2024-2025

Northwestern Michigan College

NMC

RESIDENCE HALL HANDBOOK

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Mission

The mission of the Office of Residence Life is to ensure that residential students make significant contributions to the campus community while participating in activities and programs that will help develop socially, academically, and professionally grounded individuals to be leaders not only in the classroom but also outside the classroom.

Vision

The Office of Residence Life strives to create an environment whereby students ACHIEVE their personal and professional goals while residing in a residential facility that is conducive to the educational process at NMC.

Residence Hall Staff

The residence hall staff is committed to providing the best possible living experience for all residents. East Hall has 4 to 6 Resident Assistants (RA) who reside on each floor and are trained to answer questions, get you in touch with College resources, and help resolve everyday conflict.

In addition, East Hall has one live-in professional, the Associate Dean of Campus and Residence Life. The Residence Hall Manager in coordination with the Associate Dean of Campus and Residence Life is responsible for all judicial affairs relating to East Hall. The Residence Life Office also has an Office Manager. This person is responsible for residence hall admissions, contracts, keys, custodial and maintenance issues. The Office of Residence Life also known as the Housing Office is located in East Hall and is open Monday-Friday, 9:00 a.m.-5:00 p.m.

Your Contract

Terms and Conditions of Occupancy

The housing contract contains the guidelines for residence hall living and should answer any questions that you might have concerning occupancy, room assignment, and payment. You will be emailed a copy for your records. Please read it so you are familiar with the terms and conditions of the housing contract, as each resident will be held accountable for all the information it contains.

Residence Hall Community Member Responsibilities

In carrying out responsibilities as a student and a residence hall community member, it is essential that residents become familiar with, responsible for, and abide by the Northwestern Michigan College (NMC) Student Rights and Responsibilities, as well as the Residence Hall Handbook. By signing your Residence Hall Contract, you have agreed to make yourself aware of and abide by all residence hall policies and expectations, NMC Student Rights and Responsibilities, and all city, state, and federal laws. All of these policies and procedures are expected to be upheld when NMC is sponsoring residents at locations other than East Hall.

Anyone violating the NMC Student Rights and Responsibilities, Residence Hall Handbook, and/or abusing the facilities is subject to disciplinary actions, prosecution, and replacement fees as deemed appropriate by college officials. Residents may also be subject to disciplinary action due to the misconduct of their guests. Not every behavioral expectation can be specified in a rule or regulation: you will be expected to use common sense, courtesy, and judgment. The use of alcoholic beverages and controlled substances will not be accepted as an excuse for inappropriate behavior. **Personal wireless routers are not permitted in residential facilities, as they interfere with the wireless network. All wireless signals (99% really) work in the 2.4GHz or 5GHz range. That's the ones that we at the college use, as well as the router you purchase from Best Buy. The difference is, with our access points we can control them. So maybe one of them is too weak or too strong - the system will adjust things dynamically to maximize speed and connectivity. But when you throw other peoples' routers in the mix, things get worse because generally these consumer-grade routers just blast**

out the signal as strongly as possible. After all, when you're in your home, you want it to cover every corner, right? But in our environment, it just results in a poorer wireless experience for everyone involved because not only are the rogue routers shouting wireless signals as loud as they can, but ours will start shouting back, and then no one gets to be connected reliably at good speeds.

Student ID's

Each residence hall community member will be issued a student ID at check-in. Students are required to carry their ID at all times. You are required to show your ID when entering the residence hall and must have it with you to access the funds on your ID card. If you lose your ID, go to the Security Office in the Timothy J. Nelson Innovation Center And get a replacement ID. The charge for a replacement ID is $10.00 and will be deducted from your deposit.

Lost Key/Locked Out

Your security is an important concern. You should keep your room locked and carry your key and student ID with you at all times. If you lose your key, please notify the Office of Residence Life right away. The lock will be changed and you, the student, will be held financially responsible for the replacement of the lock and new keys. The cost of a lock change is approximately $25 and will be deducted from your room deposit.

If you lock your keys in your room an R.A. or Residence Life employee may assist you. After the third time, your door is unlocked by a staff person, you will be required to pay $5.00 for each subsequent request, which will be deducted from your room deposit.

