



# ***Resident Life Handbook***

**2025-2026 Academic Year**



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# WELCOME TO HOUSING!

Welcome to Residence Life at Southeast Community College! Living on campus can be very rewarding - we hope your time here will be filled with positive living and learning experiences. This handbook contains information that you will need to make your time living on campus an enjoyable and comfortable experience.

We hope you have a great year!

## Housing Contacts

Email (all campuses): [ResLife@southeast.edu](mailto:ResLife@southeast.edu)

### Beatrice Campus

- Assistant Director - Residence Life: Homestead Housing Office, 402-228-8291
- Residence Life Coordinator: Washington Housing Office, 402-228-8137
- Administrative Director of Residence Life, Kennedy Welcome Center, 402-228-8278
- Assistant Campus Director & Dean of Students, Kennedy Welcome Center, 402-228-8286

### Lincoln Campus

- Assistant Director - Residence Life: Woodhaven Housing Office, 402-437-2834
- Residence Life Coordinator: Woodhaven Housing Office, 402-437-2835
- Administrative Director of Residence Life, Kennedy Welcome Center (Beatrice Campus), 402-228-8278
- Dean of Student Development, Campus Central Office, 402-437-2559

### Milford Campus

- Assistant Director - Residence Life: Meadow Housing Office, 402-761-7398
- Residence Life Coordinator: Prairie Housing Office, 402-761-8226
- Administrative Director of Residence Life, Kennedy Welcome Center (Beatrice Campus), 402-228-8278
- Dean of Students, Nebraska Hall, 402-761-8270

## Purpose of this Document

The purpose of this handbook is to outline the policies and procedures associated with on-campus living. This handbook does not attempt to define every acceptable or unacceptable item, action, or behavior. Should you have further questions, don't hesitate to get in touch with the Residence Life staff.

## Revisions to Policies in this Handbook

This handbook is updated on an annual basis. All efforts have been made to ensure the accuracy of information within this handbook. The Office of Residence Life reserves the right to make changes and/or additions to policies as needed. When an amendment is made, students will be informed of the change.

## Governing Law

This contract shall be interpreted by 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.

## Landlord-Tenant Act

Following Neb. Rev. Stat. §76-1408 as amended, the student is entering into this contract for a residence at an institution, which is incidental to the provision of educational services and, therefore, not subject to the Nebraska Uniform Residential Landlord and Tenant Act.

## 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 considered to be a waiver or relinquishment of such right or power at any other time(s).

## Communication

Residence Life communicates with students through various means. Students may be contacted by email, text, phone, or campus mail. Once a student receives their SCC email address, Residence Life will communicate with students primarily using that email. Residents are responsible for reading all information sent to them.

SCC uses two mass-communication tools for resident communication: Regroup and Cadence.

Regroup is an online notification system that utilizes one-way text messaging and emails. All residents are automatically enrolled for safety/security purposes using the number listed on a student's Student Profile. Students are also encouraged to download the Regroup Mobile 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 eight messages/month (message and data rates may apply). If students want to opt out of Regroup, they should contact [helpdesk@southeast.edu](mailto:helpdesk@southeast.edu).

Residence Life uses Cadence to communicate with residents about campus events and important information. The cell number used is the one listed in the student's profile on Self-Service. Average messages are fewer than eight messages/month (message and data rates may apply). Residents can opt out anytime by texting "Unsubscribe, Stop, Cancel, End, Quit."

All information is protected by SCC's [Privacy Statement](#).



# RESIDENCE LIFE STAFF

Residence Life has various staff members, including full-time professionals and student positions. All staff contribute to promoting the mission of the Residence Life department.

## Administrative Director of Residence Life

The Administrative Director of Residence Life directs the overall operation of the Residence Life department for all campuses. The Administrative Director of Residence Life supervises and works with the professional Residence Life staff members to provide a robust residential program that contributes to the overall resident experience.

## Assistant Director of Residence Life

The Assistant Director of Residence Life (ADRL) is a full-time staff member residing on campus, responsible for directing the daily operations of their Residence Life program. The ADRL collaborates closely with the RLC and student staff to foster community within the residence halls.

## Residence Life Coordinator

The Residence Life Coordinator (RLC) is a full-time professional residing on campus who works with the ADRL to manage the daily operations of the Residence Life program. The RLC oversees the Resident/Community Assistants and student workers, organizes programming, and supports residents regarding housing-related issues.

## Resident Assistants

Resident Assistants (RAs) are students who live in the residence halls and serve as a resource to their residents. Typically, these students have lived on campus for at least one semester/year. RAs are committed to making on-campus living a fun and rewarding experience. RAs have the responsibility and authority to maintain SCC's College and Residence Life policies and to report any suspicious activity.

## Community Assistants

Community Assistants (CAs) are students residing in the residence halls who fulfill a role similar to that of a Resident Assistant. They act as a resource for residents, organize programming and community-building activities, and uphold College and Residence Life policies. The key distinction between CAs and RAs is that CAs have a time commitment and compensation that are half that of RAs. This position is designed for new residents interested in eventually becoming RAs, while supporting Residence Life's mission during their first semester or year.

## Student Workers

Residence Life student workers are part-time/work-study positions who assist with daily tasks and duties within the residence halls as assigned by the ADRL and RLC. Some of these positions may include Housing Office Assistants or Student Custodial staff. Students who are interested in these positions can contact their campus's ADRL and/or RLC.

# YOUR CONTRACT

By signing the Housing Contract, the resident agrees to abide by all Residence Life and College policies and all local, state, and federal laws. Residents found to violate any rule will be subject to Housing and/or College disciplinary action. These rules and procedures have been established to protect the rights of residents and the rights of the student housing community as a whole.

## Contract Terms

Once a student signs the Housing Contract, it is a legally binding contract. It is recommended that students be sure that they will be residing on campus before completing the Housing Contract and paying the Room Readiness Fee to avoid entering the Cancellation/Termination Period. For more information, please see this handbook's [Cancellation/Termination Policies section](#).

Your 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. Residents will be charged the rate of occupancy. Should the requested room fail to be filled, the student will not be charged a higher rate if there are fewer students than contracted for or if the college elects to put fewer students in the room. In the event of a vacancy in a room, the ADRL may reassign the resident or other residents to a different room assignment, or may assign a new roommate or other roommates to the available space. While eligible students can pick their rooms, the ADRL makes the final decision for room assignments. When assignments are finalized, students will be notified of the assignments and the date when occupancy begins.

All contracts on all campuses include a required meal plan. For more information on meal plans, please see the [Meal Plan section](#) of this handbook. For more general information on the contract terms, please visit the Housing Contract under the Resources tab on eRezLife.

## Cancellation/Termination Policies

If students cancel their housing contract before moving in, they must adhere to the cancellation policy and timeline. If a student opts to move out of the residence halls after the semester begins, they must comply with the termination policy and timeline.

To cancel your housing contract, email your campus's ADRL or complete the Cancellation Request form on eRezLife. New students who have not lived on campus must cancel by the semester's deadline to receive a refund of their \$150 Room Readiness Fee. Returning residents must cancel by the deadline to avoid a Late Cancellation Fee.

