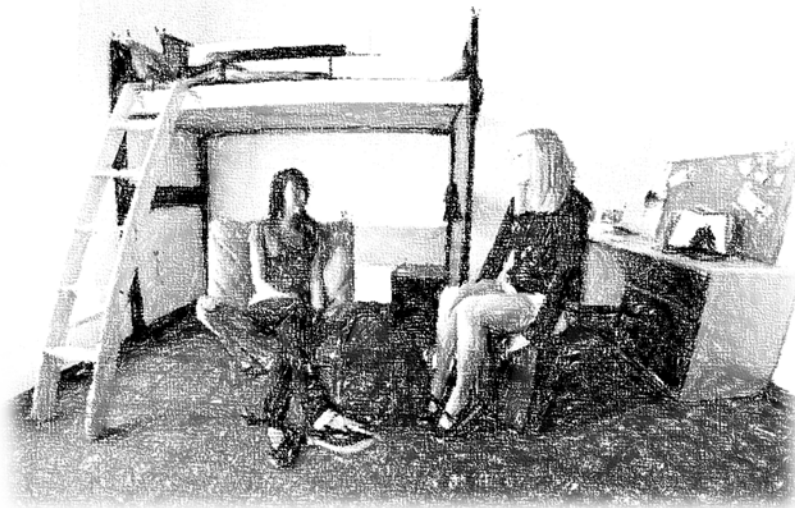


CC ***Southeast*** ***community college***



Residence Life Handbook

2018-2019

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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 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 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 the members of the Residence Life Staff that 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. The RA position is a live-in position designed for residents who have the interest, skills and time necessary to perform assigned duties and assist in the development of the Residence Life Program.

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). 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).
3. **Duration:**
 - A. This contract is binding for one academic term.
 - B. Residents staying in housing between terms will be charged for those break periods.
 - C. SCC may immediately terminate this contract, upon the Resident's failure to make payments as required under this contract or for any other violations of the terms of this contract or any violation of the college or Residence Life rules and regulations.
 - D. **Term Breaks:** An additional charge will be assessed 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, with the exception of the break following the spring term (summer break).
 - E. If the resident is a continuing enrolled student, Residents may leave personal belongings in their assigned room during break periods at no charge, although SCC is not responsible for loss, theft, or damage.
 - 1) Exception - all items must be moved out at check out of spring term. No items may be left in the room over summer break.
 - F. 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 Housing Office more than 20 business days prior to the start date of the term in which housing is requested, the full deposit will be refunded.
 - 2) **If written cancellation is provided to the Housing Office 20 business days or less prior to the start date of the term, the deposit will not be refunded.**
 - B. All cancellations must be in writing to the Residence Life Office. Notice of cancellation to admissions, financial aid, business or registrar's office, or to other SCC offices does not constitute notice of cancellation of this contract to the Residence Life Office.
5. **Contract Release:**
 - A. Residents can request release from contract during any academic term. Such releases are subject to the approval of the Residence Life Manager. Such releases will be considered for the following reasons:
 - 1) Non-admission, withdrawal, or graduation from SCC.
 - 2) Serious medical or health problems which interfere with Resident's ability to live in housing.
 - 3) Marriage during the contract term.
 - 4) Off-campus SCC programs, i.e., internships, co-ops, etc.
 - B. Written documentation for all of these releases is required by the Residence Life Manager.

- C. Release for the above reasons will include the following refunds:
 - 1) First week (5 business days, not including Saturday and Sunday) of the term 80% will be refunded.
 - 2) Second week (6-10 business days, not including Saturday and Sunday) of the term 60% will be refunded.
 - 3) Third and Fourth week (11-20 business days, not including Saturday and Sunday) 40% will be refunded.
 - 4) After the Fourth week there will be no refund of housing payments.
- D. Upon approval of contract release, deposit will be refunded providing there is proper checkout and no housing damages.
- E. Refunds, when applicable, will be credited to the resident's account.
- F. No refunds will be made if a student is suspended/expelled from the residence hall due to disciplinary actions or leaves housing and remains enrolled at SCC.

