

**PARIS JUNIOR  
COLLEGE**

**Residence Life  
Handbook**

**2023-2024**



# Residence Life

**Paris  
Junior  
College**



SINCE 1924

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Paris, TX 75460-6298  
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Sulphur Springs, TX 75482  
903-885-1232  
FAX 903-439-6155

[www.paijsjc.edu](http://www.paijsjc.edu)

An Equal Opportunity Institution

Welcome to the Paris Junior College residence halls! You have made an important decision to experience college life through traditional on-campus living with your fellow students. Living on campus is also a very wise decision to help you meet academic challenges.

Residence life is what you make it. We at Paris Junior College feel that our residence programs are a large part of your educational experience. Residence living gives you opportunities to grow through developing interpersonal relations, exploring new ideas, and getting involved in student activities. We want our residence halls to be a place where you can grow, learn individual responsibility, and have a comfortable place to live.

Good luck in your academic pursuits, and I wish you the best in campus living.

Sincerely,

**Kenneth Webb**  
Director of Student Life

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**PARIS JUNIOR COLLEGE IS AN EQUAL OPPORTUNITY COLLEGE**

Paris Junior College prohibits discrimination, including harassment, against any student on the basis of sex or gender, race, color, national origin, disability, religion, age, or any other basis prohibited by law.

*For Title IX, contact:*

Melanie Hatcher  
 Human Resources Director /  
 Title IX Coordinator  
 2400 Clarksville Street  
 Paris, TX 75460  
 Telephone: 903-782-0483  
 Email: mhatcher@parisjc.edu

*For ADA / Section 504, contact:*

Ansley Hoskins  
 Student Success Coach / ADA  
 (Section 504) Coordinator  
 2400 Clarksville Street  
 Paris, TX 75460  
 Telephone: 903-782-0281  
 Email: ahoskins@parisjc.edu

**Accreditation**

Paris Junior College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Paris Junior College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call (404)-679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](http://www.sacscoc.org)).

# The Division of Student Life

## Director of Student Life

The Director of Student Life, together with the Vice President of Student Access and Success, is responsible for resident housing on campus and student discipline. The Director of Student Life facilitates student-centered growth and successful learning opportunities for residents of campus housing. The director also advises students in personal, academic, and disciplinary matters, and makes referrals based upon professionalism and institutional policy. The Director of Student Life supervises the Resident Supervisors, Student Activities Coordinator, and student workers.

## Residence Hall Staff

Each of the residence halls is staffed with a Resident Supervisor. The Resident Supervisors, individually and collectively, are concerned with meeting the needs of the students of Paris Junior College and particularly the needs of campus residents. Friendships, extracurricular activities, interpersonal relationships, good study habits, and leadership are promoted by the Resident Supervisors.

If you, as a student in campus residence halls, have any suggestions or requests, you are urged to contact your Resident Supervisors who will listen to your ideas and present them to the proper individuals for consideration.

Hatcher Hall	Resident Supervisor Kenneth Webb
Thompson Hall	Resident Supervisor Mashondra McDonald
South Campus	Resident Supervisor Stacy Dangerfield

Student Life Director Kenneth Webb  
903-517-0112 Cell  
903-782-0433 Office

If you are locked out of your room, contact any one of the resident supervisors listed above or the Student Life Director. Any of them can unlock your room. Campus Police will only unlock a room from midnight to 5:00 a.m.

## COVID-19 Policy Statement

Paris Junior College will continue to monitor and assess the COVID-19 impact on the communities served. Per CDC guidelines:

- All COVID-19 vaccines currently available in the United States have been shown to be safe and effective at preventing COVID-19. Getting vaccinated yourself may also protect people around you, par-

ticularly people at increased risk for severe illness from COVID-19.

- Anyone on PJC campus/property will be expected to govern themselves by the CDC's cleaning and disinfection, hand hygiene, and respiratory etiquette.

Masks are no longer required on a PJC campus. However, if you have not been vaccinated, you should consider wearing a mask to protect your own health.

