



# Residence Life Handbook

## 2022-2023



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**Dear Southeast Community College Housing Resident,**

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

This handbook amplifies and clarifies sections of the housing contract and student housing regulations. Should you require additional clarification or have further questions or concerns, please contact a Resident Assistant or any of the Residence Life Staff.

Living on campus can be a very rewarding experience. As a resident, you will have easy access to various extracurricular activities planned throughout the year. Plus, making new friends is a lot easier when you live on campus.

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

Sincerely, Residence Life Staff

## Section 1: Residence Life Staff & Programming

### **Residence Life Manager**

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

### **Assistant Residence Life Manager**

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

### **Resident Assistants**

Resident Assistants (RAs) are students who live in the residence halls and serve as a resource to their residents and a liaison between the residents and the professional staff. 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 residence life policies and to report any suspicious or out-of-the-ordinary activity. RAs are assigned evenings and/or weekends to be "on-duty." In the evening, a resident's first resource is the on-duty RA.

### **Residence Hall Programming – Get Involved**

Residence Life Staff provide weekly activities for students living in the residence halls. Activities provide residents with an opportunity to get to know more students from other programs, as well as something to do after studying. Some examples of programming activities are pool or ping pong tournaments, casino or game nights, outdoor games, ice cream socials, bonfires, swimming pool parties, bowling, movie nights, etc.

Residence Life Staff will also offer educational programming on topics related to finances, cooking, alcohol and substance abuse awareness, safe relationships, bystander intervention, and others.

The more involved you get, the more you will make of your residence life experience. Residents are encouraged to let their RAs know if there is an activity they would like to have!

## Section 2: Housing Contract

**By signing the Student Housing Contract, the resident agrees to abide by all Southeast Community College residence life and College rules/policies, as well as all local, state and federal laws. Residents found to be in violation of any rule will be subject to Housing and/or College disciplinary action.**

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

### Housing Contract "Terms of Contract"

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

**2. Eligibility:** Any person who is enrolled as a full-time student (minimum 12 credit hours) at SCC may enter into this contract. Students with less than full-time standing will be considered on an individual basis. SCC does not currently provide housing for married couples or families on campus. SCC-Beatrice has an off-site apartment complex for participants in the Parents of All Ages program.

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

#### 3. Duration:

- A. This contract is binding from the initial term selected through the remainder of the academic year unless the student provides proper notice of cancellation.
- B. SCC may immediately terminate this contract, upon the Resident's failure to make payments as required under this contract for any other violations of the terms of this contract or any violation of College or Residence Life rules and regulations, or upon closure of the residence hall facilities on campus.
- C. Term Breaks: Residents must get approval from the Residence Life Manager or Campus Dean of Students to stay in housing over term breaks (approval requires exceptional circumstances based on work status, athletic requirements, and distance from campus). An additional fee will be charged to Residents who wish to stay over term breaks. Residents whose permanent home address is more than 1,000 miles one way from the College may stay in student housing during term breaks at no additional charge. Exception: a daily rate will apply during the breaks following the spring and summer terms.
- D. If the resident is a continuing enrolled student, Residents may leave personal belongings in their assigned room during break periods at no charge. SCC is not responsible for loss, theft, or damage. Exception - all items must be moved out at check out of spring term. No items may be left in the room over summer break.
- E. If the Resident is approved to remain in the residence halls during any of the break periods, all policies and regulations as outlined in the Residence Life contract and the Residence Life Handbook will apply, and Residents will be held responsible for adhering to all such policies and regulations.

#### 4. Contract Cancellation:

- A. Residents may cancel this contract prior to the beginning of the first term of occupancy.

**Written notice** of the cancellation must be provided to the Residence Life Office according to the following terms:

- 1) If written notice of cancellation of contract is provided to the Residence Life Office more than 30 calendar days prior to the start date of the term in which housing is requested, the full deposit will be refunded.
  - 2) If written cancellation is provided to the Residence Life Office 30 calendar days or less prior to the start date of the term, the deposit will **not** be refunded.
  - 3) If a contract is cancelled during the term, the deposit will **not** be refunded.
- B. All cancellations must be in writing to the Residence Life Manager. Residents may email [ResLife@southeast.edu](mailto:ResLife@southeast.edu).

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.

#### 5. Contract Release:

- A. Residents can request, in writing, a release from the contract during any academic term. Such releases are subject to the approval of the Residence Life Manager. Releases for extenuating circumstances will be considered for the following reasons:
  - 1) Non-admission, withdrawal, or graduation from SCC.
  - 2) Serious medical or health problems which interfere with Resident's ability to live in housing.
  - 3) Marriage during the contract term.

- B. Refunds for **approved releases** for housing charges are calculated from the first day of the term. They are:
- 1) 1-7 calendar days – 80% will be refunded.
  - 2) 8-14 calendar days – 60% will be refunded.
  - 3) 15-21 calendar days – 40% will be refunded.
  - 4) 22 calendar days or later – no refund of housing payments.

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

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

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

- C. After Resident Housing Checkout form is complete, any refund for approved releases for the security/damage deposit will be automatically refunded by the Business Office. Refunds, when applicable, will be credited to the resident's student account.
- D. If a student is suspended/expelled from the residence hall due to disciplinary actions, there will be no refunds.

#### **6. Contract Assignment:**

- A. Roommate assignments are made on a non-discriminatory basis without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law.
- B. The date that both the contract **and** the deposit are received determines eligibility for assignments on a first-come, first-served basis. Specific requests cannot be guaranteed. Roommate preferences must be mutually agreed upon on all roommate contract forms. If demand is sufficient, the Residence Life Office reserves the right to place additional students in a room.
- C. Residents cannot transfer this contract, nor sublet any part of the rental premises.
- D. Contracts are not transferable from one academic year to another.
- E. Residents are required to live in the room to which they have been assigned.
- F. Students who fail to appear for occupancy by the first three days of class will forfeit their deposit and have the space assigned to another student unless notification is provided of intended late arrival.

**7. Contract Payments:** Room rates are established by the SCC Board of Governors and are available from the Residence Life Office. Rates do not include break periods when the housing facilities are closed. Contract payments are due and payable in accordance with College policy before the beginning of the term. Failure to pay any incurred debts for contract changes, damages, fines, or any other assessed charges during the term of this contract will result in ineligibility of the student to process registration for subsequent terms and withholding of student records until all charges and fees are paid in full. Residents failing to pay costs within a reasonable time will have their accounts turned over to a collection agency.

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

**9. Amendment:** The College reserves the right to amend this contract as needed. All amendments will be posted prior to enforcement and will have the prior approval of the Residence Life Manager, Dean of Students and the Campus Director.



## Section 3: Community Living

To make the most of your on-campus housing experience, you need to remember that cooperation with and consideration of others is essential. While it is important that you do not infringe upon another's rights (especially the right to study or sleep), it is equally important that you are assertive in protecting your own rights. The Residence Life Staff will enforce College and residence life rules and policies, but in the area of interpersonal communication and conflict, their role is to help resolve conflicts, not to solve them.

