Residence Life Handbook

2020-2021
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Dear Southeast Community College Housing Resident,

Welcome to Residence 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 Residence 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 Residence 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 SCC.

Sincerely,
Residence Life Staff

Residence Life Staff

Residence Life Manager

The Residence Life Manager (RLM) is a full-time professional who lives on campus and is responsible for managing the overall operation of the Residence Life Program. The Residence Life Manager is available to assist you with any housing-related concerns.

Assistant Residence Life Manager

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

Resident Assistants

Resident Assistants (RAs) are students who live in the residence halls and serve as a resource to their residents and a liaison between the residents and the professional staff. The RA position is designed for residents who have the interest, skills and time necessary to perform assigned duties and assist in the development of the Residence Life Program. Resident Assistants (RAs) are the members of the Residence Life Staff who students will probably get to know best. RAs are presented with unique opportunities for personal development. 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 have the authority and the obligation to maintain SCC’s college and housing policies and to report any suspicious or out of the ordinary activity. RAs are assigned evenings and/or weekends to be “on-duty.” In the evening, a resident’s first resource is the on-duty RA.

Get Involved

Residence Hall Programming

Residence Life Staff provide weekly 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 programming activities are pool or ping pong tournaments, casino or game nights, outdoor games, ice cream socials, bonfires, swimming pool parties, slip’n’slide, bowling, movie nights, 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.

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.
Housing Contract

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 upon 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 Residence Life Staff 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 agrees 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.

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

**Housing Contract “Terms of Contract”**

1. **Parties:** This contract is made by and between Southeast Community College Residence 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 does not currently provide housing for married couples or families on campus. SCC-Beatrice has an off-site apartment complex for participants in the Parents of All Ages program—contact for more info.

   NOTE: Any person required by the state of Nebraska to register as a sex offender is prohibited from residing, working or volunteering in any student residence facility. (Registered Sex Offenders on Campus, College Policy E-2).

3. **Duration:**
   A. This contract is binding from the initial term selected through the remainder of the academic year unless the student provides proper notice of cancelation.
   B. 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 College or Residence Life rules and regulations.
   C. Term Breaks: Residents must get approval from the Residence Life Manager or Campus Dean of Students to stay in housing over term breaks (approval requires exceptional circumstances based on work status, athletic requirements, and distance from campus). 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. Exception: a daily rate will apply during the breaks following the spring and summer terms.
   D. If the resident is a continuing enrolled student, Residents may leave personal belongings in their assigned room during break periods at no charge. SCC is not responsible for loss, theft, or damage. Exception - all items must be moved out at check out of spring term. No items may be left in the room over summer break.
   E. If the Resident is approved to remain in the residence halls during any of the break periods, all policies and regulations as outlined in the Residence Life contract and the Residence Life Handbook will apply, and Residents will be held responsible for adhering to all such policies and regulations.

4. **Contract Cancellation:**
   A. Residents may cancel this contract prior to the beginning of the first term of occupancy.

   **Written notice** of the cancellation must be provided to the Residence Life Office according to the following terms:
   1) If written notice of cancellation of contract is provided to the Residence Life Office more than 30 calendar 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 Residence Life Office 30 calendar 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 Residence Life Manager. Residents may email ResLife@southeast.edu.

   Notice of cancelation to admissions, financial aid, business or registrar's office, or to other SCC offices does not constitute notice of cancelation of this contract.
5. Contract Release:
   A. Residents can request, in writing, a release from the contract during any academic term. Such releases are subject to the approval of the Residence Life Manager. Releases for extenuating circumstances 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.
   B. Refunds for approved releases for housing charges are calculated from the first day of the term. They are:
      1) 0-7 calendar days – 80% will be refunded.
      2) 8-14 calendar days – 60% will be refunded.
      3) 15-21 calendar days – 40% will be refunded.
      4) 22 calendar days or later – no refund of housing payments.

For 8-week Co-op sessions, the calendar days begin at the start of the semester in which the Co-op session is included, regardless of whether it is a 1st 8-week or 2nd 8-week Co-op session since the room arrangements for all Co-op students must be made prior to the beginning of the semester.

For 5-week or 3-week summer sessions, the calendar days begin at the start of the summer term since room arrangements are made prior to the beginning of the first day of the summer term.

Exceptional circumstances, such as no longer being eligible for coursework in a second 8-week session, may be considered for an approved release by the Residence Life Manager or Campus Dean of Students.

C. After Resident Housing Checkout form is complete, any refund for approved releases for the security/damage deposit will be automatically refunded by the Business Office. Refunds, when applicable, will be credited to the resident’s student account.

D. If a student is suspended/expelled from the residence hall due to disciplinary actions, there will be no refund.

6. Contract Assignment:
   A. Roommate assignments are made on a non-discriminatory basis without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law.
   B. The date that both the contract and the deposit are received determines eligibility for assignments on a first-come, first-served basis. Specific requests cannot be guaranteed. Roommate preferences must be mutually agreed upon on all roommate contract forms. If demand is sufficient, the Residence Life Office reserves the right to place additional students in a room.
   C. Residents cannot transfer this contract, nor 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 Residence Life Office. Rates do not include break periods when the housing facilities are closed. Contract payments are due and payable in accordance with College policy before the beginning of the term. Failure to pay any incurred debts for contract 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 charges and fees 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 the contract and the Southeast Community College Residence Life 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 Residence Life Manager, Dean of Students and the Campus Director.
Community Living

Housing Assignment Procedures & Policies
Housing assignments are made on a first-come, first-served basis at the discretion of the Residence Life Manager (based on the date that both the housing contract and deposit are received). 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. 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 and indicated on all roommate contract forms. Housing priority is given to students attending classes on the campus and to those returning to housing in a successive term. If demand is sufficient, the Residence Life Office reserves the right to fill rooms to capacity. The Residence Life 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 SCC Housing policies.

Check-In
Check-in dates will be posted on the SCC website and will be shared with students when they receive their housing assignment. Residents receive their student ID and room key when they check into housing with the Residence Life Manager and/or Assistant Residence Life Manager.

Sharing an Apartment/Suite/Room
Sharing an apartment/room in 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. It is important for all roommates to discuss how to divide responsibilities and share a living space. The questions found in the community and personal property section and the housekeeping section can help examine the different ways roommates approach issues and give an opportunity to develop methods for resolving differences before conflicts arise. In order to give roommates and opportunity to work out any conflict and grow as adults, the expectation is that there will be no roommate changes in the first two weeks of the semester without exceptional circumstances.

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?
- Television?
- Food?
- Clothing?
- Kitchen utensils?
- Personal computer?
- DVDs/DVD player?
- Video game systems?
- Tools?

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. When sharing a living space with another person or persons, it is important to consider their needs as well as your own. Your actions may directly affect your roommate(s). Some areas to consider may include, but are not limited to, personal hygiene and general cleanliness. Residents should decide on a plan for maintaining the apartment/room, such as a cleaning schedule. Discuss the following areas:
## Kitchen/Kitchenette:
- Dishes
- Stove/Oven
- Trash
- Microwave
- Sink/Counters
- Refrigerator

## Living Room and Hallway:
- Personal belongings
- Vacuuming/Sweeping
- Dusting
- Regular trash removal

## Bedroom:
- Vacuuming/Sweeping
- Regular trash removal
- Personal belongings
- Dirty clothes

## Bathroom
- Vacuuming/Sweeping
- Cleaning the shower
- Cleaning the toilet
- Cleaning the sink(s)/mirrors
- Regular trash removal

### Roommate Agreement
To better help roommates settle any differences they might have, Residence Life will ask each room to fill out a Roommate Agreement for their room. Roommate Agreements help to resolve many of the common problems that residents might encounter during their time in the residence halls: sharing personal items, visitors, pet peeves, etc. The goal of Roommate Agreement is to establish a contract for each room to abide by in terms of settling differences. However, Roommate Agreements rely on effective communication between roommates in order to be successful. When filling out a Roommate Agreement, please do not hesitate to voice any concerns you might have, so issues regarding those concerns can hopefully be mitigated in the future. If for any reason you and your roommates are having issues that a Roommate Agreement cannot solve, please reach out to a Residence Life staff member to assist you and your roommates.

### Roommate Rights & Responsibilities
As a member of Southeast Community College's Residence Life community, residents have the following rights and responsibilities. Conversely, each individual should work to be the type of roommate who helps ensure these rights.

- The right to read and study in one’s room free from disturbances.
- The right to sleep without undue disturbances.
- The right to be treated with respect and civility at all times.
- The right to expect a sense of privacy in one’s own apartment/room.
- The right to a safe and secure home.
- The right to be free from fear of intimidation, physical harm and/or emotional distress.
- The right to have a clean room and the responsibility to share equally in the work to keep the room clean.
- The responsibility to respect his/her roommate’s rights and personal belongings.
- The responsibility to host guests in a manner that does not interfere with the rights of one’s roommates and other community members.
- The responsibility to complete and honor a Roommate Agreement.
- The right and responsibility to speak out when one believes his/her rights have been violated.
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**

If conflicts arise, do not be afraid to deal with it right away. Generally, problems can be resolved quickly and easily if dealt with in a timely matter. Conflict signals a need for change. It forces participants to examine situations from other’s viewpoints, acquire new information, and explore solutions. Learning how to resolve conflict helps roommates understand conflict and become better friends. 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 Residence Life staff member.

**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. Residence Life does provide cleaning supplies such as vacuums, mops, etc. for residents to utilize in the event the resident does not have their own cleaning supplies. Residents are expected to be respectful of Residence Life property and follow the proper protocol specified by Residence Life when renting out cleaning supplies. Please do not use colored cleaning tablets in toilet tanks or bowls, as those can cause staining. Do not place any cleaners or objects in the tanks. Sanitizers placed in the bowl must be dye-free.

**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, in walkways or on balconies. No trash cans larger than kitchen-sized trash cans will be permitted.

Storing food properly, removing waste materials regularly, and maintaining reasonable sanitation and safety standards will help prevent the invasion of pests and rodents. A health code violation will be assessed to residents who leave their garbage in the common areas and hallways of the residence halls, who use too large of a trash can (allowing trash to accumulate), or who do not regularly take their garbage to the dumpsters. Personal items left in the public areas will be discarded. Littering of any kind is prohibited. If seen, disciplinary action will be taken.

**Health Code**

If residents fail to maintain sanitary conditions, (which include being unprepared for room checks conducted by the Residence Life Staff), a fine will be assessed for violation of the health code. Residents found in violation of health code will be given one warning and 24 hours to bring the room/apartment back to clean living standards (this could be less if it is a serious concern – such as requiring trash to be taken out immediately). A health code inspection will be conducted 24 hours after the violation. If the room/apartment does not pass the inspection at this time, each of the residents will be assessed the health code violation fine and an additional fine each day until the room/apartment passes inspection. Residents may be evicted if the room/apartment has not passed inspection 14 days after the original warning.

**Apartment/Room Changes**

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 Residence Life Manager or Assistant Residence Life 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 Residence Life Manager or Residence Life Manager. If a resident wishes to transfer rooms, he/she must:

- Obtain approval from the RLM and ARLM.
- Complete the Room Change Request form.
- Schedule and complete an SCC Resident Housing 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 SCC Resident Housing Check-In form.
• The transfer must be completed within 48 hours of the approval time, otherwise the resident will be charged a delay fine.

