



# Residence Life Handbook

2024 – 2025 Academic Year

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# Welcome to Housing!

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

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

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

## Residence Life Staff & Programming

### Residence Life Staff Members

Residence Life has a variety of staff positions, including full-time professionals and student-held positions. All Residence Life staff members work to promote the mission of the Residence Life department.

#### Administrative Director of Residence Life

The Administrative Director of Residence Life is a full-time administrator that 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.

#### Residence Life Manager

The Residence Life Manager (RLM) is a full-time professional that lives on campus and is responsible for managing the day-to-day operations of the Residence Life program on their campus. The RLM supervises and works with the ARLM to provide a positive living-learning environment to residents. The RLM 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 that lives on campus and works closely with the RLM to share responsibilities for the day-to-day operations of the Residence Life program on their campus. The ARLM supervises the Resident Assistant and Student Office Assistant staff,

coordinates programming, 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/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 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 or out-of-the-ordinary activity. RAs are assigned evenings and/or weekends to be "on-duty." A resident's first resource is their RA.

#### Student Workers

Residence Life Student Workers are part-time/work-study student positions that assist with daily tasks and duties within the residence halls as assigned by the RLM and ARLM. Some of these positions may include Student Office Assistants or Student Custodial Staff. Students that are interested in these positions can contact their campus' RLM and/or ARLM.

### Residence Hall Programming – Get Involved

Residence Life Staff provide activities throughout the week for students living in the residence halls. Activities provide residents with an opportunity to get to know more students from other academic programs, as well as provide 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, , bowling, movie nights, and many more.

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!

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

# Your 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

### 1. Parties:

This contract is made by and between Southeast Community College and the student, referred to as Resident, signing the contract.

### 2. Eligibility:

- A. Any person who is enrolled as a full-time student (minimum of 12 credits) at SCC may enter into this contract. Students with less than full-time standing will be considered on an individual basis.
- B. SCC does not currently provide family housing on campus.
- C. 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 WRITTEN notification of cancellation. Contracts are not transferable from one academic year to another.
- B. SCC may immediately terminate this contract upon the Resident's failure to make payments as required under this contract, for any violations of the terms of this contract, any violation of College Student Code of Conduct or Residence Life rules and regulations, or upon closure of the residence hall facilities on campus.

### 4. Term Breaks:

- A. Term breaks are not included in the contract. Residents must get approval from Residence Life to stay in housing over term breaks (approval requires exceptional circumstance 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 during term

breaks at no additional charge (Exception: a daily rate will apply during breaks following the spring and summer terms).

- B. 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 rooms over summer break.
- C. If the Resident elects to remain in the residence halls during any of the break periods, all policies and regulations as outlined in the Residence Hall contract and Residence Life Handbook will apply, and Residents will be held responsible for adhering to all such policies and regulations.

### 5. Deposit:

- A. Housing reservations require a \$150 security/damages deposit. A Resident may cancel this contract prior to the beginning of the term of first occupancy. If WRITTEN notice of cancellation is provided to the campus Residence Life office (or to [reslife@southeast.edu](mailto:reslife@southeast.edu)) more than 45 calendar days prior to the start date of the term, the full deposit will be refunded. If WRITTEN notice is received 45 calendar days or less prior to the start date of the term (or no notice is received), the deposit will NOT be refunded.
- B. After successful completion of the contract, the deposit will be returned to the student less any charges for damages upon checkout. The deposit amount can be rolled over to future terms at the request of the Resident.

