

# 2017-2018 RESIDENCE HALL HANDBOOK



**W**elcome to Grayson College! Our residence halls are provided for the primary purpose of allowing students to live on campus while pursuing their educational goals. In addition, the residence hall program is considered by the college to be a part of the resident student's educational experience. It provides an opportunity for the young adult to experience group living and contributes to the student's awareness for the rights of others.

The college has the responsibility of ensuring that residence hall life is supportive of the educational purpose of the institution. In carrying out this responsibility, Grayson College has two student publications: the **Grayson College Student Handbook** and the **Residence Hall Handbook**, which state the expectations from all students at the college. Other information that the resident student should find helpful as a student of Grayson College is also included in this handbook. You are also encouraged to visit the website to view the college's official **Policies and Procedures Manual**.

I hope your stay in our community will be enjoyable, productive and educational!

Gregg Miles  
Director of Student Life and Housing

*Publication Note:*

Although the contents of the Residence Hall Handbook were prepared on the basis of the best information available at the time of printing, the programs, policies, and statements contained herein are subject to continuous review and evaluation. GC reserves the right to make changes at any time without notice. If necessary, the College website ([www.grayson.edu](http://www.grayson.edu)) will carry addendums to this publication. Grayson College is an equal opportunity institution.

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### ACTIVITIES / RECREATIONAL SPORTS / FITNESS CENTER

Students are encouraged to use the Life Center for recreation and relaxation. Pool tables, ping pong equipment, a big screen TV and comfortable sitting areas are available for student use. Entertainment, events and special activities are held throughout the Fall and Spring semesters. Details on these activities can be found on the college website calendar. Also, a recreational sports program is organized to give every student the opportunity to participate in supervised recreational and competitive sports activities. The Fitness Center, located in the Sports and Recreation Center, is available for student use.

### ADDRESS

A student who changes a permanent or local address, or name, must notify the Admissions and Records office of this change immediately. Any communication from the college that is mailed to the name and address on record is "considered to be delivered" and the student is held responsible.

To send or receive mail, please use the following address information:

Viking Hall  
Attn: (Resident's Name)  
6101 Grayson Drive (Hwy 691)  
Room # \_\_\_\_\_  
Denison, Texas 75020

Key items in the address:

- 1) Your Residence Hall Name
- 2) Your Residence Hall Room Number

### ANNOUNCEMENTS/ ADVERTISING

General announcements concerning your residence hall activities will be posted on bulletin board and/or by email. Develop the habit of checking the board and your messages regularly. All posters advertising campus activities and events must be sponsored by recognized organizations and must be approved by the Director of Student Life. Commercial establishments and private parties cannot advertise on the bulletin boards.

### APPLIANCES

Electrical appliances permitted in the residence hall are: PC, small microwave, coffee makers with K-cups, desk lamp, radio, stereo, television, clock, shaver, curlers, curling irons, and refrigerators up to 4.3 cubic feet. Because they present health and/or safety hazards the following are among the appliances that are not allowed: open-faced electrical or heating appliances such as hot plates, broilers, electric skillets, toasters, sandwich makers, space heaters, Emerson heaters, ovens, George Forman (and similar) grills, coffee pots with warmers, rice cookers, steamers, crock pots, and halogen lamps. These items will be confiscated and held until the student goes home at which time they can be returned to the student. Any resident caught with an unauthorized appliance will be charged the following fine: First Offense - \$10; Second Offense - \$20; Third Offense - \$30.

### Microwaves

Microwave ovens are provided in a common area of the hall. Residents are responsible for following instructions for use and cleaning after use.

### BABYSITTING

Babysitting is not allowed in the residence halls.

### CAMPUS CARRY

Grayson College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. The College is further committed to developing and implementing Concealed Campus Carry Regulations that meet and are in compliance with Texas Law to include Texas Government Code Section 411.2031 (Carrying of Handguns by License Holders on Certain Campus) and Texas Penal Code 46.035 (Unlawful Carrying of Handgun by License Holder). For more details see the Campus Carry FAQ on the college's website at <http://www.grayson.edu/about-us/presidents-page/campus-carry.html>

### CLEANING SUPPLIES

Residents must furnish their own cleaning supplies.

No consumable alcoholic beverages are allowed in campus housing or on Grayson College property even if the resident is of legal age. Residents who return to the hall and appear to be in an intoxicated state will be subject to college action. Determination is left to the discretion of the Hall Supervisor and/or Campus Police. **Residents are not allowed to keep empty alcoholic containers in their rooms; this constitutes possession of alcohol.** Residents are held liable for their visitors who violate this policy. Failure to comply will result in one or more of the following dispositions:

### VIOLATION PENALTIES (ALCOHOL)

A residence hall student in possession or around persons involved with alcoholic beverages on Grayson College property **may have charges filed against them** and will be subject to the following:

#### FIRST OFFENSE

- Referral to the Director of Student Life and Housing for disciplinary actions;
- Parents may be notified of offense;
- Minimum probation for two (2) semesters. (***Probation means any additional disciplinary actions may result in further disciplinary actions, including removal from the residence hall and/or the institution.***)

#### ADDITIONAL OFFENSES

Based on the severity of the violation of College policies and past conduct, students may receive one or more of the following sanctions. Failure to comply with sanctions will result in referral to the College Disciplinary Committee.

Sanctions: Receive a warning; write a letter of apology; perform community service; attend counseling; pay a fine; write a paper; referral; room visitation prohibited; disciplinary probation; suspension from the hall and/or College; expulsion from the College; restrictions; payment of restitution; loss of college privileges; be directed to make 'no contact' with a specific person; sign and follow a behavior contract; complete a substance abuse assessment; be assigned a new room in housing; be placed on housing probation; be required to create an informative program and presentation; create a sign or flyer for a designated campus program.

A residence hall student who is in possession of empty alcoholic beverage containers in the residence hall will be subject to the following:

- **First Offense:** Minimum probation for one (1) semester
- **Second Offense:** The matter will be treated as a "first offense with alcohol"

#### DRUGS

Grayson College has a zero tolerance policy for narcotics, dangerous drugs and related paraphernalia on campus. Students who violate this policy are subject to immediate suspension or dismissal from Grayson College. You must comply with the policy on drugs found in the **Student Handbook**. Law enforcement officials will be summoned to handle violations.

## CHECK-IN/OUT - DAMAGES

### CODE OF CONDUCT

Students are expected to conduct themselves in appropriate manner at all times. The Grayson College Student Code of Conduct is included in the **Student Handbook**.

### COLLEGE POLICE

College campus police investigate all criminal incidents on campus, carry firearms and make arrests independently or in cooperation with other law enforcement agencies. Residents are encouraged to contact Grayson College Police to report any criminal activity or suspicious persons. In case of a health/ safety-related emergency, officers may be reached on campus by dialing 903.463.8777.

### COMMUNICABLE DISEASES

Important information related to communicable diseases can be found in the **Student Handbook**.

### COOKING

Cooking is not permitted in the resident's room. Food must be kept in sealed containers. **DO NOT DISPOSE OF FOOD THROUGH THE SINK, WATER FOUNTAIN OR COMMUNE.** Plumbing repair bills will be charged to the room or hall.

### COPY MACHINES

There is a copy machine located in the Library. Per page charges are nominal.