Residents who attempt a room or roommate change without following any part of the above procedure, will be in violation of this policy, subject to a fine, and not be allowed to change rooms for the remainder of the term.

**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 your RLM or ARLM as soon as possible. It is the goal of the Residence Life Staff to respond to all maintenance requests in a thorough and timely manner. However, some requests may take time to repair based on availability of parts/staffing. If a resident feels that a concern has not been appropriately responded to, he/she should contact his/her RA, the Assistant Residence Life Manager, or the Residence Life Manager. Residents are not permitted to attempt to make any repairs to College property. Southeast Community College accepts no liability for damage, injury or death that may occur if residents attempt to make repairs themselves. Maintenance will make every attempt to make repairs as soon as possible. This may be without 24-hour notice. They will announce themselves up on entering the room.

**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 should keep their apartment/room doors and windows locked at all times and report any losses to the Residence Life Staff, Safety/Security, and/or the local authorities. Residents are encouraged to purchase personal property insurance (renter’s insurance) or check with their homeowner’s coverage to see what is covered (if anything). SCC’s insurance will NOT cover resident’s personal belongings in any circumstance, including damage to property (such as fire or flooding) or theft. Residents are required to take all of their personal belongings with them when they move out of housing. Please see “Check-out Procedures” for the property removal policy.

**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 Residence Life Manager. A charge will be assessed for returning furniture to its proper location. Residents found removing furniture will be referred to the Residence Life Manager for theft of College property. Residents also will be billed for any damage caused while moving. In addition, the office of Residence Life reserves the right to search any College property.

**Facility Misuse**

Residents and their roommate(s) 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 and/or building residents. Residents who damage or misuse furniture or any hall facility, including but not limited to any posters/billboards/decorations posted by Residence Life staff, 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. Residence Life provides clean common areas; residents are expected to maintain this condition.

**Communication and Regroup**

Residence Life staff may contact residents by cell phone, mail, email or posted notices about a variety of issues such as maintenance requests, plans for holiday breaks, safety issues, reminders, activity information, etc. Residence Life asks that residents respond in a timely manner. Residents are responsible for checking their SCC email and 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.

Every resident is automatically enrolled in Regroup. Regroup is an online notification system used by Southeast Community College to notify students via text and/or email about events such as school closings, weather warnings, and emergency situations. The cell number used for text messaging is the one listed in your student profile on WebAdvisor on The Hub. The email address is your SCC email address. To check the accuracy of your cell number, or to add a cell number and/or email address, go to [https://southeast.regroup.com/signup](https://southeast.regroup.com/signup). If you make a change in
Regroup, also go to The Hub and make the same change to your student account. Students are also encouraged to download the “AlertMe” app associated with Regroup. This app allows communication via wireless internet if a student does not have a US phone, text messaging capabilities, or if cell service in the area is down.

Residence Life will also use the SCCNeb App to communicate about housing events. You must download the SCCNeb App to receive these announcements. This app is available via the Apple Store and Google Play Store.

**Check-Out**

Each resident is required to check out and turn his/her keys in before he/she leaves at the end of each semester/term. Each resident must have his/her room cleaned (swept, mopped, dusted, wiped down, and trash taken out) before the resident may check out. Cleaning supplies can be borrowed from the RA Office. All rooms must be clean and ready for the RA to check by the posted deadline.

All rooms with an open spot or that have been assigned a new roommate the following semester/term are expected to have the room prepared for the new roommate(s). Each new roommate will need a desk, chair, closet, and bed. These must be empty and clean. All of the current roommate(s)’ belongings must be confined to their own closet, desk and bed. All belongings other than a fridge or furniture must be off the floor. These rooms will be assessed by the Residence Life Manager and Assistant during the break. Any room found to be unsatisfactory for new occupants to move in will be cleaned by SCC Maintenance and Custodial Staff. Each resident of the room will be assessed an overall bedroom cleaning fine.

Cleaning fines vary for the apartments. All items found on the floor will be moved to beds, closets, and desks. The College will dispose of anything that looks like trash or obviously should be disposed of, such as food. Maintenance and custodial staff will leave a notice in the room stating the room was cleaned by SCC. Southeast Community College assumes no liability for any resident’s belongings. Ultimately, the Residence Halls are the property of the College, and the College is responsible for ensuring their upkeep.

**Check-Out Procedure for residents returning to the same room after break:**

- Close windows and shades/blinds
- Take out the trash
- Take all perishable food home
- Turn down the thermostat
- Turn off the lights in the room – this includes unplugging any decorative lights
- Turn off/unplug the alarm clock
- Check the mail
- Clean the room (you may be getting a new roommate)
- Lock the door
- Turn the apartment/room key in to RLM and/or ARLM

***All students who fail to turn in their mailbox and apartment/room keys, when asked to do so, will receive an improper check-out fine and be charged for each day of the break at the daily rate for Break Housing.***

**Check-Out Procedure for residents graduating, moving off campus or going on CO-OP, and for all students at the end of the Spring Semester/term:**

- Remove all personal belongings from the room
- Clean the room and take out the trash
- Check the mail
- Turn the thermostat to the low settings or 72 degrees, depending on which is applicable; do not turn it off
- Close windows and shades/blinds
- Turn off the lights in the room
- Lock the door
- Turn the apartment/room key in to Residence Life Manager
- Accompany a Residence Life Staff member to the apartment/room to document the condition of the room
apartment/room on the SCC Resident Housing Check-Out form. The SCC Resident Housing Check-Out form must be signed by both the resident and a Residence Life staff member, and turned in to the RLM/ARLM.

Residents failing to meet with a Residence Life Staff member at the scheduled time and/or failing to follow the proper check out procedures will be subject to an improper check-out charge, in addition to any damage and cleaning fines.

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

**Beatrice Campus Check-Out Process**

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

**Milford Campus Check-Out Process**

Each resident will receive a Room Condition Approval Slip after his/her RA has assessed and approved the cleanliness of the room. Each resident will only be permitted to check out at the end of the semester/term if he/she presents the Residence Life Manager and Assistant with a Room Condition Approval Slip. There will be no exception. If the resident receives an Unsatisfactory Room Condition Slip instead of the Room Condition Approval Slip, he/she must make the appropriate arrangements to check out after 4:30 p.m. on the last day of classes.

**Continuation/Cancellation Forms**

“During each semester, each resident will be asked to fill out a Continuation/Cancellation form to indicate whether they will be returning to campus housing the following term or year. This is a requirement for all residents as it is important for the Residence Life Staff to know who is returning or not.

- Fall Semester: Residents will fill out a Continuation/Cancellation form to indicate whether or not they plan on returning to campus housing for the Spring semester. This will also give residents the chance to request any room changes for the upcoming semester. For those residents who do not plan on returning to Housing in the Spring, a Continuation/Cancellation form is required to be completed and turned in by the specified deadline in order to receive the security deposit back.
- Spring Semester: Residents will fill out a Continuation/Cancellation form to indicate whether or not they plan on living on campus for the summer or next academic year. For those residents who do not plan on returning, a Continuation/Cancellation form is required to be completed in order to receive the security deposit back. For those residents who plan on returning to campus housing for the upcoming academic year, a Continuation/Cancellation form MUST be turned in by the specified deadline, otherwise any resident who does not turn in a form will be placed at the bottom of the Housing list for the upcoming year.
- Students continuing for the following academic year must also complete a new housing reservation contract. Security deposits will be held over to the following academic year.

**Personal Property Removal Policy**

Possessions remaining in the apartments/rooms after the end of the contract period will be removed by staff, held and stored for 14 days. A Property Removal Fine will be charged and a certified letter will be sent to all occupants of the apartment/room. Belongings must be picked up by the student. If not claimed after 14 days from the date that the letter was mailed, SCC reserves the right to sell or dispose of the property. No belongings will be mailed.

**Housing Over Semester/term Breaks**

Housing is available during fall and spring 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 $15 per night will be assessed. An exception is for student athletes **required** to stay over break for practice or games or SCC student employees who are **required** to stay over break to perform the duties of their position. Residents who would like to stay for break housing must sign a Break Housing Contract in the office of Residence Life. By signing a break housing contract, residents agree to continue to follow all housing and college polices during the semester/term break. Students needing to stay over the break between the spring semester and the summer term or between summer and fall will require special
circumstances and permission of the Dean of Students as this is a rare exception and the 1,000 mile distance does not apply over the summer break.

Residents who have signed up for housing for the next academic term may leave their personal belongings in their room over a break. This applies to all break periods with the exception of the break between spring semester/term and fall semester. The Office of Residence Life does not accept responsibility for lost, stolen, or damaged property.

**Cable TV & Internet**

Cable TV and Internet services are provided to residents by Southeast Community College through local providers and are included in room costs. 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.

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**Residence Hall Computer Use Policy**

Southeast Community College provides resident housing students with connections within each room 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. Student’s acknowledgement of reading the Residence Life Handbook via the online Residence Life Handbook Agreement form along with their use of the SCC-provided network access indicates their acceptance of the policies outlined in the College catalog and this handbook, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. SCC Residence Life and Information Technology Services reserves the right to modify, change and revise this document as necessary without permission or consent of the users.

NOTICE: All computer usage expectations apply to student computers on any SCC network.

**Helpdesk:**

Southeast Community College Helpdesk is committed to your success, and we want you to have the best possible experience while you are attending SCC. Our website (https://helpdesk.southeast.edu/) provides important information from understanding your SCC ID and username to password requirements, logging onto the SCC Open Wireless Internet and links to online trainings. During our normal business hours, via the Helpdesk website, you can chat with our Helpdesk staff who are ready to assist and help you on your SCC journey.

Acceptable Use of Information Technology

The full Technology Use Policy can be found in the [SCC College Catalog – Technology Support](#) page. Residents are required to adhere to all SCC Technology usage policies. Excerpts are included here.

**Privacy**

Southeast Community College supports a climate of trust and respect and does not customarily read, monitor, or screen electronic information resources. However, complete confidentiality or privacy of data, email or other information transmitted or stored cannot be guaranteed due to the nature of the medium, the need for authorized staff to maintain the systems, and the College’s accountability as a publicly funded institution.

When appropriate and needed, the College President may authorize access in various circumstances including, but not limited to:

- situations involving the health or safety of people or property;
- possible violations of the Use of Information Technology policy or other College regulations or policies;
- possible violations of state or federal laws;
- subpoenas and court orders;
- other legal responsibilities or obligations of the College;
- when there is suspected activity that may be harmful to another user, to the campus systems and/or network, or,
- the need to locate, review, or secure information related to College business.