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

### Housing Assignment Procedures

Housing assignments are made on a first-come, first-served basis at the discretion of the Residence Life Manager (based on the date that both the housing contract and deposit are received). While every attempt is made to assign students to their preferred assignments, this is not always possible. Roommate assignments are made on a non-discriminatory basis. Specific requests cannot always 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 with a minimum of 12 credit hours and to those returning to housing in a successive term. If demand is sufficient, the Residence Life Office reserves the right to fill rooms to capacity. The Residence Life Office reserves the right to move a resident to another hall or to cancel a resident's contract if the resident does not adhere to SCC Residence Life rules.

### Sharing an Apartment/Suite/Room

Sharing an apartment/room in a community can be a very positive and enjoyable experience. To create the most amicable environment it is important that situations are approached with consideration, communication and willingness to compromise. It is important for all roommates to discuss how to divide responsibilities and share a living space. **In order to give roommates an opportunity to work out any conflict and grow as adults, the expectation is that there will be no roommate changes in the first two weeks of the semester without exceptional circumstances.** All roommate change requests must go through the RLM or ARLM.

### 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 the first few days of the term, roommates should discuss whether they are willing to share personal items such as TVs, food, clothes, kitchen utensils, video equipment, etc. Never assume you can use your roommate's items. Always ask.

### Housekeeping

Try to reach an understanding about the environment that each person would like in your shared space. When sharing a living space with another person or persons, it is important to consider their needs as well as your own. 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/suite, such as a cleaning schedule. Discuss the following areas:

#### Kitchen/Kitchenette:

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

#### Living Room and Hallway:

- Personal belongings
- Vacuuming/Sweeping/Dusting
- Regular trash removal

#### Bedroom:

- Vacuuming/Sweeping
- Regular trash removal
- Personal belongings
- Dirty clothes

#### Bathroom

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

## Cleaning Requirements

It is the collective responsibility of all roommates to keep the apartment/suite clean at all times. Residents are expected to maintain their apartments/suites in a clean and sanitary condition throughout the occupancy period. Appliances must be maintained in a clean and safe condition. Residence Life does provide some cleaning supplies such as vacuums, mops, etc. for residents to utilize in the event you do not have your own cleaning supplies. You are expected to be respectful of Residence Life property and follow the proper protocol specified by Residence Life when renting out cleaning supplies. **Please do not use colored cleaning tablets in toilet tanks or bowls, as those can cause staining. Do not place any cleaners or objects in the tanks.** Sanitizers placed in the bowl must be dye-free.

## Garbage

Apartment/room trash and garbage should be bagged and placed in the dumpsters located adjacent to the residence halls. At no time should trash or garbage be placed outside apartment/room doors, in walkways or on balconies.

**Trash cans must be 13-gallon sized trash or smaller (limit one in kitchenette/kitchen) and one bathroom sized (8-gallon or less) for each bedroom/bathroom.** Storing food properly, removing waste materials regularly, and maintaining reasonable sanitation and safety standards will help prevent the invasion of pests and rodents. Personal items left in the public areas will be discarded.

## Roommate Rights & Responsibilities

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

- The right to read and study in one's room free from disturbances.
- The right to sleep without undue disturbances.
- The right to be treated with respect and civility at all times.
- The right to expect a sense of privacy in one's own apartment/room.
- The right to a safe and secure living/learning environment.
- 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 right and responsibility to speak out respectfully 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.

## Roommate Conflicts

Roommates are encouraged to have open discussions with one another to resolve any conflicts that may arise. Often most conflicts can be resolved by talking things through. If that is not successful or the situation warrants, residents can reach out to their RA, the ARLM, or RLM for assistance. In the process of mediating the situation, Residence Life Staff will ask each roommate to fill out a Roommate Agreement form. Roommate Agreements help to resolve many of the common problems that residents might encounter during their time in the residence halls: sharing personal items, visitors, pet peeves, etc. The goal of Roommate Agreement is to establish a contract for each roommate to abide by in terms of settling differences. However, Roommate Agreements rely on effective communication between roommates in order to be successful. When filling out a Roommate Agreement, please do not hesitate to voice any concerns you might have, so issues regarding those concerns can hopefully be mitigated in the future. If for any reason you and your roommates are having issues that a Roommate Agreement cannot solve, please reach out to the ARLM or RLM to discuss a potential room change, if necessary.

## Apartment/Room Changes

Changes from one apartment/room to another may be requested only after the first two weeks of each term and must be approved by the Residence Life Manager or Assistant Residence Life Manager. There will be a fee for all apartment/room transfers. The transfer fee may be waived for extraordinary reasons with approval of the Assistant Residence Life Manager or Residence Life Manager if the room change is required by the RLM/ARLM. If a resident

wishes to transfer rooms, he/she must:

- Obtain approval from the RLM or ARLM.
- Complete the Room Change Request form.
- Schedule and complete an SCC Resident Housing Check-Out form.
- Check out of current room within the given timeframe.
- Check into the new room and complete a new SCC Resident Housing Check-In form.

Adherence to this procedure allows the proper permissions to the keylock system and coordination of keys. It is also important for maintaining an accurate roster per hall and floor to ensure resident safety.

## Section 4: Facilities

### **Maintenance Repairs**

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

### **Personal Property/Renter's Insurance**

The College, its officers, employees or agents assume no responsibility for the theft, damage, destruction, loss of money, valuables, or other personal property, regardless of the cause. This includes losses that occur in your apartment/room, storage closets, common areas, or on balconies/stairways. Residents should keep their apartment/room doors and windows locked at all times and report any losses to the Residence Life Staff, Safety/Security, and/or the local authorities. Residents are encouraged to purchase personal property insurance (renter's insurance) or check with their homeowner's coverage to see what is covered (if anything). SCC's insurance will NOT cover resident's personal belongings in any circumstance, including damage to property (such as from fire or flooding) or theft. Residents are required to take all of their personal belongings with them when they move out of housing. Please see "Check-out Procedures" for the property removal policy.

### **College Property**

College property may not be removed from the residence halls, from the common areas nor moved from room to room without the consent of the Residence Life Manager. A charge will be assessed for returning furniture to its proper location or any damage caused while moving. In addition, the office of Residence Life reserves the right to search any College property.

### **Facility Misuse**

Residents and their roommate(s) are responsible for the condition of their room and its contents and will be charged for any damages beyond normal wear and tear. The condition of the common areas (lounges, bathrooms, hallways, stairwells, and computer and study rooms) is also the responsibility of the floor and/or building residents. Please show pride in your surroundings and respect for items in each hall, including but not limited to any posters/billboards/decorations posted by Residence Life staff. Residence Life provides clean common areas; residents are expected to maintain this condition.

### **Internet**

Internet services are provided to residents by Southeast Community College and are included in room costs. There is no option for adding or subtracting a particular service. Wireless internet service is available to all apartments and rooms.