### 6. Contract Cancellation:

- A. Residents can request, in WRITING, a cancellation/release from the contract during any academic term. Such releases are subject to the approval of the Residence Life Manager ([reslife@southeast.edu](mailto:reslife@southeast.edu)), the Administrative Director of Residence Life, or Dean of Students. Students who cancel their room and dining contract mid-term will be refunded as follows (calculated from the first day of the full term):
  - 1) 1-7 calendar days (Week 1)  
..... 80% will be refunded
  - 2) 8-14 calendar days (Week 2)  
..... 60% will be refunded
  - 3) 15-21 calendar days (Week 3)  
..... 40% will be refunded
  - 4) 22-28 calendar days or later (after 3<sup>rd</sup> week)  
..... no refund

NOTE: Cancellations/releases after the start of the term will result in a forfeit of the \$150 damages/security deposit.

- B. After the Resident's Housing Check-In/Out 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.
  - C. If a student is suspended/expelled from the residence hall due to disciplinary actions, there will be NO refunds.
7. Contract Assignment:
- A. The date that both the contract and the deposit are received determines eligibility for assignments on a first-come, first-served basis. Hall/Room preferences are not guaranteed. 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.
  - B. Residents cannot transfer this contract, nor sublet any part of the rental premises.
  - C. Residents are required to live in the room to which they have been assigned.
  - D. Students who fail to appear for occupancy by the 3rd day of classes may forfeit their room, subject to any fees for cancellation included a forfeit of the deposit, and the room may be re-assigned unless previous arrangements have been made for late arrival.
  - F. 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.
8. Contract Payments:
- Contract payments are due and payable in accordance with College policy before the beginning of the term (aside from amounts covered by pending financial aid or an SCC payment plan). 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 fees and charges are paid in full. Residents failing to pay costs within a reasonable time will have their accounts turned over to a collection agency.
9. 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 and Student Code of Conduct.
10. 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, Administrative Director of Residence Life, Dean of Students, and the Campus Director.

## Your Campus

Southeast has three campuses with residence halls – Beatrice, Lincoln, and Milford.

### Beatrice Campus

#### Contacts

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

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

**Residence Life Manager:** Tessa Triplette, 402-228-8291 or Ext. 1291

**Assistant Residence Life Manager:** Anna York, 402-228-8137 or Ext. 1137

**Administrative Director of Residence Life:** Spencer VanBuskirk, 402-228-8278 or Ext. 1278

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

**Campus Director & Vice President of Student Success:** Brett Bright, 402-228-8272 or Ext. 1272

**Student Life Coordinator:** Jacob Hamilton, 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

### Buildings and Furnishings

#### Roosevelt, Washington and Eisenhower Halls

All apartment bedrooms are furnished with two twin extra-long beds (Twin XL), 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.

#### **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” such as climbing on balconies, walkway railings, patio railings or the roof to the apartment or halls is also prohibited. Do not dispose of food, grease, or trash off of balconies.

### **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 (Twin XL)—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.

### **Heating and Cooling**

#### **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.

### **Laundry**

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. Costs may change per our laundry service provider. It is 10 cents cheaper to use the app to purchase laundry services than to use coins.

### **Mail Service**

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.

#### **Beatrice 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

### **Parking**

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 are 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.

## **Lincoln Campus**

### **Contacts**

**On-Call Phone:** 402-646-8683

**Residence Life Office:** Woodhaven Hall, 402-437-2834

**Residence Life Manager:** Preston Miller, 402-437-2834 or Ext. 2834

**Assistant Residence Life Manager:** Elynn Jayich, 402-437-2835 or Ext. 2835

**Administrative Director of Residence Life:** Spencer VanBuskirk, 402-228-8278 or Ext. 1278

**Dean of Student Development:** Lori Ramano, 402-437-2559 or Ext. 2559

**Campus Director & Vice President for Program Development:** Bev Cummins, 402-437-2554 or Ext. 2554

**Student Life Coordinator:** Rachel Mason, 402-437-2630 or Ext. 2630

**Physical Plant Superintendent:** Mike Wood, 402-437-2575 or Ext. 2575

**Safety and Security Coordinator:** Sam Loos, 402-437-2408 or Ext. 2408

## **Buildings and Furnishings**

### **Woodhaven Hall**

Suites are set up with either two single bedrooms or two double bedrooms. Each student is furnished with a twin extra-long bed (Twin XL)—which may be lofted, one desk, one chair, one wardrobe closet and a dresser. 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.