Students should be aware that certain aspects of their privacy relating to academic records are governed by the Family Educational Rights and Privacy Act (FERPA).
User Responsibility and Account Ownership:

- Users shall not allow other individuals to access/share/use their SCC assigned network, email, or other College-based account information. Employees and students are individually responsible for the proper use of their assigned accounts, and are accountable for all activity associated with the account.
- Users are responsible for safeguarding their assigned accounts and are expected to take proper steps to ensure the integrity of their accounts. This includes, but is not limited to, setting up strong passwords, ensuring credentials are not saved or posted in a place accessible to others, making sure computers are properly locked or logged off when not in use, and by immediately reporting any notice of unauthorized access to the IT Helpdesk.
- Users are expected to support an educational environment free from harassment and discrimination as described in the Student Code of Conduct and the College Handbook.
- Users are expected to utilize technology in a manner that will not impede the College mission or the daily business of the College.
- Users are expected to access information that is needed in the context of the performance of their normal duties and to exercise good judgment in the use of such information; particularly, in confidential or demographic data, which pertains to students, employees, and/or College operations.
- Users are expected to be knowledgeable of, and to perform their duties in compliance with, federal, state, and local laws and College policies, including the provisions of the Family Educational Rights and Privacy Act (FERPA) designed to protect the confidentiality of data and the privacy of individuals.
- Employees who supervise students, control electronic equipment, or otherwise have occasion to observe student use of Information Technology equipment shall make reasonable efforts to monitor the use of this equipment to ensure that it conforms to the mission and goals of SCC.

Use of College Resources:

SCC's Information Technology resources, including the network, are intended for the audience noted above and are to be used in the course of official work, study, and/or research. From time to time, SCC will make determinations on whether specific uses of the network are consistent with the acceptable use practice. Acceptable and unacceptable uses of SCC's Information Technology resources include, but are not limited to, the items outlined below.

Acceptable Use:

- Use of the Internet should be in support of educational and operational objectives consistent with the mission and objectives of Southeast Community College.
- Users should follow proper codes of conduct in electronic communication, including exhibiting exemplary behavior on the network as a representative of our institution.
- Individual credentials are to be used only by the user they are assigned to for authorized purposes and shall not be shared with others.
- All hardware that connects to the SCC network must be installed by an IT staff member.
- Users accessing the SCC network from a remote computer are expected to adhere to the same policies and procedures that apply to use from within SCC facilities.
- SCC's Information Technology resources are intended to be used for College-related business. Occasional and prudent personal use is permitted so long as it does not compromise the functioning of College network and computing resources, interfere with College operations, conflict or interfere with an employee's performance, interfere with the rights or reasonable expectations of another person, involve additional cost or expense to the College, violate any other College policy.

Unacceptable Use:

- SCC's network and resources shall not be used to threaten, harass, intimidate or degrade others. This includes, but is not limited to, electronically transmitting or reproducing materials that are slanderous, defamatory or discriminatory in nature or that otherwise violate existing laws or Southeast Community College policies and mission.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, neither should they share with nor allow other individuals to use their SCC-assigned network, email, or other College-based account information.
- SCC's network may not be used for commercial/for-profit purposes, product advertisement or political lobbying.
• Users shall not knowingly or carelessly perform an act that could interfere with the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, downloading excessive amounts, transferring excessive amounts across the network, propagating viruses or worms, using the campus network to gain unauthorized access to any computer system or attempting to circumvent data protection schemes or uncover security loopholes.

• Users shall not install any software, including shareware and freeware, for use on SCC's computers without prior approval from appropriate IT staff.

• SCC's network and resources may not be used for downloading entertainment software or other files not related to the mission and objectives of SCC for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, exchanging digital copies of music files and all other forms of software and files not directly related to the instructional and administrative purposes of SCC.

• SCC's network and resources may not be used for downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

• Use of SCC's network for any unlawful purpose is prohibited including, but not limited to, gambling, pornography, sharing explicit sexual content, cyberbullying, fraud.

Abuse/Misuse of Resources
Students violating the Southeast Community College Acceptable Use of Information Technology Policy and associated procedures may be subject to disciplinary action including, but not limited to, suspension or expulsion from the College.

Computer Labs and Access
Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, residence halls, and Library Resource Centers. SCC provides licensed software on its computers for students use and training and asks students not to use software other than what is already installed on the SCC machines. Students are not to modify the computers’ directory structure in any way. Students who do not abide by SCC Acceptable use of Information Technology Procedures will be subject to penalties as outlined. For further information, see www.southeast.edu/copyright-infringement-and-responsible-computing.

Classroom use of cell phones and personal electronic hand-held devices (e.g., tablets, laptop computers, portable video games, iPods, MP3 players, etc.) that are not pre-authorized by the instructor for instructional purposes is prohibited. Violation of this policy may lead to a Student Code of Conduct review.

Legal Download Options for Residence Hall Students
SCC does not block legal download sites providing residence hall students the opportunity to purchase audio, video, and/or games using the SCC Housing Data Network. Examples of vendors who sell music or subscriptions to music are: iTunes, Napster, Puretracks, f.y.e., eMusic, Spotify, Pandora, Turntable.fm, etc. It will be the student’s responsibility to provide evidence of ownership and/or license for anything downloaded using the SCC Housing Data Network. SCC does use bandwidth shaping and traffic monitoring tools to deter peer-to-peer and unauthorized downloads.

Responsibilities
To safeguard against incursions by viruses and related problems on the residence hall Internet network, resident hall student’s computers must have updated antivirus software. Users are responsible for all traffic originating from their computer, including user activity, regardless of whether they generated it, know what they are doing, or realize that they have violated the Acceptable Use Policies.

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, mis-delivers 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 attorney’s fines, incurred by the College relating to or arising out of any violation of this Policy or conditions of use and any unauthorized charge or fines incurred by the College because of such use.

Safety & Security Procedures

Missing Student Policy and Procedure
The Missing Student Notification Guidelines are established pursuant to Section 485 (j) of the Higher Education Opportunity Act of 2008, and apply only to SCC students who reside in on-campus housing at the Beatrice and Milford campuses. If anyone has reason to believe that a student who resides in on-campus housing (Beatrice/Milford) has been missing from campus for 24 hours, they are required to immediately report their concerns to the Campus Dean of Students at their location:

- Beatrice Campus Dean of Students: 402-228-8286
- Milford Campus Dean of Students: 402-761-8270

Law Enforcement Notification
The Dean of Students, or their designee, must immediately refer a missing student report to both the Campus Safety and Security Specialist and the local law enforcement having jurisdiction in the area.

- Beatrice Police Department 402-223-4080; Gage County Sheriff 402-223-5221
- Milford: Police Department 402-761-2772; Seward Country Sheriff 402-643-2359

Emergency Contact Notification
Once a law enforcement investigation determines that a student is missing, the Campus Dean of Students, in consultation with the SCC President or designee, will, within 24 hours of the determination, notify the Missing Person emergency contact(s) identified by the student. If the missing student is younger than 18 years of age and not an emancipated minor, the College will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student.

Student Designation of Contact Person
Each student residing in on-campus housing will be required to confidentially register with the College one or more individuals to be an emergency contact strictly for “missing persons” purposes. This information will be accessible only to authorized campus officials and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Students have the option to opt out if they so choose.

Administrative Authority
The Vice President for Student Affairs or designee, is charged with the administrative responsibility and authority to develop, monitor and report on detailed procedures and activities designed to implement missing student notification requirements.

Fire Procedures

Minor fire: Able to put out with a fire extinguisher
- Call 911 and remain calm.
- As much as it is safe to do so, use a fire extinguisher to put out the flame. Fire extinguishers are located in each building hallway.
- Call a Residence Life Staff member immediately.

Major Fire: Fire department needs to put out fire
- Pull the nearest fire alarm and remain calm.
- Exit building through the fire exit or safest route, close apartment/room doors but do not lock them.
- When safely outside, call 911 and report the fire immediately.
- Each resident must proceed to his/her building/floor’s designated evacuation areas.
o Beatrice: All residents report to the Kennedy parking lot east of the Student Center.
  o Milford: All residents report to the faculty and staff lot on the north side of Cornhusker Hall.

- Do not re-enter the building until Residence Life Staff says it is safe to go back inside (as cleared by fire department personnel).

**Fire Alarms**

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

- Remain calm.
- Notify (wake up) any roommates and alert them of the situation.
- Close windows and turn on lights as you are able and close apartment/room doors (DO NOT lock doors) and exit the building.
- Each resident must proceed to his/her building/floor's designated evacuation areas.
  - Beatrice: All residents report to the Kennedy parking lot east of the Student Center.
  - Milford: All residents report to the student lot north of Prairie.
  - Do not re-enter the building until Residence Life Staff says it is safe to go back inside (as cleared by fire department personnel).

**Fire Drills, Education, and Evacuation Procedure**

SCC Safety & Security staff in conjunction with Residence Life Staff will conduct semester fire drills in each residence hall. The Residence Life Manager will keep documentation of each drill completed. Resident Assistants will orient their residents to the fire evacuation procedures and designated evacuation area(s). Signs in each building will indicate the evacuation area(s). RAs will knock on doors reminding residents to evacuate as they are exiting the building, but they are not expected to search rooms upon exiting. RAs in conjunction with the Residence Life Manager and Assistant Residence Life Manager will account for each of their residents to ensure everyone on site made it safely out of the building. If anyone is unaccounted for, the Fire Department will be notified of rooms numbers upon arrival.

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

**Scheduled, 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:

**Apartment/Room Checks**

In an effort to ensure adequate upkeep of the apartments/rooms, the Residence 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. Any rooms that do not pass initial inspection will either be given a chance to correct the discrepancies within 24 hours, or will receive a Failed Room Check violation, or both depending on prior failed room checks and/or severity of the discrepancies. There may be situations where the student will be asked to correct a discrepancy immediately due to life safety or health/wellness circumstances. If the apartment/room is not clean or residents have not prepared for the room check, a health code violation fine will be assessed to the offending residents. In addition, the Residence Life Staff also will do additional periodic health and safety inspections in an effort to assess the physical conditions of the rooms. A notice of at least 24 hours will be given for scheduled health and safety checks and maintenance assessments.

**Dangerous Situations**

If a situation threatens the health or safety of a resident and access is needed to ensure student welfare or building integrity, Residence Life Staff, Campus Administration, maintenance staff, and/or Safety and Security Staff may enter a room. Staff will announce themselves upon entry.

**Disruptive Situations**

If there is a situation which is causing disruption to the community, a member of the Residence Life Staff, Campus Administration, and/or Safety and Security 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. Staff will announce themselves upon entry.
Reasonable Suspicion of Policy Violations
If there is reasonable suspicion of a Residence Life or College policy violation, including but not limited to the use of illegal substances and/or alcohol, then the Residence Life Staff, Campus Administration and/or Safety and Security Staff will conduct a search of a room and/or a resident's vehicle if it is parked on campus.

- 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 including disciplinary action and sanctions will be taken by the Residence Life Staff, Campus Administration, Safety and Security Staff and/or Law Enforcement.
- Before an entry and/or search of a room is made by Southeast Community College staff, the College staff 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.

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. Maintenance assessments are done throughout semester/term and will be announced at least 24 hours in advance.

Maintenance Requests
If a maintenance request is made by either the residents of a room or a Residence Life Staff member, the maintenance workers will enter the room in order to make the necessary repairs. In this situation, maintenance staff will respond as quickly as possible and 24-hour notice will not be required.

