

## **Student General Rules and Guidelines**

A positive and successful learning environment provides opportunities for all students to successfully complete their educational goals while developing life skills necessary to enrich and support themselves, their families, and their community as global citizens. The College recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior.

The Student General Rules and Guidelines and Student Code of Conduct ensure the protection of student rights and the health and safety of the College community, as well as to aid in the efficient operation of College programs; and apply from the time of admission and continue as long as the student remains enrolled at the College. They will also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Office of Student Compliance is an integral part of the positive educational environment at Lansing Community College (LCC), and is responsible for upholding the Student General Rules and Guidelines and Student Code of Conduct. We support the Mission of the College by responding to and resolving situations in which the behavioral choices of students are negatively impacting the college community, or other students, including themselves.

### **Access to College Buildings**

Access to College buildings during normal hours are Monday through Thursday, 7:00 AM to 10:30 PM, Fridays from 7:00 AM to 5:30 PM, and Saturday and Sunday hours vary to class schedules.

\*Due to the current pandemic, there is limited public access to the LCC facilities. Access to facilities are only authorized for approved instructional programs and student services. Emergency access can be obtained by contacting Police and Public Safety.

Access to College buildings after normal hours of operation is restricted. Contact Police, Public Safety and Parking at (517) 483-1800 with questions.

### **Animals**

For the protection, health and safety of the members of the College community and to preserve order animals are not permitted on campus. This provision excludes service animals. For additional information please refer to [LCC's Service Animal Policy](#).

### **Cell Phones**

The use of cell phones during class is at the discretion of the instructor.

### **Children on Campus**

Unattended children under the age of 16 are not permitted on campus unless accompanied by a parent or guardian. Exceptions are for minor students who are

enrolled in courses or attending programs at the College.

### **Dress**

Students are expected to dress in an appropriate manner. Students should dress keeping in mind the activity in which they are engaged in while on College property, when attending College-sponsored events, or while pursuing an academic program.

### **Drugs and Alcohol**

Lansing Community College complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act.

The College's Drug and Alcohol policy prohibits the use, possession, purchase, sale, dispensation, distribution, or manufacture of, or being impaired by certain substances. The policy applies to all students.

See the [Drug and Alcohol Policy](#) for details.

### **Examinations**

Students are required to take examinations at the appointed time and place. Generally, examinations are given during the regularly scheduled class period with a final exam during the last week of the semester. Students should direct questions regarding the date and time of their examinations to their individual instructors.

### **Field Trips and College Sponsored Events/Activities**

Students participating in field trips and other College-sponsored events and activities must abide by all College policies.

### **Language**

On LCC Campus locations, students should refrain from using profanity or language that is distasteful, offensive or hateful.

### **LCC Email Account**

Students are responsible for checking their LCC assigned student email accounts on a regular basis. Official notifications and information are routinely sent to student email accounts. Students who use other email accounts should make sure they are monitoring their LCC email accounts as well.

### **Student Organizations**

Certain student clubs and organizations are registered at the College. For information about certain clubs and organizations or how to start a student club or organization please contact the Student Life Office. For more information, go to the LCC [Clubs & Organizations](#) webpage.

### **Smoking**

LCC is a smoke free campus. See the [Smoking Policy](#) for details.

### **Technology Resources - Acceptable Use**

The LCC Acceptable Use Policy describes guidelines for the use of the College's technology resources and use of College wide data. Use of College-owned technology resources is a privilege extended by the College to students as a tool to promote the mission of the College and to enhance technological/computer literacy. College computer labs and devices/equipment for checkout from the Library and Information Technology Services are available on campus for students to complete their course work. Students are expected to follow the rules for any lab or the department which houses the computer they use. Students must possess a current College StarCard to access computer labs.

This policy applies to all users of College technology resources and data, including those using the College's network via a personally owned device. Violations of this policy may result in loss of computer privileges and/or disciplinary action under the Student Code of Conduct. In addition, the user may face both civil and criminal liability from the College, from law enforcement officials or from individuals whose rights are harmed by the violation. See the [Acceptable Use Policy](#) for details

### **Student Code of Conduct**

In addition to being familiar with the Student General Rules and Guidelines, all students are responsible for knowledge of and adherence to the [Student Code of Conduct](#).

*Revised: 4/2/2021*