## **Heating and Cooling**

### **Woodhaven Hall**

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

## **Laundry**

Personal-pay washers and dryers are located on each floor of Woodhaven 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. Costs may change per our laundry service provider. It is 10 cents cheaper to use the app to purchase laundry services than to use coins.

## **Mail Service**

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

### **Lincoln Resident Mailing Address**

Resident's Name  
Southeast Community College  
Woodhaven Hall, Room #  
8800 O Street  
Lincoln, NE 68520

## **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 Campus Office. 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**

During times of Winter weather, residents may be asked to move their vehicles out of their lot for snow removal. Residents will be notified by Housing and/or the campus if they need to move their vehicles by a specific time.

## **Milford Campus**

### **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:** Stuart Sparvier, 402-761-7398 or Ext. 7398

**Assistant Residence Life Manager:** Jules McDowell, 402-761-8226 or Ext. 8226

**Administrative Director of Residence Life:** Spencer VanBuskirk, 402-228-8278 or Ext. 1278

**Assistant Campus Director & Dean of Students:** Theresa Webster, 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:** Michael Hatfield, 402-761-8254 or Ext. 8254

**Safety and Security Coordinator:** Sam Loos, 402-437-2408 or Ext. 2408

**Public Safety Officer:** Sarah Cook, 402-761-8266 or Ext. 8266

## **Buildings and 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 (Twin XL)—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 (Twin XL), 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 garbage disposal. All windows are equipped with blinds and screens. Screens are not to be removed for any reason, other than emergency fire escape.

# Living in a Community

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 and mediate 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.

## 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 sanctions.

## Courtesy Hours

Courtesy hours are the times that fall outside of the scheduled Quiet Hours where residents are expected to be respectful of 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 times where noise should be kept to a minimum. During the set quiet hours, noise should not be noticeable from other residents' rooms or from other sections of the building. Residence Life staff may confront those violating the quiet hours regardless of if a complaint has been made or not. The following are the official quiet hours that all residents must adhere to:

## Heating and Cooling

### 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

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. Costs may change per our laundry service provider. It is 10 cents cheaper to use the app to purchase laundry services than to use coins.

## Mail Service

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

### Milford Resident Mailing 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

## 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, and 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.



- **Sunday night – Thursday morning: 10:00 p.m. – 8:00 a.m.**
- **Friday & Saturday nights – Sunday morning: Midnight – 9:00 a.m.**

During the week before Finals week, the quiet hours policy will be extended to 24 hours for the remainder of the semester. Residence Life will notify residents when 24-hour quiet hours will begin.

## Common Areas

The college will provide clean common areas and restrooms in the residence halls. However, the condition of the common areas is also the responsibility of all residents. What this means is that residents are responsible for cleaning up any mess that they make while using one of the common areas, and also must refrain from causing any damages in, or misusing, the common areas. Students who damage or misuse any college property will be responsible for the costs of cleaning, repairing, and/or replacing the college property damaged/misused, and could be in violation of the Residence Life/Student Code of Conduct.

For furniture in the common areas, residents are not to remove furniture or relocate furniture to another room/building/outside.

For maintenance issues that occur outside of a resident's room (ex. inoperable laundry machine), residents should report these issues to Residence Life or by submitting a Maintenance Request.

## Borrowing Housing Supplies

Residents may check out a variety of items from the Residence Life Office. When checking out items, residents will need to leave either their keycard, driver's license, or another item of value during the duration of 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 a maximum of two hours at a time. Residents need to return all items in a timely manner and in the condition that they were originally in; if an item is returned damaged, then the resident will be charged in order to replace the item.

