Dear Resident,

On behalf of the faculty, staff and administration, I welcome you to residential life at Jefferson Davis Community College. It is our sincere hope that your stay with us will be a rewarding time, full of memorable experiences and warm, lasting friendships.

I want to personally encourage you to explore your residential living experience as fully as you will your academic experience. I invite you to become an active participant in residence life. I believe you will find your time invested with us to be rewarding.

Finally, I urge you to read the important information contained in this residence handbook, the college catalog and the student handbook.

Again, welcome. Please let us know how we might serve you.

Sincerely,

David A. Jones

David A. Jones, Dean
Student Affairs
Residence Life Philosophy

There is much more to college life than attending classes, completing assignments, and taking exams. However, most students do not consider how important the “other side” of college life is to their total development.

We believe that on-campus living is a very important part of a student's development, and that it is an extension of the classroom experience where leadership, responsibility, and social skills can be learned. The residence life staff feels that it is extremely important that students living in our facilities become aware of varieties in lifestyles and cultures and learn to live and work with these varieties through the means of compromise, consideration, and open-mindedness. To help accomplish this, the residence life staff is trained to work with students to create an environment that contributes to intellectual growth, social skills, and personal development.

The residence life program at Jefferson Davis Community College attempts to promote academic competence, encourage responsibility, aid in self-understanding, and help provide a sense of belonging to a worthwhile community. In addition, we have designed Lakeview to provide a safe and secure housing arrangement for you.

At JDCC, you will be part of a community of people who share your interests and concerns. We know you have many basic interests and needs. You have our pledge to work with you to achieve the educational and personal goals you have established.

Clearly, for your tenure as a student with us, Jefferson Davis Community College is not just your college; it is your home.
Lakeview Housing Emergency Procedures

Fire, and Other Emergency Safety Procedures

Note: All fire alarms that sound at the Lakeview Housing facility are real, and will be managed as though a fire is occurring at the facility until the alarm has been proven to be false by the Brewton Fire Department. Once the fire alarm is pulled, the fire department is automatically called. A fire safety drill/demonstration will occur each fall and spring in order to educate student residents and staff members on fire safety procedures at the Lakeview Housing Facility.

Fire drills will be conducted periodically during the year to assure that students are familiar with Lakeview Housing emergency evacuation procedures in the event of a fire. Lakeview residents are required to evacuate the Lakeview Housing facility during a fire drill in the same manner as if a real fire is occurring.

If a fire occurs at Lakeview Housing complex, saving life is the first priority. Student residents should follow the procedures below to evacuate the facility safely. When a fire/smoke alarm alerts residents by sounding off, residents should:

1. Exit their housing units through the entry/exit door as quickly as possible, closing doors and windows behind them as they leave. Residents on the second floor will use the stairs closest to their entry/exit door to get to the ground level. *
2. Walk quickly through the courtyard and parking lot areas onto the front lawn of the Lakeview Housing complex.
3. Organize themselves according to the housing unit within which they reside so that the apartment manager/dormitory director can quickly account for all student residents (roll call by apartment).

If it is determined that a student resident is still in the building (before the fire department/police arrives), the Lakeview Housing Manager/dormitory directory/college onsite representative will reenter the facility to find the missing residents. Upon their return a recount will be conducted by the Lakeview Apartment Manager/dormitory director to account for all residents.

4. The Lakeview Apartment Manager will relay necessary information to the fire and police departments’ personnel as they arrive on the accident scene.
5. If no fire is found, or after the fire department has determined that it is safe for student residents to reenter the facility, a fire department official will issue an “All Clear” notice and allow Lakeview residents back into the facility.

*If the entry/exit doors are blocked by fire (barriers, etc), residents will exit the housing unit by way of an alternate stairway that is not blocked. Upon reaching the ground of the housing facility, residents will quickly walk around the safest end of the facility, and to the designated front lawn area to be accounted for by the Lakeview Housing Manager-College official directing the emergency.