## **Campus Police**

The Paris Junior College Police Department is a professional law enforcement organization. The PJC Police Department is committed to providing professional service to the PJC community. Our police officers are certified police officers under the requirements of the Texas Commission on Law Enforcement Officers Standards and Education and have all the same power and authority as any other sworn police officer in Texas; each officer is empowered by state laws to make arrests, investigate crimes and carry fire arms. All federal, state and local laws will be strictly enforced. There is a campus police officer on duty seven days a week. They can be reached at 903-782-0399. Their primary responsibility is the safety of the PJC community, and the protection of property, as well as the enforcement of college policies.

Campus Police: 903-782-0399

Paris Police Department: 903-784-6688

EMERGENCY ONLY: 911

## **Student Housing**

Paris Junior College offers residence halls for both men and women. A student must enroll in at least 15 semester hours and remain enrolled in at least nine semester hours, must be 17 years of age as of the start date of the semester enrolled, and must have a High School Diploma or Texas Certificate of High School Equivalency (TxCHSE) in order to live in residence housing. Housing at Paris Junior College includes: Thompson Hall, Hatcher Hall, and South Campus.

Each student is required to make a deposit of \$135 in order to have a place reserved in a residence hall. Upon receipt of the application for housing and the required deposit, the Business Office will issue a receipt, and the student's name will be placed on the approved list according to his/her receipt number. The deposit may not be applied to school costs but will remain as a credit until the student no longer resides on campus. Athletes pay their room deposit regardless of scholarship.

Residents will furnish bedspreads, pillows, sheets (extra-long twin size), pillow cases, curtains, blankets, towels, and any rugs for their rooms. Furniture may not be removed from the room or lounge areas.

**Bacterial Meningitis Vaccine**

According to Senate Bill 4819 and Texas Law, all first-time students at institutions of higher education who reside in on-campus residence halls must receive the bacterial meningitis vaccine. Therefore, incoming students must receive a vaccination against bacterial meningitis (10 days prior to move-in), meet certain criteria for declining such a vaccination, or provide verification that the vaccination has already been taken, before they can live on campus.

**Residence Hall Cost and Food Service**

The following fees are per semester costs.

Fall 2022

Hatcher & Thompson Residence Halls	\$2,900.00
South Campus (new residence hall)	\$3,100.00

Spring 2023

Hatcher & Thompson Residence Halls	\$2,900.00
South Campus (new residence hall)	\$3,100.00

Summer 2023

South Campus (new residence hall)	
Summer I / Summer II (each)	\$850.00/870.00
Summer Long	\$2,000.00

Cafeteria Serving Hours (Fall and Spring Semesters)

Monday–Thursday	
Breakfast	7:30 a.m. – 9:00 a.m.
Lunch	11:15 a.m. – 1:15 p.m.
Dinner	5:00 p.m. – 6:30 p.m.
Friday	
Breakfast	7:30 a.m. – 9:00 a.m.
Lunch	11:30 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:00 p.m.

## Saturday and Sunday\*

Lunch	11:30 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:00 p.m.

\* Saturday and Sunday menus only serve lunch and dinner (no breakfast on weekends)

## Cafeteria Serving Hours (Summer Semesters)

### Monday – Thursday

Breakfast	7:00 a.m. – 8:30 a.m.
Lunch	11:30 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:00 p.m.

### Friday

Breakfast	7:30 a.m. – 8:30 a.m.
Lunch	11:30 a.m. – 12:30 p.m.
Dinner	Sack Lunch

## **ID Card Policy**

1. All students must show their ID cards to enter the McLemore Dining Room.
2. If a student does not have their ID card, they must go and get their card before entering the dining room.
3. Only students with valid ID cards or paying guests will be admitted into the dining room. In other words, no one not living in a residence hall or not paying for a meal may come in just to sit and talk.
4. If a student leaves the dining room and returns later during the same meal period, they will not be admitted.
5. If a student loses their ID card, it must be replaced as soon as possible.
6. ID cards are replaced in the Alford Center and there is a \$50.00 replacement fee.
7. If an ID card cannot be replaced before the next meal, a student must go to the Student Life Office to make other arrangements.

