

Northeast



community college
RESIDENCE LIFE MANUAL
2011-2012

History



Made Every Day

Residence Life Office, Burkhardt Hall

Pete Rizzo, Director of Residence and Student Life - 844-7151

Jon Langlois, Student Development Coordinator 844-7152

Office Hours 8:00 a.m. to 5:00 p.m., Monday through Friday

Northeast Community College reserves the right to make changes as necessary to this Manual at any time.

Northeast Community College does not discriminate on the basis of race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital status, age, or disability in educational programs, admissions policies, employment policies, financial aid, or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the NECC Compliance Officer for Title IX, ADA, Section 504: General Counsel and Vice President of Human Resources, 801 East Benjamin Ave., P.O. Box 469, Norfolk, NE 68702-0469, phone: 402-844-7258, e-mail: complianceofficer@northeast.edu or U.S. Department of Education, Office for Civil Rights, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367.

Table of Contents

I.	Residence Life Personnel.....	6-7
	Campus Residents.....	6
	Director of Residence and Student Life.....	6
	Student Development Coordinator	6
	Residence Life Assistants	6
	Residence Life Database Specialist	6
	Residence Life Maintenance/Custodians.....	6
	Residence Hall Front Desk Personnel	6
	Senior Resident Assistant	6
	Resident Assistants (RA's).....	6
	Student Assistants (SA's)	7
II.	Residence Halls.....	7-8
	Apartments.....	7
	Burkhardt Hall	7
	Simon Hall	7
	Unit Assignments/Changes.....	7
	Temporary Unit Assignments	7-8
	Semester Consolidation	8
III.	Residence Life Services.....	8-10
	Activity and Posting Boards	8
	ATM and Change Machines	8
	Computer Lab	8
	Copy Machine.....	8
	First Choice Food Service & Hours of Operation	8
	Game Room	9
	Kitchenette & Vending	9
	Laundry	9
	Mail.....	9
	Security	10
	Study Rooms.....	10
	Utilities/Telephone/Internet	10
IV.	Contract Information & Guidelines	10-13
	Residence Life Contract	10
	Termination of Contract	10
	Eviction from Campus Housing.....	10-11
	Maintaining Eligibility for Residence Life.....	11
	Residence Life Academic Probation	11
	Care of Living Unit.....	11
	Roommate Rights	11-12
	Managing Conflict.....	12-13
V.	Check-In/Check-out Procedures	13-14
VI.	Code of Conduct, Due Process and Appeal Process.....	15-16
	Residence Life Activities.....	15
	Residence Life Meetings	15

Code of Conduct and Due Process	15
Confiscation of prohibited or illegal items	15
Appeal Process (Informal)	15-16
Student Grievance Policy (Formal Appeal Process).....	16
VII. Residence Life Policies and Sanctions.....	16-30
Aggressive/Disruptive Behavior.....	16
Alcoholic Beverages and Controlled Substances	17
Alcohol and Controlled Substances Disciplinary Penalties.....	17-18
Examples – Alcohol/Controlled Substance Violations	18
Babysitting & Pet Sitting	18
Candle, Incense Burning and Potpourri Pots	18
Cooking.....	18-19
Damages—Community Responsibility	19
Disability Accommodations, Attendant & Service Animals	19
Disorderly Conduct.....	19
Electrical Appliances	20
Extension Cords.....	20
Emergency Procedures	20
Entry Doors.....	20
Entry, Search, and Seizure	20-21
False Fire Alarms and Bomb Threats	21
Fire Alarms and Fire Safety Equipment	21
Fire Drills	21
Fire Hazards.....	21
Firearms, Fireworks, Weapons and Explosives.....	21-22
College Furniture (College Property)	22
Gambling	23
Guest & Visitation Policies	23-24
Definitions	23
Guest Responsibilities and Sanctions	23
Guest Visitation Hours	23
In-Room Visitation Hours for Guests.....	23
Quiet Hours	23
Lobby/Public Areas Hours	23
Hosting Resident Responsibilities and Sanctions.....	23-24
Roommate(s)/Suitemates Responsibilities and Sanctions.....	24
Overnight Guests	24
Housekeeping Probation.....	24
Illness or Injury.....	25
Inspections	25
Keys/Key Cards	25
Lighting/Lamps.....	25
Littering	25
Locks	25
Mattress Pads	25
Painting	26
Parking	26
Patio and Gazebo	26
Pets.....	26
Radios, Stereos, TVs.....	26
Refrigerators	26

	Registered Sex Offender Information.....	27
	Repairs and Maintenance.....	27
	Release of Information	27
	Room Accessories, Decorations and Signage.....	27
	Safety Equipment and Testing.....	27-28
	Skateboards, Roller Blades, Shoes with Cleats, Remote Control Cars	28
	Smoke Detectors.....	28
	Solicitations and Deliveries	28
	Theft.....	28
	Tobacco Use (Both Smokeable and Smokeless Products)	28-29
	Tornado Procedures	29
	Toxic Materials and Other Types of Materials and Equipment.....	29
	Trash Disposal	29
	Unit Care.....	29
	Vandalism.....	29
	Vaccinations	29
	Violations.....	29-30
	Water Fights.....	30
	Windows	30
	Window Screens	30
XIII.	Emergency Procedures	30-31
	Equipment/Game Procedures	31-32
	Household Tips	32
	Residence Life Fines.....	33
	Residence Life Contract	34-35
	Severe Winter Weather	36
	Unit Facility Inspection (UFI) Form	37-39



Residence Life Office

Pete Rizzo, Director of Residence and Student Life (844-7151)
Jon Langlois, Student Development Coordinator (844-7152)
801 East Benjamin Avenue - PO Box 469
Norfolk, Nebraska 68702-0469
www.northeast.edu

Fall 2011

Dear Resident,

Welcome to Northeast Community College! Living on-campus is going to be a great experience for you. This will be “home” for the next nine to twelve months. You will eat, sleep, study, and spend a good deal of your spare time here. Please take time to read this manual and use it to help you make a smooth transition to Residence Life and Northeast Community College.

The Residence Life Manual has been created to help you understand established Residence Life procedures and policies. As a resident, you will be expected to help create a satisfying, harmonious, and comfortable atmosphere.

Each resident is responsible for reading, understanding, and complying with the policies and procedures as stated in this manual and as directed by Residence Life staff. If violations occur, consequences are outlined. The policies were established to maintain a clean, healthy, organized, and safe communal living environment for **all** residents. A Residence Life Orientation meeting is held at the beginning of each semester; and all residents are required to attend.

If you have any questions or concerns at any time, the Residence Life Staff is here for you. We want you to have a positive experience while residing on campus. Please don't hesitate to bring your questions and concerns to us.

Sincerely,

A handwritten signature in black ink, appearing to read "Pete Rizzo".

Pete Rizzo
Director of Residence and Student Life

A handwritten signature in black ink, appearing to read "Jon Langlois".

Jon Langlois
Student Development Coordinator

Residence Life Personnel

Campus Residents

Campus residents share a unit with three other students. All facilities and services are shared with all other residents.

Each resident is an important member of this campus community! Campus residents are expected to be respectful of others, to be considerate of their study and sleep needs, and to do their part to keep the Residence Halls clean and safe. Residents must work cooperatively to create a positive environment in which to live.

All residents are responsible for attending and contributing to floor and Residence Life meetings. Each plays an important role in contributing to the quality of our community.

Residence Life Staff

The responsibility of the Residence Life staff is to assist in the development of the campus community. They provide advice and assistance in mediating conflicts. They are knowledgeable about educational, social, and cultural programs and services that are available throughout the campus and in the Norfolk community. The entire staff works cooperatively to create an environment conducive to personal growth and academic achievement.

Director of Residence and Student Life

The Director of Residence and Student Life manages the Residence Halls and Student Activities on campus. The Director is responsible for the overall supervision, planning, coordination and organization of Residence Life including information services, housekeeping, maintenance, and administrative operations. The Director lives on campus in Burkhardt Hall.

Student Development Coordinator (SDC)

The Student Development Coordinator (SDC) is responsible for advising students in matters relating to Residence Life including academic, social and personal issues. The SDC is also responsible for overseeing the planning and implementation of Residence Life programming and activities while advising the RA/SA Team. The SDC lives on campus in Simon Hall.

Residence Life Assistants

The Residence Life Assistants work during the day and also help manage the Front Desk overnight and the offices of the Residence Life Department. The two assistants are responsible for the Residence Life services such as the computer lab, copy machine, lobby areas, front desk scheduling, student support, and coordinating maintenance.

Residence Life Database Specialist

The Residence Life Database Specialist is located in the College Welcome Center and is responsible for managing the application database, working with incoming students to find on-and off-campus housing needs, assisting with roommate matching and hall room assignments, and with coordinating contract offers.

Residence Life Maintenance/Custodians

The Residence Life Maintenance/Custodians maintain the communal areas of the Residence Halls. Contact the Residence Life Front Desk to report any problems with your unit and have them fill out a maintenance request for you.

Residence Hall Front Desk Clerks

The Residence Hall Front Desk Clerks provide clerical and supervisory assistance throughout the academic year to help assure the residents' safety and maintain Residence Life policies and procedures. Residence Life staff is available at the front desk to assist residents and visitors 24 hours per day.

Senior Resident Assistant (SRA)

The Senior Resident Assistant (SRA) resides in the Residence Halls and is an experienced student leader on campus. The SRA serves as a resource for other residents and for the RA/SA Team. The SRA assists the SDC and the RA/SA Team in developing an on-campus community, providing educational programming and addressing student concerns. He/she also assists RA's on their floor, socializes with RA/SA team, and maintains the bulletin board.