### COUNSELING and JOB / CAREER SERVICES

Grayson College provides services such as personal or academic counseling, as well as job search and career assistance.

### DAMAGES/CHARGES

General and specific damages may include:

- Destruction of College property

## CHECK-IN AND CHECK-OUT PROCEDURES

### *Check-in*

Upon arriving on campus, students must:

1. Check-in with the Residence Hall Supervisor to complete required documentation.
2. Any student without required documentation will not be allowed to check into the hall. A physician's statement should be on file with the Housing Office, and proof of meningitis vaccination should be on file with the Admissions Office.
3. Students must complete the following documents with the Residence Hall Supervisor:
  - Hall Visitation Policy
  - Rules and Regulations
  - Damage Contract
  - Appliance Contract; personal Furniture Agreement (if necessary)
  - Room Inventory Sheet
  - GC Fire and Emergency Evacuation Procedures
  - GC Room and Board Contract
  - Residence Hall Occupant Information Form

### *Check-out*

Check-out dates will be posted at the end of the semester. When vacating a Residence Hall, students must check out with the Supervisor and follow the proper procedures.

- Clean the room
- Do not leave trash in room or bathroom
- Return the room key to the Supervisor
- Complete the Check-Out and Disposition of Damage Deposit sheets
- Accompany the Supervisor during the room inspection

Residents must vacate the Residence Hall no later than Friday at 4:00 p.m., the week of final exams, unless you will be participating in Graduation.

***FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE STUDENT'S DEPOSIT BEING FORFEITED.***

- Defacing signs, walls, doors, windows, floors, trim
- Putting holes in doors, trim or walls
- Leaving stains, glue putty residue will be charged directly to the student's account.

Residents are collectively responsible for maintaining the conditions of all public areas. When damages occur as a result of horseplay or vandalism that cannot be attributed to an individual, all residents may be charged through group billing. The charges are posted by the Hall Supervisor on the bulletin board and will be updated when another charge occurs. Students are not responsible for damages caused by normal wear and tear. Registration holds will be placed on students' records for non-payment.

### DEPOSITS/FEEES

Cleaning charges and damage charges (if applicable) will be deducted upon final check-out of the residence hall. Failure to follow check-out procedures could result in forfeiture of deposit. After all bills are paid to Grayson College, the deposit balance will be returned to the student, upon request, after the student has moved from the residence hall.

### DOORS

Entry and exit doors must remain closed and locked at all times. Hall residents gain entrance through these doors by entry keys. Propping open entry doors or giving out the keys breaches the safety and security of the occupants. A charge will be assessed to the violator or the residents of the hall when the violation occurs.

#### *Room Door Unlock*

Each resident should keep his/her room key with them at all times. After the first occurrence, a charge of \$10 will be assessed each time assistance is necessary to unlock a door.

### ENTRY, SEARCH and SEIZURE

Authorized staff members may enter a student's room after knocking first. Rooms will be entered in the absence of the occupant for an emergency, for health and safety checks, inventories, for maintenance, or for a reasonable cause. Cause is defined as a reason to believe that a rule has been broken.

### FAX MACHINE

A fax machine is available for students to use. It is

located in the Mailroom in the Campus Police Building during business hours. Cost is \$3.00 for the first page and \$1.00 for each additional page sent within the U.S., and should be paid for in the Business Office prior to sending the fax.



### FIRE EXIT ROUTES

Become familiar with the exit routes, which are posted at focal points in each building. Periodic emergency drills will be conducted, and you are required to participate if present. Evacuation is absolutely required when the alarm goes off.

### FIRE EXTINGUISHERS / SMOKE ALARMS

Fire extinguishers are installed in all residence halls, and smoke alarms in each room. These safety devices must not be disarmed, removed or maliciously discharged. The cost for refilling the extinguisher and for clean-up will be assessed. Additional disciplinary action could result.

### FIRE SAFETY

Fire safety and evacuation procedures will be explained at the first Orientation Meeting. The residence hall is equipped with a fire alarm system with several pull stations located throughout the building. In the event that you discover a fire, please activate the pull station on your way out of the building. Causing a false fire alarm is a violation of state law! Any violator of the policy will face \$100.00 in fines and damages.

### FIREWORKS

Possession of fireworks or any explosive device(s) is prohibited by city ordinance. Possession will result in disciplinary action and damage assessments to the violator(s) or to the hall residents.

## FULL-TIME STATUS - INVENTORY

### FULL-TIME STUDENT STATUS

Students living in the Grayson College residence hall must enroll for a minimum of twelve (12) semester hours each long term. Resident enrollment is monitored at midterm. A residence hall student who drops below the minimum may be required to move from the hall. An appeal for permission to remain in the hall with less than the minimum requirement may be submitted. Please contact the Residence Hall Coordinator.

### FURNITURE

Residents are responsible for the furniture in their room. Do not remove the furniture or move the furniture to another room. Furniture must not be taken apart. Residents are not allowed to bring personal furniture, such as beds, couches, loveseats, recliners or futons. This includes “cinder blocks” for shelving. Residents may bring TV’s, TV stand, or small chairs such as bean bag chairs. Should additional furniture or cinder blocks for shelving be found in the resident’s room they will be given 48 hours to remove the items from the college premises. Failure to comply will result in the resident being written up as a Student Code of Conduct violation by the Residence Hall Supervisor. The report will be submitted to the Director of Student Life/Housing for further action.

### GAMBLING

Gambling of any kind is prohibited in the residence hall and on campus.

### HALL SUPERVISOR

The Residence Hall Supervisor, a live-in staff member, strives to develop an atmosphere conducive to the academic and personal growth and development of residents; to provide personal assistance to residents in a variety of ways; and to maintain a living environment which complements the needs of college students. Respect for the hall Supervisor is mandatory. Rude acts of commission or omission toward the hall Supervisor are prohibited.

### HEALTH CARE

Grayson College provides no on-campus facilities for treatment of illness or injury. Students covered by their parents’ medical insurance are advised to have a medical card should treatment be needed. In the event an emergency situation arises that requires immediate medical attention, the individual should go to the

emergency room at the hospital or call 911. Report any illness or hospitalization to the Hall Supervisor and/or Housing Office.

### HOLIDAYS

The residence hall is officially closed for semester breaks according to the Grayson College calendar. Valuable possessions should be removed from the hall during these periods to reduce the threat of theft. College will not be liable if property is vandalized or stolen.

### HOUSING CONTRACTS

Each hall resident must have a signed Housing Contract on file in the Housing Office. The contract covers both fall and spring semesters that the student is enrolled at Grayson College. Refer to the contract for breakage penalties.

### I.D. CARDS

Keep your identification card with you at all times. It is non-transferable; only you may use it. It is required to enter the food court for each meal, to cash checks in the Business Office, to ride the GC-TAPS shuttle, and for identification upon request by a Grayson College administrator, college police, faculty, or residence hall supervisor.

### INCIDENT REPORTS

Incident reports are cumulative as long as the student attends Grayson College. A history of incident reports will be a factor in determining the degree or type of sanction imposed.

### INSURANCE

Each resident is urged to purchase his/her own renter’s insurance for valuable items or possessions. The college accepts no responsibility and is not liable for theft, damage or other loss of money, valuables, or personal affects, or the causation of the loss.