## Contract Cancellation Deadlines

- Fall semester: June 15<sup>th</sup>
- Spring semester: November 15<sup>th</sup>
- Summer term: March 15<sup>th</sup>

## Termination Periods

Residents who move out after the start of the semester will be subject to the following refund schedule based on the termination periods. Each period is calculated from the first day of the semester:

Period	Refund
1 – 7 calendar days (Week 1)	80% refund
8 – 14 calendar days (Week 2)	60% refund
15 – 21 calendar days (Week 3)	40% refund
22 calendar days+ (after 3 <sup>rd</sup> week)	No refund

# HOUSING ASSIGNMENT PROCEDURES

## eRezLife

Residents and incoming, accepted students will use eRezLife to submit their Housing applications, select their rooms/roommates, and submit day-to-day forms to Residence Life. Students can access eRezLife through The Hub in their Apps tab. If students have any questions regarding eRezLife, they should contact the ADRL or RLC on their campus.

## Housing Assignment Process

To apply for housing, students must complete the housing application through eRezLife. After completing the housing application, new students must pay a one-time, \$150 Room Readiness/Reservation Fee before their application is considered complete and they can be considered for a room.

There are two application groups for housing: New Students and Returning Residents. These groups are important because they will have different timelines regarding when applications will open and when room selection will begin (see [Timelines section](#)).

When applying for housing in eRezLife, you must ensure that you are applying for the right campus. Students will be required to answer on their profile which campus they intend to apply to, and must make sure they choose the correct one. Residence Life is not responsible for verifying that a resident has applied to the proper campus and cannot guarantee that the resident will receive a room of the same style on another campus if discovered too late.

During the application process, there will be two deadline dates: the initial and final deadlines. The initial deadline is when Residence Life will begin to configure the Room Lottery, which is the process where residents can pick their own rooms and roommates. **Students can still turn in their application after this date.** The final deadline date is the last day that Residence Life will accept housing applications – this will typically be the last day of the semester, as Residence Life allows students to move in as long as space is available.

Once the initial deadline passes for each application group, Residence Life will contact residents to inform them of their Room Selection time. This is based on when the housing application is completed – the earlier the better. Students will be able to browse rooms and form roommate groups before their selection time, but cannot reserve their room until their official selection time. Residence Life will automatically assign residents a room based on their room/roommate preferences if they miss their selection time or submit an application past the Room Selection Period.

## Application Timelines & Processes

### Fall 2025 Semester

#### New Students

WHEN	WHAT
March 25 <sup>th</sup> (of current year)	Fall Housing Application for next academic year opens.
May 1 <sup>st</sup> (of current year)	Initial deadline for Fall Housing Application – Room Lottery to be configured after this date.
June 1 <sup>st</sup> (of current year)	Room Selection begins for Priority Housing Group A (applicants who applied before November '24).
June 3 <sup>rd</sup> (of current year)	Room Selection begins for Priority Housing Group B (applicants who applied from November '24 – February '25).
June 5 <sup>th</sup> (of current year)	Room Selection begins for Priority Housing Group C (applicants who applied between March and April '25).
June 7 <sup>th</sup> (of current year)	Room Selection begins for rest of applicants (applicants who applied after May 1 <sup>st</sup> ).
June 15 <sup>th</sup> (of current year)	Deadline to cancel for Fall semester to have \$150 Room Readiness Fee refunded.
July 9 <sup>th</sup> (of current year)	Room Selection ends. Applications received after this date will be assigned rooms automatically as space allows.

#### Returning Residents

WHEN	WHAT
February 1 <sup>st</sup> (of current year)	Fall Housing Application for next academic year opens.
March 30 <sup>th</sup> (of current year)	Last day to pre-select current room for Fall semester
April 1 <sup>st</sup> (of current year)	Initial deadline for Fall Housing Application – Room Lottery to be configured after this date.
Mid-April (of current year)	Room Selection begins.
May 16 <sup>th</sup> (of current year)	Room Selection ends. Returning Residents who have not yet selected a room will be automatically assigned one.
June 15 <sup>th</sup> (of current year)	Deadline to cancel for Fall semester without penalty.

## Spring 2026 Semester

### New Students

WHEN	WHAT
October 1 <sup>st</sup> (of Fall semester)	Spring Housing Application for current academic year opens.
November 1 <sup>st</sup> (of Fall semester)	Initial application deadline for the Spring semester - Room Lottery to be configured after this date.
November 10 <sup>th</sup> -14 <sup>th</sup> (of Fall semester)	Room Selection Week for New Spring Semester Students. New Students who do not select a room by the end of the week will have one automatically assigned to them.
November 15 <sup>th</sup> (of Fall semester)	Deadline to cancel for Spring semester to have \$150 Room Readiness Fee refunded.

### Returning Residents

WHEN	WHAT
October 1 <sup>st</sup> (of Fall semester)	Spring Housing Application for current academic year opens. Returning Residents do NOT need to reapply unless they want to change rooms.
October 17 <sup>th</sup> (of Fall semester)	Initial application deadline for the Spring semester - Room Lottery to be configured after this date. Room change requests received after this date will not be considered.
October 27 <sup>th</sup> -31 <sup>st</sup> (of Fall semester)	Room Selection Week for Returning Students wishing to change rooms for the Spring semester.
November 15 <sup>th</sup> (of Fall semester)	Last day to cancel for the Spring semester without penalty.

## Summer 2026 Term

### All Students

WHEN	WHAT
December 1 <sup>st</sup> (of previous year)	Summer Housing Application opens.
March 15 <sup>th</sup> (of Spring semester)	Last day to cancel for the Summer term without penalty (new students will forfeit their Room Readiness Fee; Returning Residents will be charged a Late Cancellation Fee).
Around May 1 <sup>st</sup> (of Spring semester)	Room assignments available for students (Summer assignments are made by Residence Life staff).

## Housing Reservation Policies & Terms

Housing room selection timeslots are based on the date the housing application and the Room Readiness Fee are received. Priority is given to returning residents and students required to live on campus. New incoming students must be accepted to the college before applying for housing.

Students who complete their application process earlier will be assigned the earlier room selection timeslots. However, students who do not log into eRezLife at or around their scheduled timeslot may miss the opportunity to reserve their preferred room style, as someone with a later timeslot could reserve the room before them. Therefore, it is essential that students select their rooms promptly, based on their scheduled room selection timeslot.

Housing assignments are designated by specific bedrooms, meaning that residents must reside in their assigned bedroom and cannot switch with one of their roommates without approval. Housing reservations are also for the specific bed or bedroom the student has reserved, not the entire unit. The Residence Life Office reserves the right to move a resident or to cancel a resident's contract if the resident does not adhere to Residence Life rules.

### Overflow Housing/Triple Rooms

In the event of high demand, select rooms may be converted to triple rooms or designated as overflow housing to accommodate more residents. Triple rooms will typically be rooms that were originally doubles but have space to accommodate three residents. Residents within a triple room will have a discounted rate. Overflow buildings or rooms may be held until other rooms are filled. Charges for overflow rooms will be the published rate for these rooms.

The need for triples typically takes place in the Fall, but may also spill over to the Spring. If triples are not required in the Spring, these rooms will be converted back to double price.