Resident Assistants (RAs)

Resident Assistants (RAs) are students residing in the Residence Halls who serve as resources for the residents. The RAs assist residents in developing a community that is based on individual responsibility and respect for others. RAs also work as mentors to the SAs, training them to become RAs.

Student Assistants (SAs)

Student Assistants (SAs) are residents who assist the RAs. The RAs and the SAs work together as a team to create and maintain a successful academic-focused living environment.

Residence Halls

Apartments

NECC has two apartment buildings able to hold 64 students. The apartments have four students in each unit. The apartments are offered to second-year students first. Residents with discipline and/or housekeeping problems will not be eligible to live in the apartments. If disciplinary/academic or other problems occur while living in the apartment complex, the resident may be moved to one of the other Halls at the discretion of the Director of Residence and Student Life.

Each apartment unit has two bedrooms (two students in each), bath, kitchen, dining area, and living room. All units are furnished with twin beds, desks, bookshelves, individual closet space, desk chairs, electric stove & oven, full-sized refrigerator, a dining set with four chairs, and a large storage closet. There are two coin operated washers and dryers in each apartment building located on each floor.

Burkhardt Hall

Burkhardt Hall has a maximum occupancy of 146 students. The Residence Hall Front Desk and offices are located in the main lobby, as well as a large television, lobby areas, kitchenette, computer lab, conference room, vending machines, a public restroom, and the Student Mailboxes (SMB) for Burkhardt Hall and the Apartment residents. The second and third floor of Burkhardt Hall also have large lobby areas with televisions, lobby furniture and ample study space.

The units in Burkhardt Hall are suite style with four residents to a unit. The units have a small living room, bathroom, and two bedrooms with two students in each bedroom. Each unit is equipped with a built-in cabinet and shelf in the living room, four loft-style beds, four 3-drawer dressers, four 2-drawer cabinets, two closets, four desks and four desk chairs. There are two dorm-size refrigerators provided in each unit.

The laundry facilities for both Simon and Burkhardt Hall are located in the basement of Burkhardt Hall.

Simon Hall

Simon Hall has an occupancy capacity of 137 students. The main floor has the RA/SA resource room, a game room and lobby equipped with various games, a television, exercise equipment, and the Student Mailboxes (SMB). Second and third floors also have furnished lobbies with televisions and spacious glassed-in breezeways.

All units in Simon Hall are organized in suites; two students in each room, two rooms to a unit, sharing a bathroom. Each room has one dorm-size refrigerator, two twin beds, two dressers, two closets, two desks, two desk chairs, and two bookshelves complete with study lights.

Unit Assignments/Changes

ALL unit assignments are made at the discretion of the Director of Residence and Student Life. The Director of Residence and Student Life and/or the Student Development Coordinator may reassign residents within and between buildings and units as deemed necessary to accommodate the maximum number of students in the most economical way. Changes from one unit to another may be requested only after the first two weeks of each term and must be approved by the Director of Residence and Student Life. A \$25 fee will be assessed for unit changes. To transfer units, a resident must:

- Complete the Room Change Request form.
- Obtain approval from the Director of Residence and Student Life.
- Schedule and complete a check in to the new unit and complete a Unit Facility Inspection form.
- Schedule and complete a Check Out form.
- Check out of the first unit within three days (An improper check out will result in an improper check out charge).

Any resident having been deemed difficult to live with due to numerous complaints by roommates, suitemates and/or other residents or a number of reassignments may be evicted. Students without roommates after the semester begins (due to no-shows and cancellations) may be asked to move to another unit. If space is available, residents in good standing may request a private unit. The cost of a private unit is 1.5 times the amount of dual occupancy rent for that building.

Temporary Unit Assignments

At the beginning of each semester, the Residence Life Office may assign students to a temporary room assignment. This assignment will have the same accommodations as any of the units in the Residence Halls. Each student assigned to a temporary unit understands that he/she will only live in this unit until a traditional unit becomes available, then he/she will move to the new assignment within three days of notification from the Residence Life staff. The student will receive a discount of \$100 from the current semester's rent only if agreed to at the end of the previous semester.

Semester Consolidation

Each semester, as students move rooms, graduate and/or move off campus, there are units that are left with less than four (4) occupants. These units may be consolidated by the Residence Life Office to better accommodate incoming students and the needs of the Residence Life program. Students will be given the opportunity to preference new rooms and/or roommates/suitemates. However, final decisions rest with the Director of Residence and Student Life.

Residence Life Services

Activity and Posting Boards

A white board located in the entry way to the Residence Halls is updated daily, listing NECC activities and emergency contact numbers. There are also activity boards located on each floor of Simon and Burkhardt Halls as well as the first floor of each Apartment building. An Employment bulletin board is located in the main lobby of Simon Hall.

ATM and Change Machines



The First National Bank has an ATM machine in the Student Center second floor for students to conveniently access cash on the NECC campus. Coin change machines are located in the main lobby of the Residence Halls, in the Student Center Game Room, in the atrium of the Lifelong Learning Center, and in the Ag/Allied Health building.

Change will also be available at the Residence Life Front Desk.

Computer Lab

There is a computer lab and other study areas for campus residents located in the main lobby of Burkhardt Hall. The Residence Life computer lab is open 24 hours a day and preferred use is given to on-campus residents. A printer is available at the front desk. Additional computers for students can be found in computer labs located in the Maclay, Library, Ag/Allied Health, Science, Utility Line and Student Center buildings. *Proper computer usage procedures are posted at all locations and students should make themselves aware of the rules and regulations.* **NO FOOD OR BEVERAGES ARE ALLOWED IN ANY OF THE COMPUTER LABS ON CAMPUS.**



Copy Machine

A copy machine is available for student use in the Residence Hall Lobby near the Front Desk as well as in the Library's main lobby. Copies are \$.10 per page or \$.05 per page with the purchase of a copy card from the Front Desk for \$1. Both copiers use the same copy cards.

First Choice Food Service

Northeast Community College campus residents are required to purchase the Hawk Meal Plan of unlimited meals plus \$100 Hawk's Express card per semester. Each student may also opt to supplement the meal plan with a \$200 Hawk's Express card.

<u>Weekday Hours:</u>	<u>Day of the Week:</u>	<u>Meal Option</u>
6:30 a.m.-7:00 p.m.	Monday through Thursday	Grab N' Go
6:30 a.m.-3:00 p.m.	Friday	Grab N' Go
7:30 a.m.-9:30 a.m.	Monday through Friday	Hot Breakfast Buffet
10:30 a.m.-1:30 p.m.	Monday through Friday	Lunch
5:00 p.m.-7:00 p.m.	Monday through Thursday	Dinner
<u>Weekend Hours:</u>		
11:00 a.m. – 12:00 p.m.	Saturday and Sunday	Brunch
5:00 p.m. – 6:00 p.m.	Friday through Sunday	Dinner



Food service is not available during official college vacation periods; no evening meal is available the day before the break. (Fall break, Thanksgiving Break, winter vacation, and spring mid-term break).

Hawk's Landing Express Deli is open 7:00 a.m. to 7:00 p.m. Monday through Thursday and 7 a.m. to 3:00 p.m. on Friday. Hawk's Landing Express Deli is designed for cash and Hawk's Express Card customers.

For more information on other meal plan options, contact the Food Service Manager at ext. 7165, the Business Office at ext. 7001 or the Residence Life Office at ext. 7150.

Game Room

A full-sized pool table, air hockey table, foosball table, ping pong table, piano, and exercise equipment are located on the main floor of Simon Hall for the campus residents. The game room is accessible to residents between the hours of 7:30 a.m. and 12:00 a.m. Monday through Sunday. A VCR, DVD player, puzzles, books, board games, horseshoes, volleyballs, basketballs, a bicycle (and tire pump), tennis racquet and tennis balls and additional recreational items can be checked out with a student ID card at the Front Desk. If items and/or equipment is returned damaged, fines to fix and replace the items or equipment will be assessed to the individual or individuals.

Kitchenette & Vending An electric range and oven, microwave, refrigerator, coffee maker, toaster, cooking utensils along with pots and pans, and a sink with a garbage disposal are available in the kitchen in the main lobby of the Residence Halls.



Beverage and snack vending machines are located in the main lobby. Students are responsible for cleaning up after themselves in all public areas of the Residence Halls, including washing, drying and putting all dishes and utensils away and cleaning and drying the counters/appliances used.

Residents must remain in the kitchenette while food is cooking in order to prevent a fire hazard. Any student found to have left food cooking unattended will be assessed a fine of \$75 per person per incident. The unattended food will also be turned off by the Residence Life staff.

Laundry

Coin-operated laundry facilities can be found on each level of the apartments and in the basement of Burkhardt Hall. An iron and ironing board are provided for check out at the Front Desk. Ironing is prohibited anywhere but the basement area of Burkhardt Hall and the Apartments. Ironing **may not** be done in the unit. Residents may NOT have an iron in their unit; if a violation occurs, a \$75 fine per resident will be assessed. **NOTE:** No clothing items (wet or dry) may **ever** be hung from drapery rods, vents, or light fixtures in any area of the Residence Halls. A \$25 fine will be assessed if a violation is noted. **THERE WILL BE NO WARNINGS ISSUED.** Please do not overload washers. The washers will not accommodate quilts, comforters, sleeping bags, etc. Any problems with these machines should be directed to the Front Desk.