In Your Room

Your room is furnished with beds, mattresses, desks, desk chairs, blinds, wardrobe/dresser units, ceiling lights, and a micro-fridge. The furniture in your room is your responsibility, and trading furniture with other rooms or storing furniture outside the room is not allowed. Public area furniture is for the use of all residents and therefore should not be placed in individual student rooms. If public area furniture is found in a student's room, that student will be charged the labor costs for staff to move it back into place. You are not allowed to place any items outside of your unit

Please do not bring the following items: Microwave, mini-fridge, Nu-Wave Oven, any item with a heating or cooling element, George Foreman grills, hot plates/pots, toasters, toaster ovens, and candles with a wick, candle warmers, pizza makers, halogen lamps, waterbeds, other water-filled furniture and camping grills. Anything with an open heat element is not permitted (except a curling iron or a clothing iron, which must have an auto shut-off feature). No burning of incense.

Entering Room

In the interest of maintaining a healthy and safe environment in the residence hall, the college reserves the right to make periodic administrative inspections of a residence hall room at any time.

The college also reserves the right to inspect a particular resident's room when staff has reasonable cause to believe that established health or safety regulations are being violated, that there is a threat to the safety or well-being of the room occupants or other residents, or that the occupants of the room are violating a policy of NMC. If staff should enter a room and notice a violation of federal, state, or local laws, the staff member may seize the evidence and contact a local law enforcement agency, Associate Dean of Campus and Residence Life or Dean of Students, NMC security, and/or other college officials.

Between semesters and during academic breaks, residence hall rooms are exclusively the property of NMC even though residents plan to return to the same room following the break period. During these periods the college reserves the right to inspect, maintain, make repairs, conduct safety checks, and/or replace damaged or obsolete furniture.

Decorations and Personalizing Your Space

You are encouraged to personalize your space and make it your home. However, there are some rules to bear in mind. Nothing is to be painted, even with tempera paint. No live evergreens are allowed in student's rooms. Holiday lights may not be wrapped around live plants and must be unplugged when you are out of the room. Use of nails, tape, putty, glue, contact paper, or any adhesive materials that may cause damage is prohibited.

You must return your room to its original condition at check-in when you check out. Failure to do so will result in a deduction from the housing deposit. Make sure that you make detailed notes on your Room Inventory Sheet that is given to you at check-in.

Students are not allowed to use alcohol bottles, cans, boxes, steins, signs, or shot glasses as room decorations. If this occurs, it will be considered an alcohol violation. Also, you are not allowed to place any items outside of your unit in the hallway, ie., pumpkins, boxes, welcome mats, items hanging from the ceiling, etc.

Maintenance

Reporting Emergencies – life-threatening maintenance problems involving plumbing, electrical, or heating should be reported immediately to the Residence Life Office Monday-Friday, 8:00 a.m.-5:00 p.m. After hours, on weekends, or on holidays contact the Supervisor on Call at 231-995-1916, the Resident Assistant on Duty at 231-995-2096, or NMC Security at 231-883-9099.

Reporting Routine Problems – Routine maintenance needs (those necessary to keep the room in good repair) should be reported to the Residence Life Service Desk. Service requests are prioritized according to the seriousness of the problem and the date received. Damages that are not normal wear and tear to the room are subject to be paid for through the resident's room deposit.

Room Repairs

You are responsible for the proper care and use of the items in your room and the community facilities. All replacements and repairs will be made by the college maintenance personnel. Maintenance repairs resulting from carelessness or negligence will be made at the expense of the responsible resident. Charges will be taken out of the security deposit or applied as an additional charge if needed.

Room Assignments and Room Changes

Roommate requests will be honored if possible. These requests must be verified in the resident hall portal under the tab Roommate/Suitemate Groups by creating a roommate group with those wanting to room together. With such a large number of new students in the residence hall, we try to honor all requests, but at times this may not be possible. The responsibility for arranging resident-initiated changes rests with the resident requesting the change. Room changes must be approved by the Office of Residence Life before the move is made and will be honored from the third week to the seventh week of each semester. Any room changes after the eighth week of the semester will be executed by the Office of Residence Life.