### INVENTORY SHEETS

An inventory of the room must be completed, and the Inventory Sheet must be signed and returned to the Supervisor before the student moves in. A complete listing of existing room damages, missing furniture and other irregularities are imperative. Damages and missing items not listed may be charged to you later.



All guests must be 18 years of age or older and must be an authorized guest, and may be required to present a picture identification. Visitors must enter the hall through the designated door. Each host is responsible for the conduct of his/her guest. All visitors must be accompanied by their host in the hallways. Rooms and halls must be cleared of visitors at midnight on weeknights and 2 a.m. on weekends. "Visitor" is defined as anyone not assigned to that specific room or hall. Exceptions must be cleared with the Hall Supervisor.

**Visitation Hours**

<b>Sunday - Thursday</b>	<b>12 p.m. (noon) – 12 a.m. (midnight)</b>
<b>Friday - Saturday</b>	<b>12 p.m. (noon) – 2 a.m.</b>

**Overnight Weekend Guests**

Residents may have overnight guests of the same sex, provided they secure the written consent of their roommate and the Hall Supervisor. A guest may not stay longer than two consecutive nights in the hall. No guest may visit during final exam week. The host is responsible for the conduct of his/her guest.

**Visitation Violation Penalties**

Students and his/her roommate (if present) who violate the visitation policies are subject to the following penalties:

<i>Offense</i>	<i>Fine</i>	<i>Probation</i>	<i>Other Assessments</i>
1st Violation of Visitation Policy			Written Notice of Warning
2nd Violation of Visitation Policy	\$20	Semester	
3rd Violation of Visitation Policy	\$40	Academic Year	Referral to Disciplinary Committee

**Additional Offenses**

Based on the severity of the violation of College policies and past conduct, students may receive one or more of the following sanctions: Failure to comply with sanctions will result in referral to the College Disciplinary Committee.

*Sanctions:* Receive a warning; write a letter of apology; perform community service; attend counseling; pay a fine; write a paper; referral; room visitation prohibited; disciplinary probation; suspension from the hall and/or College; expulsion from the College; restrictions; payment of restitution; loss of college privileges; be directed to make 'no contact' with a specific person; sign and follow a behavior contract; complete a substance abuse assessment; be assigned a new room in housing; be placed on housing probation; be required to create an informative program and presentation; create a sign or flyer for a designated campus program.

**Note:** If the student is already on probation, the incident will be referred to the Vice President of Student Affairs for possible disciplinary actions. If one of the individuals involved does not live in College housing, he/she will be issued a citation for trespassing and will no longer be permitted to visit in on-campus housing, and subject to an arrest for further violations.

## MEAL PLANS

Students residing in the residence hall are required to purchase a meal plan. The college food service is available in the Food Court of the Life Center. It is open to all students, college personnel and guests.

<i>Serving Hours</i>	<i>Breakfast</i>	<i>Lunch</i>	<i>Dinner</i>
Monday - Friday	7 a.m. - 8:30 a.m. (hot)	11 a.m. - 1:30 p.m.	5 p.m. - 6 p.m.
	8:30 a.m. - 9 a.m. (cold)		
Saturday - Sunday		Noon - 12:30 p.m.	5 p.m. - 5:30 p.m.

On holidays, between semesters and on other occasions when classes are not meeting and small numbers of students are present, the serving hours will be changed and/or reduced. When this occurs, the changes will be posted at the cashier's station and in the residence hall.

For the summer sessions, the availability of food services will vary.

### ***Per Meal Rate***

Students and their guests may purchase meals in the dining hall on a cash basis.

### ***I.D. Card for Residence Hall Meal Identification***

The college I.D. card identifies the resident as a holder of a meal contract. The I.D. card must be shown to the cashier at each meal. Meals will not be served if the student does not present his or her card.



### ***Lost I.D. Card***

To obtain a lost or duplicate I.D. card, visit the Business Office in the Administrative Services Building to pay the replacement fee. Replacement cards are prepared in the Life Center.

### ***Seconds***

Additional servings of food "seconds" are normally available on all items. The cost of food is a substantial portion of your college bill. Even a nickel's worth of food thrown away at each meal means that a large amount of your money is spent on wasted food during one school year.

### ***Comments***

GC Dining Services serves many students during the year. One of the objectives is to get to know our student customers and their tastes. Suggestions may be made to the Food Service Director. The Food Service Director prepares the menus which are planned to help ensure daily nutritional requirements. The Food Service Director welcomes student comments at any time.

### ***Food / Containers***

All food served must be consumed in the food court area. Glasses, dishes, and silverware are not to be taken from the dining hall. Personal glasses or cups are not allowed in the dining hall for sanitation reasons.

### ***Dress Requirements***

Students entering the food court should dress in a manner that conforms to acceptable standards of good taste and cleanliness. For reasons of health and safety, shoes and shirts must be worn in the dining hall at all times. Wearing caps or hats is discouraged in the dining area.

## JOB OPPORTUNITIES

For on-campus job openings, consult the announcement boards in the Life Center. For on-campus work, make an application at the Human Resources Office (Administrative Services Building) or ask the Financial Aid Office for Work Study Program information. The Counseling office also provides job placement services and information.

## KEYS

Keys to the room are issued during the check-in process. Students should carry his/her room key at all times. If the key is lost, another key will be used and a \$65.00 replacement fee will be charged to the student's account. Report lost or broken keys to the Hall Supervisor immediately.

## LAUNDRY FACILITIES

Laundry machines are available in the residence hall for the residents' use only. Grayson College is not responsible for laundry that is lost, damaged or stolen.

## LAWS

Students are expected to comply with all local, state and federal laws and ordinances.

## LIABILITIES

Grayson College is not responsible for any damage to a student's room or a student's personal effects as a result of theft, vandalism or maintenance failure.

## LOCKS

Jeopardizing the security of the hall by interfering with entrance doors or tampering with a lock is a serious violation. Tampering with room door locks, such as pin locking, will be assessed a \$25 charge, plus resulting damage charges. Disciplinary probation will be imposed.

## LOITERING

Residents and/or guests are requested to refrain from loitering outside the residence halls after the visitation hours have ended. Outside and inside stairs are off limits at all times. Stairway lights must be lighted at night for safety.

## MAIL SERVICE

The Mailroom window in the Administrative Services Building is open from 8 a.m. to 4 p.m. Monday

through Friday (August through May). Students may purchase stamps and mail items from this location. Mail is delivered daily to the hall by the Residence Hall Supervisor.

## MAINTENANCE PROBLEMS

Maintenance problems should be reported immediately to the Hall Supervisor. The student must not direct maintenance problems to the Maintenance Department. All work orders must originate from the Hall Supervisor or Residence Hall Coordinator. Maintenance personnel are on duty between the hours of 8 a.m. and 4 p.m., Monday through Friday, and may not always arrive at hours most convenient to the students. Maintenance personnel will enter a dorm room to make necessary repairs even if the resident is not present. Residents should cooperate with all maintenance personnel so that repairs can be made as quickly as possible.

## MANDATORY HALL MEETINGS

Mandatory Residence Life Meetings will be held throughout the semester. They are held to inform residents of important information. Each resident must attend the hall meeting, or a make-up meeting with the Hall Supervisor is required.

## MISSING PERSONS POLICY

To support a resident's safety and to comply with federal law, hall residents must complete a Residence Hall Occupant Information Form upon check-in.