6. Contract Assignment:

- A. Roommate assignments are made on a non-discriminatory basis regardless of race, creed, or national origin.
- B. The date that the contract and the deposit are received determines eligibility for assignments. Specific requests cannot be guaranteed. Roommate preferences must be mutually agreed upon on all roommate contract forms. If demand is sufficient, the Residence Life Office reserves the right to place additional students in a room.
- C. Residents cannot transfer this contract. Residents may not 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 Housing Office. Housing rates do not include break periods or holidays when the housing facilities are closed. Contract payments are due and payable in accordance with College policy before the room is occupied. Failure to pay any incurred debts for contract rate changes, damages, fines, or any other assessed charges during the term of this contract will result in ineligibility of the student to process registration for subsequent terms and withholding of student records until all charges and fines are paid in full. Residents failing to pay costs within a reasonable time will have their accounts turned over to a collection agency.

8. Contract Signature: By signing this contract, the Resident agrees to abide by all policies found in both the Southeast Community College Student Handbook and the 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 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 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 is always the day before classes start at the beginning of the quarter. 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/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 have a discussion about 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.

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?

Roommate Rights & Responsibilities

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

- 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.

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:

- Dishes
- Stove/Oven
- Trash
- Microwave
- Sink/Counters
- Refrigerator

Living Room:

- Personal Belongings
- Vacuuming/Sweeping
- Dusting
- Regular Trash Removal

Bedroom:

- Vacuuming/Sweeping
- Regular Trash Removal
- Personal Belongings
- Dirty Clothes

Bathroom:

- Bathtub/Shower
- Sinks/Mirror
- Floors
- Toilet
- Trash

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. Cleaning supplies can be checked out from the Residence Life Office. PLEASE NOTE: Removing waste materials regularly, maintaining reasonable sanitation and safety standards, and storing food properly will help prevent the invasion of pests and rodents. Personal items left in the public areas will be discarded.

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.

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 or who do not regularly take their garbage to the dumpsters. 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. 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.

Resolutions of Differences

If conflict arises, 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.

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 fine 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 and subject to a fine.

Maintenance Repairs

Every effort has been made to ensure that a resident's room is clean and well maintained when he/she checks in. If there is a problem of a maintenance or custodial nature within the apartment/room, please notify a member of Residence Life Staff 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, 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.

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 their RAs and/or the local authorities. Residents are encouraged to purchase personal property insurance (renter's insurance). A resident may also discuss with his/her parents or guardians the possibility of extending their homeowners' insurance to protect his/her belongings while he/she is in college. 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 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>. 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

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

- Schedule a check-out appointment with an RA by an appointed date and time.
- Appointments must be made when all roommates can be present.
- Make arrangements with all roommates for cleaning the apartment/room prior to your check-out.
- Remove all personal belongings from the apartment/room.
- 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 is required to check out and turn his/her keys in before he/she leaves at the end of each quarter. 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 located on the second floor of Nebraska Hall. All rooms must be clean and ready for the RA to check by the posted deadline, the night before the last day of classes. 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 quarter 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.

All rooms with an open spot or that have been assigned a new roommate the following quarter are expected to prepare the room 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 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 (found on the back of the Check-in and Check-out sheets).

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
- 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 their mailbox and apartment/room keys in 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 Quarter:

- 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 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.

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 Quarter Breaks

Housing is available during fall, winter, 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 policies during the quarter break. Following the spring quarter, no classes will be held for a summer term in 2019. Students needing to stay over the break between the spring quarter and the fall semester will require special circumstances and permission of the Dean of Students.

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 quarter 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. In Pioneer Halls, wireless Internet is provided. In Roosevelt, Washington, Eisenhower, Hoover, Nebraska, and Cornhusker Halls, both wireless and Ethernet cable Internet is provided.

Residence Hall Computer Use Policy

The Student Housing Data Network provides resident housing students with in-room connections to the campus data network providing Internet access. The Internet access is a privilege that can be revoked if the terms of this policy are violated. Students' use of the Southeast Community College provided network access indicates their acceptance of this policy, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. A "Residence Hall Computer Use Policy" agreement must be signed and returned to the dorm manager.