Roommate/Suitemate Relationships

An important part of college is learning to get along with others and developing an awareness of and appreciation for other lifestyles and values. One of the first opportunities you will have to establish close relationships with others and learn about living in a community will be when you move into your room! Positive roommate relations begin with you! You need to be willing to make an honest attempt to get to know your new roommate. The information below is designed to assist you in building a positive relationship with your roommate.

First Step - during the first couple of days, sit down with your roommate, begin getting to know each other, and complete the Roommate Agreement. Establishing ground rules concerning your new home will help keep problems from occurring. Your RA will assist you in putting together a Roommate and Suitemate Agreement. This written agreement will be kept for future reference in the office of the Residence Hall Manager.

Even if you have been friends before coming to school, it's important to know each other as roommates. Here are some initial conversation starters:

Where are you from? What was it like growing up there?

Why did you decide to come to NMC?

What do you hope to do with that?

What are you looking forward to here at NMC? Is there anything you're nervous about?

What will you miss most about home while you're here at NMC? What will you miss least?

Remember you don't want to delve into anything too personal right away. The little things are important to talk about. Despite all your efforts, the road will be rocky at times. Living in the same room doesn't mean you must do everything together, or that you will necessarily be best friends. You must develop the ability to communicate and adapt to each other's lifestyle.

Visitors and Overnight Guests

ALL guests entering must have a picture ID (even young children) and be registered at the East Hall Service Desk. The IDs of the guest and host must be left at the Service Desk. The guest must be escorted at all times in all areas of the building by the resident who signed them in. Guests under the age of 18 must be approved by the Residence Hall Manager or Office of Residence Life professional staff member. **Children under 5 must be accompanied by their parent or authorized guardian.**

Residents of East Hall are allowed to host overnight guests Thursday through Saturday. A guest is considered an overnight guest if they are checked in at the service desk between 1:00 A.M. and 8:00 A.M. From Sunday through Wednesday guests must be checked out before 1:00 A.M. A guest can only stay two weekends out of a month. A resident may lose visitation privileges if any part of the guest policy is violated. An overnight guest can only stay 10 (ten) nights per semester in East Hall.

The living area of the residence hall room is open to guests during the stated visitor hours agreed upon by members of the suite at the beginning of each semester and the hours presented by the Office of Residence Life. The lobby areas and basement are also open and is permissible to meet there at any time.

As the host, you will assume financial and behavioral responsibility for your guests. Guests may stay free of charge (does not include food) with the approval of roommates and suitemates. Violation of this policy may result in fines and the

guest being banned from the residence hall or only allowed in the hall on a restricted basis. East Hall residents who are removed from housing due to judicial sanctions are prohibited from visiting any NMC Housing residential facility.

Bathrooms

Since all of our bathroom facilities are single-sex by suite, students must respect fellow residents by always having guests of the opposite sex use the guest bathrooms located in the lobby.

Windows and Screens

Residents are not permitted to throw or pass any materials (including liquids) in or out of windows, nor are they permitted to enter/exit a room through the window. Removal of screens is not allowed. Residents suspected of violating this policy may be fined, have to complete community service, and/or be moved to another room. Additional charges for repair and replacement of windows and/or screens may be assessed. Move-In and Break Period Information
Summer 2025: North Hall is the only building available. Dining will not be open. Move-in is Friday, May 9, 2025. If you will not be showing up on that date, a separate day and time will have to be set up with a Residence Hall Staff member. All summer residents must be moved out by Thursday, August 9, 2025.

Academic Year 2024/2025: The housing fee allows the resident to occupy their room from the beginning of each semester until the end of their final examination, except during Thanksgiving Break and Spring Break. East Hall residents are allowed to stay during Thanksgiving Break and Spring Break under a separate contract (with stipulations) at an additional cost. No cafeteria service will be available. Fall semester move-in dates range from 8/22/24 to 8/24/24. The specific date will be emailed once room assignments have been determined. All East Hall residents need to leave for the semester break by Friday, 12/13/24. Personal belongings may be left in the student's room during all breaks. Spring semester move-in is Sunday, 1/12/25 unless an earlier move-in date is approved by the Associate Dean of Campus Life. All students must be moved out by 5/2/25. East Hall will be CLOSED without accommodations between semesters. No EAST HALL resident is allowed to stay from December 14, 2024 – January 12, 2025, unless given special approval by the Associate Dean of Campus Life.