Grayson College operates a residence hall on the Main Campus to accommodate its on-campus residents. The college and the residents share an equal responsibility in keeping the residence halls safe. In keeping with this responsibility, the College has adopted this Missing Persons Policy applying to all occupants of the residence hall.

Before a student may be admitted to a college residence hall, the resident must be 17 years of age – no minors are admitted to the residence hall. In addition, the student must submit a completed Residence Hall Occupant Information Form, which includes the name of a contact person and how they can be contacted in the event the occupant/resident becomes missing from the residence hall. The contact information submitted is confidential and may only be released to the person(s) specifically identified by the resident, to administrative officials of the college who may become involved in a missing

## MUSIC - PHYSICAL FITNESS

persons investigation report involving the resident, and to law enforcement authorities investigating a missing persons report.

A resident may be considered missing should the person be absent from the residence hall for a period exceeding 24 hours, without any apparent reason, and does not include persons who have indicated voluntary absence because of domestic, financial or similar cause. The residence hall supervisor, coordinator, or any other concerned person must notify a Grayson College law enforcement official once they have determined that a resident is indeed missing on an involuntary basis and after a period of 24 hours has passed.

Campus law enforcement officials may be contacted for the purpose of submitting a missing persons report by calling the campus police office at 903-463-8777 or by contacting the Grayson County Sheriff's Office at 903-893-4388. College Policy effective May 2010 (as required by Higher Education Opportunities Act of 2009).

### MUSIC / LOUD NOISE

After two warnings about loud music, excessive volume on stereo equipment/computer equipment and/or boisterous behavior, a resident's use of the equipment that contributes to the loud noise may be restricted for a set time. Continued offenses may require that the equipment be taken home for the remainder of the semester. Loud music must not be played during quiet times. Volume on music played from cars parked near residence halls should be low.

### NOISE / QUIET TIME

Residents should at all times be aware of other's sensitivity to noise. Doors should remain closed. Consideration of sleep and study times should be observed, especially with regard to noise (i.e., music, TV, screaming, etc.). Any noise that can be heard outside a resident's room or which disturbs others is a violation of Quiet Time. Quiet Time begins at 10:00 p.m. nightly. Residents should not congregate in the hallways during Quiet Hours. Violations could result in the loss of privileges. During final exams the lounge should be used as an individual/group study hall.

### NOTICES / SIGNS

Do not remove or tamper with notices posted by the hall supervisor or college administration. Notices from Grayson College's authorized personnel will be delivered

to your room in order to ensure privacy and proper delivery.

### PARKING

Vehicles must display a valid parking sticker in the designated place. Do not park in a Reserved, Visitor or Handicapped space unless eligible. Tickets will be issued and fines must be paid. Cars may be towed from these spaces.

### PERSONAL PROPERTY

Grayson College assumes no responsibility for loss or damage of personal property as a result of theft, fire, vandalism or maintenance failure. Each student is encouraged to carry personal property insurance or be covered under his/her parent's homeowner's insurance policy. The college is not responsible for personal property left after check-out has concluded. Grayson College will not store personal possessions. Commercial storage is available in the surrounding cities. Property left in the hall more than one week after check-out without the approval of the Hall Supervisor shall be declared abandoned and will be discarded.

### PET POLICY

Residents are not allowed to keep pets, which includes fish, reptiles, hamsters, cats, dogs and other animals in residence hall rooms. This is for cleanliness and hygienic reasons as well as those with allergies. The exception to this is for a sight-impaired student who depends on a guide dog.

### PHYSICAL ALTERCATIONS

Physical altercation (fighting) is considered to be a major violation of the Grayson College Discipline Code and will not be tolerated. Students who violate this section of the code as published in the *Grayson College Student Handbook* may be subject to suspension from the residence hall and/or college. Residents may report assaults or suspicious behavior to the Hall Supervisor, college police or any member of the college staff.

### PHYSICAL FITNESS EQUIPMENT

The use of physical fitness equipment (exercise benches, treadmills, electrical equipment, etc.) must be approved by the Hall Supervisor before placing it in the room. **Weights are not permitted in the rooms.**

## ROOM ASSIGNMENTS

First priority is given to students who lived in college housing the preceding long semester.

### *Changes Within a Hall*

Residents who wish to make a room change within the residence hall should contact the Hall Supervisor. The Supervisor will report the change to the Director of Student Life and Housing. Any resident requesting a new roommate will usually be the student required to change rooms. Residents changing rooms must follow standard check-out procedures. Failure to follow this process can result in disciplinary action and a room fee assessment. Room changes will only be processed after the first week of classes each semester.

### *Room Checks*

The Residence Hall Supervisor will do health and safety checks throughout the semester. The checks will be posted on the bulletin boards.

### *Room Consolidation*

The Director of Student Life and Housing reserves the right to make assignment and reassignment of accommodations as considered necessary. When this occurs, students will be notified in writing by the Coordinator.

## PROFANITY

Grayson College specifically prohibits the use of profanity and obscenity on college-owned property or at college-sponsored events. Use of such profanity and obscenity may result in one or more disciplinary measures being taken, ranging from a warning to a fine. Tapes containing profanity or obscenity, which can be heard in the hallways of residence halls, may be confiscated. Only one warning will be given. Continued violation will necessitate confiscation.

## RECREATIONAL / SPORTS EQUIPMENT

Dart boards are not permitted inside the residence hall. The possession or use of BB guns, Pellet guns/ Airsoft guns, paintball guns, water guns, or sling shots is prohibited. Also, baseballs, basketballs, bats, golf ball/ clubs, softballs, volleyballs and similar items are not to be bounced, thrown, or swung inside the hall. Roller blades or skateboards cannot be used in the hallways or on campus walkways.

## ROOFS / LEDGES

Off limits!!

## ROOM APPEARANCE

Rooms must be kept clean and orderly. Empty wastebaskets regularly. Trash must be disposed of

neatly in the trashcans at the end of the halls. When you sweep your room do not leave excess residue in the hallways. Do not leave bags of trash in the hallways, laundry rooms or bathrooms. Keep dirty clothes in laundry containers. Room inspection will be conducted periodically.

## ROOM DECORATIONS / WALLS

Residents are permitted to decorate rooms. Plants, posters and pictures are allowed. Students are not permitted to write or paint on doors or walls. Pictures and posters should not be indecent, and should not cover more than 20% of the wall space. No screws, nails or bolts are allowed in the room walls, ceilings or floors. Poster putty must be used for securing posters to the walls in all rooms. Use only poster putty that is clean and unused. Poster putty must be completely removed from the halls at the end of each semester. The use of two-sided tape, nails, and thumb tacks, etc. will result in a damage assessment. Charges for violations as well as repairs will be assessed.

- **Candles, decorative or scented, incense or potpourri pots are not allowed in the rooms because they are a potential fire hazard.** They will be confiscated. Fines for violations are: First Offense - \$10; Second Offense - \$20; Any additional Offenses – add \$10.
- **Do not attach anything to the ceiling.**

## SECURITY

The ultimate responsibility for personal security rests with each resident. To maintain security, the doors should be or while you sleep. Doors found open will be closed. Security cameras record entryway and hallway activity.

## SEXUAL HARASSMENT

Campus policies related to sexual harassment are found on the website, [www.grayson.edu](http://www.grayson.edu). Use the search feature to quickly locate the *Policies and Procedures Manual* (Section F – Students).

