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**Dear Southeast Community College Housing Resident,**

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

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

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

Sincerely, Residential Life Staff

## Residential Life Staff

### **Residential Service Manager**

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

### **Assistant Residential Service Manager**

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

### **Resident Assistants**

Resident Assistants (RAs) are the members of the Residential Life Staff that students will probably get to know best. RAs 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 an evening or weekend 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 Residential Life Program.

## Ways to Get Involved

### **Residence Hall Activities**

Residential Life Staff provides 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 activities are Pool or Ping Pong tournaments, Casino or Game Nights, Outdoor Games, ice cream socials, bonfires, swimming pool parties, 175 foot slip'n'slide, bowling, movie theater, etc. Residents are encouraged to let their RAs know if there is an activity they would like to have!

### **Leadership Opportunities**

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

### **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.

## Resident Responsibilities/Community standards

To make the most of a resident's on-campus housing experience, he/she will need to remember that cooperation with and consideration of others is essential. While it is important that one does not infringe on another's rights (especially the right to study or sleep), it is equally important that one is assertive in protecting his/her own rights. The Residential 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.**

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

## Housing Contract "Terms of Contract"

**1. Parties:** This contract is made by and between Southeast Community College Department of Residential Life and the student, referred to as Resident, signing the contract.

**2. Eligibility:** Any person who is enrolled as a full-time student (minimum 12 credit hours) at SCC may enter into this contract. Students with less than full-time standing will be considered on an individual basis. SCC-Beatrice Campus does not currently provide housing for married couples or families. 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 Departmental rules and regulations.
- D. Term Breaks: An additional fine will be charged to Residents who wish to stay over term breaks. Residents whose permanent home address is more than 1,000 miles one way from the College may stay in student housing during term breaks at no additional charge.
- E. If the resident is a continuing enrolled student, Residents may leave personal belongings in their assigned room during break periods at no charge, although SCC is not responsible for loss, theft, or damage.
  - 1) Milford Campus exception - all items must be moved out at check out of Spring Quarter. No items may be left in the room over summer break.
- F. If the Resident elects to remain in the residence halls during any of the break periods, all policies and regulations as outlined in the Residence Hall contract and the Residence Hall Handbook will apply, and Residents will be held responsible for adhering to all such policies and regulations.

**4. Contract Cancellation:**

- A. 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 Department of Residential Life according to the following terms:
  - 1) If written notice of cancellation of contract is provided to the Housing Office more than 20 business days prior to the start date of the term in which housing is requested, the full deposit will be refunded.
  - 2) If written cancellation is provided to the Housing Office 20 business days or less prior to the start date of the term, the deposit will not be refunded.
- B. All cancellations must be in writing to the Department of Residential Life. Notice of cancellation to admissions, financial aid, business or registrar's office, or to other SCC offices does not constitute notice of cancellation of this contract to the Department of Residential Life.

**5. Contract Release:**

- A. Residents can request release from contract during any academic term. Such releases are subject to the approval of the Director of Residential Life. Such releases will be considered for the following reasons:
  - 1) Non-admission, withdrawal, or graduation from SCC.
  - 2) Serious medical or health problems which interfere with Resident's ability to live in housing.
  - 3) Marriage during the contract term.
  - 4) Off-campus SCC programs, i.e., internships, co-ops, etc.
- B. Written documentation for all of these releases is required by the Director of Residential Life.
- C. Release for the above reasons will include the following refunds:
  - 1) First week (5 business days, not including Saturday and Sunday) of the term 80% will be refunded.
  - 2) Second week (6-10 business days, not including Saturday and Sunday) of the term 60% will be refunded.
  - 3) Third and Fourth week (11-20 business days, not including Saturday and Sunday) 40% will be refunded.
  - 4) After the Fourth week there will be no refund of housing payments.
- D. Upon approval of contract release, deposit will be refunded providing there is proper checkout and no housing damages.
- E. Refunds, when applicable, will be credited to the resident's account or a check will be issued by the Business Office.
- F. No refunds will be made if a student is suspended/expelled from the residence hall due to disciplinary actions or leaves housing and remains enrolled at SCC.



## 6. Contract Assignment:

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

**8. Contract Signature:** By signing this contract, the Resident agrees to abide by all policies found in both the Southeast Community College Student Handbook and the Housing Handbook.

**9. Amendment:** The College reserves the right to amend this contract as needed. All amendments will be posted prior to enforcement and will have the prior approval of the Dean of Student Services and the Campus Administrator.

