

General College Policies (G)

Applicable policies of the Community College System Board of Trustees can be found at the CCSNH website, www.ccsnh.edu. Please note: the most current version of MCC college policies can be found at www.manchestercommunitycollege.edu.

College Policy G.1

Locker Search

The college administration has the authority to search student lockers when, in the administration's opinion, such a search is in pursuit of contraband which may endanger the health or welfare of the college community. Lawful searches conducted by authorities will be supervised by the college administration.

College Policy G.2

Snow Removal

Student cooperation is needed during snow removal operations. Watch the entrances for directives. When snow removal operations have been declared, all vehicles in violation will be ticketed or towed at the owner's expense. Snow chains are NOT allowed EXCEPT on Maintenance and Emergency vehicles.

College Policy G.3

Student Senate

The Vice President of the Student Senate is a member of the College Coordinating Council (CCC), the governance council for the college. Students are encouraged to bring ideas and issues forward to the Student Senate. If these ideas or issues are felt by the Senate to need College attention, the Senate can vote to have their Vice President bring them to the CCC. The Vice President is also responsible to keep the Senate informed of decisions made by the CCC.

College Policy G.2

Athletics

Students must be enrolled and in good standing to be eligible to participate in any athletic program. Also, students must have on file a doctor's statement of that student's satisfactory physical condition as well as proof of health and accident insurance coverage for league play.

College Policy G.3

Acceptable Use Policy for Computing Resources (*Note: This policy is being revised and reviewed by the Office of Attorney General and Division of Personnel.*) This policy contains guidelines regarding the use of computing and networking facilities located at or operated by MCC. Coverage of this policy: If you are using any computer equipment (including but not limited to computers, storage devices and media, network) owned by MCC you are subject to the terms and conditions of this policy.

The user ("you" in this document) of the system is the person using compute equipment locally or by remote access. All users of the college's computing services are required to comply with these rules. If you do not understand an item, please ask your instructor to explain it to you.

Summary of Acceptable Use Policy for Computing Resources

The definition of MCC computing facilities includes any computer, server or network system or system element provided or supported by MCC. Use of the computer facilities includes the use of data/programs stored on MCC computing equipment, data/programs stored on magnetic tape, floppy disk, CD ROM or other storage media that is owned and maintained by the MCC. The "user" of the system is the person using the systems from any connection point (e.g. a keyboard) locally or by remote access, requesting an account (or accounts) or logging on to an existing account in order to access any MCC asset. The purpose of these guidelines is to ensure that all MCC students and authorized visitors use the MCC computing facilities in an ethical and lawful manner. It is implicitly understood that the MCC computing system is

a private system and that network monitoring is used to ensure reliable performance and that the integrity of the network is maintained.

1. MCC computers are for non-sensitive and non-confidential use only. There is no inherent security in the system; students should not use college systems for any work that should be protected.
2. Individual users are responsible for maintaining their own data. MCC is NOT responsible for the integrity of any student data stored on servers or systems maintained by the institution.
3. Users should report any weaknesses in MCC computer security and any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the appropriate MCC IT Department. Users shall not attempt to access any data or programs contained on the MCC network, or any other network accessed, for which they do not have authorization.
4. Users shall not make unauthorized copies of copyrighted software, except as permitted by law or by the owner of the copyright.
5. Users shall not make copies of system configuration files for their own, unauthorized personal use or to provide to other people/users for unauthorized uses.
6. Users shall not purposely engage in activity with the intent to: harass other users; degrade systems performance; deprive an authorized MCC user access to a MCC resource; obtain extra resources beyond those allocated; circumvent MCC computer security measures or gain access to a MCC system for which proper authorization has not been given.
7. Fraudulent, harassing or obscene messages and/or materials shall not be downloaded, viewed, sent to/from or stored on MCC systems.
8. To ensure systems and software compatibility and to reduce chances of malicious code infections, users shall not download, install or run any applications programs without first consulting the course instructor.
9. Users will not run from any MCC system any software which reveals weaknesses in the security of a system or that can be used as a hacking tool, unless within the guidelines and under the supervision of an MCC course. For example, MCC users shall not run password-cracking programs on MCC computers.