Most Asked About Policies
Your safety is important to us, if you see anything report it to the Resident Manager in Apartment 119 and/or the Director of Campus Life in the Student Center on the Brewton Campus.

Alcohol, narcotics or illegal nonprescription drugs—Jefferson Davis Community College operates college housing based on a “zero tolerance” philosophy regarding the possession or consumption of alcohol or other drugs at Lakeview or on any other JDCC property. Possession and/or consumption of alcoholic beverages or other drugs at Lakeview is strictly prohibited and residents in violation of this regulation will be removed from Lakeview and may be subject to additional disciplinary action/and or arrest.

Appliances—Appliances allowed include: clock, radio, stereo, television, personal computer, hot plate, crock pot, electric skillet, coffee pot, and electric can opener. Appliances prohibited include: ceiling fans, space or electric heaters, dishwashers, washers/dryers and any other appliance with open flames or heating coils or which pose an electrical overload hazard.

Application—An application for housing does not guarantee a room assignment. Every effort will be made to accommodate your request. Housing assignments will be made on a first come, first serve basis. It is advisable for students to apply for housing as soon as they are accepted to the college.

Barbecue Grills—Residents are permitted to use barbecue grills. Grills must be used at a safe distance (20 feet) from all residence units, including balconies or porches. Propane gas grills are prohibited.

Bicycles—Bicycles must be kept in established bike racks located on Lakeview property. They may not be kept in apartments or suites. Campus security or the resident manager may remove bicycles left in other areas. Also, bicycles left in disrepair for a period of time may be removed. Bicycles will be left at owner’s risk.

Cable Service—Residents should contact Cablevision at 1-800-239-8411 to have service connected.

Car Washing—Car washing is not permitted at Lakeview.

Check-In/Check Out—As you move into your apartment or suite, it is essential that you complete the apartment inspection form and note any existing damages. The completed form should be returned to a Resident Manager. Any damages not noted on the original check-in form will result in charges. Failure to follow the check-out procedure will result in charges.

Check Out Procedure: When you are ready to vacate your apartment or suite, the following procedures must be completed:
1. Thoroughly clean your area of the apartment or suite.
2. Properly dispose of personal garbage.
3. Contact the Resident Manager on duty to arrange for an inspection of the vacated space.
4. Surrender keys (mailbox and apartment) to the Resident Manager on duty.
5. Sign the completed check-out form.
6. Complete the deposit refund form and return to the Dean’s office.

*Note: Residents who fail to complete this process will be charged $100.00 for improper check-out, as well as charges for keys not returned.

**Christmas Decorations**—State fire code regulations prohibit "extremely flammable" holiday decorations in suites or apartments. Artificial trees or live Christmas trees in pots are acceptable. All electrified decorations must be taken down and completely disconnected from wall power sources before residents leave for the Christmas break.

**Cleaning**—Residents are responsible for cleaning suites and apartments. Damage and/or additional cleaning charges will be assessed for leaving a suite or apartment in unsatisfactory condition following check-out for a suite or apartment, which is in unsatisfactory condition during health and safety inspections. Periodic inspections to assure minimum sanitation standards are being maintained will be conducted by the Resident Managers, the Dean of Student Affairs or the Dean of Business Affairs. Should you fail your inspection, you will be given 24 hours to make adjustments. If you fail again, a fine will be issued. Apartments must be left clean upon termination of occupancy. **Failure to do so will result in an additional charges over the $25.00 mandatory cleaning fee that is withheld from all deposits.**

**Damage Assessment**—Residents of each apartment or suite are collectively responsible for maintaining the conditions of the units. **When damages occur that cannot be attributed to an individual, all residents may be assessed charges.**

**Decorating**—Your apartment will be your home for the next year! So, creating a personal and comfortable atmosphere that you and your roommates want is essential. Decorating your apartment is an opportunity for you and your roommates to express your creativity. As you decorate, please keep in mind the following guidelines and suggestions:
- no painting is permitted;
- only re-usable, non-adhesive putty or two-sided tape is used to hang pictures or other wall hangings (no glue, nails, screws, or duct tape);
- no decals may be affixed to any college property;
- no doors may be cut off to allow for rugs or carpet fit;
- no wallpaper or adhesive-backed shelf paper may be affixed to furnishings;
- no alcoholic beverage containers (bottles or cans) may be maintained as a decorative display;
- for curtains, only expansion-type rods may be used;
- no items may be affixed permanently; and
- no dart boards.