## **Payment Plans**

The room and food service fees may be paid in installment payments. In a fall semester, one-quarter is due upon moving in, one-quarter on October 1, one-quarter on November 1, and one-quarter on December 1. In the spring semester, one-quarter is due upon moving in, one-quarter on March 1, one-quarter on April 1, and one-quarter on May 1. During the summer term, payment is as follows: at move in, \$500; June 10, \$500; July 10, \$500; and August 10, \$500. Missing an installment payment will result in not being allowed to eat in the cafeteria, and if payment is not received after two weeks you will be removed from campus housing.

There will be no food service during the Thanksgiving, winter and spring break holidays.

## **Refund**

1. At the close of a semester completed by the student, the deposit will be refunded less the amount of damage to the room, provided proper residence hall checkout procedures are followed.
2. If a request for cancellation is received 30 days before the beginning of the semester for which the reservation was made, the deposit will be refunded.
3. No refund will be made to the student who withdraws from school or is required to withdraw during a semester.

## **Check-in Procedure**

(Letters will be mailed/emailed regarding check-in procedures three to six weeks prior to the beginning of the semester.)

1. Report to the Student Center, Room 208, on date assigned.
2. Complete residence hall check-in packets.
3. Please read all instructions on forms.

## **Check-Out Procedure**

1. Thoroughly clean room. Your trash **MUST** be sacked up and carried out to the curb. Failure to do so may result in the forfeit of your deposit. Trash bags are available upon request.
2. Make appointment with resident supervisor for room check.
3. The resident supervisor will check the room for cleanliness and damage.
4. Take residence hall clearance card to the Business Office and the Office of Admissions and Records for clearance for housing refund if **NOT** returning for the Spring/Fall semester.
5. Students are to clear check-out procedure, **TURN IN KEYS** to resident supervisor, and leave after last final exam. **IF** your head resident is not available, bring your keys to the Student Life Office in the Student Center, Room 208.

## **Inventory**

A room inventory is made at the time of occupancy by the resident and also when the resident moves from campus housing. The inventory is made by the Resident Supervisor and requires the signature of the occupant and the Resident Supervisor.

## **Clearance Procedure**

1. Drop all classes through the proper procedure with the Office of Admissions and Records and the hhm Business Office (if withdrawing from school).
2. Thoroughly clean room. The Resident Supervisor will check the room for cleanliness and damage. The Director of Student Life will also check room for damage.
3. Make appointments with Resident Supervisor for room check.
4. Take residence hall clearance card to the Business Office and Records Office for housing refund.
5. After you have completed the clearance procedure you cannot spend the night in the cleared room.
6. Students are to leave the residence hall after last final unless graduating or for an approved emergency.
7. Residence halls close at the end of each semester.
8. Students must also make arrangements to leave the residence halls during defined break periods of the college. These defined periods may be found in the official calendar of school-year activities. During these periods the student should exercise prudence in whatever he/she desires to leave in his/her respective room.

Room deposit refunds are made by the Business Office; however, deposits will not be refunded if:

- The proper checkout procedures are not followed;
- There is trash left in the room;
- The room is left dirty;
- There is damage to the room and/or furniture; or
- The student leaves before the end of the term.

Any resident who checks out of the Residence Hall or is removed administratively will be required to remove all personal items. Any items left in the facility will be considered abandoned property and disposed of after three days (72 hours).

## **Residence Hall Services**

### **Telephones**

Telephones are not provided in residence halls.

### **Refrigerators and Microwaves**

Residents may bring small refrigerators and microwaves to use in residence halls.

## **Cable Televisions**

Televisions are available in the lounge area of each residence hall and are there for the enjoyment and convenience of all residents. Majority vote will decide the TV program, when necessary. Cable jacks are in each resident room. Students must furnish their own television and computer.

# **Emergency Procedures**

## **All Residence Halls**

### *Fire:*

1. Close window;
2. Close door;
3. Leave building by nearest exit;

### *Tornado:*

1. Go to nearest bathroom or interior closet.

## **Dragon Alert**

In the event of an emergency or severe weather, you will receive an emergency alert sent by text message or e-mail. This is a free service provided by Paris Junior College, though normal message fees may apply. To receive text messages to your cell phone, your cell phone must have text messaging capabilities. Notifications are dependent upon external providers and Paris Junior College cannot guarantee notifications will be received by the intended recipient. Students will be added to the institutional list by Paris Junior College.