Pre-arranged Tours
Some of the rooms are used for tours for prospective students. Although RA rooms are typically used for these tours, any resident may be asked to show his/her room for campus recruitment events or New Student Orientation. Rooms will be required to be clean, presentable, adhering to all rules and free of any offensive decorations.

TIPS Reporting
TIPS is an online reporting system used to securely and confidentially report accidents, injuries, and incidents that are suspicious, illegal, and/or concerning in nature within Southeast Community College. To access the TIPS reporting system, go to www.southeast.edu, and look for the TIPS logo at the bottom of the page. This is not an emergency reporting system. If this is an urgent matter, please immediately dial 911. Examples of incidents to report include, but are not limited to alcohol abuse, drug abuse, harassment, theft, academic dishonesty, threat of violence, etc.

Building Safety & Security – Keys/Keycards
24/7 Residence Hall 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 their residence hall entrance doors and to their hallways and suites in some 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. This would also result in a fine.
- Those caught interfering with building doors or wing doors may be sanctioned, up to and/or including eviction from housing.

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

- If the reader beeps but does not turn green, see the Residence Life Office.
- If the reader does not beep at all, the card is broken and the resident must get a new card (Assessment Office in Milford; Welcome Center in Beatrice). The ID card will be replaced for a charge. Please store your card in a secure manner to avoid damage.

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. This includes patio doors for units which have patios. In addition, it is a policy violation to allow another individual to use a resident's assigned keys/keycard. Southeast Community College keys may never be duplicated.
For safety and security reasons, the outside doors to the residence halls are on an automatic locking system and are locked at all times. Internal wing doors are also locked at all times. A student's ID card will allow a resident to enter the buildings and the resident's wing when the doors are locked. Doors which are not properly latched will alert Campus Safety & Security, campus administration, and Residence Life staff.

Any individual not currently enrolled at Southeast Community College who illegally enters the residence halls will be referred to the local police department for appropriate charges, including trespassing. Be alert for the presence of strangers in the non-public areas of the residential halls. Report these persons to your Resident Assistant, the Assistant Residence Life Manager, Residence Life Manager, or Campus Security. Please utilize TIPS located on the HUB to report any incident or situation.

Those caught interfering with building doors or wing doors may be sanctioned up to and/or eviction 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 student ID cards and mailbox keys will be replaced for a fine. Each resident must report lost keys as soon as possible to the Residence Life Office. It is a misdemeanor to reproduce college keys. Unauthorized use of keys may lead to conviction.

**Renter’s Insurance**

Southeast Community College insures the buildings on campus, but not the personal possessions of students residing on campus. Each resident is encouraged to contact their personal insurance company to check whether their family’s current homeowner’s insurance policy will cover their possessions in a college dormitory (some policies do). If not, residents are encouraged to purchase renter’s insurance to cover their personal possessions in the event of fire, flood, theft, etc. SCC is not responsible for loss/damages to a resident’s personal property on campus.

**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. During a tornado watch, be alert for approaching storms.

In the event of a tornado watch, the Residence Life Manager (or designee) will contact and make sure all RAs are on alert and in their respective work areas. Upon notification of a severe weather watch, the RA on duty will notify all RAs that a “watch” is in effect. Residents will be encouraged to monitor the weather on campus.

**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. Regroup’s NOAA functionality will automatically notify students of the warning. SCC will also attempt to send out specific instructions via a Regroup message to all residents. During a tornado warning, seek shelter immediately.

In the event of a weather emergency, go to the basement or first floor hallway of the residence hall (for those without basements). Close fire doors and stay out of central lounge areas. Bring your cell phone, flashlight, and a pillow or heavy blanket to cover your head and or body. Stay low. Wait for the all-clear sign from housing staff before leaving.

1. The Residence Life Manager is responsible for the safety of housing residents during severe inclement weather including tornadoes. The Assistant Residence Life Manager is responsible in addition to and in the absence of the manager. They have a primary active role in ensuring resident safety. The campus Safety/Security Coordinator and/or Dean of Students or other campus administrators will be called for consultation and assistance.

2. In the event of a warning, RAs (with a list of all residents and guests in hand) will proceed to each dorm room and notify each resident and guest 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 Residence Life Manager (or designee) of any absent resident or guest.

3. All RAs have basic first aid kits, working flashlights, extra batteries and working battery-operated radios.
4. The Residence Life Manager and Assistant Residence Life Manager will each have weather radios and use them to monitor inclement weather. It is the Manager’s and/or the Assistant’s responsibility in cooperation with the Safety/Security Coordinator and the Dean of Students to make sure that all residents and guests on campus are alerted to dangerous weather conditions.

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

Using the buddy system, each room and then hallways should account for all residents and guests. Before evacuating to hallways, the room should be quickly 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 and guests in their area and check to ensure each resident is accounted for. The Residence Life Manager will maintain contact with the RA via cell phone and take a verbal report from each RA regarding the status of the residents.

**Beatrice Homestead Hall Tornado Shelter Procedures**

All occupants should proceed to the basement of the building and to the designated shelter area. NO ONE SHOULD BE IN THE MAIN RECREATION AREA. Fire doors should be closed. Residence halls have emergency lighting, and if residents or guests should become trapped in the hall, they should pull a fire alarm for assistance.

**Beatrice Eisenhower, Roosevelt, and Washington Hall Tornado Shelter Procedures**

All occupants should proceed to the first-floor hallway of the building between the fire doors. If time permits and safe to do so, proceed to either the Kennedy Hall basement or the Homestead Hall basement. NO ONE SHOULD BE IN THE MAIN RECREATION AREA. Fire doors should be closed. Residence halls have emergency lighting, and if residents or guests should become trapped in the hall, they should pull a fire alarm for assistance.

**Milford Prairie Hall Tornado Shelter Procedures**

All occupants should proceed to the basement of the building and to the designated shelter area. NO ONE SHOULD BE IN THE MAIN RECREATION AREA. Fire doors should be closed. Residence halls have emergency lighting, and if residents or guests should become trapped in the hall, they should pull a fire alarm for assistance.

**Milford Cornhusker Hall Tornado Shelter Procedures**

During a weather emergency, all residents, guests and staff must proceed to the basement-floor lounge and study area. If time permits and safe to do so, proceed to the Prairie basement. NO ONE SHOULD BE ON THE SECOND MAIN ENTRY FLOOR OR IN THE STAIRWELL.

**Milford Pioneer Hall Tornado Shelter Procedures**

During a weather emergency, all residents and guests should proceed to the lower-level basement and designated shelter area of Prairie Hall. If it is unsafe to proceed to Prairie Hall, proceed to a lower level Pioneer apartment. Sit in the hallway of the apartment under a mattress

**NOTE:** Failure to evacuate during a tornado drill or warning will result in a fine and disciplinary action.

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**SCC Policy Guidelines**

**Statement of Equal Opportunity and Nondiscrimination**

It is the policy of Southeast Community College to provide equal opportunity and non-discrimination in admission, attendance and employment matters for all qualified persons, attending or seeking admission to the College, without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law. 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 and Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510; Phone (402) 323-3412; FAX (402) 323-3420 or Internet e-mail; jsoto@southeast.edu
**Americans with Disabilities Act Reasonable Accommodations**

If you have a disabling condition that may substantially limit your ability to reside in campus housing, it is your responsibility to contact the Student Support and Accommodations Resource Office on campus for any necessary accommodations. For additional information and assistance contact:

- Lincoln Room J2 402-437-2513
- Milford Advising/Assessment Office 402-761-8202
- Beatrice Kennedy Center Room K115 402-228-8242

**Unacceptable Behavior**

Civil behavior enhances the residence life setting and is expected at all times. While this list is non-exhaustive, the following abusive behaviors will not be tolerated:

- Any behavior that or action, physical or verbal, that is meant to devalue, demean, or incite an individual or group, directly or implied;
- Verbal abuse, including offensive language and derogatory group identity slurs;
- 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 or gender identity;
- Threatening behavior, whether written, verbal, or physical to others or self;
- Any form of sexual misconduct, including but limited to:
  - Sexual harassment;
  - Coercion;
  - Sexual assault;
  - Stalking
  - Sexual exploitation;
  - Domestic abuse or violence; or
  - Dating violence.
- Any use of force or physical violence;
- Trespassing, entering or remaining in any room or location without the resident’s or staff’s permission;
- Lewd, obscene, or offensive behavior, including posted materials;
- Trespassing in residence hall rooms or opposite sex bathrooms;
- Possession of stolen property;
- Throwing or dropping objects out of windows;
- Possession of firearms, weapons, or explosives (including fireworks);
- Arson or tampering with fire equipment.

Such behaviors may result in immediate removal from campus housing and/or disciplinary action being taken by college authorities. Students involved in the assault of another person within the residence halls may be removed from the halls and law enforcement officials may be contacted.

Any attempt by a student or guest to physically or verbally harass a college employee in the performance of their duties may lead to a strict disciplinary sanction.

**Aggressive and/or Disruptive Behavior**

Aggressive and disruptive behavior will not be tolerated within the residence halls. 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. Fighting, hazing, harassment or intimidation, whether verbal, physical, or sexual in nature of another individual will not be tolerated. 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.

**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.

**Harassment/Discrimination**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” – Title IX of the Education Amendments of 1972

Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual’s race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law is prohibited. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person’s ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment.

Inquiries regarding non-discrimination policies and practices may be directed to:

**Jose J. Soto, J.D.**
Vice President of Institutional Compliance for Access/Equity/Diversity
Southeast Community College Area Office
301 South 68th Street Place
Lincoln, NE 68510
402-323-3412 Office
402-323-3420 FAX
402-613-1181 Cell
Jsoto@southeast.edu

**Blake K. Simpson, J.D.**
Administrative Director of Institutional Compliance for Access/Equity/Diversity
Title IX Coordinator
Southeast Community College Area Office
301 South 68th Street Place
Lincoln, NE 68510
402.323.3418 Office
BSimpson@southeast.edu

**Sexual Misconduct Reporting**

If you believe that you or another person has been the subject of sexual misconduct or sex-based discrimination at or on SCC property or during College-sponsored activities or events, you may report the misconduct to the Title IX Coordinator, Blake K. Simpson, at bsimpson@southeast.edu, by calling 402-323-3418, or reporting via TIPS. If there is an immediate threat, contact 911.
Title IX
Title IX is the federal law prohibiting discrimination on the basis of sex in educational institutions receiving federal funds. Title IX forbids sex discrimination in all College student services and academic programs, including but limited to admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, classroom assignments, grading, and discipline.

Questions about Title IX can be directed to the Title IX Coordinator or the Office of Civil Rights (OCR) (http://www2.ed.gov/about/offices/list/ocr/index.html) of the U.S. Department of Education. The Title IX Coordinator is available to meet with students, faculty and staff who believe sexual harassment or sexual misconduct has occurred.

Contact:
Blake K. Simpson, J.D.
Administrative Director of Institutional Compliance for Access/Equity/Diversity
Southeast Community College Area Office
301 South 68th Street Place
Lincoln, NE 68510
402.323.3418 Office
BSimpson@southeast.edu

This policy applies to sexual misconduct that occurs both on and off campus when it involves a Southeast Community College student and when the conduct negatively affects the victim’s school experience or overall school environment.