## Section 5: Residence Hall Computer Use Policy

Southeast Community College provides resident housing students with connections within each room to the campus data network providing Internet access. The Internet access is a privilege that can be revoked if the terms of this policy are violated. Student's acknowledgement of reading the Residence Life Handbook via the online Residence Life Handbook Agreement form along with their use of the SCC-provided network access indicates their acceptance of the policies outlined in the College catalog and this handbook, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. SCC Residence Life and Information Technology reserves the right to modify and revise this document as necessary without permission or consent of the users.

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

### **Helpdesk:**

Website: <https://helpdesk.southeast.edu>

Email: [helpdesk@southeast.edu](mailto:helpdesk@southeast.edu)

Phone: 402-437-2447

SCC's Helpdesk provides important information from understanding your SCC ID/username to password requirements, logging onto the SCC Open Wireless Internet and links to online training. Be sure to share your exact location and your SCC ID number when contacting the helpdesk. Also, be sure to leave a call-back number where you can be reached.

### **Acceptable Use of Information Technology**

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

#### **Privacy**

Southeast Community College supports a climate of trust and respect and does not customarily read, monitor, or screen electronic information resources. However, complete confidentiality or privacy of data, email or other information transmitted or stored cannot be guaranteed due to the nature of the medium, the need for authorized staff to maintain the systems, and the College's accountability as a publicly-funded institution. When appropriate and needed, the College President may authorize access in various circumstances including, but not limited to:

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

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

#### **User Responsibility and Account Ownership:**

- Users shall not allow other individuals to access/share/use their SCC assigned network, email, or other College-based account information. Employees and students are individually responsible for the proper use of their assigned accounts and are accountable for all activities associated with the account.
- Users are responsible for safeguarding their assigned accounts and are expected to take proper steps to ensure the integrity of their accounts. This includes, but is not limited to, setting up strong passwords, ensuring credentials are not saved or posted in a place accessible to others, making sure computers are properly locked or logged off when not in use, and immediately reporting any notice of unauthorized access to the IT Helpdesk.
- Users are expected to support an educational environment free from harassment and discrimination as described in the Student Code of Conduct and the College Handbook.

- Users are expected to utilize technology in a manner that will not impede the College mission or the daily business of the College.
- Users are expected to access information that is needed in the context of the performance of their normal duties and to exercise good judgment in the use of such information; particularly, in confidential or demographic data, which pertains to students, employees, and/or College operations.
- Users are expected to be knowledgeable of and to perform their duties in compliance with, federal, state, and local laws and College policies, including the provisions of FERPA designed to protect the confidentiality of data and the privacy of individuals.
- Employees who supervise students, control electronic equipment, or otherwise have occasion to observe student use of Information Technology equipment shall make reasonable efforts to monitor the use of this equipment to ensure that it conforms to the mission and goals of SCC.

### **Use of College Resources:**

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

### **Acceptable Use:**

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

### **Unacceptable Use:**

- SCC's network and resources shall not be used to threaten, harass, intimidate or degrade others. This includes, but is not limited to, electronically transmitting or reproducing materials that are slanderous, defamatory or discriminatory in nature or that otherwise violate existing laws or Southeast Community College policies and mission.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, neither should they share with nor allow other individuals to use their SCC-assigned network, email, or other College-based account information.
- SCC's network may not be used for commercial/for-profit purposes, product advertisement or political lobbying.
- Users shall not knowingly or carelessly perform an act that could interfere with the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, downloading excessive amounts, transferring excessive amounts across the network, propagating viruses or worms, using the campus network to gain unauthorized access to any computer system or attempting to circumvent data protection schemes or uncover security loopholes.
- Users shall not install any software, including shareware and freeware, for use on SCC's computers without prior approval from appropriate IT staff.
- SCC's network and resources may not be used for downloading entertainment software or other files not related to the mission and objectives of SCC for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, exchanging digital copies of music files and all other forms of software and files not directly related

to the instructional and administrative purposes of SCC.

- SCC's network and resources may not be used for downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of SCC's network for any unlawful purpose is prohibited including, but not limited to, gambling, pornography, sharing explicit sexual content, cyberbullying, fraud.

## **Abuse/Misuse of Resources**

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

## **Computer Labs and Access**

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

[www.southeast.edu/copyright-infringement-and-responsible-computing](http://www.southeast.edu/copyright-infringement-and-responsible-computing).

## **Legal Download Options for Residence Hall Students**

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

# **Section 6: Safety & Security Procedures**

## **Communication and Regroup**

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

### **Text messaging:**

SCC uses two mass communications tools for resident communication, Regroup and Cadence. REGROUP: Every resident is automatically enrolled in Regroup for safety/security reasons. Regroup is an online notification system used by Southeast Community College to notify students via text and/or email about events such as school closings, weather warnings, general notifications, and emergency situations. The cell number used for text messaging is the one listed in your student profile on WebAdvisor on The Hub. The email address is your SCC email address. To check the accuracy of your cell number, or to add a cell number and/or email address, log on through the Regroup link on The Hub. If you make a change in Regroup to your cell number, also go to The Hub and make the same change to your student account. Students are also encouraged to download the "AlertMe" app associated with Regroup. This app allows communication via wireless internet if a student does not have a US phone #, text messaging capability, or if cell service in the area is down. Average messages are fewer than 8 messages/month (message and data rates may apply). If a student wants to opt out of Regroup, they should contact [helpdesk@southeast.edu](mailto:helpdesk@southeast.edu).

CADENCE: Cadence is used for 1-on-1 communication with residents by Residence Hall staff regarding events on campus and upcoming residence hall deadlines. The cell number used is the one listed in the student's profile on WebAdvisor on The Hub. Average messages are fewer than 8 messages/month (message and data rates may apply). Residents can opt out at any time by texting back Unsubscribe, Stop, Cancel, End, Quit. All information is protected by SCC's [Website Privacy Statement](#)

## **Safety & Security Staff Contacts**

### **Beatrice**

- **Safety and Security Coordinator:** Mark Meints: 402-228-8279 or Ext. 1279
- **Public Safety Officer:** Allen Allsman: 402-228-8231 or Ext. 1231

### **Milford**

- **Safety and Security Coordinator:** Mark Meints 402-228-8279 or Ext. 1279
- **Public Safety Officer:** Sarah Kroll: 402-761-8266

## **Missing Student Policy and Procedure**

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

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

### **Law Enforcement Notification**

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

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

### **Emergency Contact Notification**

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

### **Student Designation of Contact Person**

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

### **Administrative Authority**

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

## **Fire Procedures**

### **Fire or Smoke Noticed**

- Pull the nearest fire alarm and remain calm.
- Exit building through the fire exit or safest route, close apartment/room doors but do not lock them.
- When safely outside, call 911 and report the fire immediately.
- Each resident must proceed to his/her building/floor’s designated evacuation areas.
  - Beatrice: All residents report to the Kennedy parking lot east of the Student Center.
  - Milford: All Meadow and Prairie residents report to parking lot south of Meadow Hall. Pioneer residents report to the green space north of the Physical Plant.
- Do not re-enter the building until Residence Life Staff says it is safe to go back inside (as cleared by fire department personnel).

