



## **Housing Rules & Regulations**

### **General Policies**

Signing and returning the 'Room and Board' agreement or submitting the 'Room and Board' agreement online constitutes acceptance of the agreement by the student. Submission of application will not be valid or processed without a \$25 housing application fee paid by check, money order or credit card. Payments should be made to:

New Mexico Junior College Attn:  
Student Housing  
3 Thunderbird Circle  
Hobbs, NM 88240

As a general rule, only full-time (minimum 12 credit hours/semester) students are allowed to live in the dorms. Should a student drop below the 12-credit minimum enrollment during the course of a semester, he/she may continue to live in the residence halls only with the approval of the Dean of Students Services.

Part-time living arrangements may be made only with approval from the Dean of Student Services.

The student may move from campus housing at the end of a semester or upon withdrawal from college. Release, however, from the 'Room and Board' agreement is not automatic. Established checkout procedures must be followed.

The Housing Office makes room assignments. Efforts will be made to assign roommates having designated mutual requests. Please note that the date of receipt of the 'Room and Board' contract and the availability of space will also be considered in making room assignments. Finally, NMJC reserves the right to make, change, or cancel room assignments in the interest of health, safety, or other reasons deemed valid by the College.

For information on Assistance/Service Animals in Campus Housing, please refer to Section XI of this handbook.

Students may request room changes, which will be granted on a space-available basis. Students must retain their original room and roommate assignment during the first two (2) weeks of each term. At the end of the two (2) weeks, room change requests should be submitted to the Housing Coordinator. Changing rooms without permission will result in a fine and can lead to eviction.

Students living in campus housing must supply personal hygiene items, towels, washcloths, soap, cleaning and laundry supplies, telephone, toilet paper, shower curtain (70"x72"), and sheets (extra-long,

36" X 84"). Students are not permitted to bring or use hot plates, toaster ovens, space heaters, grills, air conditioning units, firearms, or pets. Candles, incense burners or any open flames are also prohibited. Any in-room cooking violations will result in confiscation of the cooking appliance and a fine per resident per occurrence.

Room keys are the student's responsibility. If a key is lost or stolen, the student occupant responsible will be charged replacement costs, including any charges necessary to replace locking devices.

The student is responsible for reasonable cleanliness of his / her room. NMJC will assist with general housekeeping in the public areas of the campus housing facilities. When a repair is needed in a room, the student must notify the residence hall supervisor immediately. The residence hall supervisor will notify the Director of Student Life and/or maintenance department. Regular maintenance inspections will be made of the housing facilities, including the rooms. Repairs for damage by other than normal wear and tear will be charged to the responsible student's account as a fine. If a resident is found tampering with equipment or fixtures, they will be assessed fines per occurrence.

### **General Courtesies**

The foundation behind successful group living is being generally courteous to those you are around. Activities that prove disturbing to persons desiring study or sleep must be suspended regardless of the hour in which they occur. All residents are expected to observe the following courtesies and considerations to one another:

- Visitor Curfew in all dorm rooms or apartments is 12:00 a.m. Sunday-Thursday nights. Weekend Visitor Curfew in all dorm rooms or apartments is 1:00 a.m., Friday and Saturday nights. Students are allowed in the courtyard until 1:00 a.m. but must be cognizant of other students' rights and keep the noise level down. Visitor Curfew is mandatory for all guest and residents. Guests should never be left unattended.
- Quiet Hours in all dorm rooms or apartments is 10:00 p.m. Sunday-Thursday nights. Weekend Quiet Hours in all dorm rooms or apartments is 12:00 a.m., Friday and Saturday nights. Courtesy hours are observed 24-hours a day throughout residence halls. When asked by another resident or staff member to reduce noise level, residents are expected too immediately comply as a courtesy to fellow community members.
- Radio, television, or stereo volumes must be kept at a reasonable level. If asked to turn the volume down, a student is expected to comply. Continued disturbance will result in confiscation of the equipment. Stereos may not be played through open windows or in hallways. No apparatus (including air conditioning units) can be hung out of the windows or affixed to the outside of any building.
- Activities such as football, soccer, broom hockey, wrestling, basketball, skate boarding, bicycling, golf, etc., are not to be played or ridden inside residence halls or breezeways. Absolutely no dartboards are allowed. A fine per occurrence, per student will be assessed and the dartboard will be confiscated.

Persistent violators of housing rules and regulations are making a statement that they cannot live cooperatively in a group setting. Eviction or relocation may be the best alternative. This decision will be at the discretion of the hall supervisor and the VPSS.