Mail

Each resident is assigned his/her own Student Mailbox (SMB) and issued a key for the SMB. It is recommended that the assigned resident checks his/her mailbox at least one a week. Simon Hall residents' SMBs are found in the main lobby of Simon Hall; Burkhardt Hall and Apartment residents' SMBs are located in the main lobby of Burkhardt Hall. Stamps may be purchased at the Residence Hall Front Desk. An outdoor mailbox is located on campus near the Lifelong Learning Center for outgoing mail. Mail can also be sent from the drop box in the Burkhardt Hall main lobby. REMEMBER: Mail leaving campus through the Front Desk will take an extra day to arrive at its destination and the campus does not receive or send mail on Saturday or Sunday.



Residents' Northeast Community College address is:

"Your Name"
Northeast Community College
Residence Hall Name _____ Room # _____ SMB # _____
P.O. Box 469
Norfolk, NE 68702-0469

For packages delivered by UPS, Federal Express, etc., be sure to use the street address:

"Your Name"
Northeast Community College
Residence Hall Name _____ Room # _____ SMB# _____
801 East Benjamin Avenue
Norfolk, NE 68702-0469

When a student moves off campus, whether permanently or for the summer break, he/she must contact anyone who would be sending mail with the updated address as mail can not be forwarded from NECC campus and will be returned to the sender.

Security

Northeast Community College Campus contracts with Sioux City Night Patrol to provide security for the Norfolk campus, college property and parking lots. For telephone numbers and other information, refer to the Residence Life Student Directory and the posted signs throughout the Residence Halls.

Study Rooms

Private study areas are located on each floor of Burkhardt Hall and are accessible to all on-campus students. There are also lobbies on each floor of Simon Hall that can be used as study areas. If at any time a study area is being misused, the residents in question may be removed from the area by the Residence Life staff. If misuse continues, residents may be banned from the study areas for up to one semester. Priority for these lobby/study areas will be for residents' study. However, if no resident is studying, the areas may be used for other purposes. Residence Life staff will ask anyone not studying to leave the area if the need for a quiet study room arises.

Utilities/Telephone/Internet

Monthly utilities (electricity, water, gas, garbage service and basic cable) as well as local telephone service and wireless internet are included with the Residence Hall rent. Telephone dialing instructions and long distance information are found in the Residence Life Student Directory.

If a resident wants an upgraded cable service in their unit, he/she may purchase this plan directly from Cable One. NECC Residence Halls also have wireless internet installed throughout the buildings.

Contract Information & Guidelines

Residence Life Policy does not attempt to define every acceptable/unacceptable form of behavior. In situations not covered by specific policies, residents are expected to use common sense and conduct themselves in a mature and responsible manner at all times. To make the most of the campus experience, respect, cooperation, and consideration for the rights of others are essential. It is equally important not to infringe on another's rights or allow anyone's rights to be infringed upon. Residents will be held responsible for their actions and/or for assisting another's involvement in violation(s). Residents are responsible for knowing and following all policies, rules and regulations for on-campus living contained in this manual, as well as information from other sources including:

- Northeast Community College Campus Catalog
- Residence Life Staff (resource people when questions arise)
- NECC Student Handbook and Planner (Student Code of Conduct, Student Rights, Responsibilities and Freedoms, and the Student Grievance Procedures)

Residence Life Contract

By signing the Residence Life Contract, residents agree to live in the Residence Halls and accept responsibility for the terms and conditions of the contract. All Residence Life Contracts are for one (1) academic year (9 months) unless previously approved by the Director of Residence and Student Life. All contracts are binding and effective after May 15 prior to the contracted year. Room rates and regulations are subject to change by action of the Board of Governors and administration of Northeast Community College. **Units may not be sublet.**

Termination of Contract

This contract may be terminated at the discretion of the Director of Residence and Student Life, or designee, if the student fails to comply with the terms of the contract. **A student whose contract is cancelled forfeits the deposit and becomes liable for partial rent.**

A student who wishes to terminate his/her contract for any portion of the academic year or summer sessions **will need to do so in writing.** The Residence Life office will supply a Contract Cancellation form for the student. Any cancellation of the contract will be subject to forfeiture of the deposit and/or partial rent as outlined in the Residence Life Contract.

Eviction from Campus Housing

A student may be evicted from campus housing for infractions outlined in the Residence Life Manual. Each student will receive notification, from the Director of Residence and Student Life, or designee, stating the reason for the eviction as well as the expectations of the eviction, including date and time of effectiveness. Any resident evicted from campus housing may not visit the Residence Halls, for any reason, until he/she has met with the Director of Residence and Student Life at least one semester after the eviction to gain approval.

Any student who is evicted from campus housing for disciplinary reasons will not be eligible to live in campus housing at NECC thereafter.

A student who is evicted from campus housing because of nonpayment, may be eligible to return to campus housing if he/she makes payment arrangements with the Business Office prior to residency AND receives permission from the Director of Residence and Student Life.

Maintaining Eligibility for Residence Life

A resident who falls below twelve (12) credit hours and/or a 2.0 GPA is placed on Residence Life Academic probation, and may lose his/her eligibility to reside in the Residence Halls. It is recommended to visit with the Student Development Coordinator (SDC) about academic progress before eligibility is jeopardized. Special circumstances may be considered.

Any resident not living in his/her unit, not going to class (whether withdrawn or not), or who causes continual conflict within the Residence Life Department may be evicted from the Residence Halls at the discretion of the Director of Residence and Student Life. Any student who is evicted will forfeit the security deposit as well as the entire semester's rent.

Residence Life Academic Probation

Any resident who falls below 12 credit hours or has a GPA below 2.0 will be placed on Residence Life Academic probation. Probation requires that the student meet with the Student Development Coordinator (SDC). If the resident has not had other behavior/roommate/discipline problems, the SDC may recommend that the student be allowed to stay in the Residence Halls and be placed on Residence Life Academic probation. The resident will then have to explain to the SDC his/her goals and how he/she plans to achieve them. The resident will be required to meet with the SDC on a regular basis to discuss academic progress. The SDC may require other measures such as required study hours, meeting with a tutor, taking a transitional class, or meeting with a counselor. The resident has one semester to bring his/her credit hours and GPA to or above the accepted standard. If this standard is not met he or she may lose their eligibility to live on campus. Special circumstances may be considered.

Care of Living Unit

Clear communication of what is expected from everyone will eliminate problems throughout the academic year and possibly avoid assessed cleaning charges. Each resident is responsible for cleaning up after him/herself. It is recommended at the beginning of the year that all residents agree upon a system to maintain the cleanliness and upkeep of their unit, such as rotating duties to keep the bathrooms, kitchen, and living areas clean.

The following tips help assure safety and security of residents and personal belongings. NECC Residence Life is NOT responsible for any lost or stolen items on campus.

- ✓ Be sure water faucets are off
- ✓ Turn off lights and major electrical equipment
- ✓ Close the window(s)
- ✓ **Lock the door**

When leaving for the weekend or for semester breaks, holidays, etc., resident should do the following:

- ✓ Clean the room, bath, and unit
- ✓ Dispose of any food that may spoil
- ✓ Dispose of all garbage in the dumpster located outside each of the buildings
- ✓ Close the window(s), blinds, and/or curtains
- ✓ Double check the water faucets and stool to make sure water is not running

✓ **ALWAYS LOCK THE DOOR!!!!**

Roommate Rights

The Residence Life experience will depend largely on the consideration demonstrated by roommates, suitemates, and other residents. Basic roommate rights include:

1. The right to read and study free from undue interference in one's room. Unreasonable noise or other distractions inhibit the exercise of this right.

2. The right to sleep without undue disturbance from noise, guests of roommates, etc.
3. The right to expect that a roommate will respect one's personal possessions.
4. The right to a clean living environment.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to privacy.
7. The right to host guests with expectations that guests are to respect the rights of the host's roommate and all other residents.
8. The right to resolution of grievances.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of "unit-shared" appliances, such as telephone, refrigerator, radio, TV, etc.

A Roomate Agreement will be filled out during the first floor meeting of the fall semester. The agreement will allow all residents of the designated unit to sit down with each other and clearly discuss their living and unit expectations for the academic year

If a resident experiences difficulties with any of the above situations, or other roommate/suitemate issues, the following steps should be taken: (1) Try to work it out by communicating directly with your roommate or roommates, (2), Talk directly with your RA/SA; he/she will be able to sit down with all parties to discuss the roommate agreement, revise the agreement if necessary and see what they can do to help resolve the problem. If that option is not successful, and if the concern continues, the resident may make an appointment with the Student Development Coordinator (SDC) to resolve the issue after previous steps have been completed.

To Have a Good Roommate Each Person Must Also Be One

1. Be willing to share common ground and be prepared to recognize the needs of another person. To avoid future problems, preferences and priorities should be agreed upon in advance.
2. Rooming together on common ground does not imply everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person.
3. Decisions must be reached as to what are and are not acceptable living patterns and standards of cleanliness. Roommates must keep in mind that successfully living together is a give-and-take relationship. Expect and be willing to make a few concessions.
4. Spend time with roommates/suitemates outside the unit. Simple things such as sitting together at a school event or watching TV in the lobby can strengthen relationships. Do things each roommate enjoys, like going to campus events, movies, or working out. These types of activities can make living together more enjoyable.
5. Make every effort to get to know roommates/suitemates. Find a common ground for conversation such as sports, families, music, jobs, academic or career goals, social likes and dislikes, or anything each roommate enjoys talking about. The better each roommate knows one another, the easier it will be to build and maintain new relationships. Please remember that roommates do not need to be each other's best friend to be good roommates.

Any resident being deemed difficult to live with due to numerous complaints by roommates, suitemates and/or other residents or because of multiple reassignments may be evicted.

