
CC ***Southeast***
community college

HOUSING
HANDBOOK



CC ***Southeast community college***

BEATRICE

4771 West Scott Rd.

Beatrice, NE 68310

402-228-8291

800-233-5027, ext. 1291

MILFORD

600 State Street

Milford, NE 68405

402-761-7398

800-933-7223, ext. 6200

www.southeast.edu

Contents

Residential Life Staff	2	Water Fights	14
Residence Hall Activities	2	Weapons & Explosives	14
Leadership Opportunities	2	Windows	14
Living With Others	3	Housing & Residential Judicial Process	14
Sharing an Apartment/Room	3	Fire Procedures & Fire Alarms	16
Roommate Rights & Responsibilities	3	Residence Hall Computer Use Policy	16
Community & Personal Property	4	Prohibited Internet Usage	17
Housekeeping	4	Warranties & Liabilities	17
Apartment/Room Assessments	4	Indemnity	17
Housing Assignment Procedures & Policies	4	Privacy	18
Check-In & Check-Out	5	Responsibilities	18
Housing Contract “Terms of Contract”	5	Violations	18
Apartment/Room Checks	7	Beatrice Campus Specific	19
Apartment/Room Transfers	7	Beatrice Contacts	19
Housing During Break	7	Furnishings	19
Communication	7	Laundry Room	19
Contract Cancellation	7	Parking	19
Decorating & Furnishings	8	Mail & Package Service	20
Facility Misuse	8	Balconies/Patios	20
Garbage	8	Barbecuing	20
Maintenance Repairs	9	Electrical Appliances	20
Personal Property	9	Guest & Visitors	20
Phone, Cable & Internet	9	After Hours Visitors	20
Resident Responsibilities/Community Standards	9	Safety & Security	20
Alcohol	9	Keys	20
Aggressive and/or Disruptive Behavior	10	Severe Weather Procedures	21
Babysitting	10	Tornado Watch & Warnings	21
Bicycles	10	Milford Campus Specific	23
Candles/Incense	10	Milford Contacts	23
Cleaning Requirements	10	Food Contract	23
College Property	11	Furnishings	23
Concealment of Violations	11	Laundry Room	23
Controlled Substances	11	Parking	23
Damages	11	Mail & Package Service	24
Dartboards	11	Barbecuing	24
Fire Alarms & Emergency Equipment	11	Electrical Appliances	24
Harmful Behavior	12	Guest & Visitors	24
Motorcycles & Scooters	12	Safety & Security	25
Multiple Electrical Outlets	12	24/7 Dorm Lockdown	25
Noise/Quiet Hours	12	Keys	25
Painting	12	Fire Procedures	25
Pets	12	Severe Weather Procedures	26
Physical Abuse, Verbal Abuse and/or Harassment	12	Appendix	27
Sexual Harassment	13	Disciplinary Fees & Fines	28
Skateboarding	13		
Snowball Fights	13		
Tobacco	13		
Unscheduled & Emergency Room Entry Conditions	13		

Dear Southeast Community College Housing Resident,

Welcome to Residential Life at Southeast Community College. It is our hope that your stay here will be an enjoyable living and learning experience.

This handbook amplifies and clarifies sections of the housing contract and student housing regulations. Should you require additional clarification or have further questions or concerns, please contact a Resident Assistant or any of the Residential Life Staff. Living on campus can be a very rewarding experience. As a resident, you will have easy access to various extracurricular activities planned throughout the year. Plus, making new friends is a lot easier when you live on campus.

The Residential Life Staff at Southeast Community College is committed to making your housing experience a comfortable and meaningful one. Thank you for your help and cooperation in making your community living experience positive and rewarding. We wish you success in your academic pursuits here at Southeast Community College.

Sincerely,
Residential Life Staff



RESIDENTIAL LIFE STAFF

Residential Service Manager

The Residential Service Manager (RSM) is a full-time professional who is responsible for managing the overall operation of the Residential Life Program. The manager is available to assist you with any housing-related concerns.

Assistant Residential Service Manager

The Assistant Residential Service Manager (ARSM) is a full-time professional who works closely with the Residential Service Manager and shares responsibility for the day-to-day operations of the Residential Life Program. The Assistant Residential Service Manager supervises the Resident Assistant staff, coordinates programming activities and assists residents with their personal concerns.

Resident Assistants

Resident Assistants (RAs) are the members of the Residential Life Staff that students will probably get to know best. RAs receive special ongoing training in areas of peer advising and referral, interpersonal communication, programming, team building, community development and administration. RAs are individuals who are committed to making on-campus living a fun and rewarding experience. RAs are assigned an evening or weekend to be “on-duty.” In the evening, a resident’s first resource is the On-duty RA.

WAYS TO GET INVOLVED

Residence Hall Activities

Residential Life Staff provides activities for students living in the residence halls. Activities provide residents with an opportunity to get to know more students from other programs, as well as something to do after studying. Some examples of activities are Pool or Ping Pong tournaments, Casino or Game Nights, outdoor games, ice cream socials, bowling, movie theater, etc. Residents are encouraged to let their RAs know if there is an activity they would like to have!

Leadership Opportunities

Much of what one learns at college comes through informal and experiential means. Working with others to plan and present programs and activities can be challenging and fun. Residents are encouraged to participate by sharing ideas and assisting with the planning and development of these activities.

Resident Assistants

The RA position is a live-in position designed for residents who have the interest, skills and time necessary to perform assigned duties and assist in the development of the Residential Life Program. RAs are presented with unique opportunities for personal development. As previously stated, RAs receive training in the areas of peer advising and referral, interpersonal communication, programming, team building, community development and administration. Selected each quarter, RAs are appointed for the following academic quarter.

Student Employment

There are employment opportunities available to students living on campus. Students are hired to assist with facilities, custodial services and office administration. See the Financial Aid Office for available jobs.

LIVING WITH OTHERS

Sharing an Apartment/Room

Sharing an apartment/room and a community can be a very positive and enjoyable experience. Such an arrangement can also create stress and difficulty if not approached with consideration, communication and willingness to compromise. Roommates may begin the year with the idea that the experience will be problem-free. They may feel that a discussion about how to divide responsibilities or how to work out problems is unnecessary. As a result, when problems do arise, there is no precedent for discussing or resolving them, and the “living experience” quickly deteriorates.

Potential problems can be avoided through an initial discussion about sharing a living space. The questions found in the the community and personal property, and the housekeeping sections can help examine the different ways roommate(s) approach issues and give an opportunity to develop methods for resolving differences before conflicts arise.

Roommates often have different expectations about the kind of relationships they want to develop with one another. Unclear expectations can lead to difficulties. Some roommates are looking for close friends. Others would prefer to peacefully co-exist.



Roommate Rights & Responsibilities

As a member of Southeast Community College’s Residential Life communities, residents have the following rights and responsibilities. Conversely, each individual should work to be the type of roommate who helps ensure these rights.

1. The right to read and study in one’s room free from disturbances.
2. The right to sleep without undue disturbances.
3. The right to be treated with respect and civility at all times.
4. The right to expect a sense of privacy in one’s own apartment/room.
5. The right to a safe and secure home.
6. The right to be free from fear of intimidation, physical harm and/or emotional distress.
7. The right to have a clean room and the responsibility to share equally in the work to keep a clean room.
8. The responsibility to respect his/her roommate’s rights and personal belongings.
9. The responsibility to host guests in a manner that does not interfere with the rights of one’s roommates and other community members.
10. The responsibility to complete and honor a roommate agreement.
11. The right and responsibility to speak out when one believes his/her rights have been violated.
12. The right and responsibility to seek the assistance of others to resolve conflict when individual action has not been successful.

These rights and responsibilities apply not only to roommates but also to other residents living on the floor/wing and in the residence hall.

Resolutions of Differences

There are many ways to resolve conflicts. It is important for each roommate to commit to taking responsibility for solving conflicts when they begin, instead of waiting until the situation becomes intolerable. Planning now will help the situation later. Remember, RAs are there to assist and will be glad to meet with residents individually or collectively. If the problem persists, the RA will make a referral to the appropriate Residential Life staff member.



Community & Personal Property

An area of concern among many roommates is the issue of property, including community property (property that can be used by any roommate) and personal property (those “off limits” items). In a group discussion, each roommate should answer the following questions regarding personal property. Typical responses may be “yes,” “no,” “yes, but ask first,” “yes as long as he/she/they replace(s) it,” or “yes as long as he/she/they take(s) responsibility for it.” Can my roommate(s) use my:

Stereo?	Food?	Kitchen utensils?	DVDs/DVD players?
Television?	Clothing?	Personal computer?	Video Game System?

Housekeeping

Try to reach an understanding about the type of environment that each person would like at home. Each person may end up with differing ideas on this topic and, if so, it is time to give thought to a compromise. Residents should decide on a plan for maintaining the apartment/room, such as a cleaning schedule. Discuss the following areas:

Kitchen Area	Living Room	Bedrooms	Bathroom
• dishes	• personal belongings	• vacuuming/sweeping	• bathtub/shower
• stove/oven	• vacuuming/sweeping	• regular trash removal	• sinks/mirrors
• trash	• floors	• personal belongings	• floors
• microwave	• dusting	• dirty clothes	• toilets
• sink/counters	• regular trash removal	• bed making	
• refrigerator			

APARTMENT/ROOM ASSESSMENTS

Housing Assignment Procedures & Policies

Housing assignments are made on a first-come, first-served basis. While every attempt is made to assign students to their preferred assignments, this is not always possible. Roommate assignments are made on a non-discriminatory basis according to Southeast Community College’s diversity policy. The date that the contract and the deposit are received determines eligibility for assignments. Specific requests cannot be guaranteed. Roommate preferences must be mutually agreed upon on all roommate contract forms. If demand is sufficient, the Housing Office reserves the right to fill rooms to capacity. The Housing Office reserves the right to move a resident to another hall or to cancel a resident’s contract if the resident does not adhere to Southeast Community College Housing policies. Residents neither transfer this contract nor sublet any part of the rental premises. Contracts are not transferable from one academic year to another. Residents are required to live in the room in which they have been assigned. ***Students who fail to appear for occupancy by the third day of class will forfeit their deposit and may have the space assigned to another student unless notification is provided of intended late arrival.***



Check-In

Residents will receive an apartment/room condition form at the time of their check-in. This form will be verified during check-in by a staff member as being an accurate description of the condition of the apartment/room at that time. Residents must return the condition form to their RA on the day of check-in.