# Community Living

## Housing Assignment Procedures & Policies

Housing assignments are made on a first-come, first-served basis at the discretion of the Residential Services Manager. 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. If demand is sufficient, the Residential Life Office reserves the right to fill rooms to capacity. The Residential 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. Residents can neither transfer this contract nor sublet any part of the rental premises. Contracts are not transferable from one academic year to another. Residents are required to live in the room in which they have been assigned. Southeast Community College reserves the right to alter room assignments when deemed necessary. ***Students who fail to appear for occupancy by the third day of class will forfeit their deposit and may have the space assigned to another student unless notification is provided of intended late arrival.***

## Check-In

Check-in for Beatrice residents is always one to two days before classes start at the beginning of the quarter. Check-in for Milford residents is always the day before classes start at the beginning of the quarter. Residents receive their student ID (Milford Campus only) and room key when they check into housing with the Residential Services Manager and/or Assistant Residential Services 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 sharing 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 Residential Life communities, residents have the following rights and responsibilities. Conversely, each individual should work to be the type of roommate who helps ensure these rights.

- 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 Residential 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. 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 Residential 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 Residential 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 Residential Services Manager or Assistant Residential Services Manager. There will be a fine for all apartment/room transfers. The transfer fine may be waived for extraordinary reasons with approval of the Assistant Residential Services Manager or Residential Services Manager. If a resident wishes to transfer rooms, he/she must:

- Obtain approval from the RSM and ARSM.
- Complete the Room Change Request form.
- Schedule and complete a 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-Out 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 fined.

## Maintenance Repairs

Every effort has been made to ensure that a resident's room is clean and well maintained when he/she checks in. If there is a problem of a maintenance or custodial nature within the apartment/room, please notify a member of Residential Life Staff as soon as possible. It is the goal of the Residential Life Staff to respond to all maintenance requests in a thorough and timely manner. However, if a resident feels that a concern has not been appropriately responded to, he/she should contact his/her RA, the Assistant Residential Services Manager, or the Residential Services 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. 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 Residential Services Manager. A charge will be assessed for returning furniture to its proper location. Residents found with furniture will be referred to the Residential Services Manager for theft of College property. Residents also will be billed for any damage caused while moving. In addition, the office of Residential Life reserves the right to search any College property.

## 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 posted by Residential 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. Residential Life provides clean common areas; residents are expected to maintain this condition.

## Communication and Regroup

Housing 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. Residential 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 required to sign up for 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 and emergency situation updates. The College will utilize Regroup to notify students of emergency situations, school closings, important dates, housing activities and programs. To sign up for regroup, go to <https://southeast.regroup.com/signup>.

## 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/assessment 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 assessment
- Remove all personal belongings from the apartment/room
- Upon completion of your assessment, sign the check-out form and turn it in to the Residential Life Office
- Return the apartment/room key to the Residential 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 Residential Services 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 Residential Services 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 a \$25 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 RSM and/or ARSM

\*\*\*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 quarter break at the daily rate for Break Housing.

**Check-Out Procedure for residents graduating, moving off campus or going on coop, and for all students at the end of the Spring Quarter:**

- Remove all personal belongings from the room
- Clean the room
- Take out the trash
- Check the mail
- Turn the thermostat to 72 degrees, 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 Residential Services Manager
- Accompany a Residential 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 Residential Life Staff member, and turned in to the RSM/ARSM.

Residents failing to meet with a Residential 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.

## 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 7 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. No belongings will be mailed.

## Housing over Quarter Breaks

Housing is available during breaks for residents who would like to stay on campus. If a resident's permanent home address is more than 1,000 miles from campus, break housing is available free of charge. If a resident's permanent address is within 1,000 miles of campus, then a fee of \$15 per night will be assessed. Residents who would like to stay for break housing must sign a Break Housing Contract in the office of Residential Life. By signing a break housing contract, residents agree to continue to follow all housing and college policies during the quarter break. Residents who have signed up for housing for the next academic quarter may leave their personal belongings in their room. This applies to all break periods with the exception of the break between spring quarter and summer quarter. The Office of Residential Life does not accept responsibility for lost, stolen, or damaged property.

## 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. Basic cable TV service is provided along with one premium channel. There is no option for adding or subtracting a particular service. Pay-per-view is not allowed. Internet service is available to all apartments and rooms. In Pioneer Family and Pioneer Women's halls, wireless Internet is provided. In Nebraska Hall and Cornhusker Hall, 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. Your use of the Southeast Community College provided network access indicates your acceptance of this policy, as well as your responsibility to use the connection appropriately and in accordance with applicable laws and regulations.