Managing Conflict

Although roommates may get along well, there will be situations in which there are disagreements. The choices made in resolving or escalating conflict will determine the future dynamics of the relationship.

Do not be afraid to deal with conflict when it arises. Most problems can be resolved quickly and easily if dealt with promptly. Conflict signals a need for change. It also forces the participants to examine situations from another's point of view, acquire new information, and explore creative and innovative solutions. Learning to resolve conflict can help roommates understand each other and become better friends in the process.

The RA/SA Team members are trained to help handle conflicts. To discuss a situation, get help planning a conversation, or talking with other residents about a conflict, feel free to contact any RA/SA Team member.

Also, the Student Development Coordinator (SDC) is available to assist residents with conflict management and resolution. Any resident may make a confidential appointment with the SDC to discuss a conflict and how to resolve it. The rest of the Residence Life staff is also available for assistance.

Steps to Healthy Conflict Resolution

1. Do not ignore or avoid the problem. Frustration will only store up for another day.
2. Carefully consider the emotional state of both people. Do not bring up the matter if anyone is angry, tired, or upset. If necessary, determine a later time for the discussion.
3. Before discussing the conflict(s), think about the problem and organize what needs to be said calmly. Describe the problem. Try using "I" statements ("I get a headache when the TV is so loud").
4. When discussing the conflict, define the problem clearly. Avoid bringing up other subjects or grievances that do not directly relate.
5. When someone else is expressing his/her feelings, listen carefully and consider his/her viewpoint. Try to keep from thinking ahead to what to say next.
6. Offer a description of a solution to this conflict. Try to offer at least two reasonable options.
7. If others have suggestions of their own, be willing to negotiate and stay open to new, creative solutions.
8. Should the situation deteriorate, do not resort to hostile language or name-calling. The best thing to do is to take a break from each other and try again later.
9. Remember to treat others as you would want them to treat you.

Developing a relationship takes time; it will not happen overnight. Throughout the year, relationships have the opportunity to grow, provided the lines of communication remain open and honest.

Roommates are expected to communicate with each other and be motivated to work at the relationship. Although conflicts may arise, all roommate relationships have the potential to be successful. Take time to actively communicate about each other's needs. This alone can solve and prevent many problems.

Check-In Procedures

1. Make an Appointment.
All residents MUST make an appointment with the Residence Life office at least 24 hours prior to their preferred check-in date/time. For fall and spring semester occupancy, the Residence Life Department has set check-in times available to residents on a "first come-first serve" basis. All roommates may check in at the same time, but this is not required.
2. Have your picture taken.
On the day of the check-in, each resident must report to the Front Desk where they will have their picture taken, and meet the RA or SA who will do their check-in.
3. Receive your facility keys and/or key access cards.
Each resident will be issued keys and/or a key card for building access. The resident is responsible for those keys and the areas that he/she accesses. Any lost or stolen key replacement charges will be assessed to the resident who checked out the key/key card. Replacement charges: Keycards- \$15, Key-\$10, Re-core lock-\$30.
4. Fill out & sign the UFI for the unit.
Each student has a Unit Facility Inspection form (UFI) that needs to be completely filled out. Residents are responsible to make sure the UFI accurately represents the condition of the room by marking each section with either "good" or, if a unit has a flaw, a description of the flaw. Any damage/problem with the unit must be marked on the UFI at the time of check-in. Check-ins are done by RA/SAs; students should assist with the check in. Each resident is liable for any damage not previously marked on the UFI, other than due to ordinary wear to his/her unit and/or furnishings therein. Each resident is responsible for reporting any damage found at a later date immediately to the Front Desk.
5. Review the Residence Life Manual, available online.
All of the Residence Life policies and procedures are found in the Residence Life Manual. Residents may go to the Front Desk at any time with questions or concerns. Each floor also has an RA and an SA to assist residents.

Check-Out Procedures

Each resident MUST do a proper check out **by 5:00 p.m. on the last day of his/her finals, or the day he/she withdraws from class**. All of the items belonging to the resident who is checking out must be out of the unit BEFORE the check-out process begins. Make sure to notify Residence Life Staff if roommates leave items. Roommate(s)/suite mates should begin cleaning

prior to the day of check out. This process is made easy by properly caring for the unit. When preparing for check-out, the following should be done:

- Stop by or call the Front Desk (7150) to make an appointment 24 hours before the check-out.**
- DEFROST the refrigerator and wipe it out. Catch the water in a bucket or pan so it does not run on the carpet. Ask an RA/SA for help if necessary. **DO NOT JUST UNPLUG IT AND ALLOW THE WATER TO LEAK ONTO THE FLOOR.** No food should remain in the refrigerator.
- WIPE OUT all dressers, bathroom, and desk drawers.
- WIPE OFF all countertops, sink tops, bookshelves, closet shelves, appliances, etc.
- CLEAN mirrors and windows.
- VACUUM carpet.
- SCRUB shower, toilet and tile floor.
- CLEAR the room of all personal belongings.
- REMOVE any tape, sticky putty, etc. from the windows, doors, walls, etc.
- Contact all businesses, family, and friends who send mail with your new address as **all mail received at the Residence Halls after checking out will be returned to sender.**
- TURN IN your Residence Hall keys and key cards to the RA/SA doing your check-out.
- COMPLETE AND SIGN the CHECK-OUT section of the UFI.
- The UFI declares damages/cleaning charges. Your check-out is left open-ended for final assessment until all residents within a room/suite are checked-out, and Staff completes a final walkthrough. A copy of the UFI will be mailed to each student after being processed. Make sure to print your mailing address clearly.

Questions about any of the above should be directed to the floor RA or SA, or the Residence Life Office at extension 7150.

After all residents move out of the unit, a Residence Life staff member will go through the unit with your original Unit Facility Inspection form (UFI) and record any damages that may have occurred during occupancy.

Damages are assessed by the Director of Residence and Student Life after all occupants of the room have checked out. Damages will be equally assessed to each resident according to the cost of repair, replacement or cleaning. A partial price listing can be found in the Appendix of this Residence Life Manual.

A formal check-out form will be completed noting any damages assessed, resident's forwarding address, and the resident's signature. Each resident will be asked to turn in all keys/key cards at the time of check-out. The Residence Life staff member will be the last person to leave the unit and will lock the door after everyone in the unit has left.

If no check-out is performed within three days of moving out of the Residence Halls, Residence Life staff will do an administrative check-out and the student will be charged with an improper check-out.

The charge for an improper check-out is loss of the \$250 security deposit and/or additional charges.

Residence Hall Government

Residence Life Activities

The RA/SA Team plans regular Residence Life activities. Any resident is welcome and encouraged to help plan these activities by talking with his/her floor RA or SA.

Residence Life Meetings

Residence Life Orientation is held at the beginning of each semester to overview the rules and regulations of campus residency. **All residents are required to attend.** If a resident cannot attend the Residence Life Orientation, he/she must notify the Residence Life Office in advance, and schedule an overview meeting with the Director of Residence and Student Life or the Student Development Coordinator within one week of the original meeting. A \$25 fine is assessed for unexcused absences, as well as a \$25 fine per week, for anyone who hasn't made an appointment and met with the Director or the SDC within the first week.

Missed Meetings with Residence Life Staff

Residents who miss meetings or fail to schedule required meetings with the SDC, Director or other professional staff may be subject to a fine of \$10 per infraction (missed meeting). It is the responsibility of the resident to set up meetings, remember and go to meetings on time, bring requested material to the meeting, and contact the front desk before the meeting is supposed to take place to reschedule the meeting for another time if they are unable to make the scheduled meeting. *Floor meetings* are held once a month and are posted in advance. **Attendance is required.** Anyone not able to attend must contact his/her floor RA or SA directly in advance to let him/her know (NOT thru another student) and set up a time to talk with them about the meeting. A \$5 fine is assessed for unexcused absences, as well as a \$5 fine per week, for anyone who hasn't made an appointment and met with the floor RA within one (1) week of the floor meeting.

The floor RA/SA conducts these meetings. Floor meetings bring everyone up-to-date on happenings in Residence Life and on campus. The RA/SA Team will have information on all upcoming activities/room inspections/requirements, etc. This is also a place for discussion of problems or voicing of opinions. The meetings are also a time to get together to meet and socialize with the other people living on the floor.

Code of Conduct and Due Process

NECC has set rules of conduct, outlined in the Student Handbook and on the NECC website (www.northeast.edu).

NECC's discipline policy allows the Residence Life staff to use their discretion in conducting Residence Life affairs. For example, if an RA feels that a resident is violating an established policy, the RA may issue a warning. Thereafter, if the Residence Life staff has reason to believe that the resident is not adhering to Residence Life regulations and has been officially informed, the Director of Residence and Student Life shall conduct an investigation of the allegations. After due process, the Director may impose sanctions upon the accused resident (including evicting the resident without a refund).

Confiscation of Prohibited or Illegal items

Items that are illegal to possess or are a violation of policy, or are used to violate policy may be confiscated by Residence Life staff. These items will NOT be returned to the student, and may be turned over to law enforcement.

Any items found in the Residence Halls units or public areas that are clearly stolen property will be confiscated and returned to their rightful owners and sanctions may be given.

Appeal Process (Informal)

The College complies with federal, state, and local laws, which relate to student rights and due process. All students initially are encouraged to attempt to resolve the issue with the judicial officer involved in the incident.

A student may appeal a sanction that he or she feels was unfairly given, or was outside of the responsibilities outlined in the Residence Life Manual or Student Code of Conduct. A student may NOT appeal a policy or procedure.