Abandoned Property

If a student stops attending classes in the middle of the semester, and/or abandons their property, the property will be donated after 30 days of abandonment. Any items left at the end of the spring semester will be donated immediately. The Office of Residence Life does not provide room to store personal property.

Quiet and Courtesy Hours

You will share close quarters with many people in the residence hall. Consideration of noise levels is vital to maintaining the quality of your environment. Noise created by an individual or group greatly affects other members of the community. Quiet hours are between 11:00 p.m. and 8:00 a.m., 7 days a week. **Courtesy hours are always in effect**. If you encounter a noise problem during academic quiet hours or courtesy hours, you have the right and responsibility to let the offenders know their activity is disruptive. Respect and courtesy for others are an essential part of living in a community. Respect for others' rights is a necessary condition for successful studying, living, and sleeping. If a disturbance persists, notify a Resident Assistant immediately. The college expects you to decrease the volume of any noise disturbing other residents when asked by either residents or staff. Whenever academic quiet hours are not in effect, noise levels must be kept at a minimum, as determined by the Residence Life Staff. Blaring stereos is not permitted; the use of headphones is encouraged. Stereo speakers are not permitted on windowsills; at no time should amplified sound be directed out windows.

In addition, beginning with the Friday morning before finals week each academic semester, academic quiet hours are in effect 24 hours a day. Violation of this could result in your immediate removal from the hall until the conclusion of the final exam week.

Athletic Activities in the Hallway

For your safety and the safety of others, all athletic activities are banned inside the residence hall. This includes but is not limited to, bike riding, rollerblading/motorized equipment, and any kind of ball or skate play. A persistent violation could result in the Residence Life staff member confiscating the equipment, damage fines, and/or community service.

Alcoholic Beverages and Illegal Substances

The Residence Life Staff is strongly committed to fostering an environment that promotes the NMC's educational mission. The following residence hall policies are designed to support the objectives and expectations of the NMC policy concerning drugs and alcohol.

The manufacture, use, or sale of alcohol, inhalants, and (odor of prohibited drugs) are prohibited in East Hall and adjacent areas, including the athletic fields and parking lots. Alcohol containers and drug paraphernalia are also prohibited. These items will be confiscated by the Residence Life Staff when found. Non-Alcoholic beer and imitation marijuana are also prohibited in the residence hall.

The residence hall is not a haven from the law – if a local, state, or federal law has been violated, then the appropriate Law Enforcement Agency will be notified. Similar guidelines apply to all campus buildings and grounds.

An offense, which also includes being present in a room where a prohibited substance is being used but not using or consuming it, will result in a meeting with the Residence Life staff member and sanctions may apply. Failure to comply with any assigned sanction(s) could result in additional sanctioning or removal from the residence hall.

IF THE STUDENT IS REMOVED FROM THE RESIDENCE HALL FOR DISCIPLINARY PURPOSES, THEY ARE STILL FINANCIALLY RESPONSIBLE FOR ALL HOUSING, FOOD AND DAMAGE CHARGES FOR THE REMAINDER OF THE ACADEMIC YEAR.

Smoking/Tobacco Use and Offensive Odors

NMC is a tobacco-free campus. The use of tobacco will not be permitted on college property, **must be 21 years of age or older to possess tobacco-related items.** Any use of tobacco including cigarettes, cigars, electronic cigarettes, and chewing tobacco is strictly prohibited. At this time, NMC has decided not to enforce the tobacco policy inside personal vehicles.

You will share close quarters with many people in the residence hall. Consideration concerning penetrating odors is vital in maintaining the quality of your environment. Others may find odors created by an individual or group offensive on the floor. Items with a penetrating odor, use of incense, cigars, pipes, clove cigarettes, chewing tobacco spit containers, hookah, hookah paraphernalia, and brands with a strong odor are all prohibited in the residence hall.