Prohibited Internet Usage Includes:

1. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Sharing copyrighted material such as MP3s and software is strictly prohibited.
2. Copying College-owned or licensed software or data for personal or external use without prior approval.
3. Attempting to modify College-owned or licensed software or data without prior approval.
4. Use of the SCC Internet connection for gambling.
5. Attempting to damage or disrupt operation of computing equipment, data communications equipment, or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or State of Nebraska computing resources including the Internet access system.
6. In-room connections may not be altered or extended beyond their intended use. No more than one device should be connected to each active network port. Network hubs, switches, wireless access points and connection sharing devices are prohibited.
7. In-room connections may not be used to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.

8. Any attempt to capture transmissions on the network not addressed to your location is prohibited. In other words, “sniffing” - the digital equivalent of wire-tapping - is not allowed.
9. You may not use the network to attempt to gain access to any data, software or services, without explicit permission of the owner.
10. You may not attempt to conceal or misrepresent your or another’s identity through the use of your network connections. Examples: Never attempt to send electronic mail under an assumed name. Never share your login password with another individual.
11. SCC computing resources, including your in-room connections, may not be used for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
12. The network is a shared resource. Excessive use of network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3s, P2P, and MPEGs). Sending out mass emails and/or spamming also are prohibited. Academic use of the network is top priority.
13. Electronic communications over the network may not be used to send messages that are fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or College policy.
14. Viewing, producing, downloading or uploading literature, movies, or other media that are illegal in general such as child pornography.

## 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.

SCC provides students living in residence halls a free copy of ‘Symantec Endpoint Protection’ to safeguard their computers. The link below is only available to students after they log on to the SCC residence hall network. Symantec link: <http://dorminfo.southeast.edu/downloads/>

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, [helpdesk@southeast.edu](mailto: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 Acceptable Use Policy. Disciplinary actions as a result of violations may include the following:

- Loss of access privileges
- SCC judicial sanctions as defined within the code of student conduct
- Monetary reimbursement to the College or other appropriate sources if responsible for malicious damage to the College network or

information systems

- Expulsion or suspension from SCC
- Prosecution under applicable civil or criminal laws
- The SCC Residence Services and Information Technology Services reserves the right to modify, change and revise this document as necessary without permission or consent of the users.
- 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.

## Fire Procedures

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

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

### **Major Fire: Fire department needs to put out fire.**

- Pull the nearest fire alarm
- Call 911 and report the fire immediately
- Exit building through the fire exit or safest route, close apartment/room doors but do not lock them
- Each resident must proceed to his/her building/floor's designated evacuation areas
- Do not re-enter the building until Residential Life Staff says it is safe to go back inside

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

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

- Remain calm
- Close windows and turn on lights
- 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 Residential Life Staff says it is safe to go back inside

## 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 Residential Life Staff will conduct a walk-through inspection of each apartment/room on a regular basis. The walk-through allows staff the opportunity to provide roommates with feedback as to the condition of the apartment/room, and respond to cleaning, maintenance or safety concerns. Residents will be notified of cleaning and damage concerns or violations of housing regulations and the steps necessary for correcting any discrepancies. All discrepancies will be reassessed during the next room check, or at the discretion of the Residential Services Manager/Assistant Residential Services Manager. 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 Residential Life Staff also will do periodic health and safety inspections in an effort to assess the physical conditions of the rooms.

### **Dangerous Situations**

If a situation is taking place which threatens the safety of the resident and access is needed to ensure student welfare or building integrity, the Residential Life Staff, Campus Administration and/or Safety and Security Staff may enter a room.

### **Disruptive Situations**

If there is a situation which is causing disruption to the community, a member of the Residential Life Staff, 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.

### **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 Residential Life Staff member, the maintenance workers will enter the room in order to make the necessary repairs.

## **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 on Open House or New Student Orientation.

## **Probable Cause of Policy Violations**

If there is probable cause of a Housing or College policy violation, including but not limited to the use of illegal substances and/or alcohol, then the Residential Life Staff, 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 Residential 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. A notice of at least 24 hours will be given for monthly health and safety checks and maintenance assessments.