## **Fire Alarms**

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

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

## **Scheduled, Unscheduled & Emergency Room Entry Conditions**

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

### **Apartment/Room Checks**

In an effort to ensure adequate upkeep of the apartments/rooms, the Residence Life Staff will conduct a walk-through inspection of each apartment/room on a regular basis. The walk-through allows staff the opportunity to provide roommates with feedback as to the condition of the apartment/room, and respond to cleaning, maintenance or safety concerns. Residents will be notified of cleaning and damage concerns or violations of housing regulations and the steps necessary for correcting any discrepancies. Any rooms that do not pass initial inspection will either be given a chance to correct the discrepancies within 24 hours, or will receive a Failed Room Check violation, or both depending on prior failed room checks and/or severity of the discrepancies. There may be situations where the student will be asked to correct a discrepancy immediately due to life safety or health/wellness circumstances. If the apartment/room is not clean or residents have not prepared for the room check, a health code violation fine will be assessed to the offending residents. A notice of at least 24 hours will be given for scheduled room checks and maintenance assessments.

### **Health Code**

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

### **Dangerous Situations**

If a situation threatens the health or safety of a resident and access is needed to ensure student welfare or building integrity, Residence Life Staff, Campus Administration, maintenance staff, and/or Safety and Security Staff may enter a room without prior notification. Staff will announce themselves upon entry.

### **Disruptive Situations**

If there is a situation which is causing disruption to the community, a member of the Residence Life Staff, Campus Administration, and/or Safety and Security Staff may enter the room without prior notification. An example of this would include an alarm clock which is going off in a room with no one present. Staff will announce themselves upon entry.

### **Reasonable Suspicion of Policy Violations**

If there is reasonable suspicion of a Residence Life or College policy violation, including but not limited to the use of illegal substances and/or alcohol, then the Residence Life Staff, Campus Administration and/or Safety and Security Staff may enter a room without prior notification to conduct a search of a room and/or a resident's vehicle if it is parked on campus.

- If any policy violations are discovered by Southeast Community College Staff in the course of a room entry for any of the above stated reasons, appropriate action including disciplinary action and sanctions will be taken by



the Residence Life Staff, Campus Administration, Safety and Security Staff and/or Law Enforcement.

- Before an entry and/or search of a room is made by Southeast Community College staff, the College staff will knock on the door and announce that they are entering. In an emergency situation, this may not be possible, but efforts will be made to make the students aware of the situation.
- SCC reserves the right to search all SCC property including cupboards, dressers, desks, beds, drawers, refrigerators, appliances, closets, etc. during a reasonable suspicion search.

### **Maintenance Assessments**

These assessments will be conducted by College personnel and will be done in an effort to gain knowledge of the overall physical conditions of the room at various times throughout the school year. Maintenance assessments are done throughout semester/term and will be announced at least 24 hours in advance **when possible**.

### **Maintenance Requests**

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

### **Pre-arranged Tours**

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

## **Concerns & Complaints Reporting (CCR)**

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

## **Bystander Awareness & Title IX Contact**

If you notice anything out of the ordinary or you witness someone being treated inappropriately, please feel empowered (as it is safe to do so) to verbally intervene. Do not enter a physical altercation. If there is a risk of immediate harm, please call 911 immediately. Follow up all interactions by using the CCR reporting system.

### **Sexual Misconduct Reporting**

If you believe that you or another person has been the subject of sexual misconduct or sex-based discrimination at or on SCC property or during College-sponsored activities or events, you may report the misconduct to SCC's Title IX Coordinator, Robert Sanford, at [rsanford@southeast.edu](mailto:rsanford@southeast.edu) or by calling 402-323-3418, or reporting via CCR. If there is an immediate threat, contact 911.

### **Title IX**

Title IX is the federal law prohibiting discrimination on the basis of sex in educational institutions receiving federal funds. Title IX forbids sex discrimination in all College student services and academic programs, including but limited to admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, classroom assignments, grading, and discipline.

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

#### **Contact:**

**Robert Sanford**  
**Administrative Director of Title IX & Institutional Compliance**

Southeast Community College Area Office, Room 509  
301 South 68th Street Place  
Lincoln, NE 68510  
402-323-3418 Office

## Building Safety & Security – Keys/Keycards

**24/7 Residence Hall Lockdown:** The residence halls will be locked 24 hours a day, 7 days a week for the security of the residents.

- Carry your ID card at all times--needed to gain access to your residence hall entrance doors, hallways, and suites in some halls.
- DO NOT force the doors open by pulling on the doors. This damages the locking mechanism and is costly to repair. Anyone caught forcing a door open may be fined and also charged the cost of repair.
- DO NOT prop a door open for any reason. If you notice a door propped open, close it and report this to the RLM or ARLM.
- If you lose your key, notify the RLM or ARLM immediately as lost keys pose a security risk. There will be a charge for lost/replaced keys. Keys cannot be reproduced.
- **Do NOT share your ID/keycard with any other person! Sharing of your ID/keycard is a violation of SCC's technology policy and is a violation of the Student Code of Conduct.**

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

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

Each resident's help and cooperation is necessary in creating a secure environment for all who reside in Southeast Community College student housing. Never leave doors unlocked or propped open, even when residents are in their apartment/room, and remember to close and lock all windows when residents are asleep or leave their apartment. This includes patio doors for units which have patios. **In addition, it is a policy violation to allow another individual to use a resident's assigned keys/keycard.** Southeast Community College keys may never be duplicated.

## Severe Weather Procedures

### Tornado Watch

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

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

### Tornado Warning

A tornado warning is issued when a tornado is approaching or has been sighted in the immediate area. Residents are alerted of a tornado warning via broadcast media and emergency tone, followed by specific weather information and civil defense sirens. Regroup's NOAA functionality will automatically notify students of the warning. SCC will also attempt to send out specific instructions via a Regroup message to all residents. During a tornado warning, seek shelter immediately and listen to instructions from Residence Life Staff.

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

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

### Beatrice Homestead Hall Tornado Procedures

All occupants should proceed to the basement of the building and to the designated area. **NO ONE SHOULD BE IN THE MAIN RECREATION AREA.** Fire doors should be closed. Residence halls have emergency lighting, and if residents or

guests should become trapped in the hall, they should pull a fire alarm for assistance.

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

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

### **Milford Prairie and Meadow Hall Tornado Procedures**

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

### **Milford Pioneer Hall Tornado Procedures**

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

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

## **Section 7: Housing Policy Guidelines**

### **Alcohol**

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

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

- Resident is in possession of alcohol (alcohol found in resident's room, refrigerator, desk, closet, 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.)