Non-compliance with these requirements constitutes a violation and will be reported to the Chief Campus Officer and the IT Department. Violations will be referred to a judicial committee. Serious violations may result in civil or criminal prosecution. Use of MCC computing facilities constitutes implicit acceptance of and agreement with the Acceptable Use Policy for Computing Resources for MCC: "I have read and understand both this form and the MCC "Computer User Code of Ethics" found posted in all computer laboratories throughout the MCC computing facility and in the student handbook. I understand that my use of MCC computing facilities constitutes my agreement to abide by both."

College Policy G.4

Drug/Alcohol Free Campus Statement. The CCSNH campuses are Drug and Alcohol Free Campuses. The use of drugs and alcohol is totally inconsistent with the college's mission and their use is forbidden on campus.

College Policy G.7

Fires

All students are asked to exercise every caution and care in the prevention of fires. Fire drills will be held periodically and students should become familiar with procedures for evacuating the building. Fire and safety rules are posted in each lab and evacuation routes are posted in each classroom and office. You must evacuate the building when you hear the fire alarm sounding or are instructed to do so by a College or Civil Official. Fire alarm boxes are located at each exit area on the first and second floors.

College Policy G.8

Firearms and Dangerous Weapons

For the purpose of this policy, firearms and dangerous weapons shall include, but are not limited to: shotguns, rifles, pistols, BB guns, dart guns, starter pistols, blow guns, bows and arrows, martial arts weapons, including but not limited to nunchuks, throwing stars, knives over three inches in length, hatchets, and any other device that could be or appear to be of danger to other persons. Starter pistols may be utilized for specific events by qualified persons with the prior approval of the campus Public Safety Officer. Students, staff, faculty, and guests are not allowed to have a weapon on campus or in any vehicle on campus. Any student, staff or faculty member, or guest found to be in violation of this policy will be subject to possible removal from the college.

College Policy G.9

Fireworks

Fireworks of any type are not permitted on campus, unless as part of an event scheduled by the President's Office or the office of the Vice President of Student & Community Services. .

College Policy G.10

Gambling

Gambling by individuals is not permitted on campus. Casino or other game events are permitted in designated areas, where allowed by State law, as part of an event scheduled by the office of the Vice President of Student & Community Services.

College Policy G.12

Insurance Coverage

The student is responsible for all medical expenses regardless of circumstances. The college holds no responsibility for payment of medical expenses for students.

Students enrolled in programs in the Human Services program must have some form of accident and illness insurance. All Nursing and Allied Health Students who have a clinical must have accident and illness insurance, as well as professional liability coverage. Information regarding this professional liability coverage is available in the Nursing Department.

All students who wish to participate in intercollegiate athletics must produce evidence of enrollment in an accident insurance policy.

College Policy G.14

Motor Vehicle Rules & Regulations

All students, faculty, and staff may park their motor vehicles on campus after obtaining a parking permit for each vehicle owned from the MCC Business Office. All vehicles parked on campus, anytime, must be properly licensed and inspected. Students, staff, and faculty shall display their vehicle parking permit in the lower left corner of the rear window.

State Policy G.15

Driver's License (*State of New Hampshire*)

Operators of ANY motor vehicle (private or state owned) **MUST** possess a valid, unexpired driver's license, domestic or foreign.

College Policy G.16a

Illegal Parking

Parking tickets may be issued for, but are not limited to, any of the following violations:

- No Permit
- Taking two parking spaces
- Parking on the grass/sidewalk
- Parking on a hashed out end cap
- In such a way that blocks traffic or is a hazard to others
- In front of a doorway, dumpster, access road, or delivery area
- Within 15 feet of a fire hydrant
- At any place where signs or pavement markings tell you that you cannot park
- In any FIRE LANE or TOW ZONE
- In designated handicapped parking spaces (except with permit or plate)
- On roadways
- In parking spaces marked reserved for State vehicles, College Officials, and Visitors.