Prohibited Internet Usage Includes:

- Sharing copyrighted material such as MP3s and software is strictly prohibited.
- Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies.
- Copying College-owned or licensed software or data for personal or external use without prior approval.
- Attempting to modify College-owned or licensed software or data without prior approval.
- Use of the SCC Internet connection for gambling, viewing/ downloading/ distributing pornography, or other illegal activities.
- Attempting to damage or disrupt operation of computing equipment, data communications equipment, or data communications lines.
- Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or State of Nebraska computing resources including the Internet access system.
- Altering or extending beyond intended use of in-room connections. No more than one device should be connected to each active network port. Network hubs are prohibited.
- Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
- Attempting to capture transmissions on the network not addressed to the student's location. In other words, "sniffing" - the digital equivalent of wire-tapping - is not allowed.
- Attempting to gain access to any data, software or services, without explicit permission of the owner.
- Concealing or misrepresenting user's or another's identity using network connections. Examples: Sending electronic mail under an assumed name.
- Sharing a log-in password with another individual.
- Using SCC computing resources, including your in-room connections, for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
- Excessively using network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes, but is not limited to, applications that use a large amount of bandwidth.
- Sending out mass emails and/or spamming.
- Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or College policy.

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.

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-deliveries 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.

Privacy

College's Student Housing Data Network is not an open forum, but rather is owned and managed by the College for the purpose of promoting teaching and learning. Personal use of the email system by students is permitted, but only within the scope of College policy. Internet access includes, but is not limited to, all electronic mail and messaging systems, bulletin boards, mailboxes, websites, and Internet access. The College reserves the right to access, inspect, and disclose all communications transmitted or received by email at any time. Use of the email system by a student constitutes consent to the acquisition of any email transmitted or received by the student. Any email communications are the property of the College. Students have no personal privacy rights in any materials, created, received, or sent using email. Students should be aware that the use of a password or deleting email will not prevent it from being accessed or monitored.

In addition to not being private, email sent over the Internet is not secure and can be read by system administrators and hackers. Therefore, confidential, proprietary, or trade secret information should not be transmitted over the internet for any reason. Nothing contained herein shall permit the disclosure of any communication in violation of the Family Educational Rights and Privacy Act, or in violation of other state or federal law.

Responsibilities

To safeguard against incursions by viruses and related problems on the residence hall Internet network, resident hall student's computers must have updated antivirus software. Internet service may be withheld to residents who do not keep their antivirus subscription current.

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.

Violations

Suspected or alleged violation of this policy should be reported immediately to the SCC Help Desk (**402-437-2447 or or 800-642-4075 ext. 2447 email: helpdesk@southeast.edu**). Administrators have the authority to temporarily suspend network access to a computer that is believed to have been the source of a violation (viruses, machines without anti-virus software, etc.). An incident report will be filed and appropriate action taken.

Abuse of network and computing privileges is subject to disciplinary action. The appropriate SCC authorities, beginning with the Vice President for Technology, will handle violations of this Computer Use Policy. Disciplinary actions as a result of violations may include the following:

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

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

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 Student Affairs at their location:

- Beatrice Campus Dean of Student Affairs: 402-228-8286
- Milford Campus Dean of Student Affairs: 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 Student Affairs, 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.
- 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.
- 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 quarterly 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. All discrepancies will be reassessed within 72 hours, or at the discretion of the Residence Life Manager/Assistant Residence Life Manager (within 24 hours for health code violations). 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 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 quarter 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.

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

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 the residence halls.
- DO NOT force the doors open by pulling on the doors. This damages the locking mechanism and is costly to repair. Anyone caught forcing a door open will be fined and also charged the cost of repair.
- DO NOT prop a door open for any reason.
- Those caught interfering with building doors or wing doors may be sanctioned, up to and/or including 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.

Keys

Each resident's help and cooperation is necessary in creating a secure environment for all who reside in Southeast Community College student housing. Never leave doors unlocked or propped open, even when residents are in their apartment/room, and remember to close and lock all windows when residents are asleep or leave their apartment. 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. 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. In Hoover Hall, internal wing doors are 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 from their rooms using local TV weather coverage.

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. SCC will also attempt to send out a Regroup message to all residents. During a tornado warning, seek shelter immediately.