## SMOKING, SMOKELESS TOBACCO & ELECTRIC SMOKING DEVICES

All buildings on the Grayson College campus have been declared tobacco free. Tobacco use is permitted only in designated areas and parking lots, at least 20 feet from a building entrance.

1st Offense:	A written warning, <b>plus \$20 fine</b>
2nd Offense:	Probation added to the warning, <b>plus \$20 fine</b>
3rd Offense:	Probation is raised to Disciplinary Probation, <b>plus \$40 fine</b>
4th Offense:	Resident will be dismissed and removed from campus housing

## SOLICITING

No soliciting or selling is allowed in the residence hall unless the Director of Student Life and Housing has granted prior approval.

## STUDENT COMMUNICATION

Students are **required** to use their GC canvas account or their GC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, GC faculty and staff will not reply to student communication that is sent through an email account other than their GC issued email account or canvas account.

## STUDENT COMPLAINTS

Refer to the current **Student Handbook** (available online at [www.grayson.edu](http://www.grayson.edu)) for information in filing a complaint.

## TELEPHONES AND LONG DISTANCE

Individual rooms are wired for telephone service.

Residents wanting phone service must contract with a local telephone company to establish service and make arrangements to be present for installation. The college is not responsible for repair to phone lines in the hall. Be aware of the services that you obtain. Do not bring phones to residence hall meetings. Telephone usage is restricted from hallways and lounges.

## TELEVISION / CABLE / VIDEOS

A color TV is available in the lounge of the residence hall. Individual rooms are wired for cable services. Cable services must be secured from the local cable company. Individual satellite systems are prohibited.

## THEFT

Theft or illegal possession of property is subject to disciplinary action. (Should you be a victim of theft, contact the Hall Supervisor and file a theft report with GC Police within 12 hours.)

## VENDING MACHINES

Vending machines are available in the residence hall. If money is lost in a vending machine, the resident should report the loss to the Hall Supervisor. Refunds are issued at the Bookstore. Tampering with and damage to the vending machines will necessitate their removal from the hall.

## WATER BALLOONS

Water balloons are not allowed. Water fights are a punishable offense.

## WEAPONS

A person commits an offense if, with an illegal knife, club or prohibited weapon, he/she intentionally, knowingly or recklessly goes onto the physical premises of a school or educational institution. For more information, contact the Grayson College Police.

## WELFARE OF STUDENTS

When situations exist that threaten the welfare of students, the Vice President of Student Affairs will assume responsibility for conducting a thorough review, based upon the best medical and/or legal information available. Any action taken will respect the confidentiality of the individual as well as the individual's welfare and that of the College community. The College may consider suspending, expelling, quarantining or otherwise disciplining students who fail to heed counseling and engage in conduct known likely to infect or harm others.

# IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

## WHAT ARE THE SYMPTOMS?

- High fever
- Vomiting
- Confusion and sleepiness
- Seizures
- Severe headache
- Light sensitivity
- Nausea
- Rash or purple patches on skin
- Stiff neck
- Lethargy

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. **The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.**

## HOW IS BACTERIAL MENINGITIS DIAGNOSED?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- **Early diagnosis and treatment can greatly improve the likelihood of recovery.**

## HOW IS THE DISEASE TRANSMITTED?

- The disease is transmitted when people exchange saliva (such as kissing or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

## HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home)

## WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions
- Hearing loss, blindness
- Learning disability

## CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for: 1) Those living in close quarters, 2) College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies so check with your health care provider.
- Vaccination is safe; common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at the Grayson County Health Department.

## HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office at 903.893.0131 or 515 N. Walnut, Sherman.
- Contact web sites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)

*My signature confirms that I am familiar with this information about Bacterial Meningitis.*

Signature \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_

## RESIDENCE HALL RULES AND REGULATIONS

The following rules and regulations are for the protection of the rights, health, and welfare of all residents. Each resident is accountable as an adult and is responsible for his/her room. Each resident is responsible for ensuring the rules are followed at all times and should recognize that these are the major rules and thus the list of rules is not all-inclusive. Infractions of these rules may result in probation or suspension from the residence hall. When an appearance before the Director of Student Life and Housing is required, the Director of Student Life and Housing will render a decision. The Director of Student Life and Housing will guarantee due process to all residents.

### A. THESE BEHAVIORS MAY RESULT IN SUSPENSION

- \_\_\_\_\_ 1. All persons possessing, drinking, using intoxicants or narcotics, in or around persons involved with these items in college buildings or parking lots may be issued a citation and/or Residence Hall Fine and may be subject to arrest. \*\*
- \_\_\_\_\_ 2. Visitors are only allowed in the residence hall during visitation hours. Any non-resident in the hall before or after will be considered unauthorized visitor and is subject to a citation, arrest or a student disciplinary action.
- \_\_\_\_\_ 3. Carrying or being in possession of firearms, fireworks, or any type of weapon prohibited by law or lethal in nature, initiating a false fire alarm, which is a state offense, may be issued a criminal citation and/or jail time. \*\*
- \_\_\_\_\_ 4. Violation of municipal, state or federal law on college property. \*\*
- \_\_\_\_\_ 5. Physical altercations. \*\*

### B. THESE BEHAVIORS MAY RESULT IN PROBATION. A SECOND VIOLATION WILL RESULT IN A REFERRAL TO THE VICE PRESIDENT OF STUDENT AFFAIRS

- \_\_\_\_\_ 1. Smoking or use of any tobacco products anywhere in the residence hall.
- \_\_\_\_\_ 2. Noise of a disturbing or disruptive nature; Loud music of any kind. (Coming in quietly is expected. Quiet time will be enforced.

### C. OTHER RULES

- \_\_\_\_\_ 1. The resident who invites a visitor or who admits an unidentified visitor into the residence hall is responsible for the behavior of the visitor/unidentified person.
- \_\_\_\_\_ 2. Visitation times in the residence hall may vary according to the semester. Please see the visitation rules and check with the Residence Hall Supervisor for times.
- \_\_\_\_\_ 3. Sexually intimate relationships are considered inappropriate in the residence hall.
- \_\_\_\_\_ 4. Only overnight visitors of the same gender are allowed. Overnight visitors are limited and must be pre-approved in writing by the Residence Hall Supervisor. Violations of overnight guest will be charged a fee of \$25 and the resident will be placed on probation.



## RESIDENCE HALL RULES AND REGULATIONS

- \_\_\_\_ 5. Persons under the age of 18 are not allowed in the residence hall. Only the Residence Hall Supervisor can grant exceptions.
- \_\_\_\_ 6. Glassware is not permitted. Plastic or paper products such as paper plates, cups, etc. are recommended.
- \_\_\_\_ 7. Collecting beer cans or other alcoholic beverage containers and street signs are prohibited.
- \_\_\_\_ 8. Pets are not allowed in the residence hall.
- \_\_\_\_ 9. Use of a water hose and washing of vehicles is not allowed in the parking lots.
- \_\_\_\_ 10. Collecting or burning incense or candles is strictly prohibited.