Should a resident believe that his or her rights or freedoms have been violated, he/she may seek assistance through the use of the following procedures:

1. Campus residents should inform the Director of Residence and Student Life in writing that they wish to appeal a sanction within *seven (7) calendar days* of the notification of the sanction.
2. The Director of Residence and Student Life will set up an Appellate Board to hear the case and outline recommendations. The Hearing Board will consist of one non-resident student, one campus resident, and a Counselor/Advisor.
3. A date and time will be set to hear the case as soon as possible.
4. A letter with the Hearing Board's decision will be sent to the resident within five (5) business days after the hearing.

Any student who requests an appeal hearing but does not attend the hearing, or is more than 15 minutes late for the scheduled hearing, automatically terminates the appeal process.

Appeal Process (Formal)

Any resident who feels a sanction is in violation of Residence Life policy or the Student Code of Conduct, or that he/she has been unfairly held responsible, has access to the system of appeals established by the College. It is the intent of the College to provide students with the procedures for processing student appeals that pertain to alleged discrimination, misinterpretation, or misapplication of college policy. (Policy Code 5060 and Procedures 5060.a; item 7957; dated 03-13-97)

Students who would like a review of the appellate board's decision may request such in writing to the Director of Residence and Student Life within seven (7) days of receiving the decision. The Vice President of Student Services and/or Dean of Students shall review the record of the hearing and supporting documentation to decide if the hearing was conducted fairly, the facts were sufficient to establish violation, and whether the sanctions imposed were fair. Only in the case of new evidence will the Resident meet with the Vice President and/or Dean.

Residence Life Policies

The action of the student signing the Residence Life Contract, checking in and accepting keys/key cards for Northeast Community College Residence Halls constitutes an agreement to abide by all regulations as listed in the Residence Life Manual, the Student Code of Conduct, and as stated by a College employee serving in an official capacity. Violations are cumulative from the time you move in to the Residence Halls until you graduate or leave the college. Violations are not reset at the end of a semester or school year.

Upon moving onto campus, residents are responsible for knowing the following:

1. **The rules and regulations as stated in this manual.** Each resident is responsible for knowing these rules and adhering to them at all times.
2. **Attending floor meetings.** Residents are responsible for all information discussed, and if unable to attend, should contact the RA PRIOR to the meeting date to avoid a fine.
3. **Activities that occur within the unit.** Even if not present or involved in a policy violation, each resident may be held responsible.
4. **Guests, and their conduct, while present in the Residence Halls are the hosting resident's responsibility.** Residents may be subject to disciplinary action because of their visitor's behavior.

Aggressive/Disruptive Behavior

Aggressive/disruptive behavior is deemed inappropriate at all times at NECC (Student Code of Conduct, III. B. 3., 4., 5; action of this type by a resident(s) and/or his/her guest(s) will be handled with expediency. A \$50 fine will be assessed. Residents are responsible for their behavior and behavior of their guests. Residents will be fined for guests who display aggressive/disruptive behavior. Counseling, educational programs, and/or community service may also be sanctioned.

If a second violation of a similar nature occurs by a resident(s), the resident(s) will be evicted within 24 hours. Guests displaying these types of behaviors may be prohibited from entry into all campus Residence Life facilities for the remainder of the semester.

Coercion used to pressure another person to tell a lie, persuade them to be silent, or threaten them or someone they care about, in an attempt to hide or hinder the investigation of an act resulting in a policy violation, will be considered an act of aggression and will be handled as such.

Alcoholic Beverages and Controlled Substances

In accordance with Nebraska State law, the unauthorized and/or unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol is strictly prohibited in all College facilities and on all property of the College.

This campus prohibition includes the Residence Halls and applies to any person on college grounds, whether he or she is a member of the College community or not. Residence Life staff reserve the right to search incoming packages for drugs, alcohol, and alcohol containers, based upon reasonable suspicion. Alcohol and other controlled substances are not allowed in vehicles also.

Medical attention may be sought for students who are assessed to be at risk medically as a result of ingesting alcohol or other drugs.

Students who violate this policy are subject to disciplinary action including suspension, probation, or eviction of residents living in the Residence Halls. (Policy Code 5051, dated 5-9-96)

Northeast Community College reserves the right to confiscate property identified as a policy violation in this handbook and in the Residence Life Contract. Additionally, property or substances that are illegal to possess will be confiscated and turned over to law enforcement officials. The following process will be followed when property is confiscated:

Property/Substance Violation of Policy

Items that are not illegal to possess but are a violation of policy or are used to violate policy may be confiscated by Residence Life staff. These items will NOT be returned to the student.

Property/Substance Illegal to Possess

Items that are illegal to possess will be confiscated and not returned to the student. These items will be turned over to law enforcement officials to be disposed of or used as evidence.

Alcohol and Controlled Substances Disciplinary Penalties

Any campus resident, guest of a resident, or Northeast Community College student in violation of the substance abuse policy, according to Student Code of Conduct IV, B, 2c.,iii, is subject to the following penalties:

First Offense:

- * One hundred fifty dollar (\$150) fine
- * Fifteen (15) hours of campus/community service
- * Mandatory participation in Alcohol education session(s)
- * Parental notification if under the age of 21
- * Possible eviction from the Residence Halls
- * Possible notification to Norfolk Police Department

Second Offense:

- * Two hundred fifty dollar (\$250) fine
- * Twenty-five (25) hours of campus/community service
- * Creation and presentation of an alcohol-related educational program in the Residence Halls or Student Center
- * Disciplinary probation
- * Substance abuse assessment at the student's expense (off-campus)
- * Possible eviction from the Residence Halls
- * Possible notification to Norfolk Police Department

Third Offense:

- * Four hundred dollar (\$400) fine
- * Automatic eviction from the Residence Halls
- * Suspension from NECC for one (1) semester
- * Possible notification to Norfolk Police Department

The three aforementioned sanctions are minimum sanctions. The reference to them does not preclude the

College from imposing more serious sanctions at any level, including expulsion, where the facts and circumstances of the infraction warrant such action.

Parental notification will happen the next business day, per the college calendar, after the violation. The NECC Counselor, Director of Residence and Student Life, and the student shall be present. Notification will be made via telephone and written letter signed by the aforementioned. If a student's parents are unavailable via telephone, the letter will serve as official notification; this decision will be made at the discretion of the Director of Residence and Student Life.

The above-mentioned sanctions remain in a student's file and in continuous succession until graduation or the student moves out of the Residence Halls.

Examples

Alcohol/Controlled Substance Violations include, but are not limited to: alcohol or alcohol containers anywhere on campus (including non-alcoholic beer or wine), criminal charges resulting from intoxicated behavior, acts of harassment or aggressive/disruptive behavior resulting from being intoxicated, the manufacture, sale, possession and/or consumption of a controlled substance or paraphernalia.

Everyone assigned to a unit, or present in a unit when an alcohol violation occurs, will be charged with the violation. If guests in the unit at the time of the violation give false names, all resident(s) assigned to that unit will be responsible.

The College encourages students who have problems with alcohol or controlled substances to contact a RA, the college counselor, the Student Development Coordinator, or the Director of Residence and Student Life for assistance.

Being under the influence of alcohol or any illegal drug or controlled substance on College property or at College sponsored events is a violation of the Alcohol and Controlled Substance policy.

Clarification: "Under the influence of alcohol and other drugs" is defined by behaviors or attitudes that include, but are not limited to, slurred or incoherent speech, unstable balance, vomiting, poor coordination, glazed or non-focusing eyes or dilated pupils, perceptible odor on clothes or breath, and disruptive or belligerent behavior. In the absence of detection devices, such as breathalyzers, etc., observation of behavior by those bringing the charges will be considered grounds for charges. Consumption of alcohol beverages off campus that influences behavior on campus is subject to disciplinary action under this guideline.

Babysitting/Pet Sitting

No babysitting of children (including younger family members) or pets is allowed at anytime in the Residence Hall facilities. Children under the age of 16 must be accompanied by their parent/guardian or be on a campus tour.

Candle, Candle Warmers, Incense Burning and Potpourri Pots

The burning of candles, incense, or any other item violates fire codes and is not permitted in the Residence Halls. This restriction also applies to electric and candle burning potpourri pots and candle warmers.

The only candles permitted in Residence Halls are those that have never been burned. Non-heated potpourri is permitted in the Residence Halls.

Violations will result in the confiscation of the item(s) and a \$75 fine per resident, per occurrence.

Cooking

Cooking with microwaves in the unit is permitted. Only 1 microwave per unit is allowed. Due to fire code, all small cooking appliances are prohibited in Simon and Burkhardt Halls. Appliances that are prohibited include all items with a heating element, such as: coffee pots, griddle plates, sandwich/hamburger cookers, and electric skillet. The Residence Life Department reserves the right to prohibit other appliances if deemed unsafe. Any in-room cooking violations will result in the confiscation of the cooking appliance and a \$75 fine per resident per occurrence. All residents of the unit are responsible for all items in the unit, therefore, if a violation occurs, ALL residents will receive a sanction.

Students living in Apartment A or B are allowed to use cooking appliances with heating elements ONLY if that appliance has an automatic timed shut-off.

Students are prohibited from bringing charcoal grills or gas grills to any area, inside or outside, of the Residence Halls.

A grill is located by the apartments.