Check-Out

At the end of each contract period or upon vacating the apartment/room, each resident is required to complete the check-out process outlined below:

- Schedule a check-out/assessment appointment with an RA by a deadline appointed date and time
- Appointments must be made when all roommates can be present.
- Make arrangements with all roommates for cleaning the apartment/room prior to your assessment
- Remove all personal belongings from the apartment/room
- Upon completion of your assessment, sign the check-out form and turn it in to the Housing Office
- Return the apartment/room key to the Housing Office

Residents failing to meet with a Residential Life Staff member at the scheduled time and/or failing to check out properly will be subject to an improper check-out charge, in addition to any damage and cleaning fees. Possessions remaining in the apartments/rooms after the end of the contract period will be removed by staff and disposed of according to law. There will be a removal fee for any items left in the apartment or dorm room.

Housing Contract “Terms of Contract”

1. Parties: This contract is made by and between Southeast Community College Department of Residential Life and the student, referred to as Resident, signing the contract.
2. Eligibility: Any person who is enrolled as a full-time student (minimum 12 credit hours) at SCC may enter into this contract. Students with less than full-time standing will be considered on an individual basis. SCC-Beatrice Campus does not currently provide housing for married couples or families.
3. Duration:
 - A. This contract is binding for one academic term.
 - B. Residents staying in housing between terms will be charged for those break periods.
 - C. SCC may immediately terminate this contract, upon the Resident’s failure to make payments as required under this contract or for any other violations of the terms of this contract or any violation of the college or Departmental rules and regulations.
 - D. Term Breaks: An additional fee will be charged to Residents who wish to stay over term breaks. Residents whose permanent home address is more than 1,000 miles one way from the College may stay in student housing during term breaks at no additional charge.
 - E. If the resident is a continuing enrolled student, Residents may leave personal belongings in their assigned room during break periods at no charge, although SCC is not responsible for loss, theft, or damage. Exception: Milford Campus, all items must be moved out at check out of Spring Quarter. No items may be left in the room over summer break.
 - F. If the Resident elects to remain in the residence halls during any of the break periods, all policies and regulations as outlined in the Residence Hall contract and the Residence Hall Handbook will apply, and Residents will be held responsible for adhering to all such policies and regulations.
4. Contract Cancellation:
 - A. Resident may cancel this contract prior to the beginning of the first term of occupancy. Written notice of the cancellation must be provided to the Department of Residential Life according to the following terms:
 - 1) If written notice of cancellation of contract is provided to the Housing Office more than 20 business days prior to the start date of the term in which housing is requested, the full deposit will be refunded.
 - 2) If written cancellation is provided to the Housing Office 20 business days or less prior to the start date of the term, the deposit will not be refunded.



-
- B. All Cancellations must be in writing to the Department of Residential Life. Notice of cancellation to admissions, financial aid, business or registrar's office, or to other SCC offices does not constitute notice of cancellation of this contract to the Department of Residential Life.
5. Contract Release:
- A. Residents can request release from contract during any academic term. Such releases are subject to the approval of the Director of Residential Life. Such releases will be considered for the following reasons:
- 1) Non-admission, withdrawal, or graduation from SCC.
 - 2) Serious medical or health problems which interfere with Resident's ability to live in housing.
 - 3) Marriage during the contract term.
 - 4) Off-campus SCC programs, i.e., internships, co-ops, etc.
- B. Written documentation for all of these releases is required by the Director of Residential Life.
- C. Release for the above reasons will include the following refunds:
- 1) First week (5 business days, not including Saturday and Sunday) of the term 80% will be refunded.
 - 2) Second week (6-10 business days, not including Saturday and Sunday) of the term 60% will be refunded.
 - 3) Third and Fourth week (11-20 business days, not including Saturday and Sunday) 40% will be refunded.
 - 4) After the Fourth week there will be no refund of housing payments.
- D. Upon approval of contract, the release deposit will be refunded providing there is proper checkout and no housing damages.
- E. Refunds, when applicable, will be credited to the resident's account or a check will be issued by the Business Office.
- F. No refunds will be made if a student is suspended/expelled from the residence hall due to disciplinary actions, or leaves housing and remains enrolled at SCC.
6. Contract Assignment:
- A. Roommate assignments are made on a non-discriminatory basis regardless of race, creed, or national origin.
- B. The date that the contract and the deposit are received determines eligibility for assignments. Specific requests cannot be guaranteed. Roommate preferences must be mutually agreed upon on all roommate contract forms. If demand is sufficient, the Housing Office reserves the right to place additional students in a room.
- C. Residents cannot transfer this contract. Neither may Residents sublet any part of the rental premises.
- D. Contracts are not transferable from one academic year to another.
- E. Residents are required to live in the room to which they have been assigned.
- F. Students who fail to appear for occupancy by the first three days of class will forfeit their deposit and have the space assigned to another student unless notification is provided of intended late arrival.
7. Contract Payments: Room rates are established by the SCC Board of Governors and are available from the Residential Life Office. Housing fees do not include vacation or break periods when the housing facilities are closed. Contract payments are due and payable in accordance with College policy before the room is occupied. Failure to pay any incurred debts for contract rate changes, damages, fines, or any other assessed charges during the term of this contract will result in ineligibility of the student to process registration for subsequent terms and withholding of student records until all fees and charges are paid in full. Residents failing to pay costs within a reasonable time will have their accounts turned over to a collection agency.
8. Contract Signature: By signing this contract, the Resident agrees to abide by all policies found in both the Southeast Community College Student Handbook and the Housing Handbook.
9. Amendment: The College reserves the right to amend this contract as needed. All amendments will be posted prior to enforcement and will have the prior approval of the Dean of Student Services and the Campus Administrator.

Apartment/Room Checks

In an effort to ensure adequate upkeep of the apartments/rooms, the Residential Life Staff will conduct a walk-through inspection of each apartment/room on a regular basis. The walk-through allows staff the opportunity to provide roommates with feedback as to the condition of the apartment/room, and respond to cleaning, maintenance or safety concerns. Residents will be notified of cleaning and damage concerns or violations of housing regulations and the steps necessary for correcting any discrepancies. All discrepancies will be reassessed within one week. If residents have not prepared for the room check, a health code violation fee will be assessed to the offending residents. In addition, the Residential Life Staff also will do periodic health and safety inspections in an effort to assess the physical conditions of the rooms. Also see: Unscheduled and Emergency room entry conditions



Apartment/Room Transfers

Changes from one apartment/room to another may be requested only after the first two weeks of each term and must be approved by the Residential Services Manager or Assistant Residential Services Manager. There will be a fee for all apartment/room transfers. The transfer fee may be waived for extraordinary reasons with approval of the Assistant Residential Services Manager or Residential Services Manager. If a resident wishes to transfer rooms, he/she must:

- Obtain approval from the RSM and ARSM.
- Complete the Room Change Request form.
- Schedule and complete a Check-out form.
- Check out of current room within the given timeline (an improper check-out will result in an improper check-out charge).
- Check into the new room and complete a new room condition form.
- The transfer must be completed within 48 hours of the approval time, otherwise the resident will be charged a delay fee.

Housing During Break

Housing is available during breaks for residents who would like to stay on campus. If a resident's permanent home address is more than 1,000 miles from campus, break housing is available free of charge. If a resident's permanent address is within 1,000 miles of campus, then a fee of \$10 per night will be assessed. Residents who would like to stay for break housing must sign up with the office of Residential Life. Residents who have signed up for housing for the next academic quarter may leave their personal belongings in their room. This applies to all break periods with the exception of the break between spring quarter and summer quarter. The Office of Residential Life does not accept responsibility for lost, stolen, or damaged property at any point in time.

Communication

Housing staff may contact residents by phone, mail, email or post notices about a variety of issues such as maintenance requests, plans for holiday breaks, safety issues, reminders, activity information, etc. Residential Life asks that residents respond in a timely manner. Residents are responsible for checking their mailboxes frequently and reading posted notices. Any notices to a resident shall be deemed received by residents on the date delivered to the residents' units or mailboxes or the date notices are posted in the residence halls.

Contract Cancellation

Before the Quarter Starts: The \$100 (\$200 married housing) security/damage deposit sets a room aside for the student. Every student who is enrolled and plans to live in Residential Housing may provide written notice of cancellation more than 20 business days prior to the start date of the term in which housing is requested without forfeiting the security/damage deposit. If the contract is canceled 20 business days or less before the quarter, the security/damage deposit will be forfeited. Signs will be posted throughout residential housing. Please watch for these reminders.

During the Term: Residents can request release from the contract during any academic term. This will forfeit the residents' \$100 housing deposit and refunds will be made in accordance to the Terms of Contract.

Release From Contract: Such releases are subject to the approval of the Residential Services Manager or the Dean of Student Services. Such releases will be conducted for the following reasons which will need to be accompanied by written documentation:

- 1) Non-admission, withdrawal, or graduation from SCC.
- 2) Serious medical or health problems which interfere with resident's ability to live in housing.
- 3) Marriage during the contract term.
- 4) Affiliation with SCC programs that are away from the Milford Campus, i.e., internships.
- 5) Activation to military service and duty.

Suspension or Expulsion: Cancellation due to suspension or expulsion: No refund will be made if a student is suspended/expelled from the residence halls due to disciplinary actions.

Decorating

A resident's apartment/room will be his/her home for the next quarter. Creating a personal and comfortable atmosphere is essential. Decorating one's apartment/room is an opportunity for residents and to express their creativity. The following are guidelines and suggestions for decorating:

- No painting is permitted.
- No candle(s) or incense.
- Only reusable, non-adhesive putty or two-sided tape may be used to hang pictures or other wall hangings (no glue, nails, screws, tacks, or Duct Tape).
- No decals may be affixed to any college property.
- No doors may be cut off to allow for rugs or carpet fit.
- No wallpaper or adhesive-backed shelf paper may be affixed to furnishings.
- No alcoholic beverage containers with residue that held or were intended to hold alcoholic beverages (bottles, cans, mugs, shot glasses, etc.) may be maintained as a decorative display. Displaying empty alcoholic containers is considered a violation of the alcohol policy.
- No opened/empty beverage (pop, energy drinks, etc.) or tobacco containers may be maintained as a decorative display.
- No items may be affixed permanently.
- No dartboards.
- No offensive displays visible from the windows or in common areas of apartments or rooms.