Victim of Bullying or Harassment?
Any student who believes he or she has been the subject of bullying or harassment of any form, are encouraged to:

1. Inform the offender that their behavior is inappropriate and must stop.
2. Keep a detailed, written record of dates, times, places, witnesses, and the incident itself.
3. Report the incident to the Residence Life Manager, Assistant Residence Life Manager, the Dean of Students, or any designated campus representatives.

If You See Something, Say Something - TIPS Reporting
If you observe/witness or are the victim of any of the above or any other unacceptable behaviors, you are asked to report it immediately using the online TIPS reporting system. TIPS reports can be submitted anonymously; however, students are encouraged to provide contact information as follow up is often necessary to properly investigate allegations. Submissions are kept as private as possible, but confidentiality cannot be guaranteed. To access the TIPS reporting system, go to www.southeast.edu, and look for the TIPS logo at the bottom of the page. REMEMBER: this is not an emergency reporting system. If this is an urgent matter, please immediately dial 911.

Registered Sex Offenders on Campus
Any person required by the state of Nebraska to register as a sex offender is prohibited from residing, working or volunteering in any student residence facility. (Registered Sex Offenders on Campus, College Policy E-2j). Any SCC housing resident who is required by the state of Nebraska to register as a sex offender at any time after being admitted to campus housing will not be permitted to continue living on campus. The resident must immediately notify the Residence Life Manager of the status change and must remove his/her belongings and check out of campus housing within seven (7) calendar days. Failure to report a change in status will subject the student to disciplinary action, including potential probation/suspension/dismissal, in addition to not being permitted to reside on campus.

Housing Policy Guidelines

Alcohol
While alcohol itself is not an illegal substance for individuals 21 and older, in accordance of the federal Drug Free Schools and Community Act, possession of alcohol, consumption of alcohol, and/or being under the influence of alcohol while on campus by any person and/or being in a room where alcohol or alcohol containers are present, regardless of age, and/or displaying empty alcoholic beverage containers, are all violations of Southeast Community
College Student Code of Conduct. 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/apartments.

Situations including but not limited to the following, are violations of Southeast Community College Student Code of Conduct, provide reasonable suspicion to search a resident’s room/belongings for further alcohol, and will result in an Alcohol Violation:

- Resident is in possession of alcohol (alcohol found in resident’s room, refrigerator, desk, closet, backpack, vehicle, etc.)
- Resident is under the influence of alcohol on campus (stumbling, yelling, vomiting, passed out in commons areas, slurring speech, smells of alcohol, etc.)
- Resident is in room where alcohol/and or alcohol containers (Ex. boxes, Crown Royal bags) are present
- Resident is in possession of empty alcoholic beverage containers (liquor bottles, beer cans, etc.)
- Resident is in possession of other containers with alcohol residue inside (drinking glass, bottle of pop, flask, shot glasses, etc.)
- Resident is in possession of drink mixes intended to make alcoholic beverages (daiquiri mixes, long island ice tea mixes, etc.)

If alcohol or alcoholic containers are present in a room, all of the residents and SCC students found in the room are responsible for the policy violation, including fines, sanctions and housing probation. Law enforcement will be contacted when (1) alcohol is actively being consumed in a room occupied by or in the presence of minors, and (2) alcohol is found during a room search and is found to be in the possession of a minor. Local law enforcement may arrange for transportation to a detoxification facility for students who are under the influence.

As College employees, the Residence Life Staff are responsible for addressing any and all violations. Alcohol will be disposed of by Residence Life and/or Safety and Security Staff following contact with law enforcement. Incidents will be documented, and the student(s) will be subject to the appropriate sanctions. Eviction can result from such incidents, even if it is a first offense. Should Residence Life and/or Safety and Security Staff have concern that a student or residents 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.

**Minor In Possession:**
It is against the law for a person under the age of 21 years to possess alcohol. Neb. Rev. Stat. § 53-180.02 (Reissue 1998). Violation of this law is punishable by three months’ imprisonment, or $500 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998). As part of sentencing a judge may order an offender to become part of a public work detail under the supervision of the County Sheriff for not more than 10 days in lieu of the above penalties. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998).

**Procuring Alcohol:**
It is a violation of Nebraska law to sell, give away, dispose of, exchange, or deliver, or permit the sale, gift or procuring of any alcoholic liquors to or for any minor or to any person who is mentally incompetent. Neb. Rev. Stat. § 53-180 (Reissue 1998). Violation of this law is punishable by not more than 1-year imprisonment, or $1,000 fine, or both. Neb. Rev. Stat. § 53-180.05 (1) (Reissue 1998) and § 28-106 (1) (Cum. Supp. 1998).

**Consumption on Public Property:**
It is a violation of Nebraska law for any person to consume alcoholic liquors in the public streets, alleys, parking areas, roads or highways, or inside vehicles while upon the public streets, alleys, parking areas, roads, or highways; or upon property owned by the state or any governmental subdivision thereof, unless authorized by the governing bodies having jurisdiction over such properties. Neb. Rev. Stat. § 53-186 (Supp. 1999). A violation of this statute is punishable on the first offense by a fine of up to a maximum of $100; a second offense within two years is punishable by a fine not less than $100 and not more than $300; a third offense within two years is punishable by a fine of not less than $200 and not more than $500. Neb. Rev. Stat. § 53-136 (Reissue 1998) and § 29-436 (Reissue 1995).

**Driving While Intoxicated:**
Driving while under the influence of intoxicating liquors or drugs is a violation of Nebraska law. Neb. Rev. Stat. § 60-6,196 (Supp. 1999). Violation of this law is punishable on first offense by not more than 60 days, not less than 7 days imprisonment and not more than $500 fine but not less than $400 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). In addition, an offender’s driver’s license is revoked for six months and the offender is ordered not to drive any motor vehicle for any purpose for a like period. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999). Suspended sentence of...
probation includes mandatory requirement that probation or suspension be conditioned on order that offender will not drive any motor vehicle for any purpose for sixty days. Neb. Rev. Stat. § 60-6,196 (2) (a) (Supp. 1999).

Penalties for second offense result in a mandatory thirty days imprisonment and $500 fine. Neb. Rev. Stat. § 28-106 (1) (Cum. Supp. 1998). As part of the judgment of conviction the offender is ordered not to drive any motor vehicle for any purpose for a period of one year and the offender's operator's license is revoked for like period. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999). If an offender is placed on probation or the sentence is suspended, one of the mandatory conditions of probation or sentence suspension is that the offender must be ordered not to drive any motor vehicle in the state for any purpose for a period of six months, and the probation order shall include as one of its conditions confinement in the city or county jail for forty-eight hours or the imposition of not less than two hundred forty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (b) (Supp. 1999).

Third or subsequent convictions result in not more than five years imprisonment or ten thousand dollars fine, or both. Neb. Rev. Stat. § 28-105 (Cum. Supp. 1998). Offenders in this class may not drive any motor vehicle in the state for any purpose for a period of fifteen years and their operator's license is revoked for like period. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999). Probation or suspension of sentence for this offense must be conditioned so that the offender is ordered not to drive any motor vehicle in the state for any purpose for a period of one year and probation must be conditioned on an offender's confinement in the city or county jail for ten days or the imposition of not less than four hundred eighty hours of community service. Neb. Rev. Stat. § 60-6,196 (2) (d) (Supp. 1999).

All students who violate Southeast Community College Student Code of Conduct regarding alcohol and drug use must complete both an online screening and educational curriculum and discuss it with the Dean of Students, the Residence Life Manager, or the Assistant Residence Life Manager on their home campus as well as receive a fine. This is considered a sanction and must be completed as a condition of disciplinary probation.

**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 vehicles. Possession or use of illegal drugs while on campus and/or being in a room where illegal drugs are present or in use is a violation of the Southeast Community College Student Code of Conduct, local, state, and federal law. Residents viewed to be under the influence will be subject to disciplinary action, fines, sanctions, probation, and/or eviction.

**Local law enforcement will be contacted if a resident or residents are suspected to be in possession or under the influence of a controlled substance.** Law enforcement may arrange for transportation to a detoxification facility. Should Residence 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.

The current position of the Nebraska Attorney General's office is that CBD (Cannabidiol) oil is illegal in the state of Nebraska. As a controlled substance (even if 0.3% THC or less), CBD oils are a violation of the controlled substance policy of SCC. Residents in possession of CBD oil will face the same sanctions and the oil will be confiscated.

All students who violate Southeast Community College “Conduct Expectations” guidelines regarding use of controlled substances must complete 10 hours of community service, complete an online education program, and will receive a fine. Students will also be required to undergo an assessment with the SCC CAPS counselor. This is considered a sanction and must be completed as a condition of disciplinary probation.

In addition, your student federal financial aid may be impacted by a drug conviction. For more information, see https://studentaid.ed.gov/sa/eligibility/criminal-convictions#drug-convictions.

**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. This includes but is not limited to ammunition, bows, sling shots, paint ball guns, airsoft guns, or any other similar devices. Flammable and/or toxic substances, explosives and fireworks are strictly prohibited from use or storage in the student housing complexes or student's vehicles. Knives with a blade measuring over 3 ½ inches long are not allowed on campus [ask Mark about kitchen knives]. Any resident found to be in possession of a firearm, weapon, explosive device or material will be subject to Southeast Community College's disciplinary
procedures and may be subject to criminal charges through law enforcement.

Bomb threats, bomb making, and/or activation of explosive materials and/or devices constitute a felony offense under state and federal law and will be reported to law enforcement. The resident will be subject to disciplinary action and required to pay restitution to Southeast Community College for all direct and indirect expenses incurred through the resident’s misconduct.

**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. This includes draping or fastening anything to any facet of the sprinkler system. 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 and possibly criminal charges.

**Video Surveillance System**

Each residence hall is equipped with video surveillance cameras in the public spaces. The video surveillance equipment aids in ensuring safety and security for residents and the Residence Life staff. The video surveillance system assists in College and Housing Policy enforcement and monitors the residents’ living environment. Any violation recorded by the video surveillance system will be considered for disciplinary action. Recordings of criminal behavior may be used to assist with any investigations involving law enforcement.

Tampering with any facet of the video surveillance equipment will result in aggressive disciplinary action. Disciplinary action may range from fines, eviction from the residence halls, suspension from Southeast Community College, and/or criminal action through law enforcement.

**Noise/Quiet Hours**

Every attempt is made to provide residents 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, they 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 at any time of the day or night. Residents are required to minimize noise when requested to do so by another resident or staff member at any time.

The first step to be taken in response to a noise concern is to approach and talk with the individual making the noise and 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. Residents who continue to violate the noise policy will be subject to a policy violation fine, as well as disciplinary sanctions, which may include changing apartments/rooms (a room change fine will be charged).

**Quiet Hours**

Sunday night – Thursday morning: 10:00 p.m. – 8:00 a.m.

Friday & Saturday nights – Sunday morning: Midnight – 9:00 a.m.

**Snowball Fights and Water Fights**

To protect the safety of residents and to preserve equipment in the facility, water fights and snowball 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.

