manner. Littering on campus constitutes a \$50.00 fine.
  - b. Clothes should be properly stored in closets, drawers, etc.
  - c. Regular room checks will be conducted. If the head resident issues a second notice of unclean conditions to occupants of a room, they will be fined. Fines will increase if unclean conditions continue. The student(s) may be barred from campus housing.
  - d. A list of items not to be disposed of will be distributed to students upon time of residency. The disposal of items that clog the sink and other bathroom fixtures will result in a fine of up to \$100 in addition to costs incurred by maintenance.
  
- V. Proper Dress
  - a. Short shorts, halters, bare midriffs, or sagging jeans are not approved for school wear.
  - b. SMCC dress standards require that students dress appropriately, modestly, and in good taste.
  - c. Shoes must be worn in all buildings.
  - d. No vulgar slogans or profanity may be worn on clothing.
  
- VI. Moral Obligation
  - a. Cursing and vile language will not be tolerated; fines of \$25.00 per word will be assessed for profanity.
  - b. The college reserves the right to dismiss any student for drinking on or off campus. Any student who brings alcoholic beverages on the campus, or has alcohol in his/her room, or enters the campus while

under the influence of alcohol may be dismissed from the residence hall.

- c. The college reserves the right to suspend or expel any student for fighting, stealing, destroying property, cheating on examinations, plagiarism in any form, or causing a disturbance.
- d. The college reserves the right to dismiss any student from the residence hall and/or from the college for having or using illegal drugs such as marijuana, cocaine, LSD, et, as well as vapes or juuls
- e. Tampering with fire or smoke alarms is prohibited. Penalty for such offense may be a fine of up to \$200 or dismissal from the residence hall.
- f. All students shall conduct themselves both on and off campus in such a manner as to reflect positively on the college.
- g. Public display of affection is not in keeping with SMCC standards.

VII. Cars, Trucks, Motorcycles

- a. Observe the noise ordinance when driving on campus.
- b. Observe speed and parking regulations on campus. You may lose campus vehicle privileges if you do not abide by campus parking and traffic regulations.
- c. All vehicles on campus must be registered through the SMCC website.
- d. All motor vehicles on campus must be equipped with a muffler sufficient to prevent disturbing noises. Special attachments to increase noise will not be permitted.
- e. Loud music containing vulgar lyrics is prohibited.
- f. Vehicles must not have vulgar or distasteful bumper stickers or any other offensive items attached to them.

VIII. Firearms

- a. No firearms will be permitted on the campus (State law forbids firearms on campus). Firearms found on campus will be confiscated and the student may be dismissed from the college. Possession of a weapon on campus is a felony. Other guns such as BB guns, air soft guns, and paint ball guns are prohibited. Bows and cross bows are also prohibited.

IX. Visitors in Residence Halls and On Campus

- a. No male visitors are allowed to visit the women's residence hall lobby outside of visiting hours any day. Visiting hours will be posted in the dormitory.
- b. Visitors must check-in at the front desk. Only one (1) guest per present resident is allowed in the lobby of the women's residence hall.
- c. Female students are not allowed to visit the men's residence hall. Students are not allowed to visit or have visitors in a residence hall room of the opposite sex. The first offense for this violation is a fine of \$200.00. A second offense they are subject to being removed from the residence hall or suspended from the college. Female students may not be in the courtyard between the male residence

hall, the concrete sidewalk leading up to the exterior room door, stairwells, in the parking areas immediately adjacent to the men's residence hall, or in the grass areas leading up to the residence hall. If loitering in these areas females may incur a \$25 fine per incident. If a student incurs more than two fines then fines will double.

- d. Students should never carry on conversations from the residence hall windows.
- e. Loitering in front of or around residence halls and in the street is prohibited.
- f. A resident who wishes to have an overnight guest should seek approval from the Director of Student Activities and Housing prior to inviting the guest. The guest can be no younger than a junior in high school. In most cases the resident should contact the Director of Student Activities and Housing 24 hours in advance of inviting the guest. Only when there is a bed available in the residence hall may a student have an overnight guest. A member of the opposite sex is not allowed to visit in a room. Students may be dismissed for violating this rule.
- g. Children younger than ninth grade are not allowed in classrooms, in residence hall, or in the grill. Ninth graders through twelfth graders are allowed to visit by permission only. During athletic events or special school activities, younger students accompanied by parents are welcome.

#### X. Children on Campus

Students are not allowed to bring children to campus except for special activities which children are invited to attend, i.e., Halloween, Christmas activities, sporting events, etc. The only exceptions are for children cared for in the SMCC Child Care Technology program and elementary students participating in the tutoring program at the library.

Students are not allowed to bring children to campus during or between the times students are attending classes, using the library, learning lab, other resources, or during work study hours. Other students or non-students may not care for children on campus while parents are in class, using other campus resources, or performing work study.

Under no circumstances are children to be left unattended on campus. When children are attending a special activity designed for attendance by children, parents are responsible for the supervision of their children at all times.

The college assumes no responsibility for the supervision of children. Disciplinary action may be taken against those who do not follow college policy.

#### XI. Residence Hall Curfew

- a. All resident students must be in at 1:00 a.m. The regular curfew regulations apply every day of the week and on weekends.