### Room Consolidation Policy

Room consolidation occurs when two or more non-full rooms of residents are combined into a single room. Those affected by room consolidation will be notified by Residence Life – if possible, Residence Life will provide affected residents the opportunity to select their living space. If not possible, Residence Life reserves the right to consolidate rooms and relocate residents as needed.

### Gender-Based Room Assignments

In accordance with current federal guidelines, the College provides housing assignments based primarily on biological sex. Students with specific housing needs may request individual accommodations, and the College will consider them on a case-by-case basis. When feasible (including availability and cost), the College may offer single-bedroom units to address privacy, safety, or personal preference. In rare cases (and subject to availability), shared accommodations may include mixed-sex room assignments, but only with the voluntary, written consent of all parties involved. Housing is not intended to serve as cohabitation space for couples or friend groups seeking to live together, regardless of sex or gender identity. The College reserves the right to assign housing in a manner that ensures safety, privacy, and institutional compliance with applicable federal and state regulations.

## Reasonable Accommodations

Students with Disabilities who need housing accommodations should contact the Accommodations Resource Office to make these requests. More information can be found on [their webpage](#).

## Room Changes

Room changes may be requested **after the first three weeks** of the term and must be approved by the Assistant Director - Residence Life or Residence Life Coordinator. There will be a fee for all room changes unless stated otherwise. If a resident wishes to change rooms, they must:

- Complete the Room Change Request form.
- Obtain approval from the ADRL or RLC.
- Check into the new room and complete a new Room Condition Form.
- Schedule and complete a checkout of the previous room within the given timeframe.

Residents wanting to switch bedrooms within their unit must also request a room change using the above process, as students are assigned to specific beds/bedrooms within the space and not just the unit itself. Residents who do not adhere to the room change policies will be charged an improper room change fee each day in the unassigned room.

# LIVING ON CAMPUS

## Buildings

### Beatrice Campus

#### Homestead Hall

Homestead is a suite-style residence hall with single- and double-style rooms (also limited ADA rooms). Each room comes furnished with college-provided furniture. All beds are Twin XL beds.

#### Eisenhower, Roosevelt, & Washington Halls

Eisenhower, Roosevelt, and Washington are apartment-style residence halls. Most rooms are two-bedroom, two-bathroom, with limited one-bedroom, one-bathroom rooms. Each room comes furnished with college-provided furniture. All beds are Twin XL beds.

#### Balconies/Patios

Eisenhower, Roosevelt, and Washington have balconies/patios for students to use. Outdoor furniture, plants, and other patio items are appropriate to keep on the balconies/patios. Apartment furniture is not to be used on the balconies/patios. Grills may also not be used or stored on balconies or patios. Balconies and patios must be kept clear of trash at all times. Throwing objects from the balconies, patios, or windows is prohibited. "Horse play," such as climbing on balconies or the roof, is also prohibited.

### Lincoln Campus

#### Woodhaven Hall

Woodhaven is a suite-style residence hall with various room styles (also limited ADA rooms), primarily double-style rooms. When needed, some double rooms will be converted to triple rooms (see the [Triple Rooms section](#) for more information). Community restrooms are available instead of bathrooms in each room. Each room comes furnished with college-provided furniture. All beds are Twin XL beds.

### Milford Campus

#### Meadow & Prairie Halls

Meadow and Prairie are suite-style residence halls with single- and double-style rooms (also limited ADA rooms). When needed, some double rooms will be converted to triple rooms (see the [Triple Rooms section](#) for more information). Each room comes furnished with college-provided furniture. All beds are Twin XL beds.

#### Pioneer Hall Complex

Pioneer Hall Complex is two apartment-style buildings with two-bedroom units. Each room comes furnished with college-provided furniture. All beds are Twin XL beds.

## Common Areas

The college will provide clean common areas and restrooms in the residence halls. However, residents are responsible for cleaning up any mess they make while using one of the common areas. Students who damage or misuse any college property will be responsible for the costs of cleaning, repairing, and/or replacing the damaged or misused property, and may violate the Residence Life/Student Code of Conduct. Residents cannot remove common area furniture or relocate it to another room, building, or outside. Residents should report maintenance issues outside of a resident's room (e.g., an inoperable laundry machine) to Residence Life or submit a Maintenance Request.

## Housing Meetings

To inform residents of important news, deadlines, etc., RAs will hold floor meetings for their residents. Floor meetings are mandatory for all residents. If a resident cannot attend, it is the resident's responsibility to obtain any missed information. Failure to attend mandatory meetings or meet with your RA as required will result in missing out on key information that you will be held responsible for knowing and being aware of (ex., deadlines, processes, etc.).

## Laundry Facilities

Free-use washers/dryers are available on all campuses. See below for each campus' laundry facility locations:

- Beatrice: in the Homestead Hall basement and on the East wing of Eisenhower/Roosevelt/Washington Halls.
- Lincoln: on each floor of Woodhaven Hall.
- Milford: in both the Meadow and Prairie Hall basements.

Please do not overload washers, as it will result in water overflow and motor burnout. The washers will not accommodate quilts, comforters, etc. Laundry machines are limited, so please collect your clothes in a timely manner.

## Mail Services

Mail is distributed Monday–Friday between noon and 9 p.m. to each hall's mailbox area. Mailbox keys are kept in each resident's room, typically hung up next to the main entry door. IDs are required to pick up packages. Please use the correct mailing address to ensure mail delivery.

## Resident Mailing Addresses

Residents are recommended to use the following address layout and campus addresses to ensure proper delivery of mail to your campus:



Your Name

Southeast Community College

Residence Hall Name & Room #

Campus Address, City, State, Zip Code (see below):

Campus	Address	City	State	Zip Code
Beatrice	4771 W Scott Road	Beatrice	NE	68310
Lincoln	8800 O Street	Lincoln	NE	68520
Milford	621 State Street	Milford	NE	68405

## Meal Plan

A 14-meals/week dining plan is included in the cost of all room assignments. Beatrice and Lincoln residents can upgrade to a 19-meals/week plan for an additional fee. Residents cannot opt out of their meal plan. 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. To request an accommodation, reach out to your local Accommodations office. More information is on the [ARO webpage](#).

## Parking On Campus

All residents must register their vehicles and have the sticker in the lower-right corner of their back window. Residents with assigned handicapped parking permits can park in any designated accessible parking space on campus, regardless of the assigned residence hall. The visitors'/commuters' stalls are for visitors/commuters only. Parking in a non-designated area will result in a fine each day. Each campus has designated offices that will assist in registering your vehicle(s), as well as designated parking areas:

### Beatrice Campus

To register your vehicle(s), stickers can be obtained from the Kennedy Welcome Center. Homestead residents will park on the west side of the campus's north parking lot. Eisenhower, Washington, and Roosevelt residents will park on the south side of the apartments or in the south Kennedy parking lot.

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

### Lincoln Campus

To register your vehicle(s), stickers may be obtained at the Info Desk at the campus's main building entrance.

Woodhaven residents will park in Lot 2 for overnight parking.

### Milford Campus

To register your vehicle(s), stickers may be obtained at the Physical Plant office located on the south edge of campus, at the Safety & Security office or Dean of Students' office.

Prairie/Pioneer residents will park in the parking lot beside their buildings. Meadow residents will park in the parking lot north of the residence hall.