**Tobacco/Vape**

All Southeast Community College residence halls are tobacco-free. This includes the use of any tobacco product. This also includes chewing tobacco, electronic cigarettes, personal vaporizers (vapes), or JUULs. Designated smoking areas are located outside each residence hall. Residents and their guests must dispose of tobacco materials in the
receptacles provided.

**Chewing Tobacco**

All residents who use chewing tobacco must chew **outside only**. The use of any tobacco product inside the residence halls is prohibited. Residents are to discard tobacco in the trash cans outside the residence halls or the dumpster. If a chewing tobacco “spit cup/spitter” is found in a resident's possession or his/her apartment/dorm room, 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/Vaping**

The student apartment complex and residence halls are a smoke-free. Smoking is not permitted inside the buildings, halls, stairwells, patios, closets, 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. A hookah is not allowed in apartment/dorm rooms at any time. If residents smoke tobacco with a hookah, the hookah must be kept in the resident's vehicle or off campus. Using cigarettes, cigars, and e-cigarettes (including vapes and JUULs) as well as vaping oils are prohibited in all apartment/dorm rooms. Storage of those items must be in the personal possession of the owner, not left out in public spaces. If tobacco/vaping products are found in the possession of those not of legal age, law enforcement will be contacted, and those items will be turned over to law enforcement. If tobacco/vaping products are used or suspected to be used in the dorm buildings including closets, hallways, patios, decks, stairwells, or balconies, those items will be confiscated and the student will have to meet with either the Safety & Security Specialist or the Dean of Students before those items are returned. If smoking/vaping products are suspected to have been used to smoke marijuana or other illegal substances, law enforcement will be contacted and those items will be confiscated and turned over to law enforcement.

**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. Pets are not allowed to visit campus. 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, ducks, gerbils, snakes, birds, crabs, lobsters, lizards, spiders, turtles, hedgehogs, 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/Support animals for people with permitted accommodations documented through the Accommodations Resource Office are allowed with the necessary advanced notice and if requirements are met.

**Decorating**

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

- No painting is permitted.
- No candle(s) or incense.
- Only reusable, non-adhesive putty may be used to hang pictures or other wall hangings (no glue, nails, screws, tacks, clear tape, masking tape or Duct Tape).
- Command strips (3M only) are allowed to be used in the residence halls with caution. Improper use such as using cheap alternatives, not removing the strips from the wall correctly, and so on will cause damage to the walls and result in a fine. All command strips need to be removed carefully upon checkout. If Command strips are not removed upon checkout a fine will be charged per each. Any command strip that is removed causing damage to the wall will result in a fine per instance. Because they are frequently not removed properly, their use is strongly discouraged.
- 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 that held or were intended to hold alcoholic beverages (bottles, cans, mugs, shot glasses, boxes, labels, Crown Royal or other bags, 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.
- Light strips with adhesive backing are not allowed to be attached to the walls (removal peels off the paint).
- No items may be affixed permanently—this includes TV mounts, window coverings, or lights.
- No dartboards.
- No offensive displays (nude posters/signs, calendars, confederate flags, etc.). Displays which are indicative of bias, prejudice, or harassment will not be tolerated and are subject to removal by the College.
- Road signs or other recognizably stolen items will be confiscated, and law enforcement will be notified.
- College property cannot be used to support any political campaign or candidate. College property may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question. As such, campaign signs, posters, or other propaganda is not allowed to be affixed to College property, including patios, balconies, or exterior-facing windows.

**Guests 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 the policies their guests violate.
- All guests must have an escort, which means the host is responsible for escorting and being with the guests to and from the room, as well as any other areas in the building at all times.

**VISITING HOURS**

**Sunday – Thursday:** 8:00 a.m. – Midnight

**Friday – Saturday:** 8:00 a.m. – 1:00 a.m.

**Overnight Guests**

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

- Guests who are present on campus after midnight must go through the guest check-in process and must carry their registration from the Residence Life Office as ID while on campus.
- In order to check guests in properly, the resident must stop by the RA office and complete an overnight guest form which includes the following information: visitor name, hosting resident name and room number, make, model & license number of vehicle (if the visitor has parked on campus), and approval of all roommates. If residents plan on having guests or visitors past midnight, guests must be checked in before midnight. Contact the RA(s) on duty. The RA cell phone number in Milford is 402-418-1315. In Beatrice, call the Residence Life Office at 402-228-8291 or the RA on duty's cell number. If the RAs on duty are on their rounds at this time, call the RA's cell phone or wait for them to return.
- Overnight guests are only allowed with the consent of the other roommates. Visitation or overnight guests of one roommate should not infringe upon the rights or access of other roommates. If roommates do not approve of visitors or guests in the room, then guests are not allowed in the room. Remember to be courteous to all roommates and adhere to expectations of all roommates in regards to visitor/guest preferences.
- Overnight guests are allowed to stay a maximum of two nights per semester/term.
- Residence Life Staff reserve the right to require a guest to leave if College and/or Housing policies are violated or if complaints are received from members of the floor or hall community.
- Anyone found violating the overnight guest policy will be fined and will not be allowed to have overnight guests for the remainder of the semester. If planning on having an overnight guest, remember to check the guest in properly to avoid being fined.

**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. Residents may not have their windows open if their blinds are not open. Blinds catch in
the wind and must be open as far as the window is open to avoid damage. 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. **All windows need to be clear in the event of a fire evacuation.** Furniture is not to block the windows.

### Candles/Incense/Wax Warmers/Air Fresheners
Candles, candle warmers, hot plate wax warmers, wall plug wax warmers, plug-in type air fresheners and/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, open flames of any sort are not allowed in the residence halls. A fine will be assessed for the violation of these policies. Repeated violations are grounds for more severe sanctions, up to and including contract termination. The Scentsy-style light bulb candle warmers are the only wax warmer type allowed in the residence halls provided that all residents of the room agree and do not have any allergies. If melted wax spills become an issue, this privilege will be revoked and students will be fined for damages that occur. Please dispose of wax in trash cans after it has hardened. Never pour liquid wax down the sink or into the toilet. If wax is spilled, please report it as soon as possible so that the custodial staff can clean it.

### Multiple Electrical Outlets
The only multiple outlet devices allowed are fused surge-protected power strips. Gang outlets, multi plugs and extension cords are prohibited.

### Furniture
No personal mattresses or water beds may be brought on campus. Beds and mattresses are provided by the college. Used furniture is not permitted in college dorms due to bed bug concerns. All furniture must be pre-approved by the RLM or ARLM.

### Motorcycles, Scooters, Skateboarding, Bicycles, and Hover Boards
Motorcycles, motor-driven vehicles, hover boards, bicycles, and electrical scooters are not allowed in apartments/rooms or storage rooms, on patios, balconies or walkways. The College allows the use of bicycles, and non-motorized skateboards and scooters in a safe and courteous manner as a method of transportation on campus. Performing acrobatic maneuvers on bicycles, skateboards, rollerblades, or other like equipment is prohibited. The use of personal transportation devices is not allowed inside any College building or residence halls. 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 (Milford). Contact a Residence Life Staff member for more details. Students found violating this rule or causing property damage will be subject to fines and replacement or repair costs and may find the device confiscated.

### Babysitting
Babysitting of children or pets (other than fish) is not allowed under any circumstances in the residence halls.

### Barbecuing
Residence Life provides a community grill located near the residence halls. Personal grills and grilling supplies are not allowed in the residence halls. This includes but is not limited to propane grills, charcoal grills, counter-top grills, camping grills, tailgating grills, lighter fluid, charcoal, etc. Ask the staff for the location of the community grill on campus.

### Immunizations
Although immunization records are not required to be submitted to SCC Residence Life, students are encouraged to confer with their medical provider to make sure all immunizations are current. In 2003, the State Legislature passed a law mandating all entering postsecondary students receive information regarding meningococcal disease, a rare infection with potentially devastating results. Students are strongly encouraged to be properly vaccinated against meningococcal disease prior to beginning college. SCC will provide students with information documenting the risks of the disease, vaccination information, and information on funding for vaccinations upon check-in. Students will be required to sign acknowledgment of receiving this information.

### Housing Meetings
In order to inform residents of important news, RAs will hold floor meetings once a month for their residents. Floor
meetings are mandatory for all residents, and each resident is required to inform their RA prior to the floor meeting if they will not be able to attend. It is then the resident's responsibility to attain any information the resident missed during the floor meeting, so the resident does not miss any important news, deadlines, etc. Failure to attend mandatory meetings or meet with their RA as required will result in a fine. This fine can be assessed daily until the requirements are met.

**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.

**Housing Code of Conduct**

A community exists on the basis of shared values and principles. At SCC, all students enrolled are expected to conduct themselves as good citizens of an educational community. Students are expected to obey the laws of the local and state jurisdiction and the college rules and regulations. These standards are embodied within a set of core values that include demonstrating accountability, integrity and respect for others; pursuing excellence in fulfilling responsibilities; being honest, kind and compassionate; and adhering to the principles of diversity.

The *Student Code of Conduct* and the student conduct process applies to the conduct of individual students at all College-owned or controlled property and all College-affiliated student organizations, events and activities on or off campus. The *SCC Student Code of Conduct* applies to any individual enrolled in any credit or non-credit course and thereafter as long as the student has a continuing educational interest in the College.

1. A violation of the resident responsibilities, policy, or law occurs and is brought to the attention of a Residence Life Staff Member, a community member, Southeast Community College administration or local law authorities.
2. A Residence Life Staff member contacts the individuals involved in the incident, documents the circumstances, and submits the documentation to the Assistant Residence Life Manager or Residence Life Manager.
3. The Residence Life Manager or Assistant Residence Life Manager will read the documentation and determine if the incident warrants a discussion with the individual(s) involved, the result of which may be a determination that a violation occurred and a housing fine/sanction is warranted. Sanctions for lessor violations may be delivered by any Residence Life Staff. More severe sanctions might involve the Safety/Security Coordinator or the Dean of Students. Sanctions are used as a means of holding students accountable for their behavior. These sanctions include, but are not limited to:
   a. Inactive Sanctions
      i. 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 Residence Life Staff. If the resident chooses not to complete the active sanctions by the deadline, the resident is then fined and placed on probation.
      ii. Probation: A documented statement placed in the student’s housing 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. Probation can include educational active sanctions. This sanction will involve the Dean of Students.
   b. Fines
   c. Termination of Contract/Eviction: Administrative action taken 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 72 hours to vacate their apartment/room. Any violations of the Residence Life Handbook or any other law during this period may result in further disciplinary action or criminal prosecution.
   b. Active Sanctions: These are educational sanctions. They require the student to accomplish a task, thus trying to create the opportunity to change their behavior, restore justice, and prevent a repeat violation.
i. Counseling
ii. Reflection Paper
iii. Program Attendance/Presenter
iv. Restitution
v. Open Letter to Community
vi. College Service or Behavioral Requirements
vii. Loss of Privileges
viii. Confiscation of Prohibited Property
ix. Educational Program
x. Housing Probation
xi. College Housing Reassignment
xii. College Housing Suspension
xiii. College Housing Expulsion

4. The student appeal process for any housing sanction is defined in the SCC Student Code of Conduct policy.
Beatrice Campus Housing

Contacts
Residence Life Office: Homestead Hall, 402-228-8291 or Ext. 1291
Residence Life Manager: Spencer VanBuskirk: 402-228-8291 or Ext. 1291
Assistant Residence Life Manager: Tessa Triplette, 402-228-8137, Ext. 1137
Assistant Campus Director & Dean of Students: Toni Landenberger, 402-228-8286 or Ext. 1286
Campus Director & Vice President of Program Development: Bob Morgan: 402-228-8272 or Ext. 1272
Student Life Coordinator: Carrie Puhalla 402-228-8152, Ext. 1152
Physical Plant Superintendent: Jeff Corey: 402-228-8250 or Ext. 1250
Safety and Security Coordinator: Mark Meints: 402-228-8279 or Ext. 1279
Public Safety Officer: Allen Allsman: 402-228-8231 or Ext. 8231

Furnishings
Roosevelt, Washington and Eisenhower Halls
All apartment bedrooms are furnished with two twin extra-long beds (TwinXL), two desks, two desk chairs, and one two-drawer dresser. The living room includes a couch, loveseat, 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 or moved from room to room. The kitchen is equipped with a refrigerator, stove, garbage disposal, and dishwasher. All windows and sliding patio doors are equipped with blinds and screens.