In the event of a weather emergency, go to the first floor hallway of the residence hall. Close fire doors and stay out of central lounge areas. Bring your cell phone, 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.

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 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 hallways 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 and/or the assistant's responsibility 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.

Beatrice Tornado Shelter Procedures

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

Resident Assistants will keep a checklist of all residents 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.

All occupants should proceed to the first-floor hallway of the building between the fire doors. **NO ONE SHOULD BE IN THE MAIN RECREATION AREA.** Fire doors should be closed. Residence halls have emergency lighting, and if residents 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. **NO ONE SHOULD BE ON THE SECOND MAIN ENTRY FLOOR OR IN THE STAIRWELL.**

Milford Nebraska Hall Tornado Shelter Procedures

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

Milford Pioneer Hall Tornado Shelter Procedures

During a weather emergency, all residents and guests should proceed to the lower-level hallway and bathroom of Nebraska Hall. **NO ONE SHOULD BE IN PIONEER HALL.** If it is unsafe to proceed to Nebraska Hall, proceed to a lower level apartment. Sit in the hallway of the apartment under a mattress. For further instructions, contact the Pioneer Hall RA or RLM.

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 additional information and assistance contact:

Lincoln	LRC Room L1	402-437-2620
Milford	Assessment Office	402-761-8202
Beatrice	Kennedy Center Room K115	402-228-8242

Unacceptable Behavior

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.

Sexual Misconduct (Title IX)

The following are definitions of sexual misconduct (broad term encompassing any behavior of a sexual nature that is non-consensual, committed by force or intimidation or that is otherwise unwelcome) offenses that are prohibited by Southeast Community College.

Sexual Harassment

Sexual harassment is any unwelcome behavior (verbal, written or physical) that is directed at someone because of the person's sex or gender and that meets one or more of the following conditions:

- Is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's programs and/or activities by creating a hostile, humiliating, demeaning or sexually offensive, academic, residential, working or social environment; and/or
- Is based on real or reasonable perceived power differentials and submission to or rejection of such conduct is believed to carry consequences for the student's education or employment.

Sexual Assault

In Nebraska, sexual assault is defined as:

- Any person who subjects another person to sexual penetration:
 - without the consent of the victim
 - who knew or should have known that the victim was mentally or physically incapable of resisting or appraising the nature of his or her conduct, or
 - when the actor is nineteen years of age or older and the victim is at least twelve but less than sixteen years of age is guilty of sexual assault in the first degree.

Source: Nebraska Revised Statute 28-319. Sexual assault; first degree; penalty. Nebraska Revised Statute 28-320. Sexual assault; second or third degree; penalty. Nebraska Revised Statute 42-903. Nebraska Revised Statute 28-311.03.

Sexual intercourse is defined as:

- any sexual penetration (anal, vaginal, or oral), however slight, with any object or body part (e.g. penis, tongue, finger, hand, etc.).

Sexual intercourse without consent is sexual assault (rape), even if it is with a friend or acquaintance. Persons who are intoxicated cannot legally consent to sexual intercourse and this may also be considered sexual assault.

Sexual contact is defined as:

- any intentional sexual touching of another, however slight with any object or body part. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Stalking

The Clery Center for Security on Campus (2015) defines stalking as:

- engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Stalking can be carried out in person or by electronic mechanisms (cell phone, Internet, fax, cameras) and examples include repeated maintenance of physical or visual proximity to the victim; repeated following, approaching or confronting the victim; entering property occupied by the victim; photographing or videotaping the victim without permission; or unwelcome or unsolicited written or electronic communication with the victim.

Sexual Exploitation

Sexual exploitation involves taking or attempting to take non-consensual sexual advantage of another person. Sexual exploitation can include observing another person's nudity or sexual activity without consent; distribution of images, photos, videos, or audio recordings of sexual activity or nudity with the knowledge and consent of all parties involved; prostituting another person; engaging in sexual activity with another person while knowingly infected with a sexually transmitted disease or the human immunodeficiency virus (HIV), without informing the other person; or exposing one's genitals in non-consensual circumstances.

Domestic Abuse/Violence

Domestic abuse/violence includes crimes of violence, physical pain, bodily injury and/or nonconsensual sexual contact or penetration committed by a current or former spouse or intimate partners of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse.