## Winter Parking Procedures

During winter weather, residents may be asked to relocate their vehicles for snow removal. Depending on the campus, residents may have a different process for Winter parking:

- Beatrice: Apartment residents will move their vehicles to the Truman Center parking lot, while Homestead residents will move their cars to the east end of the north parking lot, by 10:30 AM the day after a snowfall, unless told otherwise by the college.
- Lincoln: Residents will park in Lot 4 the night before a potential snowfall. If more snow is expected, residents can leave their cars in Lot 4 until the snowfall is done.
- Milford: Winter parking is in effect from November 1 through March 31. Rows B, C, and D are the only authorized parking rows during winter parking, between 10 p.m. and 7 a.m. Visitors may park in rows B, C, and D after 10 p.m. and until midnight.

## LIVING IN A COMMUNITY

For many students, this is their first time living in a shared community. Living on campus is more than just living in a room; it's a commitment to living in a community of individuals from different backgrounds and experiences than your own. To do this effectively, living in a shared community requires students to develop and practice specific life skills vital to their living-learning experience. Residents committed to the on-campus living experience should be able to live independently and interact with others maturely and respectfully, while also following the rules and expectations.

While you mustn't 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 serve more as mediators in interpersonal communications and conflicts.

This Residence Life Handbook does not attempt to define every acceptable/unacceptable form of behavior. In situations not covered by specific rules or guidance, residents are expected to use good judgment and conduct themselves maturely and responsibly at all times.

## Residence Hall Programming

Residence Life staff provides activities throughout the week for residents as an opportunity for residents to get to know one another, get involved with the college, and have something fun/engaging to do. These activities can range from social, recreational, or educational activities.

We use the Whole-Being Institute's SPIRE model to guide our programs. We believe that all five components of a person's SPIRE (Spiritual, Physical, Intellectual, Relational, and Emotional well-being) require attention, and struggles in one domain can negatively impact the other four domains.

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

## Noise & Quiet Hours

Residents are expected to be courteous to others by monitoring their noise level and responding politely when asked to be quiet. A resident's right to sleep and study precedes someone else's desire to be loud. If residents can



be heard outside their room, they are being too loud.

The first step 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. If noise continues, ask an RA for assistance in resolving the situation. Residents violating the noise policy will be subject to disciplinary sanctions.

### **Courtesy Hours**

Courtesy Hours are the times that fall outside the scheduled Quiet Hours, where residents are expected to respect their noise levels when it comes to other residents. Noise coming from a resident's room during Courtesy Hours should not be audible to the point that it can be heard from another floor, section of the building, or outside. During Courtesy Hours, a resident or a Residence Life staff member may ask residents to reduce their noise.

### **Quiet Hours**

Quiet Hours are the official times when noise should be minimal. During the set Quiet Hours, noise should not be noticeable from other residents' rooms or other sections of the building. Residence Life staff may confront those violating Quiet Hours regardless of whether a complaint has been made. The following are the Quiet Hours that all residents must adhere to:

- Sunday night to Thursday morning: 10:00 p.m. – 8:00 a.m.
- Friday night – Sunday morning: Midnight – 9:00 a.m.

Beginning the week before finals, the Quiet Hours policy will be extended to 24 hours for the remainder of the semester.

### **Housing Supplies**

Residents may check out a variety of items from the Residence Life Office. When checking out items, residents must leave their keycard, driver's license, or another item of value while borrowing the housing supplies. Some housing supplies, such as vacuums/mops/brooms, may be limited in quantity. Therefore, they can only be checked out for two hours. Residents need to return all items promptly and in the condition they were initially in; if an item is returned damaged, the resident will be charged to replace the item.

### **Self-Care Policy**

Living in a shared community requires students to take responsibility for their self-care and the impact of their behavior on others.

Residents are expected to independently manage daily life functions, such as appropriate personal hygiene, personal wellness, medical concerns/illnesses, and/or disability-related personal needs. Residents may not ask roommates, other residents, or Residence Life staff to be responsible for their self-care needs. If students need care providers to access their room, they should contact their ADRL or RLC to make arrangements.

Students whose behaviors disrupt the community may be asked to commit to an action plan. Residents are expected to utilize the various resources available to care for themselves.

## **YOUR ROOM & ROOMMATES**

### **Sharing a Living Space**

Sharing a room in a community can be a positive and enjoyable experience. To create the most amicable

environment, situations must be approached with consideration, communication, and a willingness to compromise. All roommates need to discuss how to divide responsibilities and share a living space.

### **Roommate Rights & Responsibilities**

As a Residence Life community member, residents are granted rights and responsibilities. Conversely, everyone should work to be the type of roommate who helps ensure these rights: 1) the right to read and study in one's room free from disturbances, 2) the right to sleep without undue disturbances, 3) the right to be treated with respect and civility at all times, 4) the right to expect a sense of privacy in one's own room, 5) the right to a safe and secure living/learning environment, 6) the right to be free from fear of intimidation, physical harm and/or emotional distress, 7) the right to have a clean room and the responsibility to share equally in the work to keep the room clean, 8) the responsibility to respect their roommate's rights and personal belongings, 9) the responsibility to host guests in a manner that does not interfere with the rights of one's roommates and other community members, 10) the right and responsibility to speak out respectfully when one believes their rights have been violated, and 11) 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 to roommates and other residents living in the 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 disputes can be resolved by talking things through. If that is unsuccessful or the situation warrants, residents can contact their RA, the RLC, or ADRL for assistance. Residence Life staff will ask each roommate to fill out a Roommate Agreement form to mediate the situation.

### **Roommate Agreement**

To help residents establish boundaries/expectations with their roommates, Residence Life offers a Roommate Agreement that can be filled out amongst roommates or with the assistance of a Residence Life staff member. The Roommate Agreement covers various topics, including: visitor/guest expectations, sharing personal property, cleaning expectations, etc. The Roommate Agreement is optional for all residents; Residence Life may require residents to fill out the Agreement if there are conflicts among roommates.

Roommate Agreements help resolve many common problems that residents might encounter during their time in the residence halls. The goal of the Roommate Agreement is to establish a contract for each roommate to abide by regarding settling differences. However, Roommate Agreements rely on effective communication between roommates to be successful. When filling out a Roommate Agreement, please do not hesitate to voice any concerns you might have so that issues regarding those concerns can hopefully be mitigated in the future. If you and your roommates are having problems that a Roommate Agreement cannot solve, please contact the RLC or ADRL to discuss a potential room change, if necessary.

### **Community & Personal Property**

An area of concern among many roommates is the issue of

community property (property that any roommate can use) vs. 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, etc. Never assume you can use your roommate’s items.

## Housekeeping

Residents are responsible for maintaining the cleanliness of their rooms. Try to understand the environment that each person would like in your shared space. When sharing a living space with another person or persons, it is vital to consider their needs and 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 and a cleaning schedule.

## Room Vacancies

Residents living in a unit that is not filled must leave the unoccupied space(s) ready to be assigned a new roommate at any time. This also includes residents who live in a Double or Triple room, as residents in these rooms must leave either half or a third of the room ready for a new roommate. If the room is not deemed “move-in ready” to receive a new roommate, the occupant(s) will be charged a \$75 Inconvenience Fee. A student who refuses to prepare the room for a new roommate may be subject to other actions or penalties as deemed appropriate by the ADRL.