**Substantial damage assessments will be levied for violating any of the above conditions.**
Deposit—The $150.00 security deposit, which you pay when you apply for housing, is kept while you are residing in campus housing. This deposit is returned less any damage, cancellation, or additional cleaning charges above the $50.00 mandatory cleaning charge when students leave the college or college housing as long as proper cancellation procedures are followed.

Dishwashers—Dishwashers are prohibited.

Drugs—(Controlled Substances). Residents found possessing and/or using illegal drugs will not only be immediately expelled from on-campus housing but will be subject to additional disciplinary action. In an effort to ensure a drug free campus, the College reserves the right to use trained dogs to search for contraband substances.

Fire Alarms/Smoke Alarms/Extinguishers—Unauthorized use and or abuse of fire alarms, smoke alarms, or fire extinguishers is prohibited. Turning in a false alarm, tampering with fire-fighting equipment, or setting a fire will result in removal from housing and other disciplinary and criminal charges, as well as charges for repairs and/or replacement of equipment.

Firearms and Fireworks—The use and possession of firearms, fireworks, BB, pellet or air guns, or other forms of weapons, explosives or other dangerous chemicals is strictly prohibited. Violators will be removed from Lakeview and could face other disciplinary and/or criminal charges.

Flammable Materials/Liquids—The use and storage of flammable materials/liquids in residential facilities is strictly prohibited.

Furnishings—Each garden apartment or magnolia suite is furnished with twin beds, study tables, chairs, carrels and night stands. All apartments are furnished with a living room sofa, chair (suites have two chairs), corner table and an entertainment center. Magnolia suites also have furnished a dining table and four chairs. Appliances included in all apartments and suites are: refrigerator, microwave and toaster ovens. Students are responsible for the furniture and appliances. Furniture or appliances may not leave the apartment or suite. A fine will be levied for unauthorized removal of furniture from apartments. The actual cost of replacement for broken or missing apartment furniture will be charged to the resident. Any personal furniture, curtains, or tapestries, etc. must be fireproof (bearing a manufacturers fireproof label) and must be a temporary fixture. All suites and apartments are furnished with mini-blinds.

Gambling—Gambling in any form is prohibited and will result in disciplinary action.

Garbage—Students living in Lakeview are responsible for taking their trash to the dumpsters that are located adjacent to the apartments. Do not throw garbage out of windows or leave it on walkways or stairways. Fines will be issued to students who do not dispose of their garbage properly.
**Guests**—All guests of Lakeview residents are expected to abide by college policies. **Residents are responsible for actions of their guests.** Overnight guests are allowed provided the procedures listed below are followed:

A. Obtain permission from the Resident Manager **before** inviting a guest;
B. Register your guest with the Resident Manager (failure to do so will result in a fine);
C. Only one (same sex guest as apartment’s residents) guest per apartment or suite, per resident, per month will be approved.
D. Children under the age of 18 are not allowed to stay overnight, must be accompanied by their parents when on college property, and **cannot** visit Lakeview residents without their parents being present.

**Harassment**—Intimidation, bribery, physical assault, and sexual harassment and assault are prohibited. Residents in violations will face disciplinary and/or criminal charges.

**Housing Meetings**—Announced meetings will be held periodically throughout the year. **Attendance is required of all residents.** Exceptions to this policy must be cleared with a Resident Manager or the Dean of Student Affairs.