# Your Room & Roommates

## Housing Assignment Procedures

Housing assignments are made on a first-come, first-served basis at the discretion of the RLM (based on the date that both the housing contract and deposit are received). Initial preference is given to returning students who complete their Housing Contract by the

deadline established by the RLM, while general preference is given to those who have their reservation completed prior to the Priority Deadline date, which is March 1<sup>st</sup>. 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 in a timely manner. 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.

## Room Consolidation Policy

In the event that a room is not completely occupied, room consolidation may occur. Those who are 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-Inclusive Housing

Gender-inclusive housing is available on each campus and is a room assignment that is accepting of all gender designations, including transgender and LGBTQ. The persons living in gender-inclusive housing do not need to identify as LGBTQ, but **MUST** be accepting as an ally to anyone who does. Ideally, those who identify as male will be placed together and those who identify as female will be placed together. If numbers are limited, the room may be mixed. When possible, our Single Bedroom suites will be used for gender-inclusive housing; if not possible, gender-inclusive housing may be assigned to our Double and/or Triple Bedroom suites. Gender-inclusive housing is not intended for couples/friends who wish to cohabitate.

## 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 [Accommodations Resource Office webpage](#).

## Room Changes

Changes from one room to another may be requested **after the first three 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 room changes. The room change fee may be waived for extraordinary reasons with approval of the RLM or ARLM, of if the room change is required by the RLM/ARLM. If a resident wishes to change rooms, they

must:

- Complete the Room Change Request form.
- Obtain approval from the RLM or ARLM.
- 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.

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.

## Sharing a Living Space

Sharing an apartment/room in a community can be a very positive and enjoyable experience. To create the most amicable environment, it is imperative 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.

### **Roommate Rights & Responsibilities**

As a member of Southeast Community College's Residence Life community, residents have the following rights and responsibilities. Conversely, everyone 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 their 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 their 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 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 a broad range of topics, including: visitor/guest expectations, sharing personal property, cleaning expectations, etc. The Roommate Agreement is optional for all residents; in the event that there are conflicts amongst roommates, Residence Life may require residents to fill out the Agreement.

Roommate Agreements help to resolve many of the common problems that residents might encounter during their time in the residence halls. 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.

### **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.

### **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

### **Bed Bugs: What You Need to Know**

SCC takes every precaution to keep our facilities bed-bug free, but we need every resident's help to ensure this. Anyone can pick up bed bugs from wherever the bugs are living – homes, hotels, other residential rooms, buses, etc. Although bed bugs usually occur near the areas where people sleep, they can infest anyone, anywhere.

If traveling or staying somewhere else, check the potential hiding places such as mattress seams, wall trim, under furniture and in any small cracks or creases. They hide during the day. Look for signs of bed bugs such as eggs, blood stains, droppings, or the bed bugs themselves. Do not leave clothes on the bed or the floor. Elevate suitcases off of the floor on a luggage stand or countertop. Keep your suitcase or bag closed/zipped when not in use. When returning from a trip, wash all laundry in hot water and dry it (recommend even taking it to a laundromat to do this).

**What do bed bug bites look like?** Bites can vary by individual and can range from absence of any marks to a small bite mark or a more serious allergic reaction. The bite mark might not show up right away and can appear similar to the bite of a mosquito – slightly swollen and red and may itch.

**What if I suspect my room has bed bugs?** First, don't panic. Bed bug bites do not pose a serious medical threat. Contact your Residence Life Manager or Assistant Residence Life Manager or Maintenance as soon as possible. They will hire a licensed

exterminator to come to campus. If you can, capture the suspected bed bug to help the exterminator to identify the bug. The exterminator and Residence Life staff will help you with the process of sterilizing the room and your belongings. You will be asked to do the following:

- Do not go to another room. Stay in your room so that we do not spread bed bugs to another room.
- Give a set of clothes to an RA to sterilize in the dryer.
- Bag all objects that can be dried in clean trash bags and seal them—shoes, clothes, towels, cushion covers, wash cloths, bed sheets, gym bags, backpacks, hats, gloves, etc. If it can be put in a dryer, it gets dried.
- Put on the clothes that the RA sterilized and take all other bags to a designated laundry room.
- To dry items, (1) put the bag in the dryer, (2) empty the bag in the dryer, (3) spray bag with bed bug spray that the Residence Life staff will provide, (4) put bag into designated second bag provided and take directly to the dumpster, and (5) dry the items for 20-25 minutes.
- Remove sterilized items from the dryer and place them into a new clean trash bag and take it to your temporary room. Repeat the drying process as necessary.
- Do not return to your room until given permission following room treatment by the exterminator.

## **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 in the room past midnight that are not a resident of the room. Overnight guests are limited to one per student unless permission is granted by the RLM/ARLM.

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 prior to midnight. This lets 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 no more than 4 nights in a two-week period.** Any exceptions must be approved IN ADVANCE by the RLM or ARLM.
- 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.
- 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.

## 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 RLM. 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.

### Decorating

A resident's apartment/room will be their 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 or push-pins/tacks may be used to hang pictures or other wall hangings (no glue, nails, screws, staples, clear tape, masking tape or Duct Tape).
- **Command/adhesive strips are not allowed due to potential improper use and removal, which causes considerable damage to walls.** If Residence Life discovers command/adhesive strips in a room, Residence Life will require the strips to be removed immediately. Any command/adhesive strip that is removed and causes damage to the wall will result in damage charges per-instance, which can become significant.
- 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.**
- No bristle or magnetic dartboards. Soft-tip dartboards may be allowed with the approval of Residence Life staff, and if used in a non-destructive manner.
- 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 and are not allowed.
- 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 are not allowed to be affixed to college property, including patios, balconies, or exterior-facing windows.

### **Decorating Walls and Ceilings**

Due to fire code, nothing can be covering the ceilings in the resident's rooms. Ceilings must be free of any obstruction for adequate coverage of the sprinkler system if needed. Per fire code, no more than 50% of the walls can be covered. If 50% or more of the wall is covered, it is a fire hazard.

### **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 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.

### **Electronics/Devices**

#### **Personal Security Cameras**

Personal Security cameras, such as Ring cameras, are unable to be set up through the College's internet and have the potential to 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.

### **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, ice-makers, blenders, and Keurig-style K-cup coffee makers are allowed in all residence halls. Slow cookers such as crock pots are

allowed if the appliance has an automatic shut-off.

### **Unacceptable Appliances**

Residents are not permitted to have any of the following appliances: 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, 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.

These are not all-encompassing lists. For any appliances that residents are not sure of, residents need to talk with the RLM or ARLM before bringing said-appliances into the building.

### **Furniture**

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

### **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 wallflower-type air fresheners are allowed.

## **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.

## **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.

## **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, 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/decorations posted by Residence Life staff.

## **Cleaning Requirements**

It is the 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 (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, 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.

## **Maintenance Repairs**

Every effort has been made to ensure that a resident's room is clean and well maintained when they check in. If there is a maintenance or custodial problem within the 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, they should contact their 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.

If you feel your request is not being resolved, you may report your complaint via the CCR reporting found at: <https://www.southeast.edu/reportcomplaintconcern/>.

## **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. The walk-through allows staff the opportunity to provide roommates with feedback on the apartment/room condition, 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, 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 cleaned or residents have not prepared for the room check, a health code violation fine will be assessed to the offending residents. Notice will be given of at least 24 hours 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 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 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.

# Housing Policies & Procedures

## Alcohol, Controlled Substances, & Tobacco Products

### 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's Student Code of Conduct.

Situations, including but not limited to the following, that are violations of Southeast Community College'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 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.)
- Resident is in possession of N/A beer, wine, alcoholic beverages.