## Guests

By definition, guests are those visiting a resident who resides in the residence halls by contract assignment (ex., visiting a friend, partner, family member, etc., living on campus).

## Guest/Host Responsibility

All residents, regardless of room type, are responsible for informing their guests of residence hall policies and the behavior and actions of their guest(s), up to and including being charged for the policies their guests violate.

All guests must be accompanied by their hosts while on campus, which means that the host resident is responsible for escorting and being with the guest to and from the room and any other areas in the building at all times.

## Overnight Guests

Overnight guests are defined as guests who are in the room past midnight and are not residents of the room. Overnight guests are limited to one per resident, unless the ADRL/RLC grants permission. Overnight residents must be 18 or older unless they are siblings. Residents may have overnight guests in their room, subject to the limitations listed below:

- **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 there.
- Overnight guests can stay a maximum of two successive nights and no more than 4 nights in one month.
- Guests must be checked in using the Guest Registration Form through eRezLife.
- Residents **CANNOT** share their keycard/keys with 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.

## Guest/Host Privileges

If guests violate any College or Residence Life policies, Residence Life reserves the right to limit the visitation of said guests or even prohibit the guests from visiting altogether. The privilege of hosting guests can be revoked for residents if the privilege is abused or if College or Residence Life policy violations involve the guests.

## Items In Your Space

### College Property

College property may not be removed from the residence halls, from the common areas, or moved from room to room without the consent of the ADRL. A charge will be assessed for returning furniture to its proper location or for any damage caused while moving. In addition, the office of Residence Life reserves the right to search any college property.

### Decorating

A resident’s room will be their home during their stay on campus and should reflect that. However, the resident’s room is still owned and maintained by the College, so there are some rules for decorating. The following are guidelines for decorating:

- Residents may use reusable, non-adhesive putty or push-pins to hang décor such as posters or pictures on interior walls.
- You are not permitted to paint, wallpaper, use stickers or decals, or otherwise modify any surfaces in any manner.
- No command/adhesive strips on the walls.
- Do not use gel-type decorations on doors or any non-glass surface.
- No opened/empty alcohol containers/signs or tobacco containers/signs may be maintained as a decorative display.
- Light strips or LED lighting with adhesive backing cannot be attached to the walls.
- Outdoor/holiday lights are prohibited as they can burn the walls.
- No items may be affixed permanently, including TV mounts, window coverings, or lights.
- No bristle or magnetic dartboards. Soft-tip dartboards may be allowed with the approval of Residence Life staff, provided they are used in a non-destructive manner.
- Road signs or other recognizably stolen items will be confiscated, and law enforcement will be notified.
- Décor hung from balconies are not allowed.
- Displays deemed offensive and/or indicative of bias, prejudice, or harassment will not be tolerated and are subject to removal by the college.
- No political/propaganda signs, posters, or other items can be affixed to college property, including patios, balconies, or exterior-facing windows.
- Ceilings must be free of any obstructions.
- No more than 50% of the walls can be covered.

## Personal Property/Renter’s Insurance

The college and its employees/agents assume no responsibility for the theft, damage, destruction, loss of money, valuables, or other personal property, regardless of the cause. This includes losses in your room, storage closets,

common areas, or balconies/stairways. Residents should keep their apartment/room doors and windows locked 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 residents' personal belongings in any circumstance, including damage to property (such as from fire or flooding) or theft. Residents must take all their personal belongings with them when they move out of housing. Please see "Check-out Procedures" for the property removal policy.

## **Electronics/Electrical Appliances/Devices**

### **Acceptable Appliances**

Each apartment in Pioneer, Washington, Roosevelt, and Eisenhower Halls may have one microwave no larger than 1000 WATTS that must be plugged directly into the power outlet. Toasters, ice-makers, blenders, and Keurig-style K-Cup coffee makers are allowed in all residence halls. Slow cookers, such as crock pots, are permitted if the appliance has an automatic shut-off.

### **Unacceptable Appliances**

Residents are not allowed to have any of the following appliances: heaters, halogen lamps, hotplates, or appliances with heating elements. The electrical load for the kitchenette suites is not designed for heating elements. If Residence Life discovers any prohibited items in the room, they will be confiscated. Residents will have two (2) weeks to remove those items from campus unless they receive special permission from Residence Life staff. If the resident does not remove the items promptly, SCC reserves the right to dispose of them. Personal refrigerators are not allowed in any residence hall in Milford or Beatrice since all units provide a full-sized refrigerator/freezer for students to use. Woodhaven hall in Lincoln provides only one small mini-frig, so Woodhaven students are allowed to have a personal minifridge of 3.2 cubic feet or less.

This is not an all-encompassing list. Residents need to talk with the ADRL or RLC about any appliances they are unsure of before bringing them into the building.

### **Personal Security Cameras**

Personal security cameras, such as Ring cameras, cannot be set up through the College's internet and can potentially violate the privacy of other residents in various circumstances. Therefore, personal security cameras are not allowed in the residence halls.

### **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**

The college provides certain furniture depending on the residence hall and room style. Because of this, most furniture, including new and used furniture, is not allowed. Personal mattresses or water beds may also not be brought on campus. Gaming chairs and futons are permitted with approval from the ADRL or RLC. All new furniture (with limitations) must be pre-approved by the ADRL or RLC.

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

Candles, hot plate or wall-plug wax warmers, or incense are prohibited in the residence halls at any time, as these items create a potential fire hazard. They can also cause damage to the rooms if misused. In addition, open flames of any sort are not allowed in the residence halls. Corded Scentsy-style light bulb candle warmers or plug-in wallflower-type air fresheners are the only wax warmer type/plug-in air fresheners permitted in the residence halls. If melted wax spills become an issue, this privilege will be revoked, and students will be fined for damages. 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 immediately so custodial staff can clean it.

## **Motorcycles, Scooters, Skateboarding, Bicycles, and Hover Boards**

Motorcycles, motor-driven vehicles, hover boards, and electrical scooters are prohibited in apartments/rooms or storage rooms, patios, balconies, or walkways. Personal transportation devices are not permitted inside any college building or residence hall. Bicycles should be stored outside in the bicycle racks.

## **Pets**

Animals or pets are prohibited from being kept in the residence halls. Non-dangerous fish that live entirely underwater are the only pets permitted in the halls. Fish must be kept in aquariums **that do not exceed** 2.5 gallons. Any need for special cleaning services or fumigation due to damage caused by pets shall be assessed to the residents of that apartment/room. Service/Support animals are allowed if appropriately requested and approved by the Accommodations Resource Office. For more information on request deadlines and approval process, visit their [webpage](#).

## **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. **All windows need to be clear in the event of a fire.** **Furniture, including beds, should not block the windows.**

## **Maintaining Your Space**

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. Please show pride in your surroundings and respect for items in each hall, including but not limited to any posters/billboards or decorations posted by Residence Life staff.