- ◆ A toaster, microwave, and an electric range and oven are provided for residents in the main lobby of Burkhardt Hall. Each resident is responsible for leaving the appliances clean for the next user.
- ◆ Anyone found not cleaning up his/her cooking/eating messes in communal areas will be assessed a \$25 fine per resident per occurrence. Belongings must also be put away where they are found and dishes put away.
- ◆ Unattended food left cooking may cause a fire. Food may not be left on burners, in the oven, in microwaves, or in toasters if the resident leaves the area. If food is found unattended, the food will be disposed of and the responsible resident(s) will be assessed a \$75 fine per resident per occurrence.

Damages-Community Responsibility

Any damages or vandalism that occur in any of the public areas of the Residence Halls that can not be directly attributed to a certain resident will be assessed to each resident of the floor where the damages occur. It is your responsibility, as a member of the campus community, to report anyone misusing public areas or vandalizing posters, walls, furniture, etc.

Disability Accommodations

If any resident requires disability room accommodations, he/she must notify the Director of Residence and Student Life either on the personality questionnaire or via written statement. The Director will forward the request to the Disability Services Coordinator who will contact the student to discuss the need and reasonable accommodations. It is the student's responsibility to provide appropriate supporting documentation for the requested recommendations to the Disability Services Coordinator (a reference list of these documents can be found on the website at www.northeast.edu quick link "Disability Services"). All documentation needs to be provided prior to May 15 for the fall semester or November 15 for the spring semester that the student wishes to live on campus. The student will be notified of the decision on accommodation within 30 days of receiving the request and ALL supporting documents.

Attendants and Service Animals

Attendant or service animal accommodation needs to be requested at the time of application to Residence Life. If accommodation is granted, the student will be responsible to pay full room rent for his/herself as well as the attendant. If the student requires a private room to accommodate a service animal (or for any other reason), the resident will be required to pay 1.5 times the room rent for the private room accommodation. The attendant will be required to follow all NECC policies and procedures as outlined in the Code of Conduct and Residence Life Manual. The actions and behavior of the attendant will be the responsibility of the resident. The resident will be responsible for caring for, grooming and cleaning up after the service animal, as well as any damages to the room caused by the animal. If the resident is unable to physically clean up after the service animal, he/she should contact the Disabilities Service Coordinator, Dean of Students or other appropriate staff person to make arrangements for the clean up. The resident is also responsible to clearly explain his/her expectations of how others are to interact with the service animal and communicate this to the community.

Special accommodations may be made by the Vice President of Student Services.

Disorderly Conduct

Any conduct deemed to be disorderly will not be tolerated on the NECC campus or at NECC events. This type of behavior includes, but is not limited to: lewdness, public intoxication, public urination, vomiting within the halls or the surrounding areas, and indecent exposure. A fine of \$75-\$150, as well as possible counseling, educational programs and/or community service hours, will be assessed to any student acting in such a manner. Residents will also be sanctioned accordingly for any guest he/she may be hosting who displays disorderly conduct.

Public Intoxication

Public intoxication and/or disruptive behavior related to the consumption of alcoholic beverages will be considered a violation of the alcohol policy.

Electrical Appliances

Non-cooking appliances with heating units (electric blankets, heating pads with automatic shut offs, portable heaters, heated humidifiers) are not allowed in the Residence Halls.

Extension Cords

No electrical extension cords or multiple-plug electrical adapters are allowed!! Only heavy-duty (16-gauge or heavier) surge bars will be allowed.

Emergency Procedures

For fire drill, tornado, and other emergency procedures, see appendix.

Entry Doors

Simon and Burkhardt Hall entry doors are locked from 10 p.m. to 7:30 a.m. Monday through Thursday during a normal school week. The entry doors are locked 24 hours a-day every weekend (Saturday and Sunday) and during school breaks. On the last day of school before a school break and every Friday, the entry doors will be locked at 5 p.m. During the summer sessions, the doors are locked at 5 p.m. each weekday, with some exceptions. The Residence Life Office reserves the right to adjust these times as necessary.

A telephone is available in the foyer of Burkhardt Hall for on-campus calls only. Visitors are able to telephone the resident they wish to visit by using the last four digits of the resident's telephone number. Visitors may also call the front desk (ext. 7150) for assistance.

Entry doors for the apartments are locked 24-hours-per-day, seven (7) days a week, throughout the year. If the resident wishes the visitor to enter, he/she must meet the visitor at the front entry door and allow the visitor to enter the building.

Any resident opening entry doors for a guest they are not hosting is in violation of policy. If the act is witnessed, a fine of \$25 will be assessed. Residents should be aware that allowing un-hosted, non-residents into a locked facility can put them and others in a dangerous situation.

Only when a resident is moving in or out of the Residence Halls will the entry doors be allowed to be propped open, provided prior permission has been received from Residence Life staff. A \$25 fine and resident probation will be levied against anyone apprehended propping entrance doors open or entering without authorization. A \$25 fine and resident probation will be levied against anyone apprehended improperly using the fire exit doors or blocking/covering security cameras.

Any individual not currently enrolled at Northeast Community College, who is apprehended illegally entering the Residence Halls, will be referred to the Norfolk Police Department for appropriate charges, including trespassing.

Anyone found damaging doors, windows, security cameras, outlet boxes, power cables and/or doorknobs, latches, or hinges will be fined \$75 per offense plus replacement costs. If the guilty party or parties are not identified, the residents assigned to the unit, floor, or building will share the replacement costs.

Entry, Search, and Seizure

Northeast Community College reserves the right to have appropriate college personnel enter and search a resident's unit with reasonable suspicion to investigate possession of stolen, illegal, unauthorized, or potentially harmful articles, suspicious odors, smoke, or materials, and to confiscate such articles or materials. Searches will be conducted pursuant to administrative procedures, and, if possible, in the presence of the resident. Stolen, illegal, unauthorized, or potentially harmful articles or materials will be confiscated. Disciplinary action will be taken if such articles or materials are confiscated. At any time during normal, routine entries into a resident's unit, such as pre-arranged tours, room inspections, requested or pre-arranged maintenance/custodial needs, etc., any authorized Residence Life staff, including RA/SA Team members and maintenance/custodians, will confiscate alcohol, drugs, harmful articles, materials, etc. that are visible. Incident documentation procedures will be completed and the Director of Residence and Student Life will administer violation sanctions accordingly.

The rights of students to be secure in their personal living quarters, papers, and possession against unreasonable entry, searches, and seizures will be assured. Entry, search, and seizures by civil officers shall be governed by civil law. These procedures shall provide for entry only when:

- ❁ Maintenance requested by the occupant(s) is being performed.

- ✿ Routine inspection of rooms for safety, health, and general upkeep purposes or maintenance performed upon institutional initiative is preceded by at least twenty-four (24) hours written or posted notice to occupant(s).
- ✿ There is imminent danger to safety, health, or property of occupant(s) on institutional property.
- ✿ Conduct or conditions in the Residence Halls immediately and seriously disrupt the discipline and educational atmosphere of the residents' facilities.
- ✿ Conduct pursuant to an administrative entry/search/seizure procedures when there is "reasonable suspicion" to believe that a student is using his/her residence in a way that is illegal or a violation of the institution's regulations. The authorized official(s) must state when requesting entry:
 - the unit(s) to be searched
 - the regulation(s) allegedly being violated
 - the item(s) being sought (if applicable)
 - the names of those authorized to enter
 - A notification will be left in the suite to inform all residents that an emergency search happened in the suite; the notification will include the above information as well as how to contact staff with questions.

"Reasonable suspicion" is a belief based on objective fact sufficient to lead any authorized College personnel to suspect that a policy violation or imminent danger, as defined above, exists within a resident(s) unit. If any authorized College personnel respond to a "reasonable suspicion" to investigate, and occupants of the unit are not present, do not respond to the request to open the entry door, or refuse to allow entrance when requested, the official is authorized to enter, announce the reason for entry and begin the investigation.

False Fire Alarms or Bomb Threats

False fire alarms are very dangerous. Authorities will prosecute anyone turning in a false alarm. A student committing such an act is subject to ***immediate eviction***. Use of emergency exit doors with alarms will result in a \$25 charge per person and disciplinary action. Any tampering with or damage to any fire safety devices, equipment, signs, smoke detectors, etc. will result in a \$75 fine. Bomb threats constitute a felony offense under state and federal law and shall be reported to law enforcement officials. In accordance with the Student Code of Conduct, *persons who make bomb threats or who aid or abet their making shall be expelled. Additionally, they shall be required to pay restitution to the institution for all direct and indirect expenses incurred as a result of the threat or threats.*

Fire Alarms and Fire Safety Equipment

Tampering with fire safety equipment, fire alarms, smoke alarms, and sprinkler systems is a very serious offense. Students found tampering with fire protection systems will be charged for damages and subject to Residence Life and/or college disciplinary action and/or civil prosecution.

Fire Drills

Fire drills will be performed at least once per semester. EVERY resident is required to participate. All Residents must leave the building and congregate, by floor, at one of the following locations. The RA & SA for each floor will perform a roll call of each resident on the floor to make sure that everyone is accounted for.

- Simon and Burkhardt Halls.....exit to the South and meet at the south end of the parking lot
- Apt A and B.....exit and meet in the second parking lot to the East of the apartments

Fire Hazards

The Director of the Physical Plant or his/her representative may inspect any unit with the student and/or Director of Residence and Student Life to ensure the safety of the hall for potential fire hazards. The unit occupants will be expected to immediately rectify any identified hazards or corrective maintenance will be charged to the resident(s).