**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.

As College employees, the Residence Life Staff are responsible for addressing 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 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 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 without a prescription on any part of campus, including 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, is 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 guests of residents.

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

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

### Prescription Medications

Students who have a current prescription for a medical illness or injury must keep that prescription in the original prescription 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 location.

### **Tobacco/Vape**

All Southeast Community College residence halls are tobacco-free. This includes the use of any tobacco product. Such as 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 their room, they 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 residential rooms at any time. Using cigarettes, cigars, and e-cigarettes (including vapes and JUULs) as well as vaping oils are prohibited in all 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.

### **Babysitting**

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

### **Barbecuing**

Residence Life (Milford/Beatrice) 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. Charcoal and lighter fluid may be available to students in the Residence Life Office.

### **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.**

### **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 must inform their RA prior to the floor meeting if they cannot 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.

## 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.

## Meal Plan

A 14-meal-per-week dining plan is included in the cost of all residence halls. Beatrice and Lincoln residents can upgrade to a 19-meal plan for an 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 that accommodation is to reach out to the Great Western Food Service Manager for your location. This is required as a first step before 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)
- Lincoln: [scclincoln@gwdining.net](mailto:scclincoln@gwdining.net)

## 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 concealed-carry permit. Flammable and/or toxic substances, explosives and fireworks are prohibited from use or storage in the student housing complexes or student's vehicles.

Students on the SCC Trap Team may not store their firearms or shells on campus (cannot be in their room or their vehicle). A storage site at the Beatrice Gun Club is provided for this purpose for team members.

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

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.

## 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 a violation of 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 prior to the scheduled check-in days, including when a student is scheduled to check-in. Before checking in, residents will need to have any required forms, such as the Health Acknowledgment, filled out before they are able to check-in. When checking in, residents will receive their key/keycard as well as a Room Condition Form that is used to note the current condition of their room. Residents will also need to register their vehicles with the college and get their parking sticker, which is free of charge.

#### Fall Semester Check-Ins

Fall check-ins will take place typically over a two-day period, such as the Thursday and Friday before the semester begins, between the hours of 9 AM and 4 PM. Exceptions to this may be for students required to move in early, such as athletes of 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 for a different time. Unless otherwise stated/approved, check-ins will not take place on the weekend due to offices being closed.

#### Spring Semester Check-Ins

Spring check-ins will typically take place the Friday before the semester begins, unless otherwise stated. Since most residents are already living on campus, check-ins will typically only apply to new students or students who have switched rooms from the Fall semester. Students who are returning to the same room from the Fall semester will not need to do an official check-in and instead will be given a day/time that they are allowed to start returning to campus.

#### Check-In Activities

Residence Life will host check-in activities to welcome students to campus. Residents are highly encouraged to attend these activities as a way to get acquainted with other residents! Residents who attend these activities have a chance to win potential prizes, or even a scholarship!

## Check-Outs

Each resident must 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 Housing 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.

### **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.

### **Housing Intent Forms**

During each semester, each resident will be asked to fill out a Housing Intent 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 the form to indicate if 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 must be turned in by the deadline to avoid late fees or potentially forfeit their deposit.
- Spring Semester: Residents will fill out the 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 must be completed in order to receive the security deposit back. For those residents who plan to return 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.

### **Break Housing**

Per the contract, housing over breaks may be allowed with approval of the RLM, 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, 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.

### **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:**

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:**

- 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.

## **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.

## **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 Self Service 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 Self Service 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

### **Milford**

- **Safety and Security Coordinator:** Sam Loos 402-437-2408 or Ext. 2408
- **Public Safety Officer:** Sarah Cook: 402-761-8266 or Ext. 8266

### **Lincoln**

- **Safety and Security Coordinator:** Sam Loos 402-437-2408 or Ext. 2408
- **Security Cell Phone #:** 402-805-9152

## **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 are required to immediately report their concerns to the Campus Dean of Students at their location:

- Beatrice Campus Dean of Students: 402-228-8286
- Lincoln Campus Dean of Students: 402-437-2559
- 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
- Lincoln: Police Department 402-441-6000
- Milford: Police Department 402-761-2772

### **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 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.

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

Each student residing in on-campus housing has the option and is encouraged, to 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.