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

As College employees, the Residence Life Staff are responsible for addressing any and all violations. Alcohol will be disposed of by Residence Life and/or Safety and Security Staff following contact with law enforcement. Incidents will be documented, and the student(s) will be subject to the appropriate sanctions. Should Residence Life and/or Safety and Security Staff have concern that a student or residents are at risk medically as a result of an excessive ingestion of alcohol, emergency services will be contacted (911). These procedures also apply to guests of residents.

### **Controlled Substances**

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

Residents are not permitted to possess controlled substances on any part of campus, including but not limited to inside residence halls or resident's vehicles. Possession or use of illegal drugs while on campus and/or being in a room where illegal drugs are present or in use is a violation of the Southeast Community College Student Code of Conduct, local, state, and federal law. Residents viewed to be under the influence will be subject to disciplinary action, fines, sanctions, probation, and/or eviction.

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

**The law in Nebraska makes no distinction between THC and CBD. According to the Nebraska CBD law, therefore, all CBD products are illegal. Residents in possession of CBD products will face the same sanctions and the CBD product will be confiscated.**

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

[Link to full catalog description of SCC Standards of Conduct for Students Regarding Alcohol and Drugs](#)

## **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, Samurai swords, stun guns/tasers, paint ball guns, airsoft guns, daggers, brass knuckles, nunchakus, or any other similar devices. Firearms and ammunition cannot be stored in residence halls or in personal vehicles on campus, even if you have a conceal-carry permit. Flammable and/or toxic substances, explosives and fireworks are strictly prohibited from use or storage in the student housing complexes or student's vehicles.

Personal knives (other than kitchen knives) must be folding, cannot have an automatic opening mechanism (such as by clicking a button), and the blade cannot have more than one sharp edge or be more than 2.5 inches long. Switchblade knives are not allowed. Kitchen knives are exempt from the blade length rule, but must be stored in the kitchen, used appropriately, and never be stored on a person. Knives concealed in other objects are prohibited.

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. All items deemed a weapon or explosive will be confiscated by Safety & Security.

## **Fire Alarms & Emergency Equipment**

Fire equipment is installed for student protection. Intentionally or negligently tampering with or activating fire safety equipment can put student's lives at risk and is prohibited. Fire safety equipment includes but is not limited to: smoke/heat detectors, sprinkler heads, fire extinguishers, pull stations, alarm panels, and exterior doors. This includes draping or fastening anything to any facet of the sprinkler system. Additional restitution may be incurred for damage or loss due to a resident's intentional or negligent actions. **Tampering with fire safety equipment is a very serious offense and may be grounds for dismissal from student housing and possibly criminal charges.**

## **Video Surveillance System**

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

## **Noise/Quiet Hours**

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. If occupants can be heard outside their apartment/room, they are being too loud.

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

## **Quiet Hours**

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

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

## **Tobacco/Vape**

All Southeast Community College residence halls are tobacco-free. This includes the use of any tobacco product. **This also includes chewing tobacco, electronic cigarettes, personal vaporizers (vapes), or JUULs.** Designated smoking areas are located outside each residence hall for those of legal age. Residents and their guests must dispose of tobacco materials in the receptacles provided. **The legal age to possess and use tobacco in Nebraska is 21.** Any student under the age of 21 who is found possessing tobacco or tobacco products (including chewing tobacco, cigarette, cigars, vapes, e-cigarettes and similar products) will be sanctioned and the tobacco and/or products will be confiscated and disposed of.

## **Chewing Tobacco**

All residents of legal age who use chewing tobacco must chew **outside only**. The use of any tobacco product inside the residence halls is prohibited even by those of age. Residents are to discard tobacco in the trash cans outside the residence halls or the dumpster. If a chewing tobacco “spit cup/spitter” is found in a resident’s possession or his/her apartment/dorm room, he/she will be held accountable for a Tobacco Violation. Spitting on college sidewalks is also prohibited.

## **Smoking/Vaping**

The student apartment complex and residence halls are a smoke-free. Smoking is not permitted inside the buildings, halls, stairwells, patios, closets, or balconies. Smoking must only take place in the designated smoking areas outside each residence hall for those of legal age (21 and older). Any person caught smoking in residential housing, or in an area other than designated smoking areas, will be sanctioned. A hookah is not allowed in apartment/dorm rooms at any time. Using cigarettes, cigars, and e-cigarettes (including vapes and JUULs) as well as vaping oils are prohibited in all apartment/dorm rooms. Storage of those items must be in the personal possession of the owner, not left out in public spaces. If tobacco/vaping products are found in the possession of a minor, those items will be confiscated. If smoking/vaping products are suspected to have been used to smoke marijuana or other illegal substances, law enforcement will be contacted and those items will be confiscated and turned over to law enforcement.

## **Pets**

Animals or pets are prohibited from being kept or harbored in the apartments and rooms. This also applies to the pets of any guest. **Pets are not allowed to visit campus.** Non-dangerous fish which live completely underwater are the only pets permitted in the halls. Fish must be kept in aquariums **not exceeding** 2.5 gallons. No other pets are allowed. Any need for special cleaning service or fumigation due to damage caused by the pet shall be assessed to the residents of that apartment/room. Service/Support animals for people with permitted accommodations documented through the Accommodations Resource Office are allowed with the necessary advanced notice and if requirements are met.

## **Decorating**

A resident’s apartment/room will be his/her home for the next semester/term. Decorating one’s apartment/room is an opportunity for residents to express their creativity. Decorating, however, cannot permanently damage the facilities. Talk to residence life staff for permission on decorating items. The following are guidelines for decorating:

- No painting is permitted.
- No candle(s) or incense.
- Only reusable, non-adhesive putty may be used to hang pictures or other wall hangings (no glue, nails, screws, staples, tacks, clear tape, masking tape or Duct Tape).
- **Command strips are no longer allowed due to frequent improper use and removal causing considerable damage to walls.** Any command strip that is removed causing damage to the wall will result in a damage charges per instance which can become significant. Please do not use.
- No decals may be affixed to any college property. No wallpaper or adhesive-backed shelf paper may be affixed

to furnishings. Do not use gel-type decorations on doors or any non-glass surface.

- No opened/empty beverage (pop, energy drinks, etc.), alcohol containers/signs or tobacco containers/signs may be maintained as a decorative display.
- Light strips or LED lighting with adhesive backing are not allowed to be attached to the walls (removal peels off the paint). Outdoor/holiday lights can burn the walls, so they cannot be used.
- **No items may be affixed permanently—this includes TV mounts, window coverings, or lights. Use a TV stand!**
- No dartboards.
- Road signs or other recognizably stolen items will be confiscated, and law enforcement will be notified.
- Flags/signs hung from balconies pose a fire hazard are not allowed.
- Walls cannot have more than 50% covered as it is against fire code.
- No offensive displays (nude posters/signs, calendars, confederate flags, etc.). Displays which are indicative of bias, prejudice, or harassment will not be tolerated and are subject to removal by the College.
- College property cannot be used to support any political campaign or candidate. College property may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question. As such, campaign signs, posters, or other propaganda is not allowed to be affixed to College property, including patios, balconies, or exterior-facing windows.