Dating Violence

Dating violence is a pattern of abusive behaviors (physical, verbal and/or emotional) used to exert power and control over a dating partner. The existence of this relationship is gauged by the length, type and frequency of interaction within the relationship.

Title IX

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:

Jose J Soto, J.D.
Vice President for Access/Equity/Diversity
Southeast Community College
301 South 68th Street Place
Lincoln NE 68510
402.323.3412 Office
402.613.1181 Cell
jsoto@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 confidential as possible. 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 is 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 a 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 the ScreenU alcohol survey and the Choices curriculum and discuss it with the Dean of Students, the Residence Life Manager, or the Assistant Residence Life Manager on their home campus. 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.

All students who violate Southeast Community College "Conduct Expectations" guidelines regarding use of controlled substances must complete 10 hours of community service and the ScreenU Marijuana/Prescription Drug survey and discuss it with the Dean of Students, the Residence Life Manager, or the Assistant Residence Life Manager on their home campus. 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. 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 take action to minimize noise when requested to do so by another resident or staff member.

The first step to be taken in response to a noise concern is to approach and talk with the individual making the noise 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 - Thursday 10:00 p.m. – 8:00 a.m.

Friday & Saturday Midnight – 9:00 a.m.

Residents who violate the noise policy will be subject to a policy violation fine, as well as disciplinary sanctions, which may include changing apartments/rooms (a transfer fine will be charged).

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 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" 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 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, 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 animals for people with accommodations documented through the Student Support and Accommodations Resource Office are permitted.

Decorating

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

- No painting is permitted.
- No candle(s) or incense.
- Only reusable, non-adhesive putty or two-sided tape may be used to hang pictures or other wall hangings (no glue, nails, screws, tacks, clear tape, masking tape or Duct Tape).
- No decals may be affixed to any college property.
- No doors may be cut off to allow for rugs or carpet fit.
- No wallpaper or adhesive-backed shelf paper may be affixed to furnishings.
- No alcoholic beverage containers 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.
- No items may be affixed permanently.
- No dartboards.
- No offensive displays (nude posters, 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.
- No personal mattresses or water beds may be brought on campus. Beds and mattresses are provided by the college.
- 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.

Overnight Guests

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

- Overnight guests are only allowed with the consent of the other roommates. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates.
- Overnight guests are allowed to stay a maximum of two nights per quarter. Overnight guests (as opposed to regular visitors) are permitted the use of showers and sleeping facilities.

- Residence Life Staff reserve the right to require a guest to leave if Campus and/or Housing policies are violated or if complaints are received from members of the floor or hall community.
- Same-sex guests who are present on campus after midnight must go through the guest check-in process and must carry their registration as ID while on campus.
- In order to check guests in properly, the resident must stop by the RA office in Milford, located in Nebraska Hall, or the Housing Office in Beatrice, located in Washington Hall, and provide the following information: visitor name, hosting resident name and room number, make, model & license number of vehicle (if the visitor has parked on campus). If residents plan on having guests or visitors past midnight, guests must be checked in before midnight. Contact the RA(s) on duty. The RA cell phone number in Milford is 402-418-1315. In Beatrice, call the housing 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.
- Members of the opposite sex are not permitted to stay overnight in student housing. Those found violating this policy or found in a room with a member of the opposite sex after visiting hours regardless of room assignment, will be fined.

OPPOSITE SEX VISITING HOURS

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

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

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, non-Scentsy brand lightbulb 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 brand light bulb candle warmers are the only wax warmer type allowed in the residence halls. If melted wax spills become an issue, this privilege will be revoked. 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.

Motorcycles, Scooters, Skateboarding and Hover Boards

Motorcycles, motor-driven vehicles, hover boards and electrical scooters are not allowed in apartments/rooms or storage rooms, on patios, balconies or walkways. Electrical scooters are not permitted as outdoor electrical outlets are not available for residents' use. For personal safety and liability reasons, skateboarding is not allowed on campus.

Babysitting

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

Bicycles

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

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.