# **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. 68<sup>th</sup> St. Place, Lincoln, NE 68510; Phone (402) 323-3412; FAX (402) 323-3420 or Internet e-mail; [jsoto@southeast.edu](mailto: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 Disability Services provider on campus. For additional information and assistance contact:

Lincoln	LRC Room L1	402-437-2620
Milford	Assessment Office	402-761-8202
Beatrice	Jackson Hall Room J406	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](mailto: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 Residential Services Manager, Assistant Residential Services Manager, the Dean of Students, or any designated campus representatives.

## **TIPS Reporting**

TIPS is an online reporting system used to securely and confidentially report accidents, injuries, 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/tips](http://www.southeast.edu/tips). 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.

## **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 Residential Services Manager of the status change and must remove his/her belongings and check out of campus housing within 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.

## **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 "Conduct Expectations". 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 "Conduct Expectations" 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 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.)

Items that give Residential Life and/or Safety and Security Staff probable cause to search a resident's belongings for alcohol but do not result in an

Alcohol Violation unless alcohol is found:

- An empty flask (no alcohol smell or residue)
- Decorative shot glasses (no alcohol smell or residue)
- A Crown Royal bag (no bottle)
- An empty cardboard beer box (sitting in the room, in the trash can, cut and posted on the wall)

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. As College employees, the Residential Life Staff is responsible for addressing any and all violations. Alcohol will be disposed of by Residential Life and/or Safety and Security Staff. Incidents will be documented, and the student will be subject to disciplinary action. Eviction can result from such incidents, even if it is a first offense.

Law enforcement will be contacted if alcohol is found. Local law enforcement may arrange for transportation to a detoxification facility for students who are under the influence. Should Residential 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.

All students who violate Southeast Community College "Conduct Expectations" guidelines regarding alcohol and drug use must complete both the ScreenU alcohol survey and the Choices curriculum and discuss it with a designated administrative person on their home campus. This is considered a sanction and must be completed as a condition of disciplinary probation. On the Beatrice or Milford campuses, the designated administrative person will be the Dean of Students or the Residential Services Manager or the Assistant Residential Services Manager. In Lincoln, the designated administrative person will be the Dean of Students, the Associate Dean of Students or the Student Activities Wellness Coordinator.

## Controlled Substances

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

Residents are not permitted to possess controlled substances on any part of campus, including but not limited to inside residence halls or resident's cars. Possession or use of illegal drugs while on campus and/or being in a room, where illegal drugs are present or in use, are violations of the Southeast Community College "Conduct Expectations," 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 of a controlled substance. Law enforcement may arrange for transportation to a detoxification facility. Should Residential Life staff have concern that a resident or residents are at risk medically as a result of an excessive ingestion of a controlled substance, emergency services will be contacted (911). These procedures also apply to guests of residents.

All students who violate Southeast Community College "Conduct Expectations" guidelines regarding alcohol and drug use must complete both 10 hours of community service and the ScreenU controlled substances survey and discuss it with a designated administrative person on their home campus. This is considered a sanction and must be completed as a condition of disciplinary probation. On the Beatrice or Milford campuses, the designated administrative person will be the Dean of Students or the Residential Services Manager or the Assistant Residential Services Manager. In Lincoln, the designated administrative person will be the Dean of Students, the Associate Dean of Students or the Student Activities Wellness Coordinator.

## 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 (this includes hover boards), explosives and fireworks are strictly prohibited from use or storage in the student housing complexes or student's vehicles. Pocket 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.

## Security Surveillance System

Each residence hall is equipped with security surveillance cameras in the public spaces. The security surveillance equipment aids in ensuring safety and security for Residents and the Residential Life Staff. The Security Surveillance System assists in College and Housing Policy enforcement and monitors the residents' living environment. Any violation recorded by the Security 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 security 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. Residents are required to take action to minimize noise when requested to do so by another resident or staff member.

The first step to be taken in response to a noise concern is to approach and talk with the individual making the noise, ask for their cooperation in quieting down. This is usually enough to get the problem resolved. If not, ask an RA for assistance in resolving the situation. Residents who continually 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.**

The hours of quiet time are 10 p .m. to 8 a .m. Sunday through Thursday and midnight to 9 a.m. Friday and Saturday. Residents who continually violate the noise policy will be subject to a policy violation 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

All Southeast Community College residence halls are tobacco-free. This includes the use of any tobacco product. This also includes electronic cigarettes or personal vaporizers.

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

The student apartment complex and residence halls are a smoke-free. Smoking is not permitted inside the buildings, halls, or stairwells, as well as patios or balconies. Smoking must only take place in the designated smoking areas outside each residence hall. Any person caught smoking in residential housing, or in an area other than designated smoking areas, will be fined. A hookah is not allowed in apartment/dorm rooms. If residents smoke tobacco with a hookah, the hookah must be kept in the resident's vehicle or off campus.