## **Cleaning Requirements**

All roommates are responsible for keeping 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. Residence Life provides some cleaning supplies, such as vacuums, mops, etc., for residents to utilize if they do not have their own cleaning supplies. You are expected to respect Residence Life property and follow the proper protocol specified by Residence Life when renting out cleaning supplies. Only use dye-free cleaning tablets/sanitizers in toilet tanks/bowls for toilet cleaning, as dyed ones can cause staining.



## Garbage

Apartment/room trash and garbage should be bagged and placed in the dumpsters adjacent to the residence halls (Lincoln residents are to use the trash chutes on the North end of their floor). At no time should trash or garbage be placed outside apartment/room doors, walkways, or 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. Personal items left in the public areas will be discarded.

## Maintenance Repairs

Every effort has been made to ensure that a resident's room is clean and well-maintained upon check-in. If there is a maintenance or custodial problem within the room, please notify your ADRL or RLC as soon as possible so that the Physical Plant staff can be aware. Maintenance will make every attempt to make repairs as quickly as possible. This may be without a 24-hour notice. Staff will announce themselves upon entering the room. However, some requests may take time to repair, depending on the availability of parts and staffing. If a resident feels a concern has not been addressed appropriately, they should contact their RA, the RLC, or the ADRL. Residents are not permitted to attempt to make any repairs to college property. SCC accepts no liability for damage, injury, or death that may occur if residents try to make repairs themselves.

## Room Checks

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, scheduled basis. Notice will be given at least 24 hours before scheduled room checks and maintenance assessments. The walk-through allows staff to provide residents with feedback on the room's condition and respond to cleaning, maintenance, or safety concerns. Residents will be notified of cleaning and damage concerns, or violations of housing regulations, as well as 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, 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 safety or health/wellness circumstances. If the room is not cleaned or prepared for the room check, a health code violation fine will be assessed to the offending residents.

## Health Code

If residents fail to maintain sanitary conditions, they will be found in violation of the health code. Residents found violating the 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 resident will be assessed for a health code violation fine and an additional fine each day until the room/apartment passes inspection. Repetitive failure to maintain proper health standards may result in contract termination.

# HOUSING POLICIES & PROCEDURES

## Alcohol, Controlled Substances, & Tobacco Products

### Alcohol

In accordance of the federal Drug-Free Schools and Community Act, possession, consumption, 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's Student Code of Conduct.

Situations, including but not limited to the following, that are violations of SCC's 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, or under the influence, of alcohol on campus or college property
- Resident is in a room where alcohol/and or alcohol containers are present
- Resident has empty alcoholic beverage containers
- Resident has other containers with alcohol residue
- Resident is in possession of drink mixes intended to make alcoholic beverages
- Resident is in possession of N/A beer, wine, etc.

If alcohol or alcoholic containers are present in a room, all of the residents and SCC students present 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.

The Residence Life staff is responsible for addressing all violations as College employees. 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 be concerned that a student or residents are at risk medically due to excessive ingestion of alcohol, emergency services will be contacted (911). These procedures also apply to residents' guests.

### Controlled Substances

A controlled substance is defined as prescription medication that is not prescribed to the person in possession, illegal drugs, paraphernalia, 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.

Residents cannot possess controlled substances without a prescription on any part of campus, including inside residence halls or vehicles. Possession or use of illegal drugs while on campus and/or being in a room where illicit drugs are present or in use is a violation of the SCC 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 of or under the influence of a controlled substance. Law enforcement may arrange for transportation to a detoxification facility. Should Residence Life staff be concerned that a resident, or residents, is at risk medically due to excessive ingestion of a controlled substance, emergency services will be contacted (911). These procedures also apply to residents' guests.

Federal law makes no distinction between THC, CBD, or Delta 8. Residents possessing 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 [Eligibility for Students With Criminal Convictions](#).

For additional information, please see the [SCC Standards of Conduct for Students Regarding Alcohol and Drugs](#).

### Prescription Medications

Students with a current prescription for a medical illness or injury must keep that prescription in the original bottle. Over-the-counter medications should also be in their original container. Students are highly encouraged to keep their prescription medications in a locked and secure area.

### Medical Marijuana – Prohibited by Federal Law

The Patient Protection Act lets certified individuals carry medical marijuana in Nebraska. But the Federal Drug-Free Schools and Communities Act still prohibits it on college campuses for ANY reason. If you are in possession of marijuana in any form on campus, regardless of reason/amount, sanctions including fines, housing probation or suspension, educational programs or substance use evaluation may be applied.

### Tobacco/Vape

All SCC residence halls are tobacco-free. This includes the use of any tobacco products, such as tobacco, electronic cigarettes, personal vapes, or chewing tobacco, within the residence halls. Hookahs are also not allowed. Smoking must only take place in the designated smoking areas outside each residence hall for those 21 and older. Students of age must not keep any tobacco products out in the open. If they do, those products will be confiscated as found in the possession of the room. If a chewing tobacco "spit cup" is found in a resident's possession or room, they will be sanctioned. Spitting on college sidewalks is prohibited.

### Babysitting

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

### Barbecuing

Personal grills and grilling supplies are not allowed in the residence halls or on campus. Beatrice and Milford campuses provide a community grill located near the residence halls.

### Immunizations

Immunization records are not required to be submitted to SCC Residence Life. However, students are encouraged to confer with their medical provider to ensure all immunizations are current. Living in close proximity to many others can cause rapid spread of virus; therefore flu and COVID immunizations are suggested to keep our students

healthy, but doing so is a personal preference.

### Meningococcal Disease Information

In 2003, the Nebraska State Legislature passed a law mandating that all students entering college receive information regarding meningococcal disease, a rare infection with potentially devastating results. Meningococcal disease is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and blood infections. Meningococcal disease often occurs without warning, even among people who are otherwise healthy. This infection occurs sporadically in clusters and is spread by close contact with infected individuals. Students living in residence halls are in a high-risk group.

There are at least 12 types of *N. meningitidis*, called "serogroups." Serogroups A, B, C, W, and Y cause most meningococcal disease. Meningococcal ACWY vaccines can help prevent meningococcal disease caused by serogroups A, C, W, and Y (these strains caused 73% of all cases in those persons over 11 years of age). A different meningococcal vaccine is available to help protect against serogroup B (which accounts for 1/3 of all cases of meningitis in teens and adults).

Vaccination is recommended, but not required, for first-year students living on campus. Ask your physician or county health department about availability. Below are several areas local to SCC where students can get the vaccine:

- **Public Health Solutions** • 995 East Highway 33, Suite 1, Crete, NE 68333
- **Beatrice Community Hospital & Health Center Immunization Clinic** • Parkview Center, 1201 S. 9<sup>th</sup> St., Beatrice, NE
- **Milford Family Medical Center** • 119 South C Street, Milford, NE
- **Seward Family Medical Center** • 250 North Columbia Avenue, Seward, NE
- **University of Nebraska-Student Health Center** • 1500 U Street, Lincoln, NE

Contact your local hospitals, doctors' offices, or Health and Human Services agencies about the availability of payment assistance or indigent patient funds to assist qualified persons with the cost of the vaccine.

By signing the Housing Reservation Contract through eRezLife, students acknowledge receiving and reviewing information regarding meningococcal disease and vaccination provided by Southeast Community College. Meningococcal information will be available for students and parents/guardians during check-ins.