Facility Misuse

Residents and their roommate are responsible for the condition of their room and its contents and will be charged for any damages beyond normal wear and tear. The condition of the common areas (lounges, bathrooms, hallways, stairwells, and computer and study rooms) is also the responsibility of the floor residents. Residents who damage or misuse any hall facility will be responsible for the cost of repairs and may be subject to disciplinary action. Floor residents may also be held accountable for damages to the common areas should those responsible not come forward. In addition, cleanliness and sanitation are a necessity of community living. Residential Life provides clean common areas; residents are expected to maintain this condition. Residents will be expected to clean their rooms and dispose of trash properly and on a regular basis. If a resident is responsible for unsanitary conditions that have an effect on his/her room or others, he/she may be assessed a cleaning fee and sanctions may result from this disruption of the community.

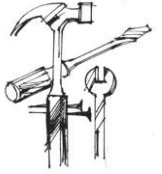
Garbage

Apartment/room trash and garbage should be bagged and placed in the dumpsters located adjacent to the residence halls. At no time should trash or garbage be placed outside apartment/room doors, walkways or balconies. Removing waste materials regularly, maintaining reasonable sanitation and safety standards and storing food properly will help prevent the invasion of pests and rodents. A fee will be assessed to residents who leave their garbage in the common areas and hallways of the residence halls.



Maintenance Repairs

Every effort has been made to ensure that a resident's room is clean and well maintained when he/she checks in. If there is a problem of a maintenance or custodial nature within the apartment/room, please notify a member of Residential Life Staff as soon as possible. It is the goal of the Housing and Residential Life Staff to respond to all maintenance requests in a thorough and timely manner. However, if a resident feels that a concern has not been appropriately responded to, he/she should contact his/her RA, the Residential Services Manager, or the Assistant Residential Services Manager.



Personal Property

The College, its officers, employees or agents, assume no responsibility for the theft, damage, destruction, loss of money, valuables, or other personal property, regardless of the cause. This includes losses that occur in your apartment/room, storage closets, common areas, or on balconies/stairways. Residents are encouraged to keep their apartment/room doors and windows locked at all times and report any losses to their RAs and/or the local authorities. Residents are encouraged to purchase personal property insurance. A resident may also discuss with his/her parents the possibility of extending their homeowners' insurance to protect his/her belongings. If probable cause exists that a policy violation has occurred and/or there is cause to believe that a room contains a substance or property that is not allowed within the residence halls, then the Residential Life staff reserves the right inspect all property within the housing facility.

Phone, Cable & Internet

These services are provided to residents by the Southeast Community College through local providers and are figured into room costs. Local telephone service is available for the placing and receiving of calls. Residents are responsible for providing their own telephones and answering machines. Long distance service IS NOT included. Using a calling card or placing collect calls is recommended for making long distance communication. Basic cable service will be provided, along with one premium channel. There is no option for adding or subtracting a particular service. Pay-per-view is not allowed. Internet service is available to all apartments and rooms. (See Residence Hall Computer Use Policy).



Resident Responsibilities/Community Standards

To make the most of a resident's on-campus housing experience he/she will need to remember that cooperation with and consideration of others is essential. While it is important that one does not infringe on another's rights (especially the right to study or sleep), it is equally important that one is assertive in protecting his/her own rights. The Resident Assistants will enforce college and housing rules and policies; but in the area of interpersonal communication and conflict, their role is to help resolve conflicts, not to solve them.

Housing Policy does not attempt to define every acceptable/unacceptable form of behavior. In situations, not covered by specific policies, residents are expected to use common sense and conduct themselves in a mature and responsible manner at all times.

By signing the Student Housing Contract, the resident agreed to abide by all Southeast Community College housing and campus policies as well as all local, state, and federal laws. Residents found to be in violation of any policy will be subject to Housing and/or College disciplinary action.

The following guidelines have been established to protect a resident's rights as an individual and the rights of the student housing community as a whole.

Alcohol

While alcohol itself is not an illegal substance for individuals 21 and older, possession and/or consumption of alcohol while on campus by any person and/or being in a room where alcohol or alcohol containers are present, regardless of age, are violations of College policies. If alcohol or alcoholic containers are present in a room, all of the residents found in that room are responsible for the policy violation, including fines and probation. As College employees,



The Residential Life Staff is responsible for addressing any and all violations of those guidelines. Alcohol will be disposed of by Residential Life Staff and/or campus security. Incidents will be documented, and the student will be subject to disciplinary action. Eviction can result from such incidents, even if it is a first offense. In addition, drink mixes intended to make alcoholic beverages such as daiquiri mixes and long island ice tea mixes are not allowed in student rooms.

Law enforcement may also be contacted if alcohol is suspected. Local law enforcement may arrange for transportation to a detoxification facility for students who are under the influence. Should Residential Life staff have concern that a student or students are at risk medically as a result of an excessive ingestion of alcohol; emergency services will be contacted (911). These procedures also apply to guests of residents.

Residential Life Staff reserves the right to search incoming packages and rooms for alcohol and alcohol containers based upon reasonable suspicion.

Aggressive and/or Disruptive Behavior

Aggressive and disruptive behavior will not be tolerated within the residence halls. Residents participating in aggressive and/or disruptive behavior, including bullying, physical, verbal or sexual harassment, are in violation of housing and College policies and could face possible termination of contract.

Babysitting

Baby-sitting of children or pets (other than pets that are allowed within the housing facility) is not allowed under any circumstances in the residence halls.

Bicycles

For safety and security reasons, bicycles cannot be stored in rooms or apartments. Bicycles must be stored outside in the bicycle racks. Bicycles may be stored in the bicycle storage room. Contact a Residential Life Staff member for more details.

Candles/Incense

Candles, candle warmers, or incense are not allowed within the residence hall apartments/rooms at any time (burned or non-burned). These items create a potential fire hazard. They also cause damage to the rooms and in some cases can cause an allergic reaction to individuals within the community. In addition, no open flames of any sort are allowed in the residence halls. A fee will be assessed for the violation of these policies. Repeated violations are grounds for more severe sanctions, up to and including contract termination.

Cleaning Requirements

It is the collective responsibility of all roommates to keep the apartment/room clean at all times. Residents are expected to maintain their apartments/rooms in a clean and sanitary condition throughout the occupancy period. Appliances must be maintained in a clean and safe condition. At the end of each quarter, residents are required to clean and restore their apartments/rooms to the original move-in condition. This cleaning is required for all residents, whether they are remaining in the apartment/room or moving. PLEASE NOTE: Removing waste materials regularly, maintaining reasonable sanitation and safety standards and storing food properly will help prevent the invasion of pest and rodents. If residents fail to maintain sanitary conditions, (which include being unprepared for room checks conducted by the Residential Life Staff), a fee will be assessed for violation of the health code.

Additionally, insects and pests (i.e. ants, crickets, and field mice) may find their way into an apartment/room. There are a few ways to help prevent this from happening:

- Keep apartments clean at all times; remove waste, maintain reasonable sanitation and store food properly.
- Do not allow animals into one's apartment, other than those animals permitted and specified within this guide.
- Immediately report any insects and pests found in one's room to a Residential Life Staff member.



College Property

College property may not be removed from the residence halls, from the common areas nor moved from room to room without the consent of the Residential Services Manager. A charge will be assessed for returning furniture to its proper location. Residents found with furniture will be referred to the Housing and Residential Judicial Process for theft of College property. Residents also will be billed for any damage caused while moving. In addition, the office of Residential Life reserves the right to search any College property.

Concealment of Violations

Everyone living in the community has the responsibility to take some positive measures if a violation of any rule comes to their attention. Concealment of violations negatively affects the entire community and is itself a violation of Southeast Community College housing rules.

Controlled Substances

A controlled substance is defined as prescription medication that is not prescribed to the person in possession, illegal drugs, or any other type of material, compound, or substance that is considered to be restricted or controlled by local, state, and federal laws and statutes. This includes paraphernalia.



Residents are not permitted to possess controlled substances on any part of campus, including but not limited to inside residence halls or resident's cars. Possession or use of illegal drugs while on campus and/or being in a room, where illegal drugs are present or in use, are violations of the Southeast Community College code of conduct, local, state, and federal law. Residents viewed to be under the influence will be subject to taking a drug urinalysis test. Refusal will be considered a positive result, and residents will be subject to disciplinary action and/or eviction.

Local law enforcement will be contacted if a resident or residents are suspected to be in possession of a controlled substance. Law enforcement may arrange for transportation to a detoxification facility. Should Residential Life staff have concern that a resident or residents are at risk medically as a result of an excessive ingestion of a controlled substance; emergency services will be contacted (911). These procedures also apply to guests of residents.

Residential Life Staff reserves the right to search incoming packages and rooms for drugs and for drug paraphernalia based upon reasonable suspicion.

Damages

Residents will be charged for any damage to or loss of College property in their apartments, rooms and common areas. If the resident(s) responsible for the damage cannot be determined, the charges will be divided among all residents within the apartment, room, wing, floor, or building.

Dartboards

Darts and dartboards are not allowed in apartments/rooms.

Fire Alarms & Emergency Equipment

Disciplinary action will be taken against anyone who falsely, intentionally or negligently tampers with or activates fire safety equipment. Fire safety equipment includes but is not limited to: smoke/heat detectors, sprinkler heads, fire extinguishers, pull stations, alarm panels, and exterior doors. Tampering with a smoke detector or other fire safety equipment will result in a fine. All campus residential units are equipped with fire sprinklers. Tampering with any facet of the sprinkler system, including the sprinkler heads, will result in a fine. Additional restitution may be incurred for damage or loss due to a resident's intentional or negligent actions. Tampering with fire safety equipment is a very serious offense and may be grounds for dismissal from student housing.



Harmful Behavior

Residents are expected to desist from any behavior that directly or indirectly endangers the safety of any person in housing. Examples of violations that can lead to contract revocation include, but are not limited to, bomb threats, the activation of false fire alarms, tampering with emergency equipment, or infliction/threat of bodily harm.

Motorcycles & Scooters

Motorcycles, motor-driven vehicles, and electrical scooters are not allowed in apartments/rooms or storage rooms, on patios, balconies or walkways. Electrical scooters are not permitted as outdoor electrical outlets are not available for residents' use.

Multiple Electrical Outlets

The only multiple outlet devices allowed are fused surge protectors. Gang outlets and extension cords are prohibited.