## XII. Pertinent Information

All residents of the residence halls are expected to attend residence hall meetings. Advance notice will be given as to the time and place of the meeting. Students who are ill or unable to attend must notify the Head Resident. Attendance is required for “mandatory” meetings. Students will be assessed a fine of \$25.00 for not attending.

SMCC is not responsible for goods damaged in the residence hall by fire or other means.

All residence hall students are required to purchase a meal ticket through the Business Office for each semester of residency. All full-time students are required to have ID cards in their possession. The ID cards of resident students will be validated to be used as their meal ticket.

Only compact refrigerators may be used in the residence halls.

The purpose of the residence halls is to furnish a place for boarding students to sleep and to study. Rules are set up to further that purpose.

The regulations are not and do not attempt to be totally comprehensive. All students are expected to conduct themselves on and off campus in such a manner as to reflect the very highest standards of conduct on themselves and on SMCC. Failure of any student to adhere to SMCC rules or policies will lead to disciplinary action.

All dormitory items must be removed from the residence at the time of the student’s official checkout. All students must officially check out and complete a checkout form with the head resident or housing director. At the time of checkout, the head resident or housing director will inspect the room and assess charges to the student’s account for items left in the room, cleanliness of the room as well as the overall condition of the room and bathroom(s). Failure to remove items will result in forfeiture and the college assumes no liability in this matter.

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## **CAMPUS HOUSING AND ROOM RESERVATION**

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Residence Halls are located on campus for male and female students. Each residence hall has live-in professional staff. Rooms are furnished with single beds, chest or closet, desks, chairs, cable and wireless internet. Students must provide sheets, towels, pillows and blankets. A list of items needed can be found on the school’s website at [www.smcc.edu](http://www.smcc.edu) under Students and Residence Hall Information. Students are required to purchase a 5 or 7 day meal plan.

To reserve a room in the residence hall, a student must submit a completed housing application along with the room application fee of \$150.00. The room application fee for









ADVISOR – The advisor is a member of the faculty who helps you in planning your program. The advisor assists students in developing a student class schedule.

ALUMNI – The alumni refer to past students of SMCC.

BASIC REQUIREMENT – Terms used to specify certain courses that must be taken in order to meet graduation requirements or requirements within certain departments or divisions.

BEARS – The SMCC mascot is a bear. The athletic teams are referred to as the Bears.

COURSE NUMBER – Each course has a designated number. Usually the 1000 courses are considered freshman courses, and the 2000 courses, sophomore courses, although there is not a set policy that students must take all 1000 courses the freshman year or all 2000 courses the sophomore year. However, certain courses have prerequisites.

COURSE OF STUDY – The sequence of courses which a student takes in earning credit in his major field.

COMPUTATION OF QUALITY POINTS – Letter grades carry point value. An A is equal to 4 points per semester hour, B is equal to 3 points, C is equal to 2 points, D is equal to 1 point, and F is equal to 0 points.

An example computation for quality points per course is as follows:

	Semester Hours	Grade	Points
Math	3	C	6
Sociology	3	B	9
Health	3	D	3
English	3	A	12
Total	12		30

Total quality points = 30 divided by 12 (the number of hours) equals 2.5 quality point average.

ELECTIVE – This term denotes any course which a student may elect to take that is not prescribed within his major field.

MAJOR – The term that denotes the subject or special area which a student chooses as a specialization.

MINOR – The term denotes the minor or secondary area of study or concentration. This area is usually related to the major area.

PREREQUISITE – “to precede.” In many instances a certain course is a prerequisite to another. An example, English 1113 is a prerequisite for English 1123. A student must complete English 1113 before enrolling in 1123.

SGA – The SGA is the abbreviation for The Student Government Association.

TRANSCRIPT – The transcript contains pertinent data concerning each student, such as grades and various personal data. Each student must have a high school transcript filed in the Registrar’s Office.

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**CAMPUS DIRECTORY**

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Academic Counseling	601-276-2005	Library	601-276-2004
Activities Building	601-276-3839	Maintenance	601-276-4822
Administrative Offices	601-276-2000	Men’s Residence Hall	601-276-2021
Baseball Office	601-276-3714	Nursing	601-276-3823
Bookstore	601-276-2006	P.E. Building	601-276-2009
Bryan Science Building	601-276-2007	Post Office	601-276-2006
Cafeteria	601-276-2002	Recreation Building	601-276-3839
Campus Police	601-551-3838	Registrar	601-276-2001
Career-Technical Dept.	601-276-2013	Student Services	601-276-4810
Cosmetology	601-276-2017	Career-Tech Counselor	601-276-3722
Cheerleading	601-276-4813	Women’s Residence Hall	601-276-3828
Disability Support Services	601-276-3885	Women’s Head Resident	601-276-3828
Financial Aid	601-276-3707		
Fine Arts Building	601-276-2003		
Football Office	601-276-3892		
Gym	601-276-2020		
Humanities Building	601-276-3823		

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**CLASS SCHEDULES**

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See the SMCC Catalog: [www.smcc.edu](http://www.smcc.edu)

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**EXAM SCHEDULES**

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See the SMCC Catalog: [www.smcc.edu](http://www.smcc.edu)

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**CALENDARS**

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<http://www.smcc.edu/about/smcc-calendar.php>

<http://www.smcc.edu/student-affairs/student-resources/student-resources.php>

\*Updates to the Student Handbook can be found on the College website\*