## Guests and Visitors

### Guest and Host Responsibility

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

- The resident is responsible for informing all guests of residence hall policies.
- The resident is responsible for the behavior and actions of their guest(s), up to and including being charged for the policies their guests violate.
- Residents should accompany their guests while inside the buildings and in all common spaces.

### Overnight Guests

Overnight guests are defined as guests who are on campus past midnight. Overnight guests are limited to one per student unless permission is granted by the RLM, ARLM or Dean of Students. Overnight residents must be 18 or older unless a sibling. Residents may have same or opposite-sex overnight guests in their room subject to the following limitations:

- Check the guest in with the RA desk prior to midnight. This let's staff and security know that the guest is allowed and helps ensure safety on campus. It also allows your guest to get a temporary vehicle pass for parking in an SCC lot.
- **Overnight guests are only allowed with the consent of the other roommates.** Visitation or overnight guests of one roommate should not infringe upon the rights or access of other roommates. If roommates do not approve of visitors or guests in the room, then guests are not allowed in the room. Remember to be courteous to all roommates and adhere to expectations of all roommates in regards to visitor/guest preferences.
- **Overnight guests are allowed to stay a maximum of two successive nights and not more than ten total nights per semester/term.** Any exceptions must be approved IN ADVANCE by the RLM or ARLM. Any one guest cannot stay on campus more than 10 total nights per semester.
- In order to check guests in properly, the resident must stop by the RA office and complete an overnight guest form which includes the following information: visitor name, hosting resident name and room number, make, model & license number of vehicle for a temporary tag (if the visitor has parked on campus), and approval of all roommates. **If residents plan on having guests or visitors past midnight, guests must be checked in before 10 PM.** Contact the RA(s) on duty or the on-call cell number for your campus.
- Residents **CANNOT** share their ID/keycard or keys with their guests.
- Residence Life Staff reserve the right to require a guest to leave if College and/or Housing policies are violated or if complaints are received from members of the floor or hall community.

## Windows

Posters, flyers and decals displaying questionable or obscene matter may not be displayed on windows facing out to the public. Screens and blinds may not be removed at any time. Open the blinds if you open the window to prevent damage. **All windows need to be clear in the event of a fire evacuation. Furniture is not to block the windows.**

## **Candles/Incense/Wax Warmers/Air Fresheners**

Candles, hot plate wax warmers, wall plug wax warmers, 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 if wax spills. In addition, open flames of any sort are not allowed in the residence halls. Corded Scentsy-style light bulb candle warmers are the only wax warmer type allowed in the residence halls provided that all residents of the room agree and do not have any allergies. No wall-mounted warmers allowed. If melted wax spills become an issue, this privilege will be revoked and students will be fined for damages that occur. Please dispose of wax in trash cans after it has hardened. Never pour liquid wax down the sink or into the toilet. If wax is spilled, please report it as soon as possible so that the custodial staff can clean it. Plug-in wall flower type air fresheners are allowed.

## **Multiple Electrical Outlets**

The only multiple outlet devices allowed are fused surge-protected power strips. Gang outlets, multi plugs and extension cords are prohibited to prevent a fire hazard.

## **Furniture**

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

## **Motorcycles, Scooters, Skateboarding, Bicycles, 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. The use of personal transportation devices is not allowed inside any College building or residence halls. Bicycles should be stored outside in the bicycle racks.

## **Babysitting**

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

## **Barbecuing**

Residence Life provides a community grill located near the residence halls. Personal grills and grilling supplies are not allowed in the residence halls. Ask the staff for the location of the community grill on campus.

## **Immunizations**

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

Since the COVID-19 pandemic, students are highly encouraged to receive the COVID-19 vaccine prior to coming to campus to prevent the spread of this highly communicable disease. Those who have been immunized may be required to show proof of vaccination to avoid any mandated quarantines.

## **Electrical Appliances**

### **Acceptable Appliances**

Each apartment in Pioneer, Washington, Roosevelt and Eisenhower Halls may have one small microwave no bigger than 1000 WATTS that 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. Toasters and Keurig-style K-cup coffee makers are allowed in all residence halls.

### **Unacceptable Appliances**

Residents are not permitted to have any of the following appliances including but not limited to: personal refrigerators, freezers, space or electrical heaters, hotplates or appliances with heating elements of any kind (such as pizza makers, countertop grills, rice cookers, or air fryers), washers/dryers, and any appliance with open flames, or which pose an electric overload hazard. The electrical load for the kitchenette suites is not designed for heating elements. Furthermore, halogen bulb lamps can reach extremely high temperatures and have been identified to be

the cause of residence hall fires. Therefore, halogen lamps are not permitted in the apartments/rooms. If Residence Life discovers any items in the room that are prohibited from the dorms, Residence Life Staff will confiscate the items until such a time that residents are able to take those items off campus. Residents will be given two (2) weeks to take those items off campus unless given special permission from Residence Life Staff. If the resident does not remove the item in a timely manner, SCC reserves the right to dispose of the property.

## Housing Meetings

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

## Concealment of Violations

Everyone living in the community has the responsibility to take positive action 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.

## Meal Plan

A 14-meal-per-week dining plan is included in the cost of all residence halls. Beatrice residents have an option to upgrade to a 17-meal plan for a small additional fee. The meal plan is mandatory. Residence Life students cannot opt out per our contract with Great Western. Students will present their student ID card at the dining hall to use the meals on their account. Meal plans reset every Monday morning, and unused meals do NOT carry over from week to week. Students may not share their meals with others.

If students have food allergies or sensitivities, Great Western is trained to accommodate those needs. The first step in requesting those accommodations is to reach out to the Great Western Food Service Manager for your location. This is required as a first step prior to working with the SCC Accommodations Resource Office. Great Western contacts are as follows:

- Beatrice: [sccbeatrice@gwdining.net](mailto:sccbeatrice@gwdining.net)
- Milford: [sccmilford@gwdining.net](mailto:sccmilford@gwdining.net)

## Reasonable Accommodations

Please contact SCC's Student Support & Accommodations Resource Office if you have any special needs requests for living on campus. Contact information for each campus can be found on the [Reasonable Accommodations webpage](#).

# Section 8: Check-Out

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

All rooms with an open spot or that have been assigned a new roommate the following semester/term are expected to have the room prepared for the new roommate(s). These rooms will be assessed by the Residence Life Manager and Assistant during the break. Any room found to be unsatisfactory for new occupants to move in will be cleaned by SCC Maintenance and Custodial Staff. College will dispose of anything that looks like trash or obviously should be disposed of, such as food. Each resident of the room will be assessed an overall cleaning fine.