For more information, refer to:

- [CDC Meningococcal Disease Information](#)
- [Meningococcal ACWY Vaccine](#)
- [Meningococcal B Vaccine](#)

### Weapons & Explosives

Any device, instrument, or item deemed a firearm or weapon by SCC'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, slingshots, Samurai swords, stun guns/tasers, paintball guns, airsoft guns,

daggers, brass knuckles, nunchakus, or any other similar devices. Firearms and ammunition cannot be stored in residence halls or vehicles on campus, even if you have a concealed-carry permit. Flammable and/or toxic substances, explosives, and fireworks are prohibited from use or storage in the student housing complexes or students' vehicles.

Students on the SCC Trap Team may not store their firearms or shells anywhere on campus. A storage site at the Beatrice Gun Club is provided for team members.

Although the state statute provides concealed carry of a firearm without a permit, this does not allow firearms on school property. Per State Statute 28-1204.04, weapons and ammunition are still prohibited on school property. That also prohibits students from storing weapons/ammunition in their vehicles parked on SCC property.

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 3.5 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 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 SCC'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 are 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 SCC 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.

## 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 community as a whole and violates Southeast Community College housing rules.

# CHECK-INS AND CHECK-OUTS

## Check-Ins

For the Fall and Spring semesters, Residence Life will have set check-in days for students moving in. Residence Life staff will provide all students with information regarding check-ins before the scheduled check-in days, including when a student is expected to check in. Before checking in, residents will need to have any required forms, such as the Guarantor Form (for those under 18 by the start of the term), filled out before they can check in. When checking in, residents will receive their key/keycard and a Room Condition Form through eRezLife that is used to note the current condition of their room. Residents will also need to register their vehicles with the college, which is free of charge.

### Fall Semester Check-Ins

Fall check-ins will occur over two days, typically the Thursday and Friday before the semester begins, between 9 AM and 4 PM. Exceptions to this may be for students required to move in early, such as athletes in specific sports. Residence Life staff will notify students of what day and time they are

assigned to check in; if that day/time does not work for the student, then the student will need to contact Residence Life to arrange a different time. Unless otherwise stated/approved, check-ins will not occur on the weekend due to closed offices.

### Spring Semester Check-Ins

Unless otherwise stated, Spring check-ins will typically occur on the Friday before the semester begins. Since most residents already live on campus, check-ins will normally only apply to new students or students who have switched rooms from the Fall semester. Students returning to the same room from the Fall semester will not need to do an official check-in but will instead be given a day/time to return to campus.

## Check-Outs

Residence Life requires all residents to complete an official checkout with a Residence Life staff member upon a resident's final move-out from their assigned room, whether this occurs due to the end of the academic year (end-of-Fall/Spring checkouts), room changes, housing cancellations/terminations, etc. Checkout procedures can vary between semesters and different circumstances.

### Fall-to-Spring Check-Outs

Residents returning to the same room for the Spring semester will not be required to complete an official checkout and will be allowed to keep their belongings in their room during the break. Residents changing rooms for the Spring semester, or residents not returning to the residence halls in the Spring, will be required to complete an official checkout and move all of their belongings out of their Fall room before their scheduled checkout. Residence Life will require that all rooms be at a standard that would pass a typical room check, with a few extra stipulations:

- All trash must be taken out
- All perishable food items must be disposed of
- All windows must be fully closed
- All lights must be turned off

Staff will assess rooms after the end of the semester – any rooms that do not meet the expectations set may be subject to a Failed Room Check violation.

All rooms with an open spot or assigned a new roommate the following semester/term are expected to be prepared for the new roommate(s). During the break, the Assistant Director - Residence Life and the Residence Life Coordinator will assess these rooms. Any room found unsatisfactory for new occupants to move in will be assessed an overall cleaning charge. College staff will dispose of anything that looks like trash or should be disposed of, such as food. Each resident of the room will be assessed an overall cleaning fee.

### End-of-Spring Check-Outs

All residents must complete an official checkout by the last day of the semester unless told otherwise, and move all their belongings out of their room before their scheduled checkout (even if occupying the same room during the Fall). Residents residing on campus during the Summer term will be provided instructions on when they will move into their new room and check out of their old room.

### Mid-Semester Check-Outs

Residents checking out of their rooms during the semester

must follow the official checkout guidelines when working with Residence Life staff. Please refer to the [Room Change section](#) for Room Change procedures regarding checkouts.

### **General Check-Out Requirements/Expectations**

The following are general requirements/expectations for all check-outs, regardless of the semester/circumstance. Residence Life staff reserve the right to prevent a resident from checking out if these conditions have not been met:

- Remove all personal belongings from the room
- Dispose of all food items
- Clean the room thoroughly and take out the trash
- Turn off all lights and close all windows/blinds
- Set thermostats to either low settings or 72 degrees – do not turn them off
- Turn in room keys/keycard to Residence Life staff
- Check with Residence Life for any mail/packages
- Accompany a Residence Life staff member to the apartment/room to document the condition of the apartment/room on the Room Condition Form.

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 and any damage and cleaning fines.

### **Personal Property Removal Policy**

Possessions remaining in the 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, SCC reserves the right to sell or dispose of the property. No belongings will be mailed or shipped.

### **Housing Intent Process**

Residence Life may require current residents to indicate their housing plans for the upcoming term or year to better plan for the upcoming semester. How this process looks may be different depending on the semester:

- Fall Semester (heading into Spring semester):
  - Residents who want to request any change to their housing (ex., new room/roommates) must fill out a Spring Housing Application through eRezLife by the deadline. This allows residents to pick a new room and form a roommate group with others if desired.
  - Residents not planning to return in the Spring will need to fill out the Cancellation Form through eRezLife by the set deadline to avoid late penalties.
- Spring Semester (heading into the next academic year):
  - Residents returning for the next academic year must complete the Fall Housing Application. The Room Reservation Fee will not need to be repaid.
  - Residents who do not plan on returning will not be required to fill out any additional form. During checkout, you must indicate to Residence Life that you are not returning.

### **Break Housing**

Per the contract, housing over breaks may be allowed with approval of the ADRL, the Administrative Director of Residence Life, or the Campus Dean of Students. Daily rates will apply. An exception to charges is for student athletes **required** to stay over break for practices or games and international students (for fall, winter, and spring

breaks). Residents who want to stay for break housing must fill out the Break Housing Request form through eRezLife, then wait for approval from Residence Life staff. During break housing, residents agree to follow all housing and College rules. Students living on campus over the summer must be enrolled students and/or working for SCC and will all pay the established rates.

## **RESIDENCE HALL INTERNET USE POLICY**

Southeast Community College provides residents with connections within each room to the campus data network, providing Internet access. Internet access is a privilege that can be revoked if the terms of this policy are violated. Students' acknowledgement of reading the Residence Life Handbook via the Housing Reservation Contract, 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 follow applicable laws and regulations. SCC Residence Life and Information Technology reserves the right to modify and revise this document as necessary without the permission or consent of the users.