**Hurricane Preparedness** – A time will be set to close dorms consistent with college closure plans. The needs of student living in coastal areas will be considered.
- Students will be given an information sheet outlining the following information and including the disaster hotline number prior to closing the dorms.
- Students will be required to remove everything from refrigerators
- Students will be required to provide a contact phone number.
- Students will be told to take everything of value with them. They will not be allowed to return to the dorms until they are officially reopened.
- Reopening information will be included on the college’s disaster hotline (251/867-0593 and 251/368-9371). In addition, all dorm students will be called with reopening information.
- The college’s president will be the main point of contact for receiving and disseminating information before, during, and immediately after the storm.
- Students are encouraged to subscribe to JD ALERT!
- The disaster hotline will be updated as information becomes available.

**Keys**—You will be issued a key to your apartment or suite when rent is paid in full. It is your responsibility to return this key to the Resident Manager during checkout. If your key(s) is **lost**, you will be charged/billed $25.00 to have the lock re-keyed and new keys issued. This charge is not refundable even if the original key is later found. **You may not duplicate your key nor possess unauthorized keys.** Adding additional locks to apartment or suite doors is prohibited.

**Linens**—Students should bring bed and bath linens. These include: extra long twin sheets, pillow cases, **mattress pad (required)**, pillow, blankets, etc. towels, and bath mat.
Maintenance--Requests for maintenance service should be made through a Resident Manager by completing a maintenance request form. The work day for the maintenance division is 7:00 a.m. to 3:30 p.m. **Report problems as early in the day as possible.** All emergencies involving maintenance problems after hours should be reported to the Resident Manager on duty.

Noise—Loud noise in or around *Lakeview* (including the playing of car stereos loudly) is prohibited. Radios, stereos, televisions, etc. should be played at a volume that cannot be heard outside the door of the apartment. Residents should be considerate of a roommate's need for quiet time. Failure to respect the rights of others by being continually loud and disruptive will result in disciplinary action.

Objects from Windows, Balconies or Ledges--The throwing, dropping, or pouring of anything from windows, balconies, or ledges is prohibited. Residents are responsible for damages and/or clean-up charges, which result from this action.

Payment of Rent--Payment of rent for the term is due in full at time of move in. **The college does not accept payment on a monthly installment plan.** The college does accept payment by Mastercard or Visa.

Personal Property--Jefferson Davis Community College shall assume no responsibility for the loss, theft, damage, or destruction of personal belongings in any apartment or suite either during occupancy, or after check-out. We do encourage residents to carry renter's insurance or to be covered under their parent's homeowner's insurance policy.

Pest Control--Pest control services are performed in apartments and suites periodically. Residents must notify the Resident Manager if a medical problem exists requiring special accommodations for pest control services. If this occurs, a special spraying time will subsequently be arranged.

Pets--Pets are not allowed in Lakeview. The only exceptions are harmless varieties of fish or pets for assisting a disabled resident or visitor.

Programs and Activities--The residence life program is committed to enhancing the students' college experience through programs and activities. Each semester the Resident Managers in cooperation with the Coordinator of Student Activities and the Dean of Student Affairs will plan social, recreational, cultural, and informational programs for the residents.

Quiet Hours—Quiet hours are to be observed between the hours of 8:00 p.m. and 8:00 a.m. Sunday through Thursday. During this time, apartment doors should be closed and the general noise level should be reduced throughout the complex.

Room Changes—Room changes will be permitted only once a semester, at the end of the first week of class as announced by the Dean of Student Affairs. Lakeview residents will be allowed to change rooms within the guidelines of the policies and procedures. No additional rooms changes will be allowed after that time.

Room Entry and Inspections--Authorized agents and personnel of the college have the right to enter suites or apartments under the following conditions:

1. in order to provide maintenance and repair services;
2. to inspect for health, safety and minimum sanitary standards;
3. to inspect for violations of Lakeview Rules and Regulations; and
3. if there is a threat to the health and safety of residents or property.

Resident Managers--The Resident Managers reports to the Dean of Student Affairs and the Dean of Business Affairs and are responsible for the overall daily operations of Lakeview.