Noise/Quiet Hours

Every attempt is made to provide you with an environment where you can sleep and study. As such, residents are expected to be courteous of others by monitoring their noise level and by responding politely when asked to be quiet. A resident's right to sleep and study takes precedence over someone else's desire to make a lot of noise. During quiet hours, noise is to be contained within resident apartment/rooms. If occupants can be heard outside their apartment/room, you are being too loud.



Residents are prohibited from operating any musical instruments, stereo, television, bouncing of balls, etc. at a volume or in a manner that disturbs others outside their apartment/room. Residents are required to take action to minimize noise when requested to do so by another resident or staff member. The first step to be taken in response to a noise concern is to approach and talk with the individual making the noise, ask for their cooperation in quieting down. This is usually enough to get the problem resolved. If not, ask an RA for assistance in resolving the situation.

The hours of quiet time are 10 p.m. to 8 a.m. Sunday through Thursday and midnight to 9 a.m. Friday and Saturday. Residents who continually violate the noise policy will be subject to a policy violation fee, as well as disciplinary sanctions, which may include changing apartments/rooms (a transfer fee will be charged).

Painting

Residents are not allowed to paint the apartments/rooms. Painting will occur on a scheduled basis by SCC maintenance personnel only.

Pets

Animals or pets are prohibited from being kept or harbored in the apartments and rooms. This also applies to the pets of any guest. Non-dangerous fish which live completely underwater are the only pets permitted in the halls. Fish must be kept in aquariums not exceeding one (1) gallon. No other pets are allowed. This includes, but is not limited to: cats, dogs, gerbils, snakes, birds, crabs, lobsters, lizards, spiders, turtles, etc. Any need for special cleaning service or fumigation due to damage caused by the pet shall be assessed to the residents of that apartment/room. Service dogs for people with physical disabilities are permitted.



Physical Abuse, Verbal Abuse and/or Harassment

Physical abuse, verbal abuse and/or harassment of Southeast Community College officials, staff, other residents or guests will be grounds for immediate cancellation of a resident's contract. Verbal abuse of staff in conflict and/or disciplinary situations will not be tolerated; harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, or sexual orientation has no place in a learning environment. In addition, violence has no place in a learning environment. Hence, fighting, hazing, harassment or intimidation, whether verbal, physical, or sexual of another individual will not be tolerated.

Sexual Harassment

Uninvited or coerced sexual contact is sexual assault and is in violation of the Southeast Community College Housing Policy, the Southeast Community College Code of Conduct and state law and will result in disciplinary sanctions and possible criminal prosecution. Sexual intercourse without consent is sexual assault (rape), even if it is with a friend or acquaintance. Persons who are intoxicated cannot legally consent to sexual intercourse and this may also be considered sexual assault. References to sex or sexuality can be viewed as Sexual Harassment. Sexual Harassment also includes public display of affection. Public display of affection is inconsiderate of other people and is a violation of Southeast Community College's Housing Policy. Residents, visitors or guests who participate in public displays of affection in common areas will be asked to leave and may be referred to the Residential Services Manager or Assistant Residential Services Manager for the violation of policy.

Skateboarding

For personal safety and liability reasons, skateboarding is not allowed on campus.

Snowball Fights

For personal safety and liability reasons, snowball fights are strictly forbidden.

Tobacco

All Southeast Community College residence halls are tobacco-free. This includes the use of any tobacco product. Smoking areas are located outside each residence hall. And residents and their guests must dispose of tobacco materials in the receptacles provided.

Chewing Tobacco: Residents who choose to chew tobacco must do so outside. The use of any tobacco product inside the residence halls is prohibited. Residents are to discard tobacco in the trash in the residence halls or the dumpster. If a chewing tobacco "spit cup" is found in a resident's possession, he/she will be held accountable for a Tobacco Violation, resulting in a fine. Anyone caught spitting on the sidewalk or patios of the dorms will be subject to a fine.



Smoking: The student apartment complex and residence halls are a smoke-free community. Smoking is not permitted inside the buildings, halls, or stairwells, as well as patios or balconies. Smoking must only take place in the designated smoking areas outside each residence hall. Any person caught smoking in residential housing, or in an area other than designated smoking areas, will be fined.

Unscheduled & Emergency Room Entry Conditions

SCC reserves the right to enter rooms in appropriate situations. These entries and searches are conducted for the purposes of student welfare and will be warranted for the following reasons:

- Maintenance Requests: If a maintenance request is made by either the residents of a room or a staff member, the maintenance workers will enter the room in order to make the necessary repairs.
- Maintenance Assessments: These assessments will be conducted by College personnel and will be done in an effort to gain knowledge of the overall physical conditions of the room at various times throughout the school year. These checks will be announced at least 24 hours in advance.
- Dangerous Situations: If a situation is taking place which threatens the safety of the resident and access is needed to ensure student welfare or building integrity, the Residential Life staff may enter a room.
- Disruptive Situations: If there is a situation which is causing disruption to the community a member of the Residential Life staff may enter the room. An example of this would include an alarm clock which is going off in a room with no residents present.
- Probable Cause of Policy Violations: If there is probable cause or reasonable suspicion of a housing or College policy violation, including but not limited to, the use of illegal substances and/or alcohol, then the Residential Life staff will conduct a thorough search of a room, including but not limited to, looking through desks, dressers, book bags etc.. If the policy violation is a drug violation, a canine search may be conducted of all halls.

- Pre-arranged Tours: Some of the rooms are used for tours for prospective students. Usually RA rooms are used for these tours.
- If any policy violations are discovered by Southeast Community College staff in the course of a room entry for the above stated reasons, appropriate action, just as with any other policy violation, will be taken by the Residential Life staff and will include disciplinary sanctions.
- Before an entry and/or search of a room is made by Southeast Community College personnel, the College personnel will knock on the door and announce that they are entering. In an emergency situation, this may not be possible, but efforts will be made to make the students aware of the situation. A notice of at least 24 hours will be given for monthly health and safety checks and maintenance assessments.

For information regarding scheduled room checks, see: *Apartment/Room Checks*

Water Fights

To protect the safety of residents and to preserve equipment in the facility, water fights are strictly forbidden. Water fights or the use of water in pranks is considered an act of vandalism and will be dealt with in the manner described for vandalism.

Weapons & Explosives

Any device, instrument or item deemed to be a firearm or weapon by Southeast Community College's Firearms, Weapons and Dangerous Instruments Policy, is strictly prohibited. In addition, the possession of replica firearms or weapons is prohibited. Flammable and/or toxic substances, explosives and fireworks are strictly prohibited from use or storage in the student housing complexes.

Windows

Posters, flyers and decals displaying questionable or obscene matter may not be displayed on windows. Screens and blinds may not be removed at any time. For safety purposes, the maintenance staff is required to reinstall any screen that is removed and the occupants of the apartment/room will be charged. Windows and screens are considered to be part of a resident's room. Any damage to either item will result in a charge being assessed to the occupants of the room. In addition, a charge will be assessed to any resident who enters and exits through his/her window, or removes the screen from his/her window.



HOUSING & RESIDENTIAL JUDICIAL PROCESS

By signing your Housing Contract, you agree to abide by all student housing and College policies, as well as all local, state and federal laws. Residents found to be in violation of their contract will be subject to housing and/or College disciplinary action.

In most circumstances, the first and second policy violation will result in a warning, sanctions or being placed on probation. However, some situations may merit immediate termination of contract, even on the first or second offense. The decision to terminate a contract is made by the Residential Services Manager and the administration of SCC. If a student has his/her housing contract terminated by the office of Residential Life, they will not receive a refund for the remainder of the academic term and their deposit will be forfeited.



Housing Judicial Process

1. A violation of the Resident Responsibilities, policy, or law occurs and is brought to the attention of a Residential Life Staff Member, a community member, Southeast Community College administration or local law authorities.
2. A Residential Life Staff member contacts the individuals involved in the incident, documents the circumstances on an Incident Form, and submits the form to the Assistant Residential Services Manager or Residential Services Manager.

3. The Residential Services Manager or Assistant Residential Services Manager will read the Incident Form and determine if the incident warrants a discussion with the individual(s) involved, the result of which may be a determination that an official administrative hearing is warranted.
4. The option of an administrative hearing is available if the violation is severe enough to consider cancellation of contract. A hearing must be requested in writing and delivered to the Residential Services Manager or Assistant within two business days of receipt of a violation.
 - a. All individuals involved will be notified of the date, time and location of the hearing (usually 24 hours advance notice will be provided).
 - b. Hearing may be rescheduled in the event it interferes with a class or commitment beyond the student's control.
 - c. A determination of appropriate sanctions, if any, which will be relevant to both the individual(s) and the circumstances.
5. The administrative hearing will consist of:
 - a. A review of the judicial process and the individual's rights.
 - b. A review of the incident and provide the individual(s) the opportunity to accept or deny responsibility for the incident.
 - c. A review of documentation of the alleged violation.
 - d. Presentation of evidence and witnesses.
 - e. An opportunity for the individual(s) to question or refute the evidence and testimony of others.
 - f. A review of expectations for community living, clarify Community Standards, encouraging the individual(s) to think about his/her behavior and the effect this behavior has on the community. All hearings are closed, unless requested open by the individuals. Only the individual(s) involved, any witnesses, and the hearing officer will be in attendance during the hearing.
6. **Sanctions:** Sanctions are used as a means of holding students accountable for their behavior. These sanctions include, but are not limited to:

Inactive Sanctions

- a. **Warning:** A verbal and/or written warning given to the resident indicating that his/her behavior is not acceptable and that subsequent infractions may result in further disciplinary action. A warning usually includes active sanctions which are determined by the Residential Life Staff. If the resident chooses not to complete the active sanctions by the deadline, the resident is then fined and placed on probation.
- b. **Probation:** A documented statement placed in the student's judicial file indicating that the student's behavior is serious enough to consider the status of the student within the housing community. Further violations or behavioral problems could result in termination of contract/eviction or referral to College Judicial Affairs. Probation can include educational active sanctions.
- c. **Termination of Contract/Eviction:** Administrative action taken by the Office of Residential Life to remove a student from housing. The student is no longer permitted to reside in any apartment/room. The student also is banned from being in or around the apartments/rooms during the eviction. Evicted students will have seventy-two (72) hours to vacate their apartment/room. Any violations of the Community Standards or any other law during this period may result in further disciplinary action or criminal prosecution. Termination of contract can also occur if a resident has multiple absences from class. In this event, the Dean of Student Services informs the housing department of the situation, and a decision regarding whether to allow the resident to continue to live in student housing is made.
- d. **Referral to College Judicial Affairs:** In the event that a violation has occurred and is beyond a conduct hearing by the RSM or ARSM, the individual(s) will be referred to College Judicial Affairs (Dean of Student Services) for an administrative or judicial hearing.