### 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 the thermostat to the low settings or 72 degrees, depending on which is applicable; do not turn it off
- Turn off the lights in the room – this includes unplugging any decorative lights



- Turn off/unplug the alarm clock
- Check your mail
- Clean the room (you may be getting a new roommate)
- Lock the door
- Turn the apartment/room key in to RLM and/or ARLM if required

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

- Remove all personal belongings from the room
- Clean the room thoroughly and take out the trash
- Turn the apartment/room key and mailbox key (or leave in room as requested) in to RLM or ARLM
- Accompany a Residence Life Staff member to the apartment/room to document the condition of the apartment/room on the SCC Resident Housing Check-Out form. The SCC Resident Housing Check-Out form must be signed by both the resident and a Residence Life staff member, and turned in to the RLM/ARLM.

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

## **Continuation/Cancellation Forms**

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

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

## **Personal Property Removal Policy**

Possessions remaining in the apartments/rooms after the end of the contract period will be removed by staff, held and stored for 14 days. A Property Removal Fine will be charged. Belongings must be picked up by the student. If not claimed after 14 days from the end of the term, SCC reserves the right to sell or dispose of the property. No belongings will be mailed or shipped.

## **Break Housing**

Per the contract, housing over breaks may be allowed with approval of the RLM and/or Campus Dean of Students. Daily rates will apply. An exception to charges is for student athletes **required** to stay over break for practice or games or SCC student employees who are **required** to stay over break to perform the duties of their position. Residents who would like to stay for break housing must sign a Break Housing Contract in the Residence Life office. By signing a break housing contract, residents agree to continue to follow all housing and college rules during the break.

# Section 9: Beatrice Campus Housing

## Contacts

**On-Call Phone:** 402-840-1134

**Residence Life Office:** Homestead Hall, 402-228-8291 or Ext. 1291

**Residence Life Manager:** Spencer VanBuskirk: 402-228-8291 or Ext. 1291

**Assistant Residence Life Manager:** Tessa Triplette, 402-228-8137, Ext. 1137

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

**Campus Director & Vice President of Program Development:** Brett Bright: 402-228-8272 or Ext. 1272

**Student Life Coordinator:** Carrie Puhalla 402-228-8152, Ext. 1152

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

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

**Public Safety Officer:** Allen Allsman: 402-228-8231 or Ext. 1231

## Furnishings

### Roosevelt, Washington and Eisenhower Halls

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

### Homestead Hall

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

## Thermostats

### Roosevelt, Washington and Eisenhower Halls

Thermostats should not be set lower than 70 degrees or higher than 80 degrees.

### Homestead Hall

Thermostats are system controlled, but do allow residents a little bit of flexibility for personal comfort.

## Item Checkout Procedure

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

## Laundry Room

Personal-pay washers and dryers are located in four places: Homestead Hall lower level, Roosevelt Hall first floor east wing, Eisenhower Hall first floor east wing, and Washington Hall first floor east wing. Please do not overload washers. The washers will not accommodate quilts, comforters, sleeping bags, etc. Overloading the washers will result in water overflow and motor burnout. The cost is \$1.25 per load to wash, and \$1.25 per load to dry.

## Parking

Housing residents have parking spots available for them near each housing facility. Residents are to use these assigned areas for parking on campus. Homestead Hall residents are assigned to park in the lots on the north side of campus (the west end is designated for overnight parking). Homestead Hall residents cannot park in the Kennedy lot,

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

## **Winter Parking**

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

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

## **U.S. Mail or Package Service – Beatrice Campus**

Mail is distributed Monday through Friday, between noon and 9 p.m. to each hall's respective mailbox area. IDs are required to pick up packages. Please use the correct mailing address to ensure prompt delivery of mail. **Resident mailing address:**

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

## **Balconies/Patios in Roosevelt, Washington, and Eisenhower Halls**

Outdoor furniture, plants, and other items typical to patio use are appropriate. Apartment furniture is not to be used on the balconies. Grills also may not be used or stored on the balconies. Smoking is prohibited on balconies/patios and in balcony storage rooms. 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. "Horse play" and climbing on balconies, walkway railings, patio railings or the roof to the apartment or halls also is prohibited.

# Section 10: Milford Campus Housing

## Milford Contacts

**On-Call Phone:** 402-490-1273

**Residence Life Office:** Prairie Hall (Assistant) and Meadow Hall (Manager), 402-761-7398 or Ext. 6200

**Residence Life Manager:** Lydia Clarke 402-761-7398 or Ext. 6200

**Assistant Residence Life Manager:** Kelley Helm 402-761-8226

**Assistant Campus Director & Dean of Students:** Stacy Riley 402-761-8270 or Ext. 8270

**Campus Director & Vice President for Technology:** Ed Koster 402-761-8224 or Ext. 8224

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

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

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

**Public Safety Officer:** Sarah Kroll: 402-761-8266

## Furnishings

### Prairie and Meadow Halls

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

### Pioneer Hall Complex

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

## Thermostats

### Pioneer Hall

Thermostats should not be set lower than 68 degrees or higher than 80 degrees.

### Prairie and Meadow Halls

Thermostats are system controlled, but do allow residents a little bit of flexibility for personal comfort.

## Laundry Room

Personal-pay washers and dryers are located on the lower level of Prairie Hall and Meadow Hall. The washers will not accommodate quilts, comforters, sleeping bags, etc. Please do not overload the washers. Overloading the washers will result in water overflow and motor burnout. The cost is \$1.25 per load to wash, and \$1.25 per load to dry.

## Parking

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

## **Winter Parking**

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

## ***U.S. Mail or Package Service – Milford Campus***

Mail is distributed between 4:30 PM and 10 PM. Monday through Friday. All mailboxes are located in the lobby of Prairie Hall and Meadow Hall. IDs are required to pick up packages. Please use the correct mailing address to ensure prompt delivery of mail.