Homestead Hall
Suites are set up with either four single bedrooms or one or two double bedrooms. Each student is furnished with a twin extra-long bed (TwinXL)—which may be lofted, one desk, one chair, one wardrobe closet and a dresser. The living room area contains a love seat, two chairs, a coffee table, and one end table. The kitchenette contains a sink, counter, microwave, and a refrigerator. Room furnishings are not to be removed from the room or moved from room to room. All windows are equipped with blinds and screens.

No personal mattresses or water beds may be brought on campus. Beds and mattresses are provided by the college.

Item Checkout Procedure
Housing residents may check out items from the Residence Life Office. Residents may check out the ping-pong paddles and pool cues for the housing lobbies. Residents may check out the following housekeeping equipment for a maximum of 6 hours at a time: vacuum, mop, broom, and/or a bucket. Please return all items in a timely manner.

Laundry Room
Personal-pay washers and dryers are located in four places: Homestead Hall lower level, Roosevelt Hall first floor east wing, Eisenhower Hall first floor east wing, and Washington Hall first floor 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 $1.25 per load to wash, and $1.25 per load to dry.

Parking
Housing residents have parking spots available for them near each housing facility. Residents are to use these assigned areas for parking on campus. Homestead Hall residents are assigned to park in the lots north of Jackson Hall (the west end is designated for overnight parking). Washington, Eisenhower, and Roosevelt residents are assigned to park south of their respective halls or in the south side only of the Kennedy lot. The south side of the Kennedy lot is reserved for Washington, Eisenhower, and Roosevelt residents as well as commuters and staff. Homestead Hall residents cannot park in the Kennedy lot, day or night. No resident hall students are allowed to park in commuter-only lots including the north side of the Kennedy lot or west of Adams/Ford Hall, day or night. Resident students may drive to the Truman and Ag Center lots to park during the day, but not overnight. Designated lots will be marked with signs and must be obeyed. Residents with handicapped parking permits assigned to the resident will be able to park in any designated handicapped parking space on campus, regardless of assigned residence hall. All residents must register their vehicles with the College at the Welcome Center in the Kennedy building and have stickers in a visible location in the lower-right corner of their vehicle’s back window. Parking stickers are available free of charge, and you
may register more than one vehicle. The visitor’s stalls are for visitors only. Parking in a non-designated area will result in a fine each day.

**Winter Parking**
Residents of Washington, Roosevelt and Eisenhower must move their vehicles to the Truman Center parking lot by 10:30 a.m. the day after a snowfall unless told otherwise by housing staff. Residents of Homestead must move their vehicles to the east end of the Jackson Hall parking lot by 10:30 a.m. the day after a snowfall unless told otherwise by housing staff.

The service drive of Homestead Hall is for drop-off, pick-up, and for the use of emergency or service vehicles only. Any vehicles parking in the service drives will be ticketed and/or towed at the owner’s expense.

**U.S. Mail or Package Service – Beatrice Campus**
Mail is distributed Monday through Friday, between noon and 5 p.m. to each hall’s respective mailbox area. Please use the correct mailing address to ensure prompt delivery of mail. **Resident mailing address:**

Resident's name  
Southeast Community College  
Student Housing Building Name and Room # (ex: Homestead Hall Room #101)  
4771 W Scott Road  
Beatrice, NE 68310

**Washington and Homestead Lobbies**
TVs, lounge space and some gaming equipment is provided in the Homestead Hall and Washington Hall lobbies.

**Lobby Hours:**
- Monday - Thursday 8:00 a.m. - Midnight  
- Friday 8:00 a.m. - 1:00 a.m.  
- Saturday 7:00 p.m. - 1:00 a.m.  
- Sunday 7:00 p.m. - Midnight

Both lobbies or lounge spaces have computers and TVs available for residents’ use. Washington Lobby also has a Play Station available along with many other recreational items. Clothing, including shirts and shoes, are to be worn in the lobbies at all times. Residents are encouraged to stop by and meet other residents at the lobbies!

**Dining Plan**
A dining plan is automatically included in the housing cost for all residents. Students will present their student ID card at the dining hall to use the meals on their account. The default meal plan for residents is a 14-meal per week plan. Students can eat those 14 meals at any meal option. Meal plans reset every Monday morning, and unused meals do NOT carry over from week to week. Students may not share their meals with others. Breakfast, lunch and dinner will be served Monday – Friday, and brunch will be served on Saturday and Sunday, providing 17 total meal options for students to choose from. If students want to upgrade to the 17-meal plan, they may do at any time. Changes in the meal plan from the 17-back to the 14-meal option must be made prior to the start of the term. Adding the additional meals will be allowed after the start of the term, but canceling and going back to the 14-meal plan is not an option after the first day of the term.

**Balconies/Patios in Roosevelt, Washington, and Eisenhower Halls**
Outdoor 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 fine per offense. Smoking is prohibited on balconies/patios and in balcony storage rooms. A fine 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 all residents found in violation of this policy will be fined. “Horse play” and climbing on balconies, walkway railings, patio railings or the roof to the apartment or halls also is prohibited.

**Electrical Appliances**
Residents are not permitted to have any of the following appliances within the apartments/rooms: space or electrical heaters, hotplates or appliances with heating elements of any kind, refrigerators, freezers, washers/dryers, and any
other appliance with open flames, heating coils (such as pizza makers, countertop grills, rice cookers) or which pose an electric overload hazard. The only exception to this is toasters, which are allowed. 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. Each apartment/room may have only one Keurig-style K-cup coffee machine. If Residence Life discovers any items in the room that are prohibited from the dorms, the resident will be subject to a fine. Residence Life Staff will confiscate the items until such a time that residents are able to take those items off campus. Residents will be given two (2) weeks to take those items off campus unless given special permission from Residence Life Staff. If the resident does not remove the item in a timely manner, SCC reserves the right to dispose of the property.
Milford Campus Housing

Milford Contacts
RA On-duty: cell phone 402-646-0619
Residence Life Office: Prairie Hall, 402-761-7398 or Ext. 6200
Residence Life Manager: TBA 402-761-7398 or Ext. 6200
Assistant Residence Life Manager: Lydia Clarke 402-761-7398
Assistant Campus Director & Dean of Students: Stacy Riley 402-761-8270 or Ext. 8270
Campus Director & Vice President for Technology: Ed Koster 402-761-8224 or Ext. 8224
Student Life Coordinator: Stacey Harrifeld 402-761-8227 or Ext. 8227
Physical Plant Superintendent: Brent Schluckebier 402-761-8254 or Ext. 8254
Safety and Security Coordinator: Mark Meints 402-228-8279 or Ext. 1279
Public Safety Officer: Juan Palacios Padilla: 402-761-8266 or 402-739-1793

Furnishings

Prairie Hall
Suites are set up with either four single bedrooms or one or two double bedrooms. Each student is furnished with a twin extra-long bed (TwinXL)—which may be lofted, one desk, one chair, one wardrobe closet and a dresser. The living room area contains a love seat, two chairs, a coffee table, and one end table. The kitchenette contains a sink, counter, microwave, and a refrigerator. Room furnishings are not to be removed from the room or moved from room to room. All windows are equipped with blinds and screens.

Cornhusker Hall
All Cornhusker Hall bedrooms are furnished with two, three or four twin extra-long beds (TwinXL), 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 Complex
All Pioneer Hall Complex apartment bedrooms are furnished with two twin extra-long beds (TwinXL), one desk, and one dresser. The living room contains a couch, chair, coffee table, and end table. The dining area contains a large table and four chairs. Apartment furnishings are not to be removed from the apartment. The kitchen is equipped with a refrigerator, stove, and a garbage disposal. All windows are equipped with blinds and screens. Screens are not to be removed for any reason, other than emergency fire escape.

No personal mattresses or water beds may be brought on campus. Beds and mattresses are provided by the college.

Laundry Room
Personal-pay washers and dryers are located on the lower level of Prairie Hall and 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 $1.25 per load to wash, and $1.25 per load to dry.

Parking
All residents must register their vehicles with Southeast Community College and have stickers in a visible location in the lower-right corner of their vehicle's back window. Stickers may be obtained at the Physical Plant office located on the south edge of campus. Designated lots will be marked with signs and must be obeyed. Residents with handicapped parking permits assigned to the resident will be able to park in any designated handicapped parking space on campus, regardless of assigned residence hall. The visitor’s stalls are for visitors only. Parking in a non-designated area will result in a fine each day.

Winter Parking
Winter parking is in effect from November 1 through March 31. Rows B, C, D 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.
**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 and the lobby of Prairie Hall. Please use the correct mailing address to ensure prompt delivery of mail.

**Cornhusker Hall and Pioneer Complex Address**

Resident’s Name  
Southeast Community College  
Student Housing Building Name and Room # (ex: Prairie Hall Room #101)  
621 State Street  
Milford, NE 68405-8498

**Dining Plan**

A dining plan is automatically included in the housing cost for all residents. Students will present their student ID card at the dining hall to use the meals on their account. The meal plan for residents is a 14-meal per week plan. Meal plans reset every Monday morning, and unused meals do NOT carry over from week to week. Students may not share their meals with others. Breakfast, lunch and dinner will be served Monday – Thursday, and breakfast and lunch will be served on Friday.

**Electrical Appliances**

**Acceptable Appliances**

Each room in Cornhusker Hall is allowed to have one small refrigerator no larger than four cubic feet and can draw no more than 2 AMPs, and 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 have a Keurig-style K-cup coffee maker in your room. Toasters are allowed in Pioneer and Prairie Halls.