Active Sanctions: These are educational sanctions. They require the student to accomplish a task, thus trying to create the opportunity to change their behavior and prevent a repeat violation.

- a. Counseling
- b. Reflection Paper
- c. Research Paper

- d. Program Attendance/Presenter
 - e. Relocation
 - f. Restitution
 - g. Open Letter to Community (submitted anonymously)
 - h. Community Service Hours
 - i. Fines
 - j. Behavioral Contract
7. **Appeal Process:** All disciplinary decisions are open to appeal. Appeals have to be completed within three (3) working days of receiving the written sanction letter. The grounds for appeal are as follows:
- a. Due process was not followed resulting in a significant impact on the final decision.
 - b. New evidence of a significant nature has become available and was not available at the time of the hearing.
 - c. The decision was not supported by the preponderance of evidence at the time of the hearing.
 - d. Indication that the initial decision was contrary to weight of evidence, or that the interests of the college, group, or individual were not adequately considered.
 - e. Inconsistency of the sanction relative to the severity of the violating behavior.

Cases are not reheard for an appeal. The appropriate Appeal Officer (Dean of Student Services) will take the information from reports, statements, and hearing statements and render a decision, within ten (10) working days of receipt of the appeal letter. In most cases, a student will not appear before the appeal officer during the time the case is reviewed. However, the student can request in writing that he/she be given the opportunity to appear before the Appeal Officer. This decision is at the sole discretion of the Appeal Officer. The student will be contacted for an appointment, if this is granted. The student will be notified in writing of the results for the appeal.

Fire Procedures

Minor fire: Able to put out with a fire extinguisher.

- Remain calm
- As much as it is safe to do so, use a fire extinguisher to put out the flame. Call a Residential Life Staff member immediately. Fire extinguishers are located in each building hallway.

Major Fire: Fire department needs to put out fire.

- Pull the nearest fire alarm
- Call 911 and report the fire immediately
- Exit building through the fire exit or safest route, close apartment/room doors but do not lock them
- Proceed to the designated evacuation areas
- Do not re-enter building until staff says it is safe to go back inside

Fire Alarms

When a fire alarm sounds or a staff member informs you to evacuate the building:

- Remain calm.
- Close windows
- Turn on lights
- Close your door (DO NOT lock it)
- Exit building
- Proceed to your building's designated meeting spot

Failure to evacuate during an alarm will result in a fine and disciplinary action.

Residence Hall Computer Use Policy

The Student Housing Data Network provides resident housing students with in-room connections to the campus data network providing Internet Access. The Internet Access is a privilege that can be revoked if the terms of this policy are violated. Your use of the Southeast Community College provided network access indicates your acceptance of this policy, as well as your responsibility to use the connection appropriately and in accordance with applicable laws and regulations.



In general students cannot use their computer or the Internet for any illegal purpose. Examples of illegal usage may include but not be limited to copyright infringement, viewing, producing, downloading or uploading literature, movies, or other media that are illegal in general such as child pornography. Other illegal activity may include but not be limited to harassing, threatening, or intimidating other individuals or groups.

Prohibited Internet Usage Includes:

1. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Sharing copyrighted material such as MP3's and software is strictly prohibited.
2. Copying College-owned or licensed software or data for personal or external use without prior approval.
3. Attempting to modify College-owned or licensed software or data without prior approval.
4. Use of the SCC Internet connection for gambling.
5. Attempting to damage or disrupt operation of computing equipment, data communications equipment, or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or State of Nebraska computing resources including the Internet access system.
6. In-room connections may not be altered or extended beyond their intended use. No more than one device should be connected to each active network port. Network hubs, switches, wireless access points and connection sharing devices are prohibited.
7. In-room connections may not be used to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
8. Any attempt to capture transmissions on the network not addressed to your location is prohibited. In other words, "sniffing" — the digital equivalent of wire-tapping — is not allowed.
9. You may not use the network to attempt to gain access to any data, software or services, without explicit permission of the owner.
10. You may not attempt to conceal or misrepresent your or another's identity through the use of your network connections. Examples: Never attempt to send electronic mail under an assumed name. Never share your login password with another individual.
11. SCC computing resources, including your in-room connections, may not be used for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
12. The network is a shared resource. Excessive use of network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3's, P2P, and MPEGs). Sending out mass e-mails and/or spamming are also prohibited. Academic use of the network is top priority.
13. Electronic communications over the network may not be used to send messages that are fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or College policy.



Warranties & Liabilities

The College makes no warranties of any kind, whether expressed or implied, arising out of a student's use of Internet Access. The College bears no responsibility for the accuracy or quality of information or services. The College will not be responsible for any damages suffered from the use of the network, including loss of data, delays, service interruptions, misdeliveries or failed deliveries. Use of the College's Internet Access is at the users' own risk, including the liability or security of information obtained, transmitted, received, or stored.

Indemnity

All students using the Student Housing Data Network shall agree, as a condition of using the Network, to indemnify the College for any losses, costs, or damages, including reasonable attorneys fees, incurred by the College relating to or arising out of any violation of this Policy or conditions of use and any unauthorized charge or fees incurred by the College because of such use.

Privacy

College's Student Housing Data Network is not an open forum, but rather is owned and managed by the College for the purpose of promoting teaching and learning. Personal use of the e-mail system by students is permitted, but only within the scope of College policy. Internet Access includes, but is not limited to, all electronic mail and messaging systems, bulletin boards, mailboxes, websites and internet access.

The College reserves the right to access, inspect, and disclose all communications transmitted or received by e-mail at any time. Use of the e-mail system by a student constitutes consent to the acquisition of any e-mail transmitted or received by the student.

Any e-mail communications are the property of the College. Students have no personal privacy rights in any materials, created, received, or sent using e-mail. Students should be aware that the use of a password or deleting e-mail will not prevent it from being accessed or monitored.

In addition to not being private, e-mail sent over the Internet is not secure and can be read by system administrators and hackers. Therefore, confidential, proprietary, or trade secret information should not be transmitted over the internet for any reason.

Nothing contained herein shall permit the disclosure of any communication in violation of the Family Educational Rights and Privacy Act, or in violation of other state or federal law.

Responsibilities

To safeguard against incursions by viruses and related problems, you must install and run the college provided virus protection software as configured by SCC. If you do not run this software as directed, you may have your service temporarily suspended. Specific information and directions for installing this software is distributed to students at the start of each term and is available from your residence hall manager. If you have questions or difficulties with this or other college provided software notify the residence hall manager and a technician will be assigned to help resolve your issues.

Users are responsible for all traffic originating from their computer, including user activity, regardless of whether or not they:

- Generated it
- Know what they are doing
- Realize that they have violated the Acceptable Use Policies

Violations

Suspected or alleged violation of this policy should be reported immediately to the SCC Help Desk (402-437-2447, helpdesk@southeast.edu). Administrators have the authority to temporarily suspend network access to a computer that is believed to have been the source of a violation (viruses, machines without anti-virus software, etc.) An incident report will be filed and appropriate action taken.

Abuse of network and computing privileges is subject to disciplinary action. The appropriate SCC authorities, beginning with the VP for Technology, will handle violations of this Acceptable Use Policy.

Disciplinary actions as a result of violations may include the following:

- Loss of access privileges
- SCC judicial sanctions as defined within the code of student conduct
- Monetary reimbursement to the College or other appropriate sources if responsible for malicious damage to the College network or information systems
- Expulsion or suspension from SCC
- Prosecution under applicable civil or criminal laws

The SCC Residence Services and Information Technology Services reserves the right to modify, change and revise this document as necessary without permission or consent of the users.

BEATRICE Campus Housing Specifics (for MILFORD Campus, see page 23)

BEATRICE CONTACTS



Dorm Office: 402-228-8291 or Ext. 1291

Assistant Residential Services Manager: Sye Tecker: Ext. 1324 • Cell: 308-340-1411

Residential Services Manager: Lacey Jurgens: 402-228-8291 or Ext. 1291 • Cell: 402-239-7267

Dean of Students: Tom Cardwell, 402-228-8220 or Ext. 1220

Assistant Campus Director: Toni Landenberger: 402-228-8286 or Ext. 1286

Campus Director: Bob Morgan: 402-228-8270 or Ext. 1271

Head Maintenance: Charlie Whitehead: 402-228-8250 or Ext. 1250

Furnishings: All **Roosevelt and Washington** apartment bedrooms are furnished with two twin extra-long beds, two desks, two desk chairs, and one two-drawer dresser. The living room contains a couch, loveseat, one chair, two end tables, and a coffee table. The dining area contains a large table or bar and four chairs or three barstools. Apartment furnishings are not to be removed from the apartment. This kitchen is equipped with a refrigerator, stove, garbage disposal, and dishwasher. All windows and sliding patio doors are equipped with blinds and screens.



All **Hoover Hall** bedrooms are furnished with three or four twin extra-long beds, one desk, one chair, and two wardrobe closets or one dresser. The living room/dining area contains one table, one desk and two chairs. Room furnishings are not to be removed from the room. The kitchen is equipped with a refrigerator and stove. All windows are equipped with blinds and screens.

Laundry Room: Coin-operated washers and dryers are located in three places: Roosevelt Hall first floor east building, Washington Hall first floor east building, and Hoover Hall lounge area near the east wing. Please do not overload washers. The washers will not accommodate quilts, comforters, sleeping bags, etc. Overloading the washers will result in water overflow and motor burnout. The cost is 75¢ per load to wash, and 75¢ per load to dry. We ask that residents use the laundry facility located in their respective halls.



Parking: Housing residents have parking spots available for them near each housing facility, residents are to use these assigned areas for parking on campus. All residents must register their vehicles with the College at the Administrative office in Kennedy and have stickers or tags in a visible location. Stickers or tags may be obtained at the student services office in the Kennedy Center building.



Winter parking: Residents of Washington and Roosevelt must move their vehicles to the Truman parking lot by 10:30 a.m. the day after the snow unless told otherwise by housing staff. Residents of Hoover must move their vehicles to the Jackson Hall parking lot by 10:30 a.m. the day after the snow unless told otherwise by housing staff.