Dangerous Materials

Many efforts have been made to make sure your residence hall room is as safe and free from damage as possible. As a member of the residence hall community, you have the responsibility to assist in preventing fires. Dangerous materials and chemicals such as gunpowder, laboratory chemicals, acid, fireworks, gasoline, lighter fluid, and other combustibles

are not permitted. Any item with an open element is not permitted, hot plates, hot pots, or electric skillets. **Also, not allowed are pressure cookers, deep fryers, waffle iron, sandwich makers, hoverboard and hoverboard batteries, space heaters, and fog machines.** Motorcycles and other fuel-driven engines may not be placed anywhere inside halls. Natural cut trees, branches, leaves, or greens, other than potted plants are prohibited in student rooms. Firearms, knives, and other weapons are also not allowed, this includes paintball guns, airsoft guns, and pellets. Items that look like weapons are not allowed.

The following are allowed: heated blankets with a timer & UL-approved plug, crockpots, insta pots, air fryers, rice cookers, extension cords with UL plug, and black and strobe lights.

Pet Policy/housing Accommodations

For health and safety reasons, no pets, other than non-carnivorous fish (10-gallon total tank max.) per residential room, are allowed. No pets, even visiting, are allowed in the residence hall. Service animals are allowed with proper documentation. If you are found to have an animal, it must be removed from the campus within 24 hours of discovery. If the animal is not removed within 24 hours, charges will be issued. Additional charges may be assessed for cleaning. All questions concerning permission to have pets should be referred to the Office of Residence Life. Any housing accommodations please contact Disability Support Services at 231-995-1929.

Get Involved!

Residence Hall Council

This is your chance to help decide and plan activities in the hall. The Residence Hall Activity Fee supplements this organization. The Council plans community service projects and social events. Anyone living in the residence hall can join.

Living by Leading and Learning Community

Living by Leading and Live by Learning are two communities that residents of both East and North Halls can attend. One community will be living by leadership. The purpose of this community is to create tomorrow's leaders today. The residents will have the opportunity to participate in leadership workshops, and activities, and go to conferences across the country! The second part of the community will be the Living by Learning Community. The purpose of this community is to build lifelong learners. This community will be given extra academic success tools through the means of programming. There will be many workshops throughout the year for students to learn more about being a lifelong learner.

Campus Safety

To report criminal actions, emergencies, or suspicious situations, call the following:

Emergencies	9-1-1
Residence Life Supervisor on-call after hours	231-995-1916
RA on duty	231-995-2096
Campus Safety	231-995-1111
Security Tip Line (Confidential)	231-995-1116

NMC security will be staffed from 12:00 a.m.-8:00 a.m. at the East Hall service desk area. NMC security will be checking IDs, signing in guests, and performing bag checks.

Your Rights and Responsibilities

Violence of any kind will not be tolerated at NMC. This includes alcohol/drug infractions, verbal/physical abuse, threats, and intimidation. All violations will be filed as violations of the Student Rights and Responsibilities. Violations may result in removal from the East Hall and/or probation, suspension, or expulsion from NMC.

It is the policy of Northwestern Michigan College, consistent with its efforts to foster an environment of respect for the dignity and worth of all members of the College community, that sexual harassment of students and employees is unacceptable conduct that will not be tolerated. Inquiries regarding the appellate process may be directed to the Student Life Office- Dean of Students Office/ Associate Dean of Campus and Residence Life.

The college recognizes the student's right as an adult member of society. The college respects and considers the constitutionally guaranteed freedoms of speech, assembly, and association. The college further recognizes the students' rights within the institution to the freedom of inquiry and to the reasonable use of services and facilities of the college which are intended for his/her education.

It shall be the policy of Northwestern Michigan College to maintain appropriate student records in an accurate, secure, and confidential manner. The college complies with the "Family Rights and Privacy Act".

Fires

If the fire alarm sounds, all students must take immediate steps to evacuate their suite. Follow the instructions of the Residence Life Staff, fire-fighting personnel, and evacuation map located on the backside of your front door in your room.

