



Residence Hall/ Dorm Guide

Residence Life Information & Policies

2026–27 Academic Year

Welcome to Paris Junior College!

We are pleased to welcome you to campus housing. This package contains important information regarding residence hall policies, visitation, safety, dining, mail procedures, and student conduct.

Please read this information carefully and keep it available for future reference.

PJC's Student Code of Conduct:



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Scan the QR code to visit PJC's Housing website with more information.



Eligibility for Campus Housing

Paris Junior College offers residence halls for both men and women on the Paris campus. To live in campus housing, a student must:

- Enroll in at least 12 semester hours (or 6 semester hours per 8-week term) and remain enrolled in at least nine semester hours throughout the term.
- Submit the online [Application for Housing](#) along with the \$135 deposit and background check fee by the priority deadline for the applicable semester. If you're unable to pay online, you may submit a completed paper application with the \$135 deposit to the PJC Business Office.
- Provide proof of bacterial meningitis vaccination 10 days prior to move-in to the Student Life/Housing Office, Student Center Room 208.

Priority Application Deadlines

- Fall semester: August 24
- Spring semester: December 1
- Summer semesters: May 1

Criminal Background and Housing Eligibility

Paris Junior College conducts a criminal background check as part of the residence hall application process. Applicants with a felony conviction or pending felony charge, a Class A misdemeanor conviction or pending charge, or a Class B misdemeanor conviction or pending charge involving violence, weapons, drugs, or theft will not be approved for on-campus housing. Registered sex offenders are not eligible for on-campus housing under any circumstance.

A resident who is arrested and charged with an offense described above during the term of their Housing Agreement may be immediately removed from the residence halls. Students removed under this policy remain financially responsible for their housing charges for the semester and may be issued a Criminal Trespass Warning. Reinstatement, if any, will be considered only after the charge is resolved.

Campus Safety & Security

Drug-Free and Gun-Free Campus

Any violation of applicable drug or weapons laws may result in enhanced criminal charges and/or college disciplinary action.

Security Cameras

Security cameras are located in designated areas throughout campus and residence hall facilities for the safety and security of students, employees, and visitors.

Drugs & Drug Paraphernalia

The possession, use, sale, distribution, or presence of controlled illegal drugs or drug paraphernalia on the Paris Junior College campus or at any college-sponsored or sanctioned activity is strictly prohibited.

This policy includes controlled substances and drug-related products prohibited under Texas law, including K2 and related products.

College disciplinary sanctions are separate from, and may be imposed in addition to, action taken by local, state, or federal authorities.

Possession/Use - First Offense

After a due process hearing, a first offense may result in:

1. Disciplinary probation for at least one calendar year. Previous major violations of the Student Code of Conduct may warrant a one-year suspension.
2. Removal from campus housing.
3. A \$50.00 fine.
4. Notification to the student's parent/guardian if the student is under 21 years of age.
5. Random drug testing at the student's expense.
6. Completion of all required sanctions as a condition of remaining in campus housing.
7. Additional action by local, state, and/or federal authorities, when applicable.

Sale or Distribution - First Offense

A first offense involving the sale and/or distribution of an illegal drug on campus or at a college-sanctioned activity may, after a due process hearing, result in:

- Expulsion from Paris Junior College.
- Criminal charges being filed by the institution.
- No readmission to the institution following expulsion.

Possession/Use - Second Offense

A second offense involving possession or use of a controlled illegal drug may, after a due process hearing, may result in:

1. Suspension for one calendar year.
2. Dismissal from school.

3. A \$100.00 fine.
4. Notification to the student's parent/guardian if the student is under 21 years of age.

Alcohol & Intoxicating Substances

Possession or use of alcohol in any form is prohibited on the Paris Junior College campus and at college-sponsored or sanctioned activities.

This standard also applies to intoxicating substances, including K2 and related products.

First Offense

After a due process hearing, a first offense may result in:

1. Disciplinary probation.
2. A \$50.00 fine.
3. Notification to the student's parent/guardian if the student is under 21 years of age.
4. Completion of all required sanctions as a condition of remaining in campus housing.
5. Removal from campus housing, when appropriate.
6. Additional action by local, state, and/or federal authorities, when applicable.

Second Offense

After a due process hearing, a second offense may result in:

1. Removal from campus housing.
2. A \$100.00 fine.
3. Notification to the student's parent/guardian if the student is under 21 years of age.
4. Completion of required sanctions as a condition of remaining enrolled at Paris Junior College.
5. Suspension for one calendar year, with referral to a professional counselor.
6. Selling and/or distributing alcohol may result in suspension for one calendar year after a due process hearing.
7. Additional action by local, state, and/or federal authorities, when applicable.

Third Offense (Alcohol & Intoxicating Substances)

After a due process hearing, a third offense may result in:

- Dismissal from Paris Junior College.
- Notification to the student's parent/guardian if the student is under 21 years of age.