## **Fire Drill Procedures (when the alarm sounds):**

1. Leave the wall or overhead light on;
2. Close the room door and lock it (if time permits);
3. Walk quickly and quietly via the stairwells;
4. Remain outside until the signal is given to return to your room.

## **Emergency Numbers**

Campus Police: 903-782-0399  
Kenneth Webb: 903-517-0112 Cell  
903-782-0433 Office

# **Student Code of Conduct Policies**

## **Disrespect for Authority**

Failure to comply with instructions and directions of college officials and/or law enforcement officers acting in the performance of their duties; or any student who fails to heed a summons to report to an administrative official or instructor's office will not be condoned and subjects himself/herself to immediate disciplinary action from the college.

## **General Expectations of Conduct**

Paris Junior College strives to create an atmosphere conducive to the development of responsible citizens in a democratic community. Residents are expected to respect and take care of the facilities and equipment; they are expected to accept Individual responsibility for their actions as an important aspect of group living.

Consideration for others is the basic principle which needs to be followed by all students. Each resident possesses individual rights, which the roommate(s) and other residents must respect. These rights carry a reciprocal responsibility in that each resident must ensure that these same rights also exist for the roommate(s) and other residents.

## **Residence Hall Statement of Responsibility**

Each resident has the responsibility to:

1. Respect other resident's rights.
2. Abide by federal, state and local laws.
3. Adhere to college rules and regulations.
4. Understand and agree to comply with all information and policies provided in this and other college publications, such as the Student Handbook.
5. Accept responsibility for the actions of his/her guest.
6. Comply with all reasonable requests of all college officials.
7. Report residence hall and college policy violations to the appropriate staff members.

## **Disturbances**

It is expressly forbidden for any group to gather in such a manner as to disturb the public peace, do violence to any person or property, disrupt the functions of the school or to interfere with its staff or faculty in the performance of their duties. Any student who participates

in such a gathering or loiters in the vicinity of one may be immediately suspended or subject to immediate disciplinary action.

## **Guns (CHF)**

According to the policy adopted by PJC as required by Texas Government Code Section 411 2031, handgun license holders residing in Paris Junior College residence halls will be allowed to possess handguns on the premise provided that:

1. Such possession is in compliance at all time with Texas statutory law and these rules; and
2. The license holder stores his/her handgun(s) in a college-approved gun safe installed in the license holder's room.

Students who are assigned to dorm rooms where a firearm is stored and who are concerned about their well-being may request a transfer to another room. Please refer to the PJC Student Handbook for the complete policy regarding Campus Carry and specific provisions concerning possession of firearms in college housing.

Students who are found in violation of Paris Junior College policies, including rules pertaining to weapons violations, will be subject to disciplinary sanctions as well as any applicable criminal penalties.

## **Weapons (CHF)**

Students shall not bring on College District property or to any College District sponsored or related activity any weapons prohibited by law or identified below:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

Lockers and cars parked on College District premises may be inspected by College District personnel if there is reasonable cause to believe they contain weapons.

## **Lewd, Indecent or Obscene Conduct**

Lewd, indecent, or obscene conduct or expression is not condoned by the college.

## **Gambling**

Gambling will not be permitted in the residence halls or on PJC property.

## **Soliciting**

Salesmen or solicitors (including students) may not solicit, advertise, sell, or distribute materials of any nature in college residence halls.

Residents encountering a solicitor or salesman are asked to report this person to the Resident Supervisor.

## **Bullying**

PJC prohibits bullying. Retaliation against anyone involved in the complaint process is a violation of PJC policy and is prohibited. Definitions of bullying and reporting procedures may be found in the Student Handbook (FFE).

## **Sexual Harassment (Title IX)**

Sexual harassment of students, including sexual violence, interferes with students' right to receive an education free from discrimination and, in the case of sexual violence, is a crime. Examples of sexual violence may include rape, sexual assault, sexual battery, sexual coercion and unwanted touching. Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if these acts don't involve conduct of a sexual nature. If you feel you have experienced an act of discrimination, contact the Director of Human Resources at (903) 782-0304 or [humanresources@parisjc.edu](mailto:humanresources@parisjc.edu).