**Unacceptable Appliances**

Residents are not permitted to have any of the following appliances including but not limited to: space or electrical heaters, hotplates or appliances with heating elements of any kind, refrigerators, freezers, washers/dryers, and any other appliance with open flames, heating coils (such as pizza makers, countertop grills, rice cookers) or which pose an electric overload hazard. The only exception to this is toasters, which are allowed. 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. If Residence Life discovers any items in the room that are prohibited from the dorms, the resident will be subject to a fine. Residence Life Staff will confiscate the items until such a time that residents are able to take those items off campus. Residents will be given two (2) weeks to take those items off campus unless given special permission from Residence Life Staff. If the resident does not remove the item in a timely manner, SCC reserves the right to dispose of the property.
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 Students.

**Amendments**
The Office of Residence 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 Residence 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 the 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 RLM 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 RLM 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).
### SCHEDULE OF DISCIPLINARY ACTION, FEES & FINES

**DISCLAIMER:** This schedule is a suggestion of disciplinary action, fees and fines. All disciplinary sanctions, fees and fines are assessed or administered at, or are otherwise subject to, the discretion of the Residential Services Manager, Safety & Security staff, and/or Dean of Students. Disciplinary sanctions, fees or fines assessed, may vary from this schedule. This schedule is not all-encompassing of all sanctions, fees, and fines that may be assessed.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Description/Definition of Violation</th>
<th>Disciplinary Action, Fees and/or Fines</th>
</tr>
</thead>
</table>
| **Alcohol**                   | Resident is subject to disciplinary action for violation of this policy if resident is found doing any of the following:  
  • Consuming alcohol, including returning to campus intoxicated  
  • Alcohol or alcoholic beverage containers in room  
  • Possession of alcohol  
  • In the same room as alcohol regardless of consumption | 1st Offense: $100 fine and alcohol awareness education  
  2nd Offense: $200 fine, counseling for an alcohol assessment, and probation  
  3rd Offense: $200 fine and termination of housing contract (removal from campus housing) |
| **Alcohol screening deadline**| Missed deadline of completing online assessment Year One College Behavioral Profile                  | $10 fine (can be charged per day)                                                                      |
| **Baby-sitting**              | Baby-sitting of children or pets (other than pets that are allowed within the housing facility)       | $25 fine                                                                                               |
| **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)                                  |
| **Blind damage**             | Alignment/repair of blinds                                                                            | $20 fee                                                                                                |
| **Candles, Incense, Wax Warmers, Air Fresheners** | Possessing candles, candle warmers, hot plates, non-Scentsy brand light-bulb wax warmers, plug-in type air fresheners, and/or incense | $25 fine and cost of cleaning, repair, or replacement (if applicable)                                  |
| **Concealment of Violations** | Hiding a violation or evidence of a violation                                                          | $25 fine                                                                                                |
| **Contract Cancellation**     | Cancelling a housing contract before or during a semester/term                                         | Written notice provided 30 calendar days or more before move-in day:  
  • Housing deposit and all housing charge payments refunded 100%  
  Written notice provided 29 calendar days or less before move-in day:  
  • Housing deposit is forfeited, but housing charge payments are refunded 100%.  
  After move-in day, the deposit is forfeited and housing charges will be refunded as follows:  
  • First week (0-7 calendar days) of the term, 80% will be refunded (charges of 20%).  
  • Second week (8-14 calendar days) of the term, 60% will be refunded (charges of 40%).  
  • Third week (15-21 calendar days) of the term, 40% will be refunded (charges of 60%).  
  • After the 21st calendar day there will be no refund of housing payments (charges of 100%). |
| **Dartboards**                | Possession or use of a dartboard                                                                        | $25 fine and cost of cleaning, repair, or replacement (if applicable)                                  |
| **Drugs & 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: | 1st Offense:  
• $100 fine & 10 hours of community service  
• Drug awareness education  
• Additional disciplinary action (probation and/or counseling)  
• Possible termination of contract (removal from campus housing)  
  2nd Offense: |
<table>
<thead>
<tr>
<th><strong>Entering or Exiting Through Window</strong></th>
<th>Entering or leaving the building through a window</th>
<th>$50 fine and cost of cleaning, repair, or replacement (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facility Misuse/College Property/Damages</strong></td>
<td>Damage to facilities, leaving trash, engaging in or aiding behaviors or actions. Anything that causes damage to Southeast Community College property.</td>
<td>$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)</td>
</tr>
<tr>
<td><strong>Failed Room Check/Health Code Violation/ Cleaning Requirements</strong></td>
<td>Excessive trash, improperly stored food, unsafe living environment, generally unsanitary conditions</td>
<td>$25 fine</td>
</tr>
<tr>
<td><strong>Fire Alarms and Emergency Equipment</strong></td>
<td>Falsely, intentionally or negligently tampering with or activating fire safety equipment: smoke/heat detectors, sprinkler heads, fire extinguishers</td>
<td>$250 fine and cost of cleaning, repair, or replacement (if applicable)</td>
</tr>
<tr>
<td><strong>Garbage</strong></td>
<td>Garbage in common areas (hallways, lounges, lobbies, bathrooms, stairs, doorways, etc.) or not properly disposed of; also includes improper trash can size</td>
<td>$25 fine and cost of cleaning, repair, or replacement (if applicable)</td>
</tr>
<tr>
<td><strong>Guest Policy: Failure to Register Guest or Abide by Guest Policy</strong></td>
<td>Guest in Residence Hall after visiting hours or not properly registered with Residence Life staff</td>
<td>1st Offense: $50 fine 2nd Offense: $75 fine 3rd Offense: $100 fine</td>
</tr>
<tr>
<td><strong>Harmful Behavior</strong></td>
<td>Includes, but not limited to: bomb threats, tampering with safety equipment, infliction/threat of bodily harm</td>
<td>$250 fine plus cost of damages and/or possible termination of contract (removal from campus housing)</td>
</tr>
<tr>
<td><strong>Housing Handbook Deadline</strong></td>
<td>Missed deadline for reading and acknowledging Housing Handbook</td>
<td>$10 fine; this fine can accumulate upon missing multiple repeated deadlines</td>
</tr>
<tr>
<td><strong>Improper Check-in/Out</strong></td>
<td>Failure to check in or check out properly with Residence Life Staff</td>
<td>$50 fine</td>
</tr>
<tr>
<td><strong>Mail Key</strong></td>
<td>Replacing a lost or damaged mailbox key</td>
<td>$20 fee</td>
</tr>
<tr>
<td><strong>Mandatory Meeting</strong></td>
<td>Missed a mandatory Residence Life meeting</td>
<td>$10 fine this fine can accumulate upon missing multiple repeated deadlines to meet for the missed information</td>
</tr>
<tr>
<td><strong>Motorcycles, motor-driven vehicles, and scooters</strong></td>
<td>Storing motorcycles and scooters in buildings, rooms/apartments, storage rooms, on patios, balconies, or walkways</td>
<td>$50 fine and cost of cleaning, repair, or replacement (if applicable)</td>
</tr>
<tr>
<td><strong>Multiple Electrical Outlets</strong></td>
<td>Using gang outlets, extension cords, or not plugging refrigerators/microwaves directly into the wall</td>
<td>$25 fine and cost of cleaning, repair, or replacement (if applicable)</td>
</tr>
<tr>
<td><strong>Noise/Quiet Hours</strong></td>
<td>Excessive noise at any time or distracting, noticeable noise during quiet hours, particularly after requests to reduce the amount of noise Continuous violation of noise policy</td>
<td>$25 fine Additional $25 fine upon each notification</td>
</tr>
<tr>
<td><strong>Offensive Displays</strong></td>
<td>Displaying offensive materials in common areas of rooms/apartments. (Pornography, drug use, etc.)</td>
<td>$25 fine</td>
</tr>
<tr>
<td><strong>Painting</strong></td>
<td>Painting any part of an apartment/room or common area</td>
<td>$25- $100 fine and cost of repainting</td>
</tr>
<tr>
<td><strong>Pets</strong></td>
<td>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</td>
<td>$25 fine and cost of cleaning, repair, or replacement (if applicable)</td>
</tr>
<tr>
<td><strong>Property Removal</strong></td>
<td>Removal of property from its designated location</td>
<td>$25 fine and cost of cleaning, repair, or replacement (if applicable)</td>
</tr>
<tr>
<td><strong>Propping Doors Open</strong></td>
<td>Propping open any door that is to remain closed or locked at all times (includes exterior doors, hall doors, and suite/room doors) or holding open a door marked “Exit Only” for someone to use as an entrance</td>
<td>$50 fine</td>
</tr>
<tr>
<td><strong>Room Key</strong></td>
<td>Replacement of lost or damaged room key</td>
<td>$100 fee</td>
</tr>
<tr>
<td><strong>Room Lockout</strong></td>
<td>Entry into room for lost or misplaced keys</td>
<td>First two times are at no charge Third time or after $10/entry</td>
</tr>
<tr>
<td><strong>Room Transfers - Authorized</strong></td>
<td>Change from one apartment/room to another after the start of the term with authorization of the RLM or ARLM (changing rooms at the start of a new term will not incur</td>
<td>$25 fee ($15/day late fee)</td>
</tr>
<tr>
<td>Room Transfers - Unauthorized</td>
<td>Changing rooms without prior approval of the RLM or ARLM</td>
<td>$50 fine</td>
</tr>
<tr>
<td>SCC ID Card</td>
<td>Replacing a lost or damaged student ID</td>
<td>$5 fee (pay at Assessment Office—Milford; pay at Welcome Center—Beatrice)</td>
</tr>
<tr>
<td>Screens</td>
<td>Damage to or missing screens</td>
<td>$25 fine and cost of cleaning, repair, or replacement</td>
</tr>
<tr>
<td>Security Surveillance System</td>
<td>Tampering with any facet of the Security Surveillance System/Equipment</td>
<td>$250 fine and cost of cleaning, repair, or replacement (if applicable)</td>
</tr>
</tbody>
</table>

| 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/Vape | • Using chewing tobacco or possessing “spit-cups” in the residence halls.  
• Smoking/vaping 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) |
| Trash Removal | Failure to remove trash at check-out (or failure to adequately remove trash during the term causing a health code concern prompting trash to be removed by Safety/Security or Residence Life staff) | $10 minimum fine per bag |
| Water Fights | 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) |
| Windows | Damage to or missing windows | $50 fine and cost of cleaning, repair, or replacement |

**Resident Acknowledgment/Agreement**

By typing my name and Student ID number and submitting this form, I acknowledge that:

- I have read and fully understand the Southeast Community College Housing Handbook, and that I am obligated to abide by all policies within both the Housing Handbook and the Southeast Community College Student Handbook.
- I agree to abide by the Southeast Community College Residence Hall Computer Use Policy.
- I agree to register my cellphone and email address with Regroup so that I will receive important communication from both Southeast Community College and Housing. I confirm that I give my approval to be added to the Regroup email and text messaging list, which is a requirement for residing in campus housing.

**NOTE:** Students must review and electronically sign this acknowledgement each term that they reside on-campus. Electronic acknowledgement is available on The Hub – SCC’s Student/Staff portal on the Residence Life Page (requires secure log in). →

[https://thehub.southeast.edu/studentsrvs/Residence%20Life/Pages/default.aspx](https://thehub.southeast.edu/studentsrvs/Residence%20Life/Pages/default.aspx)