Residents cannot attempt to modify or gain unlawful access of SCC's computer network. Residents may not install their own boosters or routers. Provided college computers are to be used for educational, lawful, and appropriate usage. 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. 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 essential information from understanding your SCC ID/username to password requirements, logging onto the SCC Wireless Internet, and links to online training. Be sure to share your exact location and SCC ID number when contacting the Helpdesk. Also, be sure to leave a call-back number where you can be reached.

## **SAFETY & EMERGENCY PROCEDURES**

While Residence Life wants residents to have a fun experience within the residence halls, we also want residents to have a safe experience. Your personal safety and property protection require a joint effort between you and the College. Any behavior that jeopardizes your safety, that of other residents/students, or that of staff is prohibited.

### **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 within Southeast Community College. To access the CCR reporting system, go to <https://www.southeast.edu/reportcomplaintconcern/> or [www.southeast.edu](https://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, general complaints, etc.

## Building Security

We want you to feel safe while living on campus. However, the residence halls are only as safe and secure as residents help to keep them. The residence halls will be locked 24 hours a day for the security of the residents.

To ensure the security of the residence halls, do not prop open any residence hall doors or attempt to force doors open. Other prohibited actions related to the security of the residence halls include holding doors open for strangers or vandalizing security cameras.

## Building/Room Access

Residents will be issued an SCC ID keycard upon checking into housing. Depending on the campus/room style, residents may also be given a physical key upon checking into housing. This keycard will grant the resident 24/7 access to the building and/or room that they are assigned to. Residents will be given access to other residence halls from 8 a.m. to 10 p.m. daily.

## Room Security & Keycard/Keys

Residents hold a majority of the responsibility for the security of their rooms. This means ensuring that your room door is fully shut and locked when leaving/sleeping/etc., and not taking actions that would jeopardize the safety and security of your room.

The College assumes no responsibility for students' belongings and does not provide personal property insurance. Residents who believe their property has been stolen should report this to Residence Life staff immediately. Residence Life staff will attempt to help address the theft, but cannot make any guarantees.

Residents should always have their keycards and keys, if applicable, on their person to ensure access to their building/room. If a resident is locked out of their room, they should contact Residence Life staff to be let in (may be charged a Room Lockout Fee). If a resident loses their keycard, they should immediately report this to Residence Life and get a replacement. If a resident loses their physical keys, this must be immediately reported. Residence Life will offer a replacement key, but will charge a Lost Key Fee.

Keycards and keys are for the sole use of the person to whom they are assigned. It is a violation of the Residence Life and Student Code of Conduct to share your keycard and/or keys with any other person, regardless of relation, or to duplicate your keys.

## Missing Student Policy and Procedure

If anyone has reason to believe that a student who resides in on-campus housing has been missing from campus for 24 hours, they must immediately report their concerns to the Campus Dean of Students at their location.

The Dean of Students, or their designee, must immediately refer a missing student report to the Campus Safety and Security Specialist and the local law enforcement having jurisdiction in the area. 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 on their Housing Reservation Contract. If the missing student is younger than 18 years of age and not an emancipated minor, the College will notify the custodial parent or guardian in addition to the emergency contact person identified by the student.

Each student residing in on-campus housing can confidentially register with the College one or more individuals to be an emergency contact strictly for "missing persons" purposes. This information will be confidential and accessible only to authorized campus officials and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

## Bystander Awareness

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 on all interactions by using the CCR reporting system.

## Title IX

Title IX prohibits discrimination based on sex in educational institutions receiving federal funds. More information about Title IX, including SCC's procedures, can be found on the [College's website](#). Questions about Title IX can be directed to the Title IX Coordinator or the [Office of Civil Rights](#) of the U.S. Department of Education. The Title IX Coordinator is available to meet with students who believe sexual harassment or sexual misconduct has occurred.

**Robert Sanford**

**Administrative Director of Title IX & Institutional Compliance**  
**Contact:** [rsanford@southeast.edu](mailto:rsanford@southeast.edu), 402-323-3418, or [Lincoln Campus](#), Suite 410G

## Scheduled, Unscheduled, & Emergency Room Entry Situations

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

### 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 a situation disrupts 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 be an alarm clock 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 parked on campus.

If SCC staff discovers any policy violations during a room entry for any of the above-stated reasons, appropriate disciplinary actions and sanctions, will be taken by the involved SCC staff and/or Law Enforcement.

Before an entry and/or search of a room is made by SCC staff, the college staff will knock on the door and announce that they are entering. This may not be possible in an emergency, but efforts will be made to make the students aware of the situation.

SCC reserves the right to search all property in the room (SCC and student property) during a reasonable suspicion search.

### **Maintenance Assessments**

College personnel will conduct maintenance assessments to gain knowledge of the overall physical condition of the room at various times throughout the school year. Maintenance assessments are done throughout the semester 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 to make the necessary repairs. In this situation, maintenance staff will respond as quickly as possible, and a 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 their room for campus recruitment events or New Student Orientation. Rooms must be clean, presentable, adhere to all rules, and avoid offensive decorations.

## **Fire Safety Procedures**

### **Fire Evacuations**

In a fire evacuation, all residents must evacuate the building to their designated evacuation areas.

- Beatrice: Homestead: Kennedy driveway next to the Homestead circle lot. Eisenhower, Roosevelt, Washington: parking lot north of the building
- Lincoln: Woodhaven: parking lot west of the building
- Milford: Meadow/Prairie: parking lot south of Meadow. Pioneer: green space north of Physical Plant

Residents may not re-enter the building until Residence Life staff says it is safe (as cleared by fire department personnel).

To help familiarize residents with procedures, Residence Life and Safety/Security staff will conduct periodic drills that residents are expected to participate in or provide information during specified times of the year.

### **Fire Alarms & Emergency Equipment**

Fire equipment is installed for student protection. Intentionally or negligently tampering with or activating fire safety equipment can put students' 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 severe offense and may be grounds for dismissal from student housing and possibly criminal charges.**

## **Severe Weather Procedures**

In the event of severe weather, such as a tornado warning, residents must evacuate to their designated shelter areas immediately when directed by announcements/bells/sirens. To help familiarize residents with procedures, Residence Life and Safety/Security staff will conduct periodic drills that residents are expected to participate in or provide information during specified times of the year.

### **Severe Weather Designated Areas**

#### **Beatrice Campus**

Homestead residents should proceed to the basement of the building. Eisenhower, Roosevelt, and Washington residents should proceed to the first-floor hallway of their building between the fire doors, or the Kennedy Hall basement or Homestead basement if it is safe.

#### **Lincoln Campus**

Residents should first proceed to their interior hallway. If time and space allow, proceed to the lowest level hallway using the stairs. Avoid glass and large open spaces like the lounges, kitchen, and game room. In severe circumstances, there is limited space available in Woodhaven's basement.

#### **Milford Campus**

Meadow and Prairie residents should proceed to the basement of the building and to the designated area Pioneer residents 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.

## **Video Surveillance System**

All residence halls are equipped with video surveillance cameras in the public spaces. This equipment ensures safety and security for residents and Residence Life staff. Any violation recorded by the video surveillance system will be considered for disciplinary action. Tampering with any facet of the video surveillance equipment will result in aggressive disciplinary action. Students will not have the right to see any video recordings. Video footage will not be released to a student/parent without a court order. Video may be released to local law enforcement to investigate a crime upon approval of campus administration.