Keep the following things in mind in the event of a fire emergency:

1. Walk, don't run. Be particularly careful on stairways.
2. Proceed directly to a place of safety (each floor has a predetermined meeting place outside of the building). Do not attempt to salvage personal articles. They are not worth the risk.
3. Close doors and windows when you leave. **If possible, wear shoes and a coat.**
4. Before opening a closed door, feel to see if it is hot. If the door is hot, attempt to find another exit route.
5. A towel or robe soaked in water can help combat smoke inhalation.
6. At all times, follow the instructions of authorized personnel to take charge at the scene of the emergency.
7. If you have any questions about these procedures, contact a member of the Office of Residence Life immediately.

Fire doors

The fire doors at the ends of the hallways are equipped with fire alarms and are locked 24 hours a day. These doors are for the security of the building and residents. Exiting through these doors is equivalent to sounding a false alarm. The sounding of a false fire alarm (which includes shouting "Fire" in the halls) or tampering with fire safety equipment is considered a misdemeanor in the State of Michigan. Doorways at the end of each hallway are fire doors and should not be propped open. Also, placing any objects (trash, boxes, bikes, etc.) in the stairwells constitutes a fire evacuation hazard. Any student found guilty or suspected of having been involved in such incidents will be sanctioned under Northwestern Michigan College's Student Rights and Responsibilities and reported to the proper civil authorities.

Tornado and High Winds

1. Walk, don't run.
2. Proceed directly to your hallway, closing your door behind you.
3. Move to the interior of your hallway, away from any windows, and sit covering your head.

4. Do not leave until the all-clear is given.
5. If you have any questions about these procedures, contact a member of the Office of Residence Life immediately.

Evacuation and emergency procedures for each building will be discussed during your first week in the residence hall. These procedures are important for your safety and that of other residents. Fire drills will occur regularly. Failure to evacuate during the sounding of any alarm could result in a fine, hours of community service, or removal from the residence hall.

Services Information

Service Desk

The East Hall Service Desk is open 7 days a week/24 hours a day. This is where residents can pick up toilet paper, garbage bags, and packages/mail. East Hall residents need to show their ID and register their guests with a photo ID (even young children) at this location.

Food Service

There are basic rules that apply to the NMC Cafeteria, "No Shirt, No Shoes, and No Service". Good taste in dress and an appropriate demeanor are always expected. No swimsuits are to be worn in the cafeteria. You are expected to bus your tray and clean your table. Food may be eaten in the cafeteria or taken out. No trays, plates,, or silverware are to leave the cafeteria unless specified by the cafeteria staff. The throwing of food or other objects in the cafeteria will not be tolerated. Meal funds are loaded on your school ID. Any balance left after fall will roll over to spring. All funds must be used during the spring semester. No refunds at the end of the spring semester. The cafeteria is closed in the summer.

Fitness Center

All students living in East Hall have free access to the Fitness Center located in North Hall. Work out with Universal weight machines, exercise bikes, treadmills, stair climbers, elliptical and dumbbells. Please call 231-995-1379 for hours of operation.

Cable Service

All rooms in the residence hall receive basic cable television access (over 100 digital channels) at no additional charge. All rooms are wired for cable service. Premium channels are not available. Outdoor antennas, digital cable, or satellite dishes may not be used. A cable cord is not provided. **Element brand televisions are not compatible with our cable service. Do not bring this brand.**

Mail Service

East Hall is a designated postal center. An NMC employee picks up mail and parcels from Traverse City's local Post Office. The mail is then sorted by building and distributed each day Monday – Friday around 11 AM. East Hall student employees then sort mail and place it in mailboxes. There is no mail service on Saturdays or Sundays. Outgoing mail is picked up daily at the time of drop off, around 11 AM. The mailbox is located in the lobby by the Housing Office under the monitor.

Packages may be picked up at the front desk with proper identification. Each resident will be issued a mail key (there is a charge of approximately $10.00 to replace this key). Packages sent by FedEx or UPS are delivered to NMC's Facilities Building first, sorted then delivered to East Hall usually by 4 PM. A note indicating a package has arrived is placed in the mailbox of the student.