The Service drives of Hoover Hall are for the use of authorized College staff, faculty and for the use of emergency or service vehicles. Any other vehicles using the service drives will be ticketed or towed at the owner's expense.

Beatrice Campus U.S. Mail or Package Service: Mail is distributed Monday through Friday, between Noon and 5 p.m. Please use the correct mailing address to ensure prompt delivery of mail. Residents mailing address:

Resident's Name
Student Housing Building Name (ex: Hoover, Roosevelt, or Washington)
Room number
4771 W SCOTT ROAD
BEATRICE NE 68310



Balconies/Patios (Roosevelt and Washington Halls): Furniture, plants, and other items typical to patio use are appropriate. Apartment furniture is not to be used on the balconies. Grills also may not be used or stored on the balconies. Failing to comply with requests to keep inappropriate furniture or grills off balconies will result in a fee per offense. Smoking is prohibited on balconies/patios and in balcony storage rooms. A fee will be assessed for each offense. Balconies must be kept clear of trash and recyclables at all times and must not be used for storage. Throwing objects from the balconies, patios, windows or rooftops of the apartments/rooms is prohibited and is grounds for eviction. "Horse play" and climbing on balconies, walkway railing, patio railings or the roof to the apartment or halls also is prohibited.

Barbecuing: For health and safety reasons, barbecuing is not permitted indoors or on patios or decks. Repeated requests for residents to remove grills from balconies/patios will result in a fee. Grills must be used at a safe distance (20 feet) from all residence units. Only charcoal grills are allowed. Residents may not store propane.

Electrical Appliances: Residents are not permitted to have any of the following appliances within the apartments/rooms: space or electrical heaters, hotplates, refrigerators, freezers, washers/dryers, and any other appliance with open flames, heating coils or which pose an electric overload hazard. Furthermore, halogen bulb lamps can reach extremely high temperatures and have been identified to be the cause of residence hall fires. Therefore, halogen lamps are not permitted in the apartments/rooms.

Guest & Visitors: With the permission of all roommates, overnight guest are allowed to stay a maximum of two (2) nights per term. Overnight guests (as opposed to regular visitors) are permitted the use of showers and sleeping facilities. Members of the opposite sex are not permitted to stay overnight in student housing. Residents are accountable for their guests and visitors at all times. All visitors and guests shall be subject to the same rules and regulations that apply to Residents.

After Hours Visitors: In addition, visitors and guest who are present on campus after 10:30 p.m. must go through the visitor check-in process. In order to check your visitors and guests in properly, you must call or stop by the RA office, located in Hoover Hall, and provide the following information: Visitor Name, Hosting Resident Name and Room Number, Make Model & License Number of Vehicle (if the visitor has parked on campus). If you plan on having guests or visitors past midnight, you need to have them checked in before midnight. The telephone number to the RA office is 402-228-8291. If the RA on duty is on rounds at this time, leaving a message with the appropriate information is an acceptable way to check in your visitor or guest. Sunday-Thursdays visitation hours are from 8 a.m. to midnight. Friday and Saturday visitation hours are from 8 a.m. to 1 a.m.

Safety & Security

Keys: Each resident's help and cooperation is necessary in creating a secure environment for all who reside in Southeast Community College student housing.

Never leave doors unlocked or propped open, even when residents are in their apartment/room, and remember to close and lock all windows when residents are asleep or leave their apartment. In addition, it is a policy violation to allow another individual to use a resident's assigned keys.

For safety and security reasons, the outside doors to the residence halls are on an automatic locking system and are locked at all times. In Hoover Hall internal wing doors are locked at all times, an electronic key (fob)

will allow a resident to enter the buildings and the resident's wing when the doors are locked. Roosevelt and Washington hall residents must use their fob to gain entrance to the buildings. Each automatic door has a 45 second timer which will sound if not closed properly. The north entrance doors have a 15 second timer which will sound if not closed properly.

Those caught interfering with building doors or wing doors may be sanctioned up to and/or including being evicted from housing.

Lost keys pose a security risk. If an apartment/room key is lost, the resident will be charged to have the lock changed and new keys will be issued to the resident and his/her roommates. Lost fobs and mailbox keys will be replaced at a fee. Each resident must report lost keys as soon as possible to the Residential Life Office in Hoover Hall. It is a misdemeanor to reproduce college keys. Unauthorized use of keys may lead to conviction.



Severe Weather Procedures

Tornado Watch: A tornado watch is issued when weather conditions in the area are such that the formation of a tornado is possible. Residents will be alerted of a tornado watch via broadcast media. During a tornado watch, be alert for approaching storms.



Tornado Warning: A tornado warning is issued when a tornado is approaching or has been sighted in the immediate area. Residents are alerted of a tornado warning via broadcast media, and emergency tone followed by specific weather information, and civil defense sirens. During a tornado warning, seek shelter immediately.

In the event of weather emergency go to the first floor hallway of the residence hall. Close fire doors and stay out of central lounge areas. Bring your cell phone and a pillow or heavy blanket to cover your head and or body. Stay low. Bring a flashlight. Wait for the all clear sign from housing staff.

1. The Residential Services Manager is responsible for the safety of housing residents during severe inclement weather including tornados. The Assistant Residential Services Manager is responsible in addition to and in the absence of the Manager. They have a primary active role in insuring resident safety. The Dean of Student Services or other campus administrators will be called for consultation and assistance.
2. In the event of a **tornado watch** the Residential Services Manager (or designee) will contact and make sure all RAs are on alert and in their respective work areas. The Residential Services Manager will appoint a trained back up student in the RAs absence. Upon notification of a severe weather watch the RA on duty will warn all RAs and then all residents in their dorm wing that a "watch" is in effect. This should be done regardless of the time of day. The RA should knock on dorm rooms and then enter to ensure that residents are aware there is a potential severe weather problem. Residents will be encouraged to monitor the weather from their rooms using local TV weather coverage. In the event of a **tornado warning**, all residents in Hoover should enter their wing hallways with fire doors closed. Residents in Washington and Roosevelt should proceed to the first-floor hallways of their respective residence halls with fire doors closed. Residents should bring pillows and blankets to cushion their heads from debris (in the event of a structural failure). In the event of a warning, RAs (with a list of all residents in hand) will proceed to each dorm room and notify each resident of the need to proceed immediately to the appropriate shelter area. RAs (in consultation with room occupants) will note which residents are not home and thus not evacuated. As soon as the RA has finished the evacuation process, he/she will notify the Residential Services Manager (or designee) of the absent resident.
3. All hallways (four in Hoover and two each in Roosevelt and Washington) should have basic first aid kits, working flashlights, extra batteries and working battery-operated radios.
4. The Residential Services Manager and Assistant Residential Services Manager will each have weather radios and use them to monitor inclement weather. In the event of a "tornado watch," either the Manager or the Assistant should be on campus or immediately proceed to campus and begin preparing for residents to move to emergency shelter. This preparation includes making contact with

each Resident Assistant and having the RA alert residents in their area of the possible need to take shelter. This notification is important regardless of the time of day. In the event that an RA is not available, the Manager or Assistant Manager must immediately notify the residents that they are in an area of weather-related danger and of the possible need for seeking emergency shelter. It is the Manager and/or the Assistant's responsibility to make sure that all residents on campus are alerted to dangerous weather conditions.

5. If emergency weather conditions come to exist (i.e. a tornado warning in the area) then the Residential Services Manager and/or the Assistant should take a prominent lead role in moving people to secure areas.

Hoover Hall Procedures:

Using the buddy system, each room and hallway should be checked to account for all residents. Each room constitutes a set of buddies who will look out for each other. The Residential Services Manager will train RAs, and the RAs will hold periodic all-housing meetings to discuss weather emergencies.

Resident Assistants will keep a checklist of all residents in their area and check to ensure each resident is accounted for. The Residential Services Manager will maintain contact with the RA through two-way radio communication and take a verbal report from each RA regarding the status of the residents.

In Hoover, during a weather emergency, all residents and staff should proceed into the hallways between the rooms. **NO ONE SHOULD BE IN THE MAIN RECREATION AREA.**

Fire doors should be closed. Residence halls have emergency lighting, and if residents should become trapped in the hall, they should pull a fire alarm for assistance.

Washington & Roosevelt Procedures:

Using the buddy system, each room and then hallway should account for all residents. Before evacuating to hallways, the room should be checked for individuals who might have been left behind. Each room constitutes a set of buddies who will look out for each other.

Resident Assistants will keep a checklist of all residents in their area and check to ensure each resident is accounted for. The Residential Services Manager will maintain contact with the RA through two-way radio communication and take a verbal report from each RA regarding the status of the residents.

In Washington and Roosevelt, during a weather emergency, all occupants should proceed to the first-floor hallway of the building between the fire doors. **NO ONE SHOULD BE IN THE MAIN RECREATION AREA.**

Fire doors should be closed. Residence halls have emergency lighting, and if residents should become trapped in the hall, they should pull a fire alarm for assistance.

MILFORD Campus Housing Specifics

(for BEATRICE Campus, see page 19)

MILFORD CONTACTS



RA On-duty: cell phone 402-646-0619

Dorm Office: 402-761-7398 or Ext. 6200

Assistant Residential Services Manager: 402-761-7398 or Ext. 6200

Residential Services Manager: Liz Baker: 402-761-7398 or Ext. 6200 or Cell 402-304-6679

Dean of Students: Robin Moore 402-760-8270 or Ext. 8270

Campus Director: Lyle Neal 402-761-8224 or Ext. 8224

Student Activities Coordinator: Stacey Harrifeld 402-761-8227 or Ext. 8227

Maintenance Superintendent: Gary Cooper 402-761-8254 or Ext. 8254

Food Contract

A Food Contract is automatically included in the housing cost for Nebraska and Cornhusker hall residents. Each resident's food account must be used up by the end of each quarter. Unused funds in a resident's account do not roll over to the next quarter. Pioneer Hall residents are not required to have a food contract as they have access to a full kitchen within their apartments. However, Pioneer residents may elect to put money into a cafeteria food account if they wish to eat there.

Furnishings

Nebraska Hall and Cornhusker Hall: All Nebraska Hall and Cornhusker Hall bedrooms are furnished with two, three or four twin extra-long beds, one to three desks, one chair per bed, and two to three wardrobe closets or one dresser. Room furnishings are not to be removed from the room. All windows are equipped with blinds and screens. Screens are not to be removed for any reason.