## **Dress and Grooming**

Students' dress and grooming may not materially and substantially interfere with normal school operations.

## **Skateboarding**

Skateboarding, scooters, skating, roller blading, and hoverboarding are prohibited on PJC property.

## **Disciplinary Actions**

College discipline exists for the protection of the students enrolled in

the college. Those students who have learned to exercise self-discipline rarely need to be concerned about having disciplinary sanctions imposed upon them. It is the desire of those concerned with administering discipline at Paris Junior College to use that authority in such a way as to assist students toward self-discipline.

The Director of Student Life is charged with the responsibility of serving as the disciplinary officer of the college. He is assisted in this capacity by other administrative officers and by faculty representatives. By enrolling in Paris Junior College, each student acknowledges the authority of the college in setting standards for student behavior on campus. These standards include:

- Obeying all federal, state, county and city laws;
- Refraining from the drinking of intoxicating beverages, gambling, use of narcotics or barbiturates, immoral conduct, and dishonesty;
- Showing respect for properly constituted authority;
- Conforming to Resident Housing Policies and Regulations;
- Violation of the standards of student behavior as set forth by the college may result in disciplinary probation or suspension as described below.

### **Statement of Disciplinary Probation**

When the Director of Student Life receives information that a student has allegedly violated a college standard of conduct, he shall investigate the alleged violation. Upon completing the investigation, the director will schedule a hearing with the student and impose any of the following:

1. Dismiss the allegation as unfounded.
2. Reprimand the student. The reprimand will be in written form.
3. Disciplinary probation – for a stated period of time. Further violations:
  - a. will cause such student to forfeit all offices held in student organizations; or
  - b. suspension from any official athletic or non-athletic extracurricular activity; or
  - c. suspension from school.
4. Suspension/Expulsion: The period of suspension shall be no less than one calendar year. Suspension may also bar readmission to Paris Junior College. Readmission to Paris Junior College after the period of suspension must be requested in written form by the student to the Vice President of Student Access and Success who will determine the final decision. Suspension prohibits the student from entering the campus of Paris Junior College without the approval of the Director

of Student Life. Suspension/expulsion will be given to the student in writing stating the justification of the decision should readmission to the institution be denied.

The Vice President of Student Access and Success will notify the Office of Admissions and Records and other appropriate administrative offices when the bar against readmission is assessed. In this event, the disciplinary records will show: Suspension/Expulsion – Barred from re-admission. All disciplinary decisions are given to the student in writing.

## **Drug and Alcohol Policy**

### **Alcohol and Drug Use**

Alcohol and drug use is prohibited in and around all PJC property. Any student who possesses or participates in the presence of and/or under the influence of the use, sale, manufacturing, or distribution of illegal drugs and/or mood-enhancing substances will be subject to disciplinary action and/or criminal proceedings. Sanctions will include, but are not limited to, fines, probation, and suspension from on-campus housing, or expulsion. Drug paraphernalia, include bong, hookah pipes, clips, residue, seeds, a smoke-filled residence hall room, or any other items used in the preparation or consumption of illegal drugs and/or mood-enhancing substances, are not permitted on the Paris Junior College campus. State law shall be strictly enforced at all times on all property controlled by the college in regard to the possession and consumption of alcoholic beverages.

### **Controlled Substances**

No student shall possess, use, transmit or attempt to possess, use or transmit or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off-school premises at a school-sponsored activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, look-alike drugs such as synthetic marijuana (K2) and bath salts, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering or behavior-altering drug.
5. Any performance-enhancing substance, including steroids.
6. Any designer drug.