## Pets

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

## 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, 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.)
- 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.

## 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. Cornhusker residents may not have their windows open if their vertical blinds are not open. Vertical blinds catch in the wind and must be open as far as the window is open. 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.

## 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.

## 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.

## 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. Contact a Residential Life Staff member for more details.

# Appendix

## Contract Agreement

This contract and any references contained herein shall constitute the entire contract between the student and the College. Any other oral or

collateral agreements not contained herein shall not have any force and effect unless signified in writing by the Dean of Student Services.

## Amendments

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

## Governing Law

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

## Occupancy & Assignment

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

## Waiver

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

# Beatrice Campus Housing

## Contacts

**Residential Life Office:** 402-228-8291 or Ext. 1291

**Assistant Residential Services Manager:** Marita Mays: 785-821-4457 or Ext. 1324

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

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

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

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

**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

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 bar stools. Apartment furnishings are not to be removed from the apartment. This kitchen is equipped with a refrigerator, stove, garbage disposal, and dishwasher. All windows and sliding patio doors are equipped with blinds and screens.

### 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 <sup>Roosevelt</sup> 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 building, Eisenhower Hall first floor east building, Washington Hall first floor east building, and Hoover Hall lounge area near the east wing. Please do not overload washers. The washers will not accommodate quilts, comforters, sleeping bags, etc. Overloading the washers will result in water overflow and motor burnout. The cost is 75¢ per

load to wash, and 75¢ per load to dry. 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 Administrative Office in Kennedy Center and have stickers or tags in a visible location. Stickers or tags may be obtained at the Student Services Office in the Kennedy Center.

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

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

## 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 is open from:

- 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 is open:

- 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 TV's available for resident's 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!

## 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.

## Guests & Visitors

With the permission of all roommates, overnight guests are allowed to stay a maximum of two (2) nights per term. Overnight guests (as opposed to regular visitors) are permitted the use of showers and sleeping facilities. Members of the opposite sex are not permitted to stay overnight in

student housing. All students found in the apartment will receive the violation for having an opposite sex visitor after hours. Residents are accountable for their guests and visitors at all times. All visitors and guests shall be subject to the same rules and regulations that apply to residents. All guests must leave campus immediately once any member of the Residence Life Staff asks them to do so. Law enforcement will be contacted in the event that any guest refuses to leave campus when instructed to do so.

## **OPPOSITE SEX VISITING HOURS**

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

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

## **After Hours Visitors**

In addition, visitors and guests who are present on campus after 10:30 p.m. must go through the visitor check-in process. In order to check your visitors and guests in properly, you must call or stop by the RA office, located in Washington Hall, and provide the following information: visitor name, hosting resident name and room number, and make, model & license number of vehicle (if the visitor has parked on campus). If you plan on having guests or visitors past midnight, you need to have them checked in before midnight. The telephone number to the RA office is 402-228-8291. If the RA on duty is on rounds at this time, leaving a message with the appropriate information is an acceptable way to check in your visitor or guest. Guests must keep and be able to show a copy of their visitor check-in form at all times with the proper identification. Residents are responsible for their guests and are not to leave them unattended in the residence halls. Sunday-Thursday visitation hours are from 8:00 a.m. to midnight. Friday and Saturday visitation hours are from 8:00 a.m. to 1:00 a.m. Guest visiting hour violations are cumulative over the entire time a resident lives on campus. The resident responsible for the guest will be fined for the violation and the fine will increase for each subsequent guest visiting hour violation. Any guests found on campus without a copy of their visitor check-in form will be given the opportunity to register immediately or be escorted off campus. Law enforcement will be contacted for any visitors who refuse to leave campus when instructed to do so.

## **Keys**

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

Never leave doors unlocked or propped open, even when residents are in their apartment/room, and remember to close and lock all windows when residents are asleep or leave their apartment. In addition, it is a policy violation to allow another individual to use a resident's assigned keys. 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. An electronic key (fob) will allow a resident to enter the buildings and the resident's wing when the doors are locked. Roosevelt, Washington, and Eisenhower hall residents must use their fob to gain entrance to the buildings. Each automatic door has a 45-second timer which will sound if not closed properly. The north entrance doors have a 15-second timer which will sound if not closed properly.