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

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 lesser violations may be delivered by any Residence Life Staff. More severe sanctions might involve 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 judicial file indicating that the student's behavior is serious enough to consider the status of the student within the housing community. Further violations or behavioral problems could result in termination of contract/eviction or referral to the Dean of Students. Probation can include educational active sanctions.
 - iii. Fines
 - iv. Termination of Contract/Eviction: Administrative action taken by the Residence Life Office 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 Guidelines 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. Relocation
 - v. Restitution
 - vi. Open Letter to Community (submitted anonymously)
 - vii. Community Service Hours
 - viii. Behavioral Contract
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: 402-228-8291 or Ext. 1291

Assistant Residence Life Manager: TBD or Ext. 1324

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

Assistant Campus Director & Dean of Students: Toni Landenberger, 402-228-8286 or Ext. 1286

Campus Director & Vice President of Program Development: Bob Morgan: 402-228-8270 or Ext. 1271

Student Life Coordinator: Carrie Puhalla 402-228-3468, Ext. 1353

Physical Plant Superintendent: Jeff Corey: 402-228-8250 or Ext. 1250

Safety and Security Specialist: Mark Meints: 402-228-8279 or Ext. 1279

Furnishings

Roosevelt, Washington and Eisenhower Halls

All apartment bedrooms are furnished with two twin extra-long beds, 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. The kitchen is equipped with a refrigerator, stove, garbage disposal, and dishwasher. All windows and sliding patio doors are equipped with blinds and screens.

Hoover Hall

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

Item Checkout List Procedure

Housing residents may check out items using their student IDs. Residents may check out the ping-pong paddles and pool cues for the housing lobbies. Residents may check out the following housekeeping equipment for 6 hours at a time: vacuum, mop, broom, and/or a bucket. Please return all items in a timely manner.

Laundry Room

Coin-operated washers and dryers are located in four places: Roosevelt Hall first floor east wing, Eisenhower Hall first floor east wing, Washington Hall first floor east wing, and Hoover Hall lounge area near the east wing. Please do not overload washers. The washers will not accommodate quilts, comforters, sleeping bags, etc. Overloading the washers will result in water overflow and motor burnout. The cost is \$1.00 per load to wash, and 75¢ per load to dry. Residents are asked to use the laundry facility located in their respective hall.

Parking

Housing residents have parking spots available for them near each housing facility. Residents are to use these assigned areas for parking on campus. All residents must register their vehicles with the College at the Welcome Center in Kennedy building and have stickers or tags in a visible location. Parking stickers and tags are available free of charge, and you may register more than one vehicle. The visitor's stalls are for visitors only.

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 Hoover must move their vehicles to the Jackson Hall parking lot by 10:30 a .m. the day after a snowfall unless told otherwise by housing staff.

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

U.S. Mail or Package Service – Beatrice Campus

Mail is distributed Monday through Friday, between noon and 5 p.m. Please use the correct mailing address to ensure prompt delivery of mail.

Resident mailing address:

Resident's name

Student housing building name and room number (ex: Hoover, Roosevelt, Washington, or Eisenhower)

4771 W Scott Road

Beatrice NE 68310

Washington and Hoover Lobbies

A full-sized pool table and ping-pong tables are located in both Washington and Hoover lobbies.

Washington 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

Hoover Lobby Hours:

- 24/7 with the exception of a timer on the TV and computers to let the residents know the lobby is closed.

Both lobbies 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!

Food Contract

A food credit is automatically included in the housing cost for all residents. Students will present their student ID card at the Storm Center Café to use funds on their account. Students may elect to put more funds on their account in addition to the meal credit that is part of the housing costs. Funds can roll over into subsequent terms, but all funds must be used by the end of the school year (spring term). Unused funds in a resident's account are not refunded with the exception of those funds students elect to put on their account in addition to the housing meal credit amount.

Balconies/Patios in Roosevelt, Washington, and Eisenhower Halls

Furniture, plants, and other items typical to patio use are appropriate. Apartment furniture is not to be used on the balconies. Grills also may not be used or stored on the balconies. Failing to comply with requests to keep inappropriate furniture or grills off balconies will result in a 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.