State Policy G.17

Handicapped And Fire Lane Parking

Handicapped and fire lane parking violations carry a \$250 fine or towing at the owner's expense, or both, with no warning given.

State Policy G.18

Motor Vehicle Inspection

All vehicles, with the exception of FORD ASSET and manufactured donated vehicles, MUST have a current State Inspection Sticker displayed.

State Policy G.19

Motor Vehicle Insurance

New Hampshire has no mandatory insurance law; HOWEVER, you should realize that YOU are risking a great deal if you do not have insurance. If you are involved in an accident, you could be responsible for the payment of all damages to the other person's property. IF YOU CANNOT pay these bills, the New Hampshire Financial Responsibility Law REQUIRES that the Department of Motor Vehicles SUSPEND YOUR LICENSE until a settlement has been reached.

College Policy G.20

Speed Limits

The maximum speed on campus is 15 MPH. This speed is for the main entrance/exit road only. The speed limits elsewhere on campus such as parking lots and the road that provides access to the daycare are limited to 5 MPH.

College Policy G.21

Safety Equipment

In all laboratories where injuries might occur, proper safety equipment must be worn at all times. If accidents do occur, an accident form must be completed.

Federal Policy G.22

Security

Public Law 101-542 requires the college to prepare and distribute an annual report that sets forth its policies on crime prevention issues and gives statistics of specific crimes.

College Policy G.23

Violent Crimes

In the event of a violent crime, local authorities will be contacted immediately and efforts to assist the victim will be initiated concurrently by college personnel. Non-violent crimes will likewise be referred to local authorities.

College Disciplinary Actions

1. Individuals accused of sexual assault will be brought before the College's Judicial Committee for a hearing on the charges.
2. The hearing will be conducted in accordance with established procedures as set forth in the "Policy Manual of Procedures for the New Hampshire Community Technical College System," or appropriate policy or case law in effect.
3. As set forth in the above procedures, both the accuser and the accused are entitled to have others present during the judicial proceedings and their role will be in accordance with appropriate laws governing their presence as set by the law of the land. Lawyers are not allowed in any College Judicial proceedings.
4. Both the accuser and the accused will be informed of the outcome of the judicial proceedings for the alleged sexual assault.

Sanctions

Sanctions against those found guilty of sexual assault by the College's judicial proceedings may face the following, singularly or in combination:

1. Expulsion from the college permanently or for a specific period of time.
2. On-campus restrictions.
3. Payment of medical bills.
4. Personal letter of apology.
5. Agreement to seek appropriate counseling.

Smoking Policy

Smoking of any type (cigarettes, cigars, pipes, etc.) is permitted in designated areas only. To promote the health and well being of MCC students, faculty, and staff and the general public, smoking is allowed only in designated areas. The only area designated for smoking on campus is the gazebo at the rear of the building near the Maintenance Shop.

Smoking is prohibited in all other areas of the campus. Smoking is also prohibited in all State-owned vehicles. Sale of tobacco products on campus and the distribution of free tobacco products on campus are prohibited. In addition, tobacco specific product advertisements are prohibited in college run publications. Campus organizations are prohibited from accepting sponsorship from tobacco specific companies.

MCC Campus Safety is responsible for the enforcement of this policy.

Safety Policy Regarding Children on Campus

MCC strives to provide a friendly and safe campus while maintaining a learning environment for MCC students and a disruption free work place for our employees. Children are welcome to accompany adults to their appointments at MCC, however children should not be left unattended anywhere on the college campus, including the grounds and parking facilities. In addition, children who are not registered for classes are not permitted in the classrooms and/or laboratories; children of employees are not permitted to accompany parents to work. The only exceptions are prearranged tours, field trips or college coordinated programs for children.