Visitation Policy

Students are responsible for ensuring that their guests follow all residence hall policies.

Visitation Hours

Day	Visitation Hours
Sunday	5:00 p.m. – 10:30 p.m.
Monday – Thursday	7:00 p.m. – 10:30 p.m.
Friday – Saturday	7:00 p.m. – 12:00 midnight

Violation of Visitation Rules

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

Student ID Card Policy

Students must present their Paris Junior College student ID card to enter the McLemore Dining Room.

No ID card = No entry.

If you do not have a student ID card, go to PJC's Advising & Counseling Center in the Administration Building.

McLemore Student Center Cafeteria

Dining Hours

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

Please note: Breakfast is not served on Saturday or Sunday.

Student Mail Procedures

To receive mail at Paris Junior College, you must be a residence hall student.

Student mailboxes are located downstairs in the Student Center.

Receiving Mail & Packages

1. When a package or registered, certified, insured, or postage-due mail is received, a notice will be placed in the student's mailbox.
2. Students are responsible for checking their mailbox regularly.
3. No key, no mail — no exceptions.
4. Mail is posted once each day, usually no later than 11:30 a.m.
5. Outgoing mail should be placed in the designated slot next to the mailboxes.
6. Outgoing mail is collected once daily by the U.S. Postal Service.
7. When completing your course of study or moving out of campus housing, return your mailbox key to the Head Resident.
8. Students must provide a forwarding address to the PJC Post Office.
9. Mail will be forwarded for six months. Students should notify family and friends of their new address as soon as possible.

How to Address Student Mail

Student's Name
PJC Station # ____ Building #11
McLemore Student Center/Cafeteria
2400 Clarksville Street
Paris, Texas 75460-6299

The number after PJC Station # will be your mailbox number.

Important Reminders

Living on campus is a privilege and comes with responsibilities. Students are expected to:

- Follow the Paris Junior College Student Code of Conduct.
- Follow all residence hall rules and regulations.
- Respect other students, staff, and college property.
- Follow drug, alcohol, visitation, and safety policies.
- Complete all required disciplinary sanctions.
- Be responsible for the conduct of their guests.

Failure to follow college policies may result in fines, disciplinary action, removal from campus housing, suspension, dismissal, or expulsion, depending on the nature and severity of the violation.



Scan this QR code and read all Residence Life policies carefully.

Contact the Student Life Office (903-782-0433), if you have questions.

Emergency Procedures

Your safety is our top priority. Learn these steps now, before an emergency happens. In any emergency, call PJC Campus Police at 903-782-0399 or dial 911.

SAVE THESE NUMBERS
PJC Campus Police (Non-Emergencies): 903-782-0399 • EMERGENCIES : 911
Director of Student Life (after hours): Kenneth Webb — 903-517-0112
Suicide & Crisis Lifeline: Call or text 988 • Crisis Text Line: text HOME to 741741

Fire Safety

- Close the window. Close the door. Leave the building by the nearest exit.
- Remember C.A.R.E.: **C**ontain the fire by closing doors as you leave, **A**ctivate the nearest fire-alarm pull station, **R**eport the fire to Campus Police or 911, and **E**vacuate rather than fight the fire.
- Do not use elevators — use the stairways. If there is smoke, stay below the smoke line.
- Move to your hall's assembly area (100–300 feet from the building) and do not re-enter until authorities say it is safe.

Severe Weather & Tornadoes

- Go to the nearest bathroom or interior closet.
- During a tornado warning, move to your hall's designated shelter area — away from windows and doors — and cover your head and neck.
- Do not use elevators.

WATCH vs. a **WARNING**:

- A **WATCH** means conditions are favorable for severe weather — stay alert.
- A **WARNING** means severe weather is happening or imminent — take shelter now!

Lockdown & Active-Threat Terms

PJC uses these standard terms during DragonAlerts notifications:

Term	What It Means
Hold	Clear the halls and stay in your room or a designated area until the all-clear is given.
Secure	A threat is outside. Come inside, lock outside doors, and continue activities indoors.
Lockdown	A threat is inside the building. Lock or barricade the room, turn off lights, and stay silent and out of sight.
Shelter-in-Place	Used for severe weather or a chemical hazard when evacuation isn't safe. Move to an interior space and stay until cleared.

Medical Emergencies

- Call PJC Campus Police (903-782-0399) or **911**. After hours, residents may also contact the Director of Student Life at 903-517-0112.
- Do not move an injured person unless they are in danger of further injury, and stay with them until help arrives.

Stay Informed: DragonAlerts

Sign up for free text and email emergency alerts — the fastest way to receive official instructions — at getrave.com/login/parisjc.



Scan the QR code below for PJC's complete emergency and fire-safety procedures, including shelter and evacuation points for each residence hall.