### D. FOR YOUR INFORMATION

- \_\_\_\_ 1. The Residence Hall Supervisor checks all rooms for damages and cleanliness prior to entrance. During occupancy and upon checkout. Room check or room search can be done for cleanliness. Random room and hall searches may be conducted or if reasonable suspicion exists to do so.
- \_\_\_\_ 2. There is a \$65 charge for lost keys (see checkout procedures regarding keys).
- \_\_\_\_ 3. Residents will be charged for theft and/or damage caused by them or their visitors anywhere in the residence hall.
- \_\_\_\_ 4. Refund of deposit will be determined at the end of the semester.

I am advised that the Residence Hall Supervisor and/or other Grayson College officials may enter and inspect my room. Residents must read and initial each of the terms and conditions state above. Resident agrees to abide by the terms and conditions of this contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

*\*For a specified period; \*\* permanent*

## CAMPUS SECURITY AND FIRE SAFETY REPORT

Grayson College operates a residence hall on the Main Campus. There are no residence halls on the South Campus. The College Police Office maintains a fire run report for any fire that occurs in a college residence hall, in the format of a “fire log”. This fire log run report is available for review in the campus police office during normal business operational hours of the college. All residence hall annual fire statistics are reported in a campus public safety brochure and is in an attached addendum to the annual crime report and may be located at [www.grayson.edu](http://www.grayson.edu) > Campus Life > Police and Campus Safety. These annual fire statistics include the number and cause of each fire, number of fire deaths and injuries, value of property damaged during fire and the number of fire drills held each year in the residence hall.

As required by federal law and the Jeanne Clery Act, Grayson College Police Department prepares the Annual Security Report (ASR) for all employees, students and visitors. The ASR contains information pertinent to those students residing in the residence halls. Information such as crime statistics, fire safety and statistics, whom to report crimes too and many others items are covered in the ASR. The Report is made available in two ways. A hard copy of the report is available upon request at the College Police Department during normal business hours. A digital copy of the Report may also be obtained by visiting the Grayson College homepage and clicking on Campus Life, then Police and Campus Safety. A PDF version of the ASR can be found there. As mentioned above, the ASR contains information regarding the number of fires that have occurred within the residence hall. Along with this data, the number of fire drills, value of property damaged and/or and deaths of injuries resulting from fires. The ASR also contains data from the past three consecutive years.

For each resident hall occupant, a **Residence Hall Handbook** is prepared and distributed, which includes residence hall rules and regulations as well as fire safety information. Included in this handbook is a description of the fire safety systems for the residence hall that includes smoke alarms in each residence hall room, fire extinguishers and fire alarm pull stations throughout the residence hall common areas. Keep in mind that the alarm pull stations are local alarms only, and not on a monitored alarm system. So a phone call will be required to 911 to report the alarm.

Possessions of appliances in the residence hall are limited to those that may not contribute as a fire hazard and are further described in the **Residence Hall Handbook**. Smoking is also prohibited in the residence hall as well as possession of any object that emits an open flame such as a fragrance candle or burning incense. The **Residence Hall Handbook** may be reviewed online at [www.grayson.edu](http://www.grayson.edu).

Should a fire occur in the residence hall, the occupants should follow the evacuation procedures and routes that are outlined in the **Residence Hall Handbook** and call 911 for a response by the fire department. Once the 911 call is made, the caller will be connected to the dispatch center of the Grayson County Sheriff’s Office who will dispatch fire services to the residence hall. A campus public safety officer will also be dispatched by the 911 operator to the scene of the fire to assist occupants at the fire scene and file a report afterwards.

Fire safety information in the form of pamphlets is made available to the residence hall occupants to help prevent fires both in the residence hall and in the common areas of the campus. All students, employees, and faculty members are encouraged to review a copy of these pamphlets that are available in the College Police office to help prevent fire dangers on campus.

## **If the shooter is NOT in your building you should LOCKDOWN:**

- Lock doors if possible
- Barricade doors with ANYTHING
- Turn off lights and other electronics
- Silence cell phones
- Place a note in an exterior window with the number of people in the room (only if safe to do so)
- One person should call 911 and let them know your location
- Wait until the “all clear” is given by authorities

## **If you witness an active shooter, AVOID, DENY, DEFEND.**

### **AVOID the situation if it is safe and an exit is available:**

- If you are in an area that is not affected, stay where you are and lock the room you are in or make it safe.
- If you can leave the affected area, do so quickly and quietly.
- Get others to follow *if possible*.
- When you are safe, call 911.

### **If you cannot leave the area safely, DENY entry to the intruder by:**

- Locking doors
- Turning off lights
- Silencing phones and other electronics
- Staying away from doors and windows
- Remaining in place until the “all clear” is given by authorities

### **If you cannot AVOID or DENY entry to the intruder, DEFEND your location by:**

- Physical force, using any weapons available such as furniture
- Be aggressive, be loud and be sure of your actions
- Commit to your pre-developed plan of action

### **When the police get to you:**

- Show them your empty hands
- Do what they tell you at once
- Know that they will not stop for the injured

# FIRE AND EMERGENCY EVACUATION PROCEDURES

## PROCEDURES FOR RESIDENCE HALL

### 1.0 POLICY STATEMENT

- 1.1 Failing to comply with established fire regulations may endanger the safety of all dormitory residents. Therefore, it is the policy of Grayson College to require dormitory residents to strictly observe fire prevention and emergency evacuation procedures.
- 1.2 The following emergency evacuation procedures apply to all residents and guests and must be followed should smoke and/or fire be detected or the fire alarm be activated.

### 2.0 DEFINITIONS

- 2.1 Primary Escape Route – Emergency exit doors at the end of each hallway.
- 2.2 Secondary Escape Route – Inner common use stairwells.
- 2.3 Designated Meeting Place – Viking Hall residents meet at east door of Student Life Center.

### 3.0 PRIOR TO EVACUATING THE DORMITORY ROOM

- 3.1 Place the back of your hand against the door, the knob, or the crack between the door and the door frame on the side with the hinges. If it is hot, stuff a towel or other cloth material at the base of the door to prevent smoke from entering the room. Crawl to the window for escape or to signal for help.  
**NOTE:** If you are two more stories above the ground, and are in imminent danger of losing your life with no foreseeable route of escape, **jump only as a last resort.**
- 3.2 If the door is cool, brace yourself against it, turn your face away and open it carefully. If heat and smoke come in, slam the door, making sure it is latched and proceed as above.
- 3.3 If no fire, heat or smoke is detected upon checking the door, prepare to evacuate through the nearest unobstructed primary or secondary escape route.

### 4.0 EVACUATION PROCEDURES

- 4.1 Evacuate the building immediately. If possible shut the windows and close the dorm room door upon leaving.
- 4.2 All residents will leave the building by either the primary or secondary escape routes.
- 4.3 Should a resident not be in the assigned wing when it is time to evacuate, he/she must evacuate with the wing that they are in at the time, and not return to their assigned room or area.
- 4.4 Upon evacuating, if smoke is encountered, crawl low (12 to 24 inches off the floor) to the nearest unobstructed exit.
- 4.5 If the general building fire alarm has not been activated at the time of evacuation, activate an alarm by pulling the nearest alarm pull station on your way out of the residence hall.
- 4.6 The first person out of the primary or secondary escape route should prop the door open for ease of evacuation.
- 4.7 Once all residents have evacuated, the emergency exit door should be closed, if safely possible.