Barbecuing

Residence Life provides a community grill located on the cement slab south of Roosevelt Hall. Personal grills are not allowed on campus. This includes but is not limited to propane grills, charcoal grills, counter top grills, camping grills, etc.

Electrical Appliances

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

Milford Campus Housing

Milford Contacts

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

Residence Life Office: 402-761-7398 or Ext. 6200

Assistant Residence Life Manager: Joanna Kisby 402-761-7398 or Cell 402-710-1157

Residence Life Manager: Liz Molsen 402-761-7398 or Ext. 6200 or Cell 402-304-6679

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 Specialist: Darrell Eastin: 402-761-8266

Furnishings

Nebraska Hall and Cornhusker Hall

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

Pioneer Hall Complex

All Pioneer Hall Complex apartment bedrooms are furnished with two twin extra-long beds, 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.

Laundry Room

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

Parking

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

Winter Parking

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

Pioneer Housing Parking

Each apartment number has a corresponding parking space south of Pioneer Housing. Residents must have a parking sticker on each vehicle. RESIDENTS MAY NOT PARK IN AN UNOCCUPIED APARTMENT STALL. The visitor's stalls are for visitors on campus only.

U.S. Mail or Package Service – Milford Campus

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

Cornhusker Hall, Nebraska Hall, and Pioneer Complex Address

Resident's Name

Student Housing Building Name and Room # ____ (ex: Cornhusker Hall, Nebraska Hall or Pioneer Hall)

621 State Street

Milford, NE 68405-8498

Food Contract

A Food Contract is automatically included in the housing cost for all residents. Each resident's food account must be used up by the end of each quarter. Unused funds in a resident's account do not roll over to the next quarter.

Electrical Appliances

Acceptable Appliances

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

Unacceptable Appliances

Residents are not permitted to have any of the following appliances including but not limited to: space or electrical heaters, hotplates, toaster ovens, pizza makers, countertop grills, rice cookers, irons, freezers, washers/dryers, and any other appliance with open flames, heating coils or which pose an electric overload hazard. Furthermore, halogen bulb lamps can reach extremely high temperatures and have been identified to be the cause of residence hall fires. Therefore, halogen lamps are not permitted in the apartments/rooms. Any unacceptable appliance found will be confiscated and the resident will be subject to a fine. The resident will be given the opportunity to remove the item off campus. If the item has not been removed from campus, the resident will be charged for the cost of shipping the item to the resident's permanent home address, as well as incurring a second fine.

Barbecuing

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

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 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.

Violation	Description/Definition of Violation	Disciplinary Action, Fees and/or Fines
Alcohol	Resident is subject to disciplinary action for violation of this policy if resident is found doing any one of the following: <ul style="list-style-type: none"> • Consuming alcohol • Alcohol or alcoholic beverage containers in room • Possession of alcohol • In the same room as alcohol regardless of consumption 	1st Offense: \$100 fine and additional disciplinary action (probation and/or alcohol counseling) 2nd Offense: \$200 fine and termination of contract (removal from campus housing)
Baby-sitting	Baby-sitting of children or pets (other than pets that are allowed within the housing facility)	\$25 fine
Bed Bug Mattress Cover	Damage to or removal of bed bug mattress cover (MILFORD ONLY)	\$60 fee
Bicycles	Possessing a bicycle inside the Residence Halls (including rooms/ apartments, hallways, stairwells, common areas, and bathrooms)	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Blinds	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 quarter	Written notice provided 21 business days or more before move-in day: <ul style="list-style-type: none"> • Housing deposit and all housing charge payments refunded 100% Written notice provided 20 business days or less before move-in day: <ul style="list-style-type: none"> • Housing deposit is forfeited, but housing charge payments refunded 100%. After move-in day, the deposit is forfeited and housing charges will be refunded as follows: <ul style="list-style-type: none"> • First week (5 business days) of the term, 80% will be refunded (charges of 20%). • Second week (6-10 business days) of the term, 60% will be refunded (charges of 40%). • Third and Fourth weeks (11-20 business days) of the term, 40% will be refunded (charges of 60%). • After the Fourth week 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: <ul style="list-style-type: none"> • Consuming/using/injecting a controlled substance. • Possession of a controlled substance in the room. • Possession of a controlled substance. • In the same room as a controlled substance regardless of usage. 	1st Offense: <ul style="list-style-type: none"> • \$100 fine & 10 hours of community service • Additional disciplinary action (probation and/or counseling) • Possible termination of contract (removal from campus housing) 2nd Offense: <ul style="list-style-type: none"> • \$200 fine & 20 hours of community service • Additional disciplinary action (probation and/or counseling) • Termination of contract (removal from campus housing)
Entering or Exiting Through Window	Entering or leaving the building through a window	\$50 fine and cost of cleaning, repair, or replacement (if applicable)
Facility Misuse/College Property/Damages	Damage to facilities, leaving trash, engaging in or aiding damaging behaviors or actions. Anything that causes damage to Southeast Community College property.	\$25-\$100 fine and cost of cleaning, moving, repair or replacement (Can be assessed to one resident, or divided among multiple residents including an apartment, wing, floor, or building)