Any individual not currently enrolled at Southeast Community College who illegally enters the Residence Halls will be referred to the Gage County 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 Residential Housing Manager, Residential Housing 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 fobs and mailbox keys will be replaced at a fine. Each resident must report lost keys as soon as possible to the Residential Life Office in Hoover Hall. It is a misdemeanor to reproduce college keys. Unauthorized use of keys may lead to conviction.

## **Severe Weather Procedures**

### **Tornado Watch**

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

### **Tornado Warning**

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

**In the event of 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 Residential Services Manager is responsible for the safety of housing residents during severe inclement weather including tornadoes. The Assistant Residential Services Manager is responsible in addition to and in the absence of the manager. They have a primary active role in ensuring resident safety. The Dean of Student Services or other campus administrators will be called for consultation and assistance.
2. In the event of a **tornado watch**, the Residential Services Manager (or designee) will contact and make sure all RAs are on alert and in their respective work areas. The Residential Services Manager will appoint a trained back-up student in the RA's absence. Upon notification of a severe weather watch, the RA on duty will warn all RAs and then all residents and guests in their dorm wing that a



“watch” is in effect. This should be done regardless of the time of day. The RA should knock on dorm rooms and then enter to ensure that residents are aware there is potential severe weather. Residents will be encouraged to monitor the weather from their rooms using local TV weather coverage.

3. In the event of a **tornado warning**, all residents and guests in Hoover should enter their wing hallways with fire doors closed. Residents and guests in Washington, Roosevelt and Eisenhower should proceed to the first-floor hallways of their respective residence halls with fire doors closed. Residents and guests should bring pillows and blankets to cushion their heads from debris (in the event of a structural failure).
4. 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 guests of the need to proceed immediately to the appropriate shelter area. RAs (in consultation with room occupants) will note which residents are not home and thus not evacuated. As soon as the RA has finished the evacuation process, he/she will notify the Residential Services Manager (or designee) of any absent resident or guest.
5. All hallways (four in Hoover and two each in Roosevelt, Washington and Eisenhower) have basic first aid kits, working flashlights, extra batteries and working battery-operated radios.
6. The Residential Services Manager and Assistant Residential Services Manager will each have weather radios and use them to monitor inclement weather. In the event of a “tornado watch,” either the manager or the assistant should be on campus or immediately proceed to campus and begin preparing for residents and guests to move to emergency shelter. This preparation includes making contact with each Resident Assistant and having the RA alert residents in their area of the possible need to take shelter. This notification is important regardless of the time of day. In the event that an RA is not available, the manager or assistant manager must immediately notify the residents and guests that they are in an area of weather-related danger and of the possible need for seeking emergency shelter. It is the manager and/or the assistant’s responsibility to make sure that all residents and guests on campus are alerted to dangerous weather conditions.
7. If emergency weather conditions exist (i.e. a tornado warning in the area) then the Residential Services Manager and/or the Assistant should take a prominent lead role in moving people to secure areas.

### **Hoover Hall Procedures**

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

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

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

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

### **Washington, Roosevelt & Eisenhower 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 Residential Services Manager will maintain contact with the RA via cell phones and take a verbal report from each RA regarding the status of the residents.

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

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

## **Housing Judicial Process**

1. A violation of the Resident Responsibilities, policy, or law occurs and is brought to the attention of a Residential Life Staff Member, a community member, Southeast Community College administration or local law authorities.
2. A Residential Life Staff member contacts the individuals involved in the incident, documents the circumstances on an Incident Form, and submits the form to the Assistant Residential Services Manager or Residential Services Manager.
3. The Residential Services Manager or Assistant Residential Services Manager will read the Incident Form and determine if the incident warrants a discussion with the individual(s) involved, the result of which may be a determination that an official administrative hearing is warranted.
4. The option of an administrative hearing is available if the violation is severe enough to consider cancellation of contract. A hearing must be requested in writing and delivered to the Residential Services Manager or Assistant within two business days of receipt of a violation.
  - a. All individuals involved will be notified of the date, time and location of the hearing (usually 24 hours advance notice will be provided).