Resident complaints will be reviewed by the appropriate Housing Supervisor, the Assistant Housing Coordinator, the Director of Student Life, Dean of Students, and / or the Vice President for Student Services for necessary action. Additional restrictions may be imposed with financial sanctions during peak testing periods such as finals week. Generally, noise levels within the room should be audible only within the same room. Complaints regarding noise level should be referred to the Resident Coordinator and / or Director of Residence Life after you have spoken to the party involved and attempted to work out the differences.

Campus housing facilities will be secured each evening. For safety reasons, door propping at exits is strictly prohibited at any time. Students are reminded to keep their doors and windows locked and not to prop doors open for any reason. Residents or guests found propping locked doors open will be assessed a fine.

NMJC assumes no liability concerning legal obligation for injury to person (including death) or loss or damage to personal property, which occurs in its buildings or on its grounds prior to, during, or subsequent to the period of any College contract. Students living in campus housing are encouraged to carry appropriate insurance should any loss occur.

### **Housing Regulations**

Each student living in campus housing must observe all NMJC and campus housing regulations. If the student fails to do so, he / she may be evicted from campus housing, and further action may be taken, which could result in suspension from New Mexico Junior College.

Each student will be held responsible for any damage that occurs in his / her room. Fines will be strictly enforced and payment will be due immediately upon receipt.

1. Each student is expected to conduct himself / herself in accordance with generally accepted standards of citizenship and good taste.
2. A student may not use and / or possess illegal controlled substances and / or alcoholic beverages on the campus in accordance with state laws, as well as synthetic cannabis and / or other chemicals. This also includes any empty liquor containers or decorative bottles.
3. NMJC prohibits smoking / use of tobacco (including chewing tobacco, e- cigarettes, and/or vapor pens) inside any campus building, facility, or college-owned vehicle. This also includes spit cans or bottles. A violation in any room will result in a fine per resident per occurrence. Fines will escalate for each succeeding incident. NMJC does not normally store seized contraband, including e-cigarettes, candles, and vape pens, and such items may be disposed of by College officials.
4. A student may not participate in gambling activities on NMJC property.
5. A student may not have in his / her room firearms or other potentially dangerous weapons, fireworks, firecrackers, or dangerous chemicals.
6. A student may not participate or engage in illegal entry of any type.
7. A student may not engage in disorderly, vicious, or immoral conduct (including bullying) in campus housing.
8. A student may not keep pets of any kind in campus housing.
9. A student may not misuse, abuse, steal, or destroy NMJC property or property belonging

- to others.
10. A student may not use or possess unauthorized appliances or devices (i.e., clothes dryers, sun lamps, space heaters, air conditioning units, etc.) in campus housing.
  11. A student may not use campus housing for commercial purposes or in association with commercial vendors.
  12. A student may not repair motor vehicles or motorcycles in campus housing areas either in or out of doors. In addition, motor vehicles, motorcycles, or bicycles may not be stored anywhere inside housing facilities.
  13. Students may change room assignments only when proper procedures have been followed and when approval has been granted.
  14. Unauthorized persons may not adjust, obscure, or tamper with, in any way, alarm systems, fire extinguishers, and / or any security system or device installed within campus housing facilities. DO NOT hang anything from fire sprinkler heads or smoke detectors. Tampering with fire/smoke systems is illegal.
  15. Students may not leave garbage (garbage bags) in hallways and breezeways.
  16. A student may not move furniture or fixtures outside of residence halls or alter furniture, fixtures, and / or property in campus housing without permission.
  17. Students may not engage in door propping at outside exits.
  18. Window screens may not be removed except with permission of the residence hall supervisor. Windows should not be left open when the room is unoccupied.
  19. Do not hang anything on the brick walls by use of any type of fastener that penetrates or removes paint from the brick surface (example: nails, double-sided tape, etc.).
  20. Each student is limited to only one mini-refrigerator and one small microwave oven to a dorm room /apartment. No mini-freezers or other large appliances will be allowed.
  21. No pornography of any kind will be allowed in any campus Student Housing facility. Materials, which a reasonable person may consider obscene, may be confiscated. NMJC does not guarantee storage of confiscated contraband.
  22. Cohabitation as a couple is not permitted at any time in on-campus housing locations.
  23. No babysitting is allowed in campus housing (including younger siblings).
  24. Decorating with empty alcohol containers, boxes, etc. is not allowed. Students must comply with all instructions, policies, and rules, written and/or verbal, from college officials, including housing staff.