## **Meadow Hall, Prairie Hall and Pioneer Complex Address**

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

# Appendix

## **Amendments**

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

## **Governing Law**

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

## **Occupancy & Assignment**

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

## **Waiver**

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

# SCHEDULE OF DISCIPLINARY ACTION, FEES & FINES

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

Violation	Description/Definition of Violation	Disciplinary Action, Fees and/or Fines
<b>Alcohol</b>	Resident is subject to disciplinary action for violation of this policy if resident is found doing any one of the following: <ul style="list-style-type: none"> <li>• Consuming alcohol, including returning to campus intoxicated</li> <li>• Alcohol or alcoholic beverage containers in room</li> <li>• Possession of alcohol</li> <li>• In the same room as alcohol regardless of consumption</li> </ul>	1st Offense: \$100 fine and alcohol awareness programming  2nd Offense: \$200 fine, an alcohol assessment, and residence life probation  3rd Offense: \$200 fine and termination of housing contract (removal from campus housing)
<b>Bicycles</b>	Possessing a bicycle inside the Residence Halls (including rooms/ apartments, hallways, stairwells, common areas, and bathrooms)	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Blind damage</b>	Alignment/repair of blinds	Cost of repairs
<b>Candles, Incense, Candle Warmers</b>	Possessing candles, candle warmers, hot plates, non-Scentsy brand light-bulb wax warmers, and/or incense	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Concealment of Violations</b>	Hiding a violation or evidence of a violation	\$25 fine
<b>Dartboards</b>	Possession or use of a dartboard	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Drugs &amp; Controlled Substances</b>	A controlled substance is defined as prescription medication that is not prescribed to the person in possession, illegal drugs, or any other type of material, compound, or substance that is considered to be restricted or controlled by local, state and federal laws and statutes. This includes paraphernalia.  A resident is subject to disciplinary action for violation of this policy if a resident is found doing any one of the following: <ul style="list-style-type: none"> <li>• Consuming/using/injecting a controlled substance.</li> <li>• Possession of a controlled substance in the room.</li> <li>• Possession of a controlled substance.</li> <li>• In the same room as a controlled substance regardless of usage.</li> </ul>	1st Offense: <ul style="list-style-type: none"> <li>• \$100 fine &amp; 10 hours of community service</li> <li>• Drug awareness programming</li> <li>• Drug assessment</li> <li>• Residence life probation</li> <li>• Possible termination of contract (removal from campus housing)</li> </ul> 2nd Offense: <ul style="list-style-type: none"> <li>• \$200 fine</li> <li>• Counseling for drug assessment</li> <li>• Termination of contract (removal from campus housing)</li> <li>• Potential additional sanctions as deemed by the Dean of Students</li> </ul>
<b>Entering or Exiting Through Window</b>	Entering or leaving the building through a window (exception is in the case of a fire) or tossing objects in/out the window	\$50 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Facility Misuse/College Property/Damages</b>	Damage to facilities, leaving trash, engaging in or aiding damaging behaviors or actions. Anything that causes damage to Southeast Community College property.	\$25-\$100 fine and cost of cleaning, moving, repair or replacement (Can be assessed to one resident, or divided among multiple residents including an apartment, wing, floor, or building)
<b>Failed Room Check/Health Code Violation/ Cleaning Requirements</b>	Excessive trash, improperly stored food, unsafe living environment, generally unsanitary conditions	\$25 fine/day
<b>Fire Alarms and Emergency Equipment</b>	Falsely, intentionally or negligently tampering with or activating fire safety equipment: smoke/heat detectors, sprinkler heads, fire extinguishers	\$250 fine and cost of cleaning, repair, or replacement (if applicable); probation and/or termination may result
<b>Garbage</b>	Garbage in common areas (hallways, lounges, lobbies, bathrooms, stairs, doorways, etc.) or not properly disposed of; also includes improper trash can size	\$25 fine and cost of cleaning, repair, or replacement (if applicable)

<b>Guest Policy Violation</b>	Guest in Residence Hall not properly registered with Residence Life staff, beyond timeframe, or against permission of roommates	\$50 fine per night
<b>Harmful Behavior</b>	Includes, but not limited to: bomb threats, tampering with safety equipment, infliction/threat of bodily harm	\$250 fine plus cost of damages and/or possible termination of contract (removal from campus housing)
<b>Housing Handbook Deadline</b>	Missed deadline for reading and acknowledging Housing Handbook	\$10 fine; this fine can accumulate upon missing multiple repeated deadlines
<b>Improper Check-In/Out</b>	Failure to check in or check out properly with Residence Life Staff	\$50 fine
<b>Mailbox Key</b>	Replacing a lost or damaged mailbox key	\$20 fee
<b>Mandatory Meeting</b>	Missed a mandatory Residence Life meeting	\$25 fine this fine can accumulate upon missing multiple repeated deadlines to meet for the missed information
<b>Motorcycles, motor-driven vehicles, and scooters</b>	Storing motorcycles and scooters in buildings, rooms/apartments, storage rooms, on patios, balconies, or walkways	\$50 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Multiple Electrical Outlets</b>	Using gang outlets, extension cords, or not plugging refrigerators/microwaves directly into the wall	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Noise/Quiet Hours</b>	Excessive noise at any time or distracting, noticeable noise during quiet hours, particularly after requests to reduce the amount of noise Continuous violation of noise policy	\$25 fine
<b>Offensive Displays</b>	Displaying offensive materials in common areas of rooms/apartments. (Pornography, drug use, etc.)	\$25 fine and display confiscated
<b>Painting</b>	Painting any part of an apartment/room or common area	\$100 fine and cost of repainting
<b>Personal Property Left in Room</b>	Leaving personal property in the room upon checkout	Minimum of \$25 (may increase due to volume/weight)
<b>Pets</b>	Having any pet or animal in one's room other than fish in a 2.5-gallon tank/bowl and/or having a fish tank/aquarium greater than one gallon	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Prohibited Furniture or Appliance</b>	Any items listed as previously prohibited.	Minimum of \$25 and item(s) confiscated
<b>Property Removal</b>	Removal of SCC property from its designated location	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Propping Doors Open</b>	Propping open any door that is to remain closed or locked at all times (includes exterior doors, hall doors, and suite/room doors) or holding open a door marked "Exit Only" for someone to use as an entrance	\$50 fine
<b>Room Key</b>	Replacement of lost or damaged room key	\$100 fee
<b>Room Lockout</b>	Entry into room for lost or misplaced keys	First two times are at no charge Third time or after \$10/entry
<b>Room Transfers - Authorized</b>	Change from one apartment/room to another after start of term with authorization of the RLM or ARLM (changing rooms at the start of a new term will not incur a charge)	\$25 fee (\$15/day late fee)
<b>Room Transfers - Unauthorized</b>	Changing rooms without prior approval of the RLM or ARLM	\$50 fine



<b>SCC ID Card</b>	Replacing a lost or damaged student ID	\$5 fee (pay at Assessment Office—Milford; pay at Welcome Center—Beatrice)
<b>Screens</b>	Damage to or missing screens	\$25 fine and cost of cleaning, repair, or replacement
<b>Security Surveillance System</b>	Tampering with any facet of the Security Surveillance System/ Equipment	\$250 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Sharing Key or ID/Keycard</b>	Allowing others to use a resident's room key or ID/key card	\$100 for each person involved
<b>Tobacco/Vape</b>	<ul style="list-style-type: none"> <li>• Using chewing tobacco or possessing “spit-cups” in the residence halls.</li> <li>• Smoking/vaping in the residence halls (including rooms/apartments, common areas, stairs, hallways, etc.) or smoking in non- designated smoking areas</li> <li>• Possession of tobacco products if under the age of 21</li> </ul>	\$50 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Trash Removal</b>	Failure to remove trash at check-out (or failure to adequately remove trash during the term causing a health code concern prompting trash to be removed by Safety/Security or Residence Life staff)	\$10 minimum fine per bag
<b>Weapons</b>	Possessing or using a weapon or firearm, or an item deemed to be a weapon or firearm	\$100 fine and cost of cleaning, repair, or replacement (if applicable)
<b>Windows</b>	Damage to or missing windows	\$50 fine and cost of cleaning, repair, or replacement

## Resident Acknowledgment/Agreement

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

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

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

<https://thehub.southeast.edu/studentsrvs/Residence%20Life/Pages/default.aspx>

Click on “Residence Life Handbook Acknowledgement Agreement”