- b. Hearing may be rescheduled in the event it interferes with a class or commitment beyond the student's control.
  - c. A determination of appropriate sanctions, if any, which will be relevant to both the individual(s) and the circumstances.
5. The administrative hearing will consist of:
- a. A review of the judicial process and the individual's rights.
  - b. A review of the incident and provide the individual(s) the opportunity to accept or deny responsibility for the incident.
  - c. A review of documentation of the alleged violation.
  - d. Presentation of evidence and witnesses.
  - e. An opportunity for the individual(s) to question or refute the evidence and testimony of others.
  - f. A review of expectations for community living, clarify Community Standards, encouraging the individual(s) to think about his/her behavior and the effect this behavior has on the community. All hearings are closed, unless requested open by the individuals. Only the individual(s) involved, any witnesses, and the hearing officer will be in attendance during the hearing.
6. Sanctions: Sanctions are used as a means of holding students accountable for their behavior. These sanctions include, but are not limited to:
- 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 Residential Life Staff. If the resident chooses not to complete the active sanctions by the deadline, the resident is then fined and placed on probation.
    - 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 College Judicial Affairs. Probation can include educational active sanctions.
    - iii. Termination of Contract/Eviction: Administrative action taken by the Office of Residential Life to remove a student from housing. The student is no longer permitted to reside in any apartment/room. The student also is banned from being in or around the apartments/rooms during the eviction. Evicted students will have 72 hours to vacate their apartment/room. Any violations of the Community Standards or any other law during this period may result in further disciplinary action or criminal prosecution. Termination of contract can also occur if a resident has multiple absences from class. In this event, the Dean of Student Services informs the housing department of the situation, and a decision regarding whether to allow the resident to continue to live in student housing is made.
    - iv. Referral to College Judicial Affairs: In the event that a violation has occurred and is beyond a conduct hearing by the RSM or ARSM, the individual(s) will be referred to College Judicial Affairs (Dean of Student Services) for an administrative or judicial hearing.
  - 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 and prevent a repeat violation.
    - i. Counseling
    - ii. Reflection Paper
    - iii. Reflection Paper
    - iv. Program Attendance/Presenter
    - v. Relocation
    - vi. Restitution
    - vii. Open Letter to Community (submitted anonymously)
    - viii. Community Service Hours
    - ix. Fines
    - x. Behavioral Contract
7. Appeal Process: All disciplinary decisions are open to appeal. Appeals have to be completed within three (3) working days of receiving the written sanction letter. The grounds for appeal are as follows:
- a. Due process was not followed resulting in a significant impact on the final decision.
  - b. New evidence of a significant nature has become available and was not available at the time of the hearing.
  - c. The decision was not supported by the preponderance of evidence at the time of the hearing.
  - d. Indication that the initial decision was contrary to weight of evidence, or that the interests of the college, group, or individual were not adequately considered.
  - e. Inconsistency of the sanction relative to the severity of the violating behavior.

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

## Milford Campus Housing

### **Milford Contacts**

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

**Residential Life Office:** 402-761-7398 or Ext. 6200

**Assistant Residential Services Manager:** Christina Tran 402-761-7398 or Cell 402-802-0948

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

**Dean of Students:** Theresa Webster 402-761-8270 or Ext. 8270 or Cell 402-202-5938

**Campus Director:** Ed Koster 402-761-8224 or Ext. 8224

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

**Physical Plant Superintendent:** Brent Schluckebier 402-761-8254 or Ext. 8254

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

### **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.

#### **Women's Pioneer Hall**

All Pioneer Hall apartment bedrooms are furnished with two twin extra-long beds, one desk, and one dresser. The living room contains a couch, chair, 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.

#### **Family Pioneer Hall**

All Family Pioneer Hall residents have the option to either bring their own furniture, use College-provided furniture, or any combination of the two. Furniture that can be provided by the College includes: couch, lounge chair, coffee table, end table, kitchen table and four chairs, dresser, desk, lamp, and extra-long twin beds. The kitchen is equipped with a refrigerator, stove, and garbage disposal. All windows are equipped with vertical blinds and window screens. Window screens are not to be removed for any reason, other than emergency fire escape.

### **Family Housing**

Students who meet one or more of the guidelines stated below can request/apply to live in SCC Milford Family Housing. Family housing is apartment style. Each apartment has two bedrooms, one bathroom, a living room, kitchen and dinette. All Family Pioneer Hall residents have the option to bring their own furniture or to use the furniture provided. (See section "Family Pioneer Hall" under heading "Furnishings" for details on provided furnishings.)

#### **Guidelines for Requesting Family Housing**

- Student applying has a spouse who will be living on campus with him/her. A copy of the marriage certificate must accompany the contract and \$200 cleaning and security deposit in order to reserve an apartment.
- Student applying has full or partial custody of one or more children. A copy of the custody agreement must accompany the contract and \$200 cleaning and security deposit in order to reserve an apartment.