## **Drug/Substance Abuse and Usage Penalties**

The penalty for the use, sale and/or possession of illicit drugs for students is as follows:

1. The possession/use of any controlled illegal drug as defined by Texas statutory law on the campus of Paris Junior College or at any college-sponsored or sanctioned activity may, after a due process hearing, result in disciplinary probation for at least one calendar year. Previous major infractions of the code of student conduct of Paris Junior College on the part of the student could warrant suspension for the student for one calendar year. The student's disciplinary file will reflect the probation. Any student found guilty of possession/use of any illegal drug and placed on disciplinary probation will be referred to a professional counselor as a condition of remaining in the institution on disciplinary probation. The counselor will provide an opportunity for a credible counselor/client relationship.
2. The second possession/use of any controlled illegal drug on the campus of Paris Junior College or college-sanctioned activity may, after a due process hearing, result in suspension for one calendar year.
3. The first offense for selling and/or distributing any illegal drug as defined by Texas statutory law on the campus of Paris Junior College or at a college-sanctioned activity or event may, after a due process hearing, result in expulsion. Criminal charges may be filed by the institution. Expulsion bars readmission to the institution.

## **Alcohol Abuse and Usage\***

The Paris Junior College Disciplinary Policy has the following components with reference to the Code of Student Conduct pertaining to alcohol.

1. Possession or use of alcohol in any form is prohibited on the campus of Paris Junior College or at any college-sanctioned activity.
2. The first possession/use of alcohol in any form by a student on the campus of Paris Junior College will result, after a due process hearing, in the student being placed on disciplinary probation.
3. The second possession of alcohol on the campus of Paris Junior College or at a college-sanctioned event may, after a due process hearing, result in suspension for one calendar year with referral to a professional counselor.
4. The first offense for selling and/or distributing alcohol may,

after a due process hearing, result in suspension for one calendar year.

### **Violation of Alcohol/Intoxicating Substances\***

First Offense      \$50.00 fine and placed on disciplinary probation  
Second Offense    \$100.00 fine

### **Drug/Drug Paraphernalia Violations\***

First Offense      \$50.00 fine and possible removal from campus housing  
Second Offense    \$100.00 fine and dismissal from school

\* Additional information about PJC's Discipline and Penalties Policy may be found in the Student Handbook (FMA).

## **Residence Hall Policies**

### **Room Assignments/Changes**

Room assignments are made at the beginning of each semester, and changes will be made when deemed necessary by the Director of Student Life. Those students desiring to make a room change must receive permission from the Director of Student Life before any changes can be made.

### **Quiet Hours**

You are expected to maintain reasonable quietness at all times so that others may study, sleep, etc. Your courtesy and consideration for your fellow resident should be reflected by your care in confining conversations and visiting to your room and in keeping radios, stereos and television turned to a low volume. Quiet hours are from 10:30 p.m. to 9:00 a.m.

### **Cooking**

Due to fire regulations, you may not cook in individual rooms of the residence halls.

### **Pets**

Pets are not allowed in the residence halls.

### **Smoking**

The use of tobacco and tobacco-related products, including smokeless tobacco and electronic cigarettes, is prohibited in all indoor public areas of the campus. Smoking is allowed in designated smoking areas only. Smoking in a non-designated area will result in being ticketed or

fined. Smoking and tobacco-related products are not permitted inside the Hub Hollis baseball field complex.

## **Mail**

To receive mail at PJC, you must live in a residence hall. Student mailboxes are located downstairs in the Student Center.

1. When a student has received a package, registered, certified, or insured mail, or mail with postage due, a notice will be placed in the student's mail box or an email will be sent.
2. When any student has completed his course of study, they should return their mail box key to the Head Resident and leave a forwarding address with the PJC Post Office. Mail will be forwarded for six months, but students should notify friends, relatives and magazine subscriptions of address changes as quickly as possible.
3. Mail will be posted once a day usually no later than 11:30 a.m. Place your outgoing mail in the slot located next to the mailboxes.
4. Outgoing mail is picked up once daily by the U.S. Post Office.
5. No student is allowed to enter the Post Office.
6. If you do not have your mailbox key, you will not be able to pick up your mail.
7. Please inform your family and friends that all mail addressed to students should be written as follows:

Your Name  
PJC Station # \_\_\_\_  
2400 Clarksville Street  
Paris, TX 75460-6299

## **Bicycles**

There are bicycle racks located on the college campus. Two are located between the Math & Science Building and the Student Center, one is located south of the Student Center and the other is located on the west side of the Applied Science Building. If you bring a bicycle to school it must be kept in your room or one of these bicycle racks, not in the hallway.