Pioneer Hall: All Pioneer Hall apartment bedrooms are furnished with two twin extra-long beds, one desk, and one dresser. The living room contains a couch, chair, and two end tables. The dining area contains a large table and four chairs. Apartment furnishings are not to be removed from the apartment. This kitchen is equipped with a refrigerator, stove, and garbage disposal. All windows are equipped with blinds and screens. Screens are not to be removed for any reason.

Laundry Room

Coin-operated washers and dryers are located on the lower level of Nebraska Hall. The washers will not accommodate quilts, comforters, sleeping bags, etc. Please do not overload the washers. Overloading the washers will result in water overflow and motor burnout. The cost is \$1 per load to wash, and 75¢ per load to dry.

Parking

All residents must register their vehicles with Southeast Community College and have stickers or tags in a visible location. Stickers or tags may be obtained at the Physical Plant office located on the south edge of campus.

Winter Parking: Winter parking is in effect from Nov. 1 through March 31. Rows B, C, D and the rock lot are the only authorized parking rows during winter parking, between the hours of 10 p.m. to 7 a.m. Visitors may park in rows B, C and D after 10 p.m. and until midnight. Fines will be assessed for not parking in designated areas and times.

Married Housing Parking: Each apartment number has a corresponding parking space south of Married Housing. If the resident has additional vehicles they must be parked in the student lot west of Married Housing. Residents must have a parking sticker on each vehicle. **RESIDENTS MAY NOT PARK IN AN UNOCCUPIED APARTMENT STALL.** The Visitor's stalls are for Visitors on campus only.

U.S. Mail or Package Service – Milford Campus

Mail is distributed between noon and 5 p.m. Monday through Friday. All mailboxes are located in the vending room within Cornhusker Hall. Please use the correct mailing address to ensure prompt delivery of mail. The mailing address is:

Resident's Name
Student Housing Building Name (ex: Cornhusker Hall, Nebraska Hall or Pioneer Hall)
Room number
621 STATE ST
MILFORD NE 68405-8498

Married/Family Housing:

Resident's Name
PIONEER HALL
721 STATE ST APT NUMBER
MILFORD NE 68405-8498



Barbecuing

For health and safety reasons, barbecuing is not permitted indoors or on patios or decks. Grills must be used at a safe distance (20 feet) from all residence units. Gas grills are allowed, however, residents may not store propane in their rooms. Grills may be stored along the fence by Pioneer Hall, and it is strongly suggested that they be chained to the fence.

Electrical Appliances

Acceptable: Each room is allowed to have one small refrigerator no larger than four cubic feet and can draw no more than 2 AMPS. Each room may have one small microwave no bigger than 1000 WATTS. All refrigerators and microwaves must be plugged directly into the power outlet. For health and safety reasons, they are never to be plugged into an extension cord or power strip. You may also have a toaster and/or coffee maker in your room.

Unacceptable: Residents are not permitted to have any of the following appliances within the apartments/rooms: space or electrical heaters, hotplates, toaster ovens, candle warmers, freezers, washers/dryers, and any other appliance with open flames, heating coils or which pose an electric overload hazard. Furthermore, halogen bulb lamps can reach extremely high temperatures and have been identified to be the cause of residence hall fires. Therefore, halogen lamps are not permitted in the apartments/rooms. Any resident in possession of such appliances will be told to take it home and will be subject to a fine. If the item has not been taken home, it will be confiscated and the resident will be charged for the cost of shipping the item to the resident's permanent home address, as well as incurring a second fine.

Guest and Visitors

Guest and Host Responsibility: Guests are defined as family members, friends, or other persons related to or affiliated in any way with the resident.

- The resident is responsible for informing all guests of residence hall policies.
- The resident is responsible for the behavior and actions of their guest(s), up to and including being charged for policies that guests violate.
- All guests must have an escort, which means the host is responsible for escorting and being with the guest to and from the room, as well as any other areas in the building at all times.
- Bathroom facilities in residence halls are designated either for Men or Women. Persons may only use bathrooms in the residence halls that are designated for their gender. Cornhusker and Nebraska Halls each have a female restroom on the lowest level. The female restroom in Nebraska Hall is locked at all times. Residents must have the RA on duty unlock this restroom when their guest needs to utilize this facility.



Overnight Guests: Overnight guests are defined as guests who are on campus past midnight. Residents may have same-sex overnight guests in their room subject to the following limitations:

- Overnight guests are only allowed with the consent of the other roommates. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates.
- Overnight guest are allowed to stay a maximum of two nights per term. Overnight guests (as opposed to regular visitors) are permitted the use of showers and sleeping facilities.
- Residential Life Staff reserve the right to require a guest to leave if Campus and/or Housing policies are violated or if complaints are received from members of the floor or hall community.
- Same-sex guests who are present on campus after midnight must go through the guest check-in process and must carry their registration as ID while on campus. In order to check guests in properly, the resident must stop by the RA office, located in Nebraska Hall, and provide the following information: Visitor Name, Hosting Resident Name and Room Number, Make, Model & License Number of Vehicle (if the visitor has parked on campus). If residents plan on having guests or visitors past midnight, guests must be checked in before midnight. The RA cell phone number is 402-646-0619. If the RAs on duty are on their rounds at this time, call the RA's cell phone or wait for him or her to return.
- Members of the opposite sex are not permitted to stay overnight in student housing. Opposite sex visiting hours are 3 p.m. to midnight Monday through Thursday and noon to midnight Friday through Sunday. Those found violating this policy will be fined for the first three offenses and your housing contract will be terminated on the fourth offense.

Safety & Security

24/7 Dorm Lockdown

The residence halls will be locked 24 hours a day, 7 days a week for the security of the residents.

- Residents must carry their ID cards with them at all times. Residents need it to gain access to the residence halls.
- DO NOT force the doors open by pulling on the doors. This damages the locking mechanism and is costly to repair. Anyone caught forcing a door open will be fined and also charged the cost of repair.
- DO NOT prop a door open for any reason.
- Those caught interfering with building doors or wing doors may be sanctioned, up to and/or including being evicted from housing.

If your card does not work, please note the following:

- If the reader beeps but does not turn green, see the Housing Office.
- If the reader does not beep at all, the card is broken and the Resident must see the Assessment Office for a new card. The ID card will be replaced at a fee. Once the card is replaced the Resident must take it to the Housing Office to be activated.

Keys

Each Resident's help and cooperation is necessary in creating a secure environment for all who reside in Southeast Community College Campus Housing.

Never leave doors unlocked or propped open, even when residents are in their apartment/room, and remember to close and lock all windows when residents are asleep or leave their apartment. In addition, it is a policy violation to allow another individual to use a resident's assigned keys.

Lost keys pose a security risk. If an apartment/room key is lost, the resident will be charged to have the lock changed and new keys will be issued to the resident and his/her roommates. Each resident must report lost keys as soon as possible to the Residential Life Office. It is a misdemeanor to reproduce Southeast Community College keys. Unauthorized use of keys may lead to conviction.

Fire Procedures

Minor fire: (able to put out with a fire extinguisher)

- Remain calm
- As much as it is safe to do so, use a fire extinguisher to put out the flame. Call a Residential Life Staff member immediately. Fire extinguishers are located in each building hallway.



Major fire: (Fire Department needs to put out fire)

- Pull the nearest fire alarm.
- Call 911 and report the fire immediately.
- Exit building through the fire exit or safest route, close apartment/room doors but do not lock them.
- Proceed to the designated evacuation areas.
- Do not re-enter building until staff says it is safe to go back inside.

Fire Alarms: (When a fire alarm sounds or a staff member informs you to evacuate the building.)

- Remain calm
- Close windows
- Turn on lights
- Close your door (DO NOT lock it)
- Exit building
- Proceed to your building's designated meeting spot

NOTE: Failure to evacuate during an alarm may result in a fine and disciplinary action.

Severe Weather Procedures

Tornado Watch: A tornado watch is issued when weather conditions in the area are such that the formation of a tornado is possible. Residents will be alerted of a tornado watch. During a tornado watch, be alert for approaching storms.



Tornado Warning: A tornado warning is issued when a tornado is approaching or has been sighted in the immediate area. Residents are alerted of a tornado warning and given specific weather information. During a tornado warning, seek shelter immediately.

Weather Radios: Each RA has a weather radio in his or her room and both the RA Office and Dorm Office have a weather radio. Residents will be notified of all Tornado Warnings and told to move to tornado shelters.

In the event of a weather emergency, residents must go to the first-floor hallway of their residence hall. Close fire doors and stay out of central lounge areas. Residents should bring a cell phone and a pillow or heavy blanket to cover their heads and/or bodies. Stay low. Bring a flashlight. Wait for the all-clear sign from housing staff.

1. The Residential Services Manager is responsible for the safety of housing residents during severe inclement weather, including tornadoes. The Assistant Residential Services Manager is responsible in addition to and in the absence of the RSM. They have a primary active role in ensuring resident safety. The Dean of Student Services or other campus administrators will be called for consultation and assistance.
2. In the event of a tornado watch, the Residential Services Manager (or designee) will contact and make sure all RAs are on alert and in their respective work areas. The Residential Services Manager will appoint a trained back-up student in the RA's absence. Upon notification of a severe weather watch, the RA on duty will warn all RAs and then all residents in their housing wing that a "watch" is in effect. This should be done regardless of the time of day. The RA should knock on rooms and then enter to ensure that residents are aware there is a potential for severe weather. Residents will be encouraged to monitor the weather from their rooms using local TV weather coverage. In the event of a warning, RAs (with a list of all residents in hand) will proceed to each room and notify each resident of the need to proceed immediately to the appropriate shelter area. RAs (in consultation with dorm room occupants) will note which residents are not home and thus not evacuated. As soon as the RA has finished the evacuation process, he/she will notify the Residential Services Manager (or designee) of the absent resident(s).
3. All hallways should have basic first aid kits, working flashlights, extra batteries and working battery operated radios.
4. The Residential Services Manager and Assistant Residential Services Manager will each have weather radios and use them to monitor inclement weather. In the event of a "tornado watch," the Manager and/or Assistant should be on campus or immediately proceed to campus and begin preparing for residents to move to the emergency shelter. This preparation includes making contact with each RA and having the RA alert residents in their area of the possible need to take shelter.

notification is important regardless of the time of day. In the event that an RA is not available, the RSM and/or ARSM must immediately notify the residents that they are in an area of weather-related danger and of the possible need for seeking emergency shelter. It is the RSM's responsibility to make sure that all residents on campus are alerted to dangerous weather conditions.