### **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 Residential Life Office.
- If the reader does not beep at all, the card is broken and the resident must see the Assessment Office for a new card. The ID card will be replaced at a fine. Once the card is replaced the resident must take it to the Residential Life Office to be activated.

## **Keys**

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

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

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

## **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.

### **Family Housing Parking**

Each apartment number has a corresponding parking space south of Family Housing. If the resident has additional vehicles they must be parked in the student lot west of Family 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, Nebraska, and Pioneer Women's Hall 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

### **Pioneer Family Hall Address:**

Resident's Name

721 State Street Apt # \_\_\_\_

Milford NE 68405-8498

## **Food Contract**

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

## **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.
- Restroom facilities in the residence halls are designated either for men or women. Persons may only use restrooms in the residence halls that are designated for their gender. Disciplinary action will be taken against any male or female who enters a restroom designated for the opposite sex. The female restroom in Cornhusker Hall is located west of the lounge on the lowest level. The female restroom in Nebraska Hall is located on the second floor. The handicap accessible restroom is located on the lowest level of Nebraska Hall and is locked at all times. Guests may obtain a key to this restroom through the RAs located on each floor or in the RA Office on the second floor of Nebraska Hall.

### **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.
- Residential Life Staff reserve the right to require a guest to leave if Campus and/or Housing policies are violated or if complaints are received from members of the floor or hall community.
- Same-sex guests who are present on campus after midnight must go through the guest check-in process and must carry their registration as ID while on campus.
- In order to check guests in properly, the resident must stop by the RA office, located in Nebraska Hall, and provide the following information: visitor name, hosting resident name and room number, make, model & license number of vehicle (if the visitor has parked on campus). If residents plan on having guests or visitors past midnight, guests must be checked in before midnight. The RA cell phone number is 402-646-0619. If the RAs on duty are on their rounds at this time, call the RA's cell phone or wait for 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 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.**

## **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, candle warmers, 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.

## **Severe Weather Procedures – Milford Campus**

### **Tornado Watch**

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

## Tornado Warning

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

## Weather Radios

Each RA has a weather radio in his or her room and both the RA Office and Residential Life Office have a weather radio. Residents will be notified of all tornado warnings and told to move to tornado shelters.

## Weather Emergency

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

1. The Residential Services Manager is responsible for the safety of housing residents and guests during severe inclement weather, including tornadoes. The Assistant Residential Services Manager is responsible in addition to and in the absence of the RSM. They have a primary active role in ensuring resident and guest safety. The Dean of Students or other campus administrators will be called for consultation and assistance.
2. **In the event of a tornado watch**, the Residential Services Manager (or designee) will contact and make sure all RAs are on alert and in their respective work areas. Upon notification of a tornado watch, the RA on duty will warn all RAs and then all residents and guests in their housing wing that a "watch" is in effect. This should be done regardless of the time of day. The RA should knock on rooms and then enter to ensure that residents are aware there is a potential for a tornado. Residents will be encouraged to monitor the weather from their rooms using local TV weather coverage.
3. **In the event of a warning**, RAs (with a list of all residents and guests in hand) will proceed to each room and notify each resident of the need to proceed immediately to the appropriate shelter area. RAs (in consultation with dorm room occupants) will note which residents are not home and thus not evacuated. As soon as the RA has finished the evacuation process, he/she will notify the Residential Services Manager (or designee) of the absent resident(s).
4. The Residential Services Manager and Assistant Residential Services Manager will each have weather radios and use them to monitor inclement weather. In the event of a "tornado watch," the manager and/or assistant should be on campus or immediately proceed to campus and begin preparing for residents and guests to move to the emergency shelter. This preparation includes making contact with each RA and having the RA alert residents and guests in their area of the possible need to take shelter. This notification is important regardless of the time of day. In the event that an RA is not available, the RSM and/or ARSM must immediately notify the residents and guests that they are in an area of weather-related danger and of the possible need for seeking emergency shelter. It is the RSM's responsibility to make sure that all residents on campus are alerted to dangerous weather conditions.
5. If emergency weather conditions exist (i.e. a tornado warning in the area), then the RSM and/or ARSM should take a prominent lead role in moving people to secure areas.

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

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

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

## Cornhusker Hall Procedures

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.**

## Nebraska Hall 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.**

## Pioneer Hall 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 RSM.

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 mailing list and understand that I must contact the Residential Services Manager if I need to opt out of Regroup.