Boxes and packages ordered for delivery (i.e. Amazon):
First and Last Name
NMC East Hall - Room Number
18*61 College Drive*
Traverse City, Mi 49686

Delivery services like DoorDash and mail delivered in envelopes:
First and Last Name
NMC East Hall - Room Number
1701 East Front Street
Traverse City, MI 49686

Laundry
Each wing is equipped with a laundry center. Laundry machines are free to use, when doing laundry, please be aware not to stuff the machines. The college is not responsible for the loss or damage to your items.

Garbage, Trash Removal, and Cleaning of the Room
You are responsible for emptying your trash and taking it outside to the dumpster. The dumpster is in the Chestnut Parking Lot. One dumpster is for garbage and one is for clean cardboard to recycle. Letting excess garbage collect in your room is a fire hazard and encourages bug infestation. Do not let this happen because it will lead to Health and Safety Violations. Leaving garbage in the hallway may result in a fine according to the Student Rights and Responsibilities Handbook. You can pick up free garbage bags at the East Hall Service Desk. It is also your responsibility to maintain a clean bathroom and living space. Failure to do so may also result in Health and Safety Violations.

Needle Disposal
NMC strives to protect students and staff from safety and health hazards. To reduce the risk of transmission of bloodborne pathogens, SHARPS containers (for the safe disposal of medicinal needles) should be obtained. If you need further information, please contact Health Services at (231).995.1255.

Cars and Bikes on Campus
A valid parking permit is required to park on campus. Parking passes will be distributed at check-in or can be obtained, free of charge, at the Residence Life Office. Guests of East Hall residents may obtain a temporary parking pass from the Office of Residence Life during normal business hours. Cars without a pass may be subject to fines through the city of Traverse City. The temporary pass is free of charge.

Residence hall students must park in a designated area to avoid additional fines. Parking is not allowed in fire lanes, authorized personnel spaces, Residence Life Supervisor spaces, or other areas not specified by your parking permit.

You may be assessed a fee if you do not remove your car from parking lots during periods of snow removal and/or scheduled maintenance. The fee is equal to the cost of having the vehicle moved by the college. You are solely responsible for any loss, theft, or damage to your vehicle.

Bicycles are a popular way of getting around Traverse City. If you choose to bring a bicycle to campus you should chain your bicycle to the bike racks provided by the college. Do not chain them to stairwells, trees, corridors, signposts, or hand railings. Doing so may result in removal.

Attending Class/Housing Eligibility

To be eligible for housing, a student must be enrolled in at least 6 credits each semester. If a student fails to remain enrolled or stops attending class, the Office of Residence Life reserves the right to terminate the contract. The student, if found not to be enrolled or not attending classes, will be charged an additional $50.00 per day room rental dating back to the time of dis-enrollment or last date of class attended and will be removed from East Hall.

Housing Notice

Please note that by submitting the housing contract, you are committing to NMC Housing for the entire 2024/2025 academic year or be subject to a $1,782.00 penalty if you move out anytime during the year and remain enrolled in NMC classes. The required deposit of $250.00 will NOT be refunded after (10) business days of completing the housing contract. If your housing plans change for whatever reason, please contact the Office of Residence Life in writing via email at nmchousing@nmc.edu.

IMPORTANT PHONE NUMBERS

Residence Life	
East Hall	(231) 995-1402
North Hall	(231) 995-1410
Residence Hall Manager	(231) 995-1411
Residence Life Office Manager	(231) 995-1409
Campus	
Admissions	(231) 995-1054
Advising Office	(231) 995-1040
Associate Dean of Campus & Residence Life	(231) 995-1401
Careers and Student Employment	(231) 995-1041
Cashiers Office	(231) 995-1085
Financial Aid	(231) 995-1035
Food Service	(231) 995-3150
Health and Fitness Center	(231) 995-1379
Health Services	(231) 995-1255
NMC Security	(231) 995-1111
Parking Questions	(231) 995-1939
Residence Life Office	(231) 995-1400
Educational Services	
Technology Help Desk	(231) 995-3020
Library	(231) 995-1060
Student Life	(231) 995-1118
Student Success	(231) 995-2134
Tutoring (Math/Science Center)	(231) 995-1138

Important Off Campus Local Numbers	
Mental Health Crisis Services	(833)295-0616
Munson Hospital	(231) 935-5000
Women's Resource Center	(231) 941-1210