Firearms, Fireworks, Weapons and Explosives

The possession or use of firearms, fireworks, gunpowder, weapons, or other materials which endanger health or safety, **(including, but not limited to: bb guns, paint ball guns, stun guns, air-soft guns, sling shots, and archery equipment)** are strictly prohibited. Students found in possession of fireworks, explosives, weapons, or firearms anywhere on campus are subject to criminal prosecution and college disciplinary action including suspension or expulsion. Mace, pepper spray, or similar materials will be confiscated if used or threatened to be used for any reason other than the intended purpose. hunting knives and knives (other than kitchen utility knives) with blades longer than 2.5 inches are prohibited. Ammunition of any kind may not be stored in the residence halls.

Violation of the Firearms, Fireworks and Explosives weapons policy results in confiscation of the item and a \$75 fine per resident, per incident.

Furniture (College Property)

Room furnishings are inventoried to each unit and are *not* to be moved out of or exchanged between units, unless the Director of Residence and Student Life grants permission. If furnishings are allowed to be moved, the items moved are recorded on the resident's Unit Facility Inspection (UFI) form; it is the resident's responsibility to make sure that this change is marked on the UFI. At the end of the resident's stay, the resident(s) is responsible to make sure these furnishings are returned to the proper unit. College Maintenance personnel will handle the placement or removal of NECC property for the resident.

Students found with college furniture not assigned to their living unit will be charged for returning furniture to its proper location. Students will also be billed for any damage caused while moving.

Any student wishing to build a loft or bunk bed for his/her unit, must first seek permission from the Director of Residence and Student Life. No other furniture may be built into the room, including, but not limited to: stages, lofted sofas, stairs or graded flooring. Residents can loft the beds if the beds are capable, but need to put in a maintenance request at the front desk to have this done by maintenance staff and hall staff only.

Beds

- (1) Residents intending to build a bunk bed or loft bed must first seek permission from the Director of Residence and Student Life. They must have it inspected within two (2) weeks of building it. Upon inspection and approval, permission will be documented and filed in the resident's file. If unapproved, the Director will indicate the reason and the resident will correct the deficiency within one (1) week of the initial inspection. Construction in unapproved units is subject to a \$50 fine. Bunk beds and loft beds are subject to approval each academic year.
- (2) Approval of bunk beds or loft beds is based on the following criteria:
 - Structure must be sturdy (does not sway), and be free standing (not contacting walls or other furnishings).
 - All major joints must be bolted. Use of nails or wood screws in major joints is NOT allowed.
 - All college furniture assigned to the Residence Halls must remain on campus. Also, college-issued beds and all parts must be returned to the unit and fully assembled by residents when homemade units are removed at or before the end of the school year. Failure to do so will result in a \$50 fine and the cost of replacement of any missing items.
- (3) At any time a student graduates, makes a unit assignment change, or moves, the bunk bed or loft bed unit must be removed from the unit and the assigned bed reassembled. The only exception would be if the resident who is moving out makes arrangements with the remaining or new resident(s) who agree to assume full responsibility for the bunk bed or loft bed. Failure to remove a bunk bed or loft bed unit is subject to a \$50 fine plus cost of labor for removal.
- (4) Residents utilizing a bunk bed or loft bed unit are responsible for any damages occurred through the construction or use of such a unit and will be held accountable for the cost of damage repairs. The college assumes no responsibility for injuries caused by the use of a personally made bunk bed or loft unit.

NOTE: Waterbeds are not allowed for use in any Residence Life unit.

Any resident wishing to bring large furniture items such as chairs, sofas, or shelving should notify the Director of Residence and Student Life as well as his/her roommate. Upon check-out, the items must be removed by the resident before check-out is completed. If any items are left upon departure, the cost of disposal will be assessed to the resident. If no one claims an unregistered item, all unit residents equally share the disposal costs.

The length of sofas is not restricted, but, for fire safety purposes, they should not be so large as to create overcrowding and interfere with safe entrance and exit of any unit. Any furniture deemed inappropriate due to cleanliness issues will not be allowed in the units. Violations of this policy will result in a 72-hour warning to remove the item(s). Noncompliance will result in College maintenance personnel removing and disposing of the items(s). The removal and disposal costs will be assessed to the resident(s) of the unit.

The moving of lobby/communal furniture into individual units is not permitted. No sitting on round tables. Residents are responsible for maintaining the condition of the furniture in their unit and the public areas. Students will be assessed charges for any damages. *If the party or parties in violation cannot be identified, an entire floor or building may be assessed the damage.*

Gambling

State law does not permit gambling for money, exchange of items or other personal gain, including on-line gambling, in any of the campus facilities. If gambling occurs, Residence Life staff will confiscate all money and accessories; if on-line, the resident will lose computer privileges. Campus activities such as “Casino Night,” using play money, are allowed with prior permission.



Guest and Visitation Policies

Definitions:

A non-resident is any individual who does not reside in the NECC campus Residence Life facilities.

A guest is any non-resident individual who is within the Residence Life facilities, excluding College employees or contractors.

A resident is a person who has rented and has been assigned a NECC unit with the intent to reside there as his/her home for a specific period of time.

A resident guest is a resident who is visiting another resident’s unit.

A hosting resident is the resident who receives and entertains another individual, a guest, or resident guest while residing in the Residence Life facilities.

Guest Responsibilities and Sanctions

Any guest of a resident must be accompanied by the hosting resident while in the living or game room areas of the Residence Halls. Any guest found without a host resident in any area outside of the Burkhardt Hall main lobby will be removed from the Residence Halls immediately and banned from visiting any resident within the Residence Halls units for seven (7) consecutive days. Before a guest will be allowed to return for a visit, he/she must meet with the Director of Residence and Student Life. If a guest violates this guest policy a second time, he/she will be prohibited from visiting any resident within the Residence Life facilities for the remainder of the semester.

Guest Visitation Hours

The Director of Residence and Student Life and the College administration reserve the right to adjust visitation hours.

In-Room Visitation Hours for All Guests (including resident guest)

Sunday through Thursday 7:30 a.m. to 2:00 a.m.
Friday and Saturday 7:30 a.m. to 3:00 a.m.

“In-Room” means any area of the resident’s unit.

Quiet Hours

10:00 p.m. to 7:30 a.m.
12:00 midnight to 7:30 a.m.

Residence Halls Lobby/Public Areas Visitation Hours for all guests

Guests may visit, if accompanied by a hosting resident, on any of the floor lobbies between **7:30 a.m. until 3:00 a.m.**, or the game room between the hours of **7:30 a.m. and 12:00 a.m.** Hosting residents are encouraged to utilize the first-floor lobby area in Burkhardt Hall during quiet hours and after in-room visitation hours. Quiet hours are meant to provide a quiet time for the residents in their units. Please be considerate and respectful of students’ rights to a quiet and peaceful time during the late night and early morning hours. Any loud, disruptive, disorderly and/or questionable behavior during quiet hours by a guest will result in his/her immediate removal from the Residence Halls and possible sanctions placed on the hosting resident. See also *Quiet Hours*.

Guests not complying with these policies will be removed from the Residence Halls immediately and banned from visiting any resident within the Residence Life units for seven (7) consecutive days. Violators must meet with the Director of Residence and Student Life before being allowed to visit again. If a guest violates this guest policy a second time, he/she will be prohibited from visiting a resident within the Residence Life facilities for the remainder of the semester.

Hosting Resident Responsibilities and Sanctions

The hosting resident of any guest(s) found violating a Residence Life policy will be held responsible and sanctioned according to the policy violation. Resident guest(s) and the hosting resident can both be sanctioned for a policy violation.

Fines for the above-stated guest violations are as follows:

- 1st violation = A documented and verbal warning
- 2nd violation = \$25 per guest
- 3rd violation = \$50 per guest and residency counseling session

over 3 violations = move to an RA's room, possible eviction
and/or \$75

If a guest violation is discovered and roommate(s)/suite mates have knowingly allowed the violations to continue while in his/her presence, each resident within the unit will be assessed \$25 each.

Note: Guest Violations are cumulative from the time you move in to the Residence Halls until you leave the college. Violations are not reset at the end of a semester or school year.

The hosting resident(s) will be assessed a \$50 fine if it has been determined his/her guests engaged in an offensive behavior at any time or anywhere within the Residence Hall facilities.

Roommate(s)/Suite mates Responsibilities and Sanctions

Visitation hours are designed to protect the rights of individuals who live in communal facilities. It is the responsibility of the roommate(s)/suite mates to notify the appropriate Residence Life personnel if their rights are being violated. The following incidents are examples of situations that should be reported:

- ◆ If a resident is uncomfortable and/or unable to use the living area because of visitors.
- ◆ If a resident is uncomfortable with behaviors or noise witnessed in a lobby or other public area.

No guest of the opposite gender shall use the shower facility of the hosting resident.

Overnight Guests

Residents are permitted to have overnight guests of the same sex as the residents in that unit, if the host resident has discussed the overnight guest with his/her roommate (permission of all roommates is required), and the resident has registered the overnight guest with the Front Desk. At no time shall a guest of the opposite gender be allowed to stay overnight even if they are a parent or sibling. If a parent or sibling of the opposite sex wants to stay in the Residence Halls, his/her host may request that another resident of the same sex host the guest.

Any resident who wishes to have an overnight guest of the same sex in the Residence Halls must complete an Overnight Guest Registration form at the Front Desk. All overnight guests must pay \$5, or present an overnight guest pass in advance. Each resident will receive three (3) FREE overnight guest passes to be used throughout the school year. These passes are non-transferable from resident to resident. The hosting resident is responsible for the registration of and payment for the overnight guest. Guests must have a copy of their guest registration form on file at the front desk. Guests cannot possess any Residence Hall keys/key cards and must be accompanied by a resident at all times.

The hosting resident is subject to the sanctions if the guest and visitation policies are violated.