## **Room Inspection**

Residence Hall Supervisors will inspect rooms at least once each month. Room inspections are held for the following reasons:

1. To assure the sanitary conditions of the individual room.
2. To assure that college property is being cared for properly.
3. Trash is not to be swept into the hallways, restrooms, and show-

ers. Wastebaskets are provided. Floors of the bathrooms should be cleaned after showering.

4. Ensure a safe and secure environment.

## **Hall Meetings**

Hall meetings are designed to distribute information, answer questions, and solve problems that may arise. The Resident Supervisor will conduct the meetings.

Residence Life meetings are mandatory and are held to notify residents of important information. Each resident **must** attend, and a \$25 fine will be assessed for non-attendance.

## **Damage/Loss**

Paris Junior College residence halls are operated on a self-sustaining basis and charges must be made for damage to furniture, equipment, or rooms. The resident is responsible for the general conditions of the room and its equipment/furniture, including loss and damage. Charges for damages to hallways and bathrooms are equally shared by students. Charges for loss or damages will be assessed by the Director of Student Life and/or maintenance and must be paid promptly. A hold will be placed on your educational record until charges are paid.

There is a \$5.00 fee per key for misplaced keys and a \$25 fee for front door key cards. Clearance for reissuing misplaced keys must be made through the Director of Student Life.

## **Search and Seizure**

When there is “reasonable cause to believe” that college regulations or laws are being violated, a search may be considered reasonable. This procedure has been upheld by Supreme Court decisions.

The college reserves the right to enter a student’s room where there is reason to believe any of the following conditions exist: (1) when the occupant of the room may be physically harmed or endangered; (2) when college property is being damaged; (3) when a college policy or state law is being violated. (4) Paris Junior College also reserves the right to enter a student’s room whenever necessary to make repairs and examine rooms for needed maintenance, and to inspect for a safe and secure environment.

## **Parking**

All vehicles on campus must obtain a parking permit from Campus Police. Parking is available 24 hours a day. Some areas on campus are restricted and are designated as handicapped parking and visitor

parking. Citations will be issued by Campus Police if you park in these areas. No loitering is permitted in parking areas.

**Screens**

Screens must remain on windows.  
Removed/Damaged Screen-\$50.00

**Fire Escapes**

Fire escape doors must not be utilized as an ordinary exit. When fire escape doors are opened, the alarm will sound signifying an emergency. Any tampering with the fire alarm warrants a \$200 fine and/or expulsion from the college. When the fire alarm sounds, the residence hall will be vacated immediately.

**Emergency Medical Services** — See Student Handbook

**Visitation Policy**

Visitation in the resident’s room is during the following scheduled times only:

- Sunday ..... 5:00 p.m. to 10:30 p.m.
- Monday–Thursday ..... 7:00 p.m. to 10:30 p.m.
- Friday and Saturday ..... 7:00 p.m. to midnight

**VISITATION HOURS ARE STRICTLY ENFORCED.**  
Security Cameras Are In Use

**Violation of Visitation Rules**

- First Offense      \$25.00 fine
- Second Offense    \$50.00 fine and no visitation for one month
- Third Offense      \$100.00 fine and removal from campus housing.

**General Visitation Regulations**

1. All guests must use the front entrance of the residence halls. The resident is totally responsible for the behavior of his/her guest. All guests must register and present a current, official picture ID. All guests must sign out upon leaving.
2. Fire exits are not to be used at any time by anyone except in an emergency.
3. Guests of the residents must be escorted at all times... particularly in proximity of bathrooms.
4. Loitering in the hallway is not permitted. Guests are restricted to student’s rooms or lounge area.

5. A resident may have only one guest in his/her room at a time, with the exception of visitation by the resident's family.
6. Failure to report violations of visitation policy may result in disciplinary action against the negligent person.
7. Any resident not wishing to participate in visitation of someone of the opposite sex may request his/her roommate to refrain from entertaining guests. This decision must be determined and conveyed to the Resident Supervisor at the beginning of the semester and is binding throughout the semester.
8. Any violation of the visitation policy or other college policies or disturbances shall be cause for disciplinary action and/or loss of visitation privileges or other deemed appropriate action.
9. By signing in and/or entering as the guest of a resident, the individual agrees to abide by the visitation policies of the residence halls. There will be no exceptions. In the event that any guest (student or non-student) refuses to leave, eviction by Campus Police will occur and trespassing charges may be filed.