Smoking or Tobacco Chewing--Is prohibited inside Lakeview. Cigarette butts are not to be dropped on the front entrance or over railings.

Solicitation—Commercial solicitation is prohibited. Door-to-door sales or canvassing of any kind is prohibited.

Summer Term Housing--Designated apartments and suites will be available during the Summer term. Residents will be instructed to make arrangements to move to the designated area if it is different from their Spring term assignment. (See Interim Housing)

Vandalism--Vandalism of property costs all residents in terms of rent increases and collective damage assessments. In some instances, destruction of property poses a safety threat to all residents, as in the case of fire equipment. Residents and/or their guests face disciplinary action and possible arrest and conviction if found guilty of vandalizing college property or other residents' personal property.

Vehicle Registration—Students keeping a vehicle on campus will be issued a Student Parking Permit hang tag that should be hang from the rear view mirror. Unauthorized vehicles will be towed at the owners’ expense.

*Special note: All residents are expected to dispose of garbage appropriately and to contribute to the overall appearance of the grounds. Students may be required by the Resident Manager or other college personnel to police the grounds by picking up trash if needed.

IMPORTANT SAFETY TIPS

For your protection . . .
**Apartment Security**--When leaving your apartment or suite for any reason (even if just to visit next door), you should lock your door. Theft most often occurs where the door is left open and the apartment is unattended. Make certain that doors are locked when sleeping. Report lost or stolen apartment keys immediately to the Resident Manager on duty.

**Door Propping**--Residents are encouraged not to prop doors open to apartments. Propping doors open breaches the security of residents and could allow an intruder easy access.

**Electrical Outlets**--Overloading electrical outlets poses a serious fire hazard. You are asked to only keep plugged in those appliances that require constant use (refrigerator, clock, etc.), and to alternate other appliances when needed. If a circuit breaker is tripped, contact the Resident Manager. Only surge protector strips with circuit breakers should be used.

**Fire**--If you discover a fire, pull the nearest fire alarm (see attached diagram) which alerts and warns other residents as well as calls the Brewton Fire Department automatically. Each apartment and suite has a smoke alarm furnished. After each alarm’s usage, the fire department will reset the system immediately before they leave the premises.

**Firearms and Fireworks**--The use or possession of firearms; fireworks; BB, pellet or air guns, or other forms of weapons or explosives is strictly prohibited.

**Flammable Materials/Liquids**--Use and storage of flammable materials/liquids in apartments and suites is strictly prohibited. Fire hazards such as propane gas grills, newspaper stacks, excessive trash, improper wiring, and open flames (including candles and incense) are prohibited.

**Severe Weather**--In the event of severe weather, the following procedures should be followed:
1. If time allows, close windows and blinds.
2. Do not exit the building.
3. Find a hallway or interior room away from glass for shelter.
4. Sit against the wall, do not stand.
5. Be prepared to cover yourself for additional protection.

SPECIAL NOTE: All residents are encouraged to read the materials published in the college catalog and student handbook.

**HOW TO PREVENT CRIME**

Additional suggestions for your safety . . . .
The following suggestions are offered as guidelines for the protection of you and your property. While all topics aren’t covered, your best protections against crime are to think and act defensively at all times. The best deterrent to your becoming a victim of criminal behavior is to act to minimize criminal opportunity.

1. **Be An Alert Walker**—walk confidently. Know who and what is around you.

2. **Always Lock Your Door**—it only takes a burglar 40 seconds to steal something.

3. **Don’t Flaunt Your Valuables**—it just adds to the temptation. Keep valuables out of view.

4. **Identify Valuable Property**—keep a list of serial numbers. Engrave or write your name in a secret place in all your textbooks.

5. **Determine Safe, Well-lighted Routes**—don’t take shortcuts, especially at night.

6. **Report Unusual Situations**—if you think something is wrong, it probably is. Contact a Resident Manager or call campus security (809-1608) or (809-1765) and let the officer determine if it is necessary to seek additional assistance.