# FIRE AND EMERGENCY EVACUATION PROCEDURES

- 4.8 NEVER RE-ENTER A BURNING BUILDING or allow anyone else to do so. Once out, stay out and do not re-enter the building until the scene is safe and you are authorized to do so by an on scene public safety official.
- 4.9 After evacuation, all dormitory residents are required to meet with the Residence Hall Supervisor or other college official at the designated meeting place for their residence hall.
- 4.10 Residents are further required to remain at the designated meeting place until released by an authorized college official.

## 5.0 DURING EVACUATION

- 5.1 Do not waste time getting dressed or gathering valuables. You have no time to spare. No possession is worth your life.
- 5.2 If your clothes catch fire, stop, drop and roll. DO NOT RUN! Cover your face and mouth with your hands for protection from the flames and roll over and over to smother the flames.
- 5.3 If you view someone else's clothes on fire, tackle or knock the person down and help the person to roll on the ground. If available, throw a blanket or rug over the victim to smother the fire.
- 5.4 USE YOUR SENSES! If you smell smoke, feel excessive heat, see an actual fire or hear a fire alarm, STAY CALM and THINK! Then take quick, deliberate, but cautious action.

## 6.0 FIRE DRILLS

- 6.1 The Residence Hall Supervisor will schedule a minimum of one fire drill per semester to ensure all residents are acquainted with fire evacuation procedures. All residents are required to participate, and may not receive any advance notice of a scheduled fire drill.

## 7.0 COLLEGE RULES AND REGULATIONS

- 7.1 The failure of any resident to strictly follow the above procedures may result in a student disciplinary action being brought against the resident, which may include a range of penalties up to and including expulsion from the college.

## 8.0 FIRE RELATED LAW

- 8.1 According to Texas Penal Code 42.06, it is a Class A misdemeanor to initiate a false fire alarm. Class A misdemeanors are punishable by a fine not to exceed \$4,000, confinement in jail for a term not to exceed one year, or both such fine and imprisonment.
- 8.2 It is also a violation to tamper with fire safety equipment such as fire extinguishers.

I have read and understood the Grayson College Fire and Emergency Evacuation Procedures for the Residence Hall.

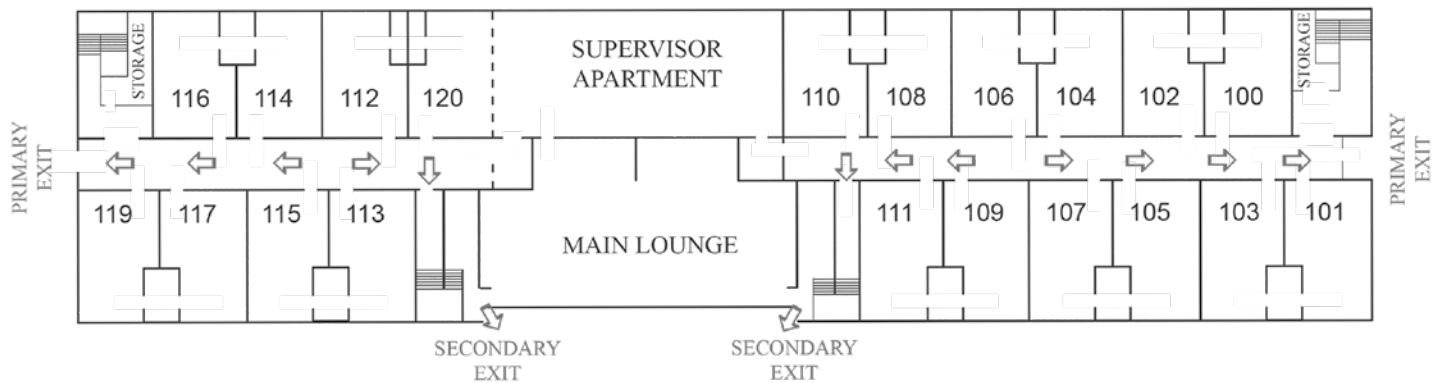
Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