## **You and Your Roommate**

Your roommate may not be the image of yourself, but remember that roommates do not have to be best friends. It is not necessary to share every aspect of college living together. In fact, learning to tolerate each other's differences without infringing on one another's freedoms can be a valuable part of your education.

We want to encourage you and your roommate to find out about each other so that you can set a pattern of communicating and working together on common concerns. Please take time to discuss these issues and expectations:

1. The hours you keep – when you like to study.
2. Borrowing and loaning personal items.
3. Need for privacy – visitors in the room.
4. Food and the refrigerator.
5. Cleaning up your part of the room.
6. Dealing with conflicts.

### **Overnight Guests**

Overnight guests must be of the same sex as their host/hostess. The residence hall supervisor must be informed as well as permission received from your roommate. Two consecutive nights is the maximum.

## Textbooks

When you get your textbooks, put your name in them so that you can identify a book as yours. Writing your name in your books will not affect the resale value of the book. If your books get stolen, there is nothing we or the College Book Store can do if you don't have some way to identify that a book is yours. In the event that you have a book stolen, it is imperative that you notify the Student Life Office, the College Book Store and Campus Police immediately.

College Book Store	903-782-0344
Student Life Office	903-782-0433 or 0402
Campus Police	903-782-0399

## Questions and Answers

*Who will clean my room?*

Although custodial workers are employed in all residence halls to keep the public areas clean, you are expected to clean your own room.

*Are my personal belongings insured by the college?*

Paris Junior College does not insure your personal belongings. You might check your parent's homeowner policy for coverage of your property while you are in school.

*When do I have to be in the hall at night?*

There is no curfew; you may come and go at your own discretion. Use the front door, but please be certain it closes securely.

*May I lend my identification card to a friend to eat in the cafeteria?*

No. Your ID card is non-transferable and may be used only by the person whose name and picture appear on the front. Carry your ID card with you at all times.

*May a friend come into the cafeteria with me to eat?*

Yes, if they are paying by credit/debit card. No, if they are just coming in to sit with you.

*May I carry food out of the cafeteria?*

Yes. Food Services have reusable carryout trays. No supplies or equipment may be taken from the cafeteria.

*May I get reimbursed for missed meals in the cafeteria?*

No. Direct credit is not given for missed meals and meals may not be made up at any other time. Data indicates that some meals will be missed by every student and this missed meal factor is computed into the cost of campus living. If missed meals were not taken into account,

campus living would cost much more.

*May I bring my car to campus?*

Yes, but you must register it with Campus Police to park on campus.

*Do I have to register my bicycle?*

No, but it would be a good idea in case it is ever lost or stolen.

*Do I have to show my ID card when asked?*

Yes. You are required to present your ID card to any college official, faculty member, or person of authority upon demand. Students entering residence halls between 2:00 a.m. and 6:30 a.m. will be required to present ID to a Campus Police Officer.

*May I have overnight guests of the same sex in my room?*

Yes, but there are some limitations. Ask your roommate if it is alright, and let the Resident Supervisor know. Two consecutive nights is the maximum.

*Am I still eligible to live in the residence hall if I withdraw from school?*

No, you must be enrolled full time in 15 college credit hours to be eligible to live in the residence halls. If you withdraw from school, you must check out of your room within 24 hours, unless an extension is granted.

*Who pays for floor or room damage?*

You pay for the damages to your own room, unless someone else did the damage and you can prove this. You and your roommate jointly share the responsibility for your room. Unless the responsible party or parties can be determined, the entire residence hall may have to pay for the damages.

*Why do I need to carry my PJC ID card?*

Students must wear their student ID card at all times when on campus. All students must have their ID cards to enter the McLemore Center Dining Room or pay the cash price of the meal.







# Residence Life Handbook 2023-2024



**Paris Junior College**

*Your BEST WAY to CONNECT to a BETTER LIFE*

2400 Clarksville Street, Paris, Texas

903-785-7661 • [www.parisjc.edu](http://www.parisjc.edu)