Student Resources

PJC offers a wide range of on- and off-campus resources to help students navigate academics, finances, health, and daily life. A few highlights:

- **Academic** — Academic Advising, Tutoring, Accommodations, Career Planning, Transfer Information
- **Financial** — Pyro's Pantry, Emergency Grant, Scholarships
- **Health & Wellness** — Free Counseling Services, Suicide Prevention Resource
- **Transportation** — Free Bus Pass Program
- **Student Success Programs** — Student Support Services (SSS), Educational Opportunity Center (EOC), Upward Bound, Educational Talent Search (ETS)

Scan this QR code below to see the full list of student support resources.



Mental Health & Counseling Support

PJC cares about your well-being. Whether you're having a hard time or just need someone to talk to, help is available — immediately, and confidentially.

Suicide Prevention

Mental health conditions are common and treatable, and suicide is preventable. If you or someone you know is having thoughts of suicide, help is available now.

Some signs that someone may be considering suicide:

- Talking about wanting to die, feeling like a burden, or feeling hopeless or trapped
- Extreme mood swings, withdrawing from friends, or giving away belongings
- Increased use of drugs or alcohol, or taking dangerous risks

Call or text 988 — Suicide & Crisis Lifeline (24/7, free, confidential)

Crisis Text Line: text HOME to 741741 (24/7, free, confidential)

In an emergency, call 911 or PJC Campus Police at 903-782-0399.

Scan the QR code below to learn more about suicide prevention and warning signs.



Free Counseling Services

PJC's Licensed Professional Counselors and Licensed Clinical Social Workers offer free, confidential, short-term personal counseling to currently enrolled students — including support for depression and anxiety, grief and loss, stress, trauma, and life transitions.

Advising & Counseling Center
counseling@parisjc.edu • 903-782-0426
Administration Building, Paris Campus



Scan this QR code below to learn more about Counseling Services.

Sexual Assault, Dating Violence, Domestic Violence & Stalking Prevention

PJC prohibits sexual assault, dating violence, domestic violence, and stalking in all forms. These behaviors violate college policy and may also violate state and federal law. If you experience or witness any of these, you are encouraged to report it as soon as possible — you are not required to report to law enforcement in order to receive campus support, and PJC does not retaliate against anyone who makes a good-faith report.

Your Rights as a Survivor

- Receive written information about campus and community support services.
- Request changes to academic schedules, housing, campus safety plans, or other protective measures.
- Have your report investigated promptly, fairly, and impartially, and be accompanied by an advisor of your choice in any disciplinary proceeding.
- Receive written notice of the outcome, and have your information handled with discretion.

How to Report a Title IX Concern

- Title IX Coordinator: Melanie Hatcher, Human Resources Director — 903-782-0304, mhatcher@parisjc.edu, Administration Building (Human Resources Suite).
- Report online at parisjc.edu/titleix, or through PJC's online incident report form.
- For confidential student support: Advising and Counseling Center, Administration building, Paris Campus — 903-782-0426.

- In an emergency, or to report a crime in progress, call PJC Campus Police at 903-782-0399 or 911.



Scan this QR code below to learn more about PJC's policy and reporting options for Sexual Assault, Dating Violence, Domestic Violence & Stalking Prevention.

Clery Act & Campus Security Awareness

PJC's Campus Police Department is a commissioned Texas police department that patrols campus seven days a week and works closely with the City of Paris Police Department, the Lamar County Sheriff's Office, and the Texas Department of Public Safety. As required by the federal Clery Act, PJC publishes an Annual Security Report each year with campus crime statistics and safety policies.

- Police, fire, or ambulance emergencies — On campus: extension 1399, 903-782-0399, or 911. Off campus: 911.
- Officers are commissioned Texas peace officers with full arrest power, and an officer is on duty seven days a week.
- Annual Security Reports and crime statistics are available at parisjc.edu/police-safety, or by contacting Chief Chris Mayfield at 903-782-0244.
- Texas law makes it a state jail felony — up to two years and a \$10,000 fine — to knowingly make a false report of an emergency at a college, including a false fire alarm, bomb threat, or active-shooter report. This does not apply to a good-faith report that turns out to be mistaken, so always report genuine concerns.



Scan the QR code below for PJC's full Campus Safety & Police page, including Annual Security Reports.

Contact Directory

Student Life & Residence Life Office

Kenneth Webb, Director of Student Life/Residence Life

Office: McLemore Student Center, 2nd floor

Office Phone: 903-782-0433

Email: kwebb@parisjc.edu

Head Resident Supervisors

Location / Role	Contact Information
Hatcher Hall	Kenneth Webb — (903) 517-0112
South Campus	Stacey Dangerfield — (430) 297-9110
Thompson Hall	Mashonda McDonald — (903) 732-8413

Emergency & Police Contacts

Contact	Phone
Campus Police	(903) 782-0399
Paris Police (non-emergency number)	(903) 784-6688
Emergency Only	911



Scan for all PJC Faculty & Staff Directory of Contact Information.