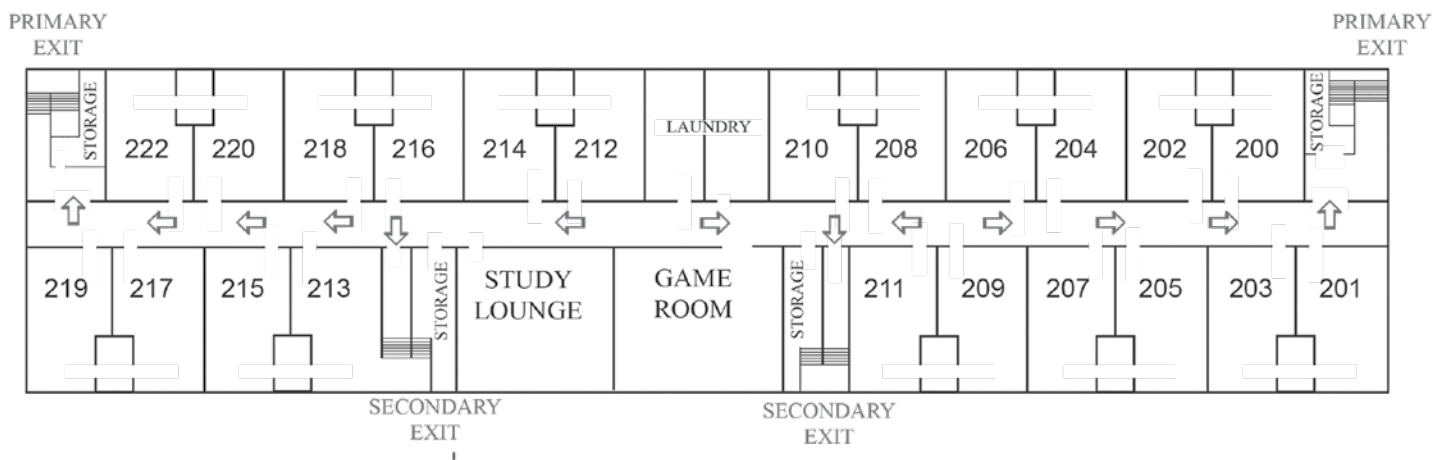
Revised August 6, 2012

# VIKING HALL EVACUATION PLAN

## 1ST FLOOR



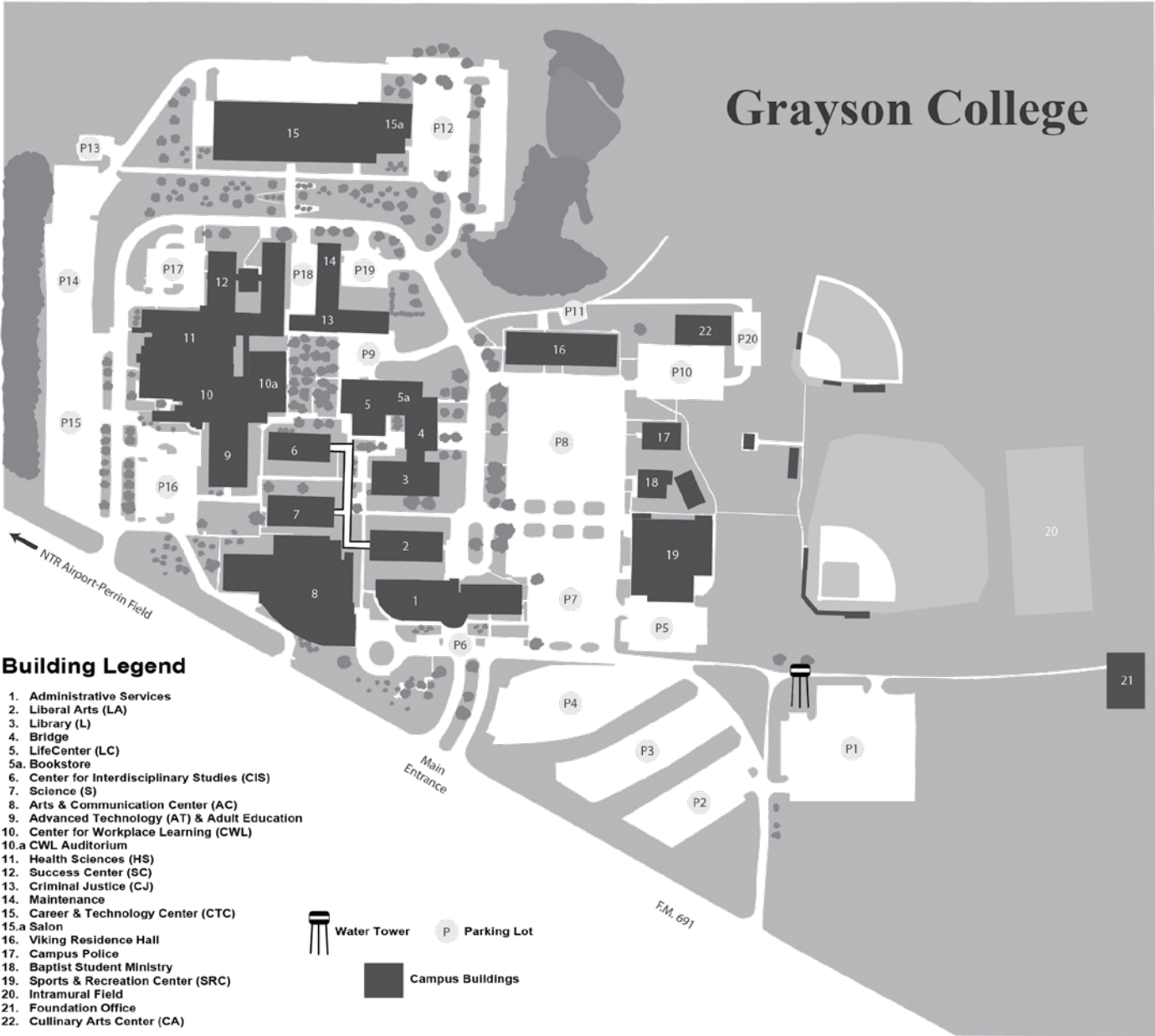
## 2ND FLOOR



## EMERGENCY EVACUATION TIPS




- When evacuating, all residents should go to Assembly Area 9 (located in the parking lot EAST of the hall).
- Familiarize yourself with this building so that if there is an emergency requiring evacuation, you will know alternate routes for escape in case one or more routes are blocked.
- There are evacuation routes at each end of the residence hall and in the center of the building.
- In an emergency evacuation situation, when you leave your room, take your key with you and close your door.
- At night keep your key in a designated location near your bed so that you can find it in the dark.
- Count the number of doorways as you walk or crawl to determine your position in relation to an exit.

# Grayson College



### Building Legend

- 1. Administrative Services
- 2. Liberal Arts (LA)
- 3. Library (L)
- 4. Bridge
- 5. LifeCenter (LC)
- 5a. Bookstore
- 6. Center for Interdisciplinary Studies (CIS)
- 7. Science (S)
- 8. Arts & Communication Center (AC)
- 9. Advanced Technology (AT) & Adult Education
- 10. Center for Workplace Learning (CWL)
- 10.a. CWL Auditorium
- 11. Health Sciences (HS)
- 12. Success Center (SC)
- 13. Criminal Justice (CJ)
- 14. Maintenance
- 15. Career & Technology Center (CTC)
- 15.a. Salon
- 16. Viking Residence Hall
- 17. Campus Police
- 18. Baptist Student Ministry
- 19. Sports & Recreation Center (SRC)
- 20. Intramural Field
- 21. Foundation Office
- 22. Cullinary Arts Center (CA)

 Water Tower    
  Parking Lot  
 Campus Buildings

Revised April 2013

## PHONE NUMBERS

### SERVICES

*(All area codes 903)*

Admissions Information .....	463-8604
Assessment Information.....	463-8724
Canvas / Internet Class Technology Help Desk.....	8 am-4 pm Weekdays 463-8788
Wed/Fri from 6-9 pm AND Sat/Sun .....	647-0092
Campus Police .....	463-8777
Career & Job Assistance .....	415-2544
Class Scheduling Assistance .....	463-8695
Counseling / Degree Information .....	463-8695
Disability Services .....	463-8751
Financial Aid Information.....	463-8794
New Student Orientation (College 101) .....	463-8695
Public Information .....	463-8628
Tutoring .....	463-8751

### OFFICES

Academic Studies Division .....	463-8610
Admissions .....	463-8604
Alumni Association .....	463-8716
Business Office Services .....	463-8718
Campus Police .....	463-8777
Center for Workplace Learning .....	463-8765
Continuing Education Class Information & Registration.....	463-8765
Counseling Center .....	463-8695
Developmental Studies Division.....	463-8736
Financial Aid.....	463-8794
GC Foundation & Scholarships Office .....	463-8716
Health Science Division .....	463-8782
Housing .....	463-8693
Job Placement.....	415-2544
Library .....	463-8631
Main Campus Central Number.....	465-6030
Public Information .....	463-8628
South Campus, Van Alstyne .....	415-2500



Student Life and Housing Office .....	463-8693
Testing Center .....	463-8724
Workforce Education Division .....	463-8771

**CAMPUS POLICE NON-EMERGENCY 903-463-8777**

AFTER HOURS NON-EMERGENCY .....	903-814-3343
EMERGENCY .....	911

**AREA LIBRARIES**

DENISON PUBLIC LIBRARY .....	903-465-1797
SHERMAN PUBLIC LIBRARY .....	903-8982-7240

**COUNTY OFFICES**

HEALTH DEPARTMENT .....	903-893-0131
VEHICLE REGISTRATION .....	903-893-0131
VOTER REGISTRATION .....	903-893-8683

**HOSPITALS & CLINICS**

ONE MEDICAL 903-868-9565	
TEXAS HEALTH PRESBYTERIAN-WNJ .....	903-870-4611
TEXOMA MEDICAL CENTER.....	903-416-4000
TMC URGENT CARE (DENISON) .....	903-465-7544

*SEE PHONE BOOK FOR ADDITIONAL RESOURCES*

**UTILITIES**

CABLEONE (LOCAL SERVICE).....	903-893-6548
LOCAL TELEPHONE SERVICES .....	STUDENT'S PREFERENCE (Check phone book)
LONG DISTANCE SERVICES.....	STUDENT'S PREFERENCE (Check phone book)

**OTHER**

CRISIS CENTER 903-893-3909	
RENTER'S INSURANCE.....	Check phone book

**GRAYSON COLLEGE**

6101 Grayson Drive

Denison, TX 75020

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