Guests, including resident guests, will only be allowed to stay in the Residence Halls a maximum of three (3) consecutive nights, and no more than six (6) nights in each two week period. Each resident will be allowed to have no more than three (3) overnight guests at one time.

Housekeeping Probation

If a resident(s) unit does not meet acceptable standards by roommate(s), suite mate(s), Resident Assistants, and/or Residence Life staff, the resident(s) will be placed on housekeeping probation. When the resident(s) is placed on housekeeping probation, the Director of Residence and Student Life will give the resident(s) an exact list of what needs to be done and a time frame of no more than 24 hours to complete all items. A \$5 fine per day will be assessed if the list is not completed and the unit does not pass the room inspection. Once-a-week inspections will occur to assure cleanliness is attained and maintained. If any of the weekly room inspections do not pass, the same procedure will be followed. If no improvement in cleanliness is made, the resident(s) will lose his/her eligibility to remain in the Residence Halls another semester and may be evicted. **Residents unable to maintain a clean and acceptable environment will not be allowed to reside in the apartment buildings.**

Any resident having been deemed difficult to live with (i.e. poor housekeeping skills) due to numerous complaints by roommates, suite mates and/or other residents or because of multiple re-assignments may be evicted and/or dual occupancy rent assessed.

Illness or Injury

If someone is ill or injured, a report of the situation should be made to the Residence Life Front Desk. If someone is so ill he/she is going home or to a hospital, please notify a Residence Life staff member. The College reserves the right to call emergency medical services for anyone who is deemed to be seriously ill or injured.

Hospital and after-hours medical care clinics as well as dental offices are listed in the Residence Life Student Directory.

Inspections

All resident room inspections will be consistent with Student Rights and Freedoms as outlined in the Student Code of Conduct. At least a twenty-four-(24)-hour written or posted notice to residents will precede inspections of living units for safety, health, and general upkeep purposes or maintenance performed upon institutional initiative.

Routine inspections of unit conditions will occur each month by the RA/SA Team and/or other Residence Life staff. Only one resident is required to be present during the inspection. Residents are expected to follow any recommendations resulting from the inspection to correct unclean, inappropriately kept units. If the unit doesn't pass inspection, the RA/SA will place the resident on housekeeping probation. The Residence Life staff may conduct a random room inspection at any time when on housekeeping probation.

Keys/Key Cards

When a resident is checked in, each is issued keys and/or key cards to access the unit, Student Mailbox (SMB), the main entrance of the building, and the main entrance of Burkhardt Hall. If a student forgets his/her key(s)/card, the Front Desk can open your door. RAs can assist in contacting the appropriate staff.



Each Resident is allowed three (3) entries into his/her unit per semester without penalty by using their coupons. Thereafter, an assessment of \$3 per incident will be charged. Any key/key card that is lost or misplaced **MUST** be reported immediately to the Director of Residence and Student Life. If a replacement key (whether lost, stolen or broken) is necessary, a charge of \$10 per key (including roommate keys that need to be replaced) and \$30.00 to re-core a lock will be charged. If a key card needs to be replaced (whether lost, stolen, or broken), a charge of \$15 will be assessed to the student. (There may be additional charges assessed for the replacement of the entrance door locks). See the Director of Residence and Student Life about obtaining a new key. **Northeast Community College keys are not to be duplicated.**

Keys/key cards must not be loaned or given to anyone. Keys/key cards found in someone else's possession will be confiscated. There will be a \$25 fine per incidence. Keys/key card **MUST** be returned to the Residence Life Office when checking out of the Residence Halls. If it is not returned for any reason, the responsible resident will be charged for the replacement and/or recoring.

Lighting/Lamps

Multicolored halogen lights, plastic covered lamps, and Torch Eire lamps with halogen bulbs pose a severe fire hazard and are not allowed in any of the Residence Hall facilities. These halogen bulbs become much hotter than traditional incandescent bulbs. Even with the wire guards now on some Torch Eire lamps, they can still ignite. Any electric lamp, which is covered with a combustible material such as an article of clothing, a towel, or other fabric, can also cause the fabric to ignite. Please do not use lamps as clothes hangers. Questions about lamps should be directed to the Director of Residence Life.

Littering

Anyone caught littering in or outside the Residence Life facilities will be fined \$5 per occurrence. For two or more litter violations, community service will be assigned in addition to a \$5 fine. Litter is defined as, but not limited to: any waste product such as paper, cups, wrappers, cigarette butts, packages, or garbage which becomes uncontained prior to reaching the dumpster, etc.

Locks

Per the NECC Residence Hall's fire code, students may **NOT** install locks in the bathrooms or any other area of the residence hall rooms, nor may doors be propped open at any time other than move in and move out. Room door locks may not be tampered with, or made in any way not to latch.

Mattress Pads

All students should use a mattress pad, or other quilted lining underneath their sheets to protect the mattress. All of the mattresses supplied by NECC have mattress covers. These may **NOT** be removed. There will be a \$6 fine for replacing a missing mattress cover when the student moves out of the unit.

Painting

Painting in the Residence Hall units is not permitted. This includes painting of the room, and/or items in the rooms, as well as use of all kinds of paints. Painting for class homework/projects for art courses is acceptable as long as a tarp/canvas is placed over the area before painting. If any paint and or residue is left behind from the project, the resident will assume the responsibility for any cleaning charges or damages

Parking

Parking for campus housing residents is provided in lots on the North and South side of the Residence Halls and the East side of the apartments. A parking fine will be issued to anyone parking outside of a designated parking spot. Tickets must be paid in the Business Office located in the College Welcome Center.

Throughout the semester, students must move all vehicles out of the parking lots for a designated time period in order to remove snow or maintain the lots. Every student will be notified of the required move. Anyone not complying with the move within the designated time period will receive a parking violation.

Parking is not allowed in the pick-up/drop-off lanes in front of Burkhardt Hall for more than 15 minutes. Anyone who is parked in that area for a longer period will be ticketed. Parking is not allowed in the yellow-striped accessible ramp in front of Burkhardt Hall for any period of time; residents will be ticketed or towed from this area.

Patio and Gazebo

A concrete patio area and wooden gazebo are located in the area in front of the Residence Halls. Because this area is near resident units, all sound equipment such as radios or stereos, as well as conversations and activities, should be kept to a level that does not disturb others. Any loud, disruptive, disorderly and/or questionable conduct or behavior in this area, as well as refusal to cooperate with requests to keep noise levels down, will result in sanctions placed on residents.

Pets

Fish are the only pets permitted in the Residence Halls. The fish must be kept in a covered tank, kept clean, healthy, and fresh smelling. If odor, health issues and/or other concerns become a problem, the fish will have to be removed from the Residence Halls.

Radios, Stereos, TVs

Keep all sound equipment such as radios, stereos, and TVs turned down so they do not disturb people in other units. If a resident needs to listen to something at a higher volume, headphones are recommended. Noncompliance of this rule could result in community service hours, requests that equipment be taken home, and/or confiscation of equipment. A \$50 fine will be assessed if rude behavior is portrayed when staff requests that the sound be turned down, or for noncompliance.

All sound equipment such as radios or stereos, as well as conversations and activities, should be kept to a level so they do not disturb others. Any loud, disruptive, disorderly and/or questionable conduct or behavior in this area, as well as refusal to cooperate with requests to keep noise levels down, will result in sanctions placed on residents and their guests.

Refrigerators

Refrigerators are available in Simon and Burkhardt Halls. Personal, dorm-size refrigerators will be allowed **in substitution** of the NECC dorm-size refrigerator. If a resident brings his/her own personal, dorm-size refrigerator, he/she must contact Residence Life. The resident, under the direction of Residence Life staff, is responsible for moving and replacing the refrigerator from the resident's unit.

Apartments A and B units are furnished with one (1) apartment-size refrigerator per unit at no extra charge to the residents. Residents are NOT allowed substitution of their own refrigerator in the Apartments. No extra refrigerators are allowed in the units.

Occasional cleaning and defrosting of the refrigerators may be necessary. For defrosting instructions, please contact the Residence Life Office. A cooler is available for check out to use while defrosting; there are also a refrigerator and a freezer available to temporarily store food. Proper care should be used to prevent water running out onto the floor when defrosting the refrigerators. Ask the Front Desk for assistance. During room inspections, refrigerators will be checked for cleanliness and buildup of ice. During long weekends, semester breaks, and vacation periods, care should be taken to dispose of any food that may spoil.

See [*Household Tips*](#) for helpful hints on cleaning refrigerators.

Registered Sex Offender Information

Per the City of Norfolk Ordinance #14-30, no sexual predator, as defined by same ordinance, may live within 500 feet of a school or childcare facility, therefore he/she will not be allowed to live in campus housing at NECC. Information may be obtained from the Norfolk City Attorney's office at (402) 844-2130, or the Nebraska State Patrol, Lincoln, NE (402) 471-4545.

If a Resident is found to be a Sex Offender after signing the Residence Life Contract, the contracts will be immediately canceled. All penalties outlined in the Residence Life contract will be applied.

Repairs and Maintenance

Repairs and maintenance needs, including broken furniture, malfunctioning equipment and fixtures, water leaks, burned out light bulbs, or any other matters requiring attention should be reported to a Residence Life staff member. Residents should not attempt to repair or replace any equipment or fixtures. Northeast Community College is not liable if injury or death occurs from such action. If a resident(s) is found tampering with equipment or fixtures, they will be assessed fines between \$10 and \$100 per occurrence. Residents are responsible for plunging toilets and cleaning up water from overflowing toilets, showers, and sinks.

Please contact the Front