### **Administrative Authority**

The Vice President for Student Success 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 their 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.
  - Lincoln: All residents report to the parking lot west of Woodhaven Hall.
- Do not re-enter the building until Residence Life Staff says it is safe to go back inside (as cleared by fire department personnel).

### Fire Alarms

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

- Remain calm.
- Notify (wake up) any roommates and alert them of the situation.
- Close windows and turn on lights as you are able and close apartment/room doors (DO NOT lock doors) and exit the building.
- Each resident must proceed to their 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.
  - Lincoln: All residents report to the parking lot west of Woodhaven Hall.
- Do not re-enter the building until Residence Life Staff says it is safe to go back inside (as cleared by fire department personnel).

## 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:

### 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 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 actions, 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, 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, microwaves, appliances, closets, trash cans, etc. during a reasonable suspicion search.

### Maintenance Assessments

These assessments will be conducted by college personnel and will be done to gain knowledge of the overall physical condition 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 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 their room for campus recruitment events or New Student Orientation. Rooms must 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 <https://www.southeast.edu/reportcomplaintconcern/> or [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, general complaints, etc.

## Building Safety & Security – Keys/Keycards

**24/7 Residence Hall Lockdown:** The residence halls will be locked 24 hours a day, 7 days a week for the security of the residents. For side entry to the applicable residence halls, these will be inaccessible to residents from 10 PM – 8 AM so residents will have to use the main entry doors.

- Always carry your ID card--needed to gain access to your residence hall entrance doors and some suites.
- 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 eve prop a door open. 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 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 are 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. Southeast Community College keys may never be duplicated.

## 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.

More information about Title IX, including SCC's procedures to address sexual harassment, can be found on the College's website (<https://www.southeast.edu/about/other-scc-departments/access-equity-diversity-title-ix/my-rights-and-reporting-options.php>). 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:** [rsanford@southeast.edu](mailto:rsanford@southeast.edu)

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

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

## 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.

### **Lincoln Woodhaven Hall Tornado Procedures**

Each hallway of Woodhaven Hall is reinforced to withstand extreme weather conditions. Residents should first proceed to their interior hallway. If time and space allow, proceed to the lowest level hallway using the stairs. Stay away from glass and large open spaces like the lounges, kitchen and game room. In severe circumstances, there is limited space available in the basement of Woodhaven.

### **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.**

## 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. Tampering with any facet of the video surveillance equipment will result in aggressive disciplinary action. Students will not have a 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.

## 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 room styles, 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, 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).

# List of Disciplinary Actions and Fines

**DISCLAIMER:** This list 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 Residence Life Manager, Safety & Security staff, Administrative Director of Residence Life, and/or Dean of Students. Disciplinary sanctions, fees or fines assessed, may vary from this list. This list 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>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 (Bristle or Magnetic)</b>	Possession or use of an unapproved 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</li> <li>• Drug awareness programming</li> <li>• Drug assessment recommended</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> </ul> Potential additional sanctions as deemed by the Dean of Students
<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/Littering</b>	Damage to facilities, leaving trash, engaging in or aiding damaging behaviors or actions. Anything that causes damage to Southeast Community College property. General littering on SCC property or disposal of trash or food from windows or balconies.	Minimum of \$25 fine up to the total 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</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 trashcan 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 can result in higher fines	\$25 fine/violation
<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 - 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>	Using chewing tobacco or possessing "spit-cups" in the residence halls. Smoking/vaping in the residence halls (including rooms/apartments, common areas, stairs, hallways, etc.) or smoking in non- designated smoking areas Possession of tobacco products if under the age of 21	\$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