5. If emergency weather conditions come to exist (i.e. a tornado warning in the area), then the RSM and/or ARSM should take a prominent lead role in moving people to secure areas.

Using the buddy system, each room and hallway should be checked to account for all residents. Each room constitutes a set of buddies who will look out for each other. The Residential Services Manager will train RAs, and the RAs will hold periodic all-housing meetings to discuss weather emergencies.

RAs will keep a checklist of all residents in their area and check to ensure each resident is accounted for. The Residential Services Manager will maintain contact with the RA through cell phone communication and take a verbal report from each RA regarding the status of the residents.

Fire doors should be closed. Residence halls have emergency lighting. If residents should become trapped in the hall and they are near a fire alarm box, they could pull it for assistance. Remain in tornado shelter areas until an all-clear has been issued over the broadcast media.

- Cornhusker Hall Procedures: In Cornhusker Hall, during a weather emergency, all residents and staff must proceed to the basement-floor lounge and study area. **NO ONE SHOULD BE ON THE SECOND MAIN ENTRY FLOOR OR IN THE STAIRWELL.**

- Nebraska Hall Procedures: In Nebraska Hall, during a weather emergency, all occupants must proceed to the lower level hallway and bathroom. **NO ONE SHOULD BE IN THE MAIN LOUNGE AREA OR IN THE STAIRWELL.**

- Pioneer Hall Procedures: During a weather emergency, all Pioneer Hall residents should proceed to the lower level hallway and bathroom of Nebraska Hall. **NO ONE SHOULD BE IN PIONEER HALL.** If it is unsafe to proceed to Nebraska Hall, contact the Pioneer Hall RA or RSM for direction.

BEATRICE & MILFORD CAMUPUS APPENDIX

Contract Agreement: This contract and any references contained herein shall constitute the entire contract between the student and the College. Any other oral or collateral agreements not contained herein shall not have any force and effect unless signified in writing by the Dean of Student Services.

Amendments: The Office of Residential Life reserves the right to make changes and/or additions to policies as needed. When an amendment is made, the new policy will be posted to inform students of the change.

Governing Law: This contract shall be interpreted in accordance with the laws of the state of Nebraska. Any student utilizing this agreement consents to the jurisdiction of the Nebraska court to enforce any contract dispute.

Occupancy & Assignment: This contract is for space in the residence halls of Southeast Community College. It is not for a particular room assignment or number of residents per room. Southeast Community College Residential Life Staff will attempt to honor all requests for particular rooms, living preferences, roommate assignments, and number of residents per room, but such requests are not guaranteed. Residents will be charged the rate of occupancy. Should requested room fail to be filled to capacity the student will not be charged a higher rate if there are fewer students in the room than contracted for or if the College elects to put fewer students in the room. In the case of vacancy in a room, the RSM may reassign the resident or other residents to another room assignment or may assign a new roommate or other roommates to the remaining resident(s). The decision for room assignments is made by the RSM and is final. When assignments are finalized, students will be notified of the assignments and the date when occupancy begins.

Waiver: Failure of the College to insist upon strict compliance by the students with any of the terms, covenants or conditions of this contract shall not be deemed to be a waiver or relinquishment of any right or power under this contract at any one or more times be deemed to be a waiver or relinquishment of such right or power at any other time(s).

Disclaimer: This schedule is a suggestion of disciplinary action, fees and fines. All disciplinary actions, fees and fines are assessed or administered at, or are otherwise subject to, the discretion of the Residential Services Manager. Disciplinary actions taken, or fees or fines assessed, may not reflect the suggestions of this schedule.

SCHEDULE OF DISCIPLINARY ACTION, FEES & FINES

Violation	Description/Definition of Violation	Disciplinary Action, Fees and/or Fines
Health Code Violation/ Cleaning Requirements	Excessive trash, improperly stored food, unsafe living environment, generally unsanitary conditions	\$25 fine
Room Transfers	Change from one apartment/room to another	\$25 fee (\$15/day late fee)
Contract Cancellation	Cancelling a housing contract before or during a quarter	20 or more business days before quarter move-in day: Deposit and cost of housing. 20 business days or less before quarter move-in day: Housing payments only. After move-in day: <ul style="list-style-type: none"> • First week (5 business days) of the term, 80% will be refunded. • Second week (6-10 business days) of the term, 60% will be refunded. • Third and Fourth weeks (11-20 business days) of the term, 40% will be refunded. • After the Fourth week there will be no refund of housing payments.
Candles	Possessing a candle of any kind in Southeast Community College housing	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Dartboards	Possession or use of a dartboard	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Offensive Displays	Displaying offensive materials in common areas of rooms/apartments. (pornography, drug use, etc.)	\$25 fine

Facility Misuse/College Property/Damages	Damage to facilities, leaving trash, engaging in or aiding damaging behaviors or actions. Anything that causes damage to Southeast Community College property.	\$25 – \$100 fine and cost of cleaning, moving, repair or replacement (Can be assessed to one resident, or divided among multiple residents including an apartment, wing, floor, or building)
Garbage	Garbage in common areas (hallways, lounges, lobbies, bathrooms, stairs, doorways, etc.)	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Alcohol	Resident is subject to disciplinary action for violation of this policy if resident is found doing any one of the following: <ul style="list-style-type: none"> • Consuming alcohol • Alcohol or alcoholic beverage containers in room • Possession of or dominion over alcohol • In the same room as alcohol regardless of consumption 	1st Offense: \$75 fine and additional disciplinary action (probation and/or alcohol counseling) 2nd Offense: \$150 fine and termination of contract (removal from campus housing)
Controlled Substances	A controlled substance is defined as prescription medication that is not prescribed to the person in possession, illegal drugs, or any other type of material, compound, or substance that is considered to be restricted or controlled by local, state and federal laws and statutes. This includes paraphernalia. A resident is subject to disciplinary action for violation of this policy if a resident is found doing any one of the following: <ol style="list-style-type: none"> 1. Consuming/using/injecting a controlled substance. 2. Possession of a controlled substance in the room. 3. Possession of or dominion over a controlled substance. 4. In the same room as a controlled substance regardless of usage. 	1st Offense: <ul style="list-style-type: none"> • \$100 fine and/or • additional disciplinary action (probation and/or counseling) and/or • possible termination of contract (removal from campus housing) 2nd Offense: <ul style="list-style-type: none"> • \$200 fine and/or • termination of contract (removal from campus housing)
Concealment of Violations	Hiding a violation or evidence of a violation	\$25 fine
Fire Alarms and Emergency Equipment	Falsely, intentionally or negligently tampering with or activating fire safety equipment: smoke/heat detectors, sprinkler heads, fire extinguishers	\$250 fine and cost of cleaning, repair, or replacement (if applicable)
Harmful Behavior	Includes, but not limited to: bomb threats, tampering with safety equipment, infliction/threat of bodily harm	\$250 fine plus cost of damages and/or possible termination of contract (removal from campus housing)

Violation	Description/Definition of Violation	Disciplinary Action, Fees and/or Fines
Motorcycles, motor-driven vehicles, and scooters	Storing motorcycles and scooters in buildings, rooms/apartments, storage rooms, on patios, balconies, or walkways	\$50 fine and cost of cleaning, repair, or replacement (if applicable)
Multiple Electrical Outlets	Using gang outlets, extension cords, or not plugging refrigerators/microwaves directly into the wall	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Noise/Quiet Hours	Excessive noise at any time or distracting, noticeable noise during quiet hours, particularly after requests to reduce the amount of noise	\$25 fine
Painting	Painting any part of an apartment/room or common area	\$25- \$100 fine and cost of repainting
Pets	Having any pet or animal in one's room other than fish in a one-gallon tank/bowl and/or having a fish tank/aquarium greater than one gallon	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Physical Abuse, Verbal Abuse, and/or Harassment; Aggressive and/or Disruptive Behavior	Physical abuse, verbal abuse and/or harassment of College officials, administration, faculty, staff, other residents or guests, including but not limited to, comments of a discriminatory nature. This also includes threats, intimidation and bullying.	At the discretion of the Residential Services Manager
Sexual Harassment/ Assault	<ul style="list-style-type: none"> Sexual intercourse without consent, even with friend, acquaintance or (rape); References to sex or sexuality which make others feel uncomfortable; Public displays of affection. 	At the discretion of the Residential Services Manager
Skateboarding	Using or riding a skateboard on campus	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Snowball Fights	Throwing or creating snowballs outside of the residence halls or bringing snowballs into the residence halls	\$25 fine and cost of cleaning, repair, or replacement (if applicable)

Tobacco	<ul style="list-style-type: none"> Using chewing tobacco or possessing "spit-cups" in the residence halls. Smoking in the residence halls (including rooms/apartments, common areas, stairs, hallways, etc.) or smoking in non-designated smoking areas 	\$50 fine and cost of cleaning, repair, or replacement (if applicable)
Waterfights	Fighting with water or using water in pranks	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Weapons	Possessing or using a weapon or firearm, or an item deemed to be a weapon or firearm	\$100 fine and cost of cleaning, repair, or replacement (if applicable)
Screens	Damage to or missing screens	\$25 fine and cost of cleaning, repair, or replacement
Windows	Damage to or missing windows	\$50 fine and cost of cleaning, repair, or replacement
Entering or Exiting Through Window	Entering or leaving the building through a window	\$30 fine and cost of cleaning, repair, or replacement (if applicable)
Room Key	Replacement of lost or damaged room key	\$100 fee
Bicycles	Possessing a bicycle inside the Residence Halls (including rooms/apartments, hallways, stairwells, common areas, and bathrooms)	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Baby-sitting	Baby-sitting of children or pets (other than pets that are allowed within the housing facility)	\$25 fine
Opposite Sex Visitor(s)	Guest of opposite sex in Residence Hall after visiting hours	1st Offense: \$50 fine 2nd Offense: \$75 fine 3rd Offense: \$100 fine
BEATRICE ONLY		
Fob Key	Replacing a lost or damaged fob key	\$20 fee
Mail Key	Replacing a lost or damaged mailbox key	\$20 fee
MILFORD ONLY		
Blinds	Alignment/repair of blinds	\$20 fee
SCC ID Card	Replacing a lost or damaged student ID	\$5 fee (pay at Assessment Office)

SCC *Southeast community college*

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación - La política publica de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu. (April 2009)