7. **Don’t Operate Alone**—use the "buddy system."

8. **Always Let Someone Know Your Plans**—let someone know where you are. Doing this will not allow your friends or family to panic for no reason.

9. **Shout For Help**—if you are attacked or are running from an attacker, shout and keep shouting until someone hears you.

10. **Be Prepared To Defend Yourself**—carry your keys in your hand if walking to and from your car. If you are attacked you can use your keys as a weapon. A lot of common items can be used as weapons: pencils, purse, bookbag, etc.

11. **Carry A Whistle**—it could save your life.

12. **Always Look Through The Peephole**—when someone knocks at your door, look through the peephole before opening the door or calling "come in."

13. **Always Lock Your Car**—never leave valuables in your car.

14. **Check Your Car**—before entering, always check the back seat and floors.

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**IF YOU ARE A JOGGER. . . .**

1. **Run**—or walk with someone.
2. **Let Someone Know Your Plans**-- tell someone where you will be going and how long you plan to run.

3. **Vary Your Route**-- have several different routes and times to run.

4. **Do Not Run In Isolated Places**-- avoid warming up or running in remote or isolated locations. Instead, run in well-lighted, well-populated areas. Also, always run facing traffic.

5. **Carry Some Form Of Identification**-- run with I.D. card or drivers license.

6. **Carry Your Key**-- pin your apartment/suite key inside your clothing or use a runner's key holder tied into your shoelaces.

7. **Leave Money And Jewelry**-- do not take money or jewelry with you.

**ROOMMATE SURVIVAL TIPS**

Congratulations! You're here . . . . and suddenly you are sharing a space with people you may not have lived with before.

Roommates can be a great asset (they introduce you to their friends, share their wardrobes, and listen to your problems), but you can also have differences (in time schedules, in tastes in music, in definitions of cleanliness). The challenge for you and your new roommate is to create an atmosphere between you that permits studying, relaxation, and sleeping to occur when each of you wants privacy needs to be met; and perhaps even a deep friendship to develop.

In order to reduce friction and unexpected (and disappointing) surprises, sit down with your roommates during your first several days together and discuss the following areas:

**About my background**
*My family....
*Important things that occurred in high school....
*My town, city, etc....
*Activities I was most involved in before coming to college or activities I was involved in last year at Jeff Davis....

**Personal Preferences, Habits, and Characteristics**
*How I feel about my personal items--like what is okay to borrow or use, what things I prefer others not to use....
*How I like to study....
*How important grades and class attendance are to me....
*How important it is for my room to be neat and clean....
*My sleeping habits....
*What and when I like to eat....
*How I feel about alcohol....and other drugs....
*The kind of music I like....
*What I like to do in my spare time...
*How I feel about dates and other guests in the apartment....

**Emotional Styles**
*When I am upset I....
*How hard it is for me to let others know what I am feeling or what I need....
*Something that will usually cheer me up is....
*Times when I would prefer to be left alone....
*How I let people know I am angry....
*Things that are likely to make me angry....
*What I'm like when I'm feeling pressured....

**Reactions**
*It appears that an important similarity between us is....
*An important difference between us is....
*We might have to compromise on....

This conversation should help you begin communicating with your roommates. Remember that roommates are individuals with likes, dislikes, and preferences that should be respected; but that you, as a roommate, also have rights!

**Roommate Rights**
Roommates have the right....
*To refuse requests without feeling guilty or selfish;
*To feel or express anger appropriately;
*To strive for greater understanding of one's self through whatever ethical means one finds natural;
*To make mistakes;
*To personal privacy;
*To have one's opinions given the same respect and consideration that other peoples' opinions are given;
*To be treated as a capable human adult and not to be patronized;
*To have your needs be as important as those of other people;
*To be included - not written off as a "third wheel," and
*To be independent.

If things don’t appear to be working out, ask a Resident Manager for advice. They are trained to help mediate conflicts.

*Have a great year and enjoy your experience at Lakeview!*