Failed Room Check/ Health Code Violation/ Cleaning Requirements	Excessive trash, improperly stored food, unsafe living environment, generally unsanitary conditions	\$25 fine
Fire Alarms and Emergency Equipment	Falsely, intentionally or negligently tampering with or activating fire safety equipment: smoke/heat detectors, sprinkler heads, fire extinguishers	\$250 fine and cost of cleaning, repair, or replacement (if applicable)
Garbage	Garbage in common areas (hallways, lounges, lobbies, bathrooms, stairs, doorways, etc.)	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Harmful Behavior	Includes, but not limited to: bomb threats, tampering with safety equipment, infliction/threat of bodily harm	\$250 fine plus cost of damages and/or possible termination of contract (removal from campus housing)
Housing Handbook Deadline	Missed deadline for reading and acknowledging Housing Handbook	\$10 fine
Improper Check-Out	Failure to check out properly with Residence Life Staff	\$50 fine
Mail Key	Replacing a lost or damaged mailbox key	\$20 fee
Mandatory Meeting	Missed a mandatory Residence Life meeting	\$10 fine
Motorcycles, motor-driven vehicles, and scooters	Storing motorcycles and scooters in buildings, rooms/apartments, storage rooms, on patios, balconies, or walkways	\$50 fine and cost of cleaning, repair, or replacement (if applicable)
Multiple Electrical Outlets	Using gang outlets, extension cords, or not plugging refrigerators/microwaves directly into the wall	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Noise/Quiet Hours	Excessive noise at any time or distracting, noticeable noise during quiet hours, particularly after requests to reduce the amount of noise Continuous violation of noise policy	\$25 fine Additional \$25 fine upon each notification
Offensive Displays	Displaying offensive materials in common areas of rooms/ apartments. (Pornography, drug use, etc.)	\$25 fine
Opposite Sex Visitor(s)	Guest of opposite sex in Residence Hall after visiting hours	1st Offense: \$50 fine 2nd Offense: \$75 fine 3rd Offense: \$100 fine
Painting	Painting any part of an apartment/room or common area	\$25- \$100 fine and cost of repainting
Pets	Having any pet or animal in one's room other than fish in a one-gallon tank/bowl and/or having a fish tank/aquarium greater than one gallon	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Property Removal	Removal of property from its designated location	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Room Key	Replacement of lost or damaged room key	\$100 fee
Room Transfers	Change from one apartment/room to another	\$25 fee (\$15/day late fee)
SCC ID Card	Replacing a lost or damaged student ID	\$5 fee (pay at Assessment Office—Milford; pay at Welcome Center—Beatrice)
Screens	Damage to or missing screens	\$25 fine and cost of cleaning, repair, or replacement
Screen-U Deadline	Missed deadline of completing Screen-U online assessment	\$10 fine (can be charged per day)
Security Surveillance System	Tampering with any facet of the Security Surveillance System/ Equipment	\$250 fine and cost of cleaning, repair, or replacement (if applicable)
Skateboarding	Using or riding a skateboard on campus	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Snowball Fights	Throwing or creating snowballs outside of the residence halls or bringing snowballs into the residence halls	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Tobacco/Vape	<ul style="list-style-type: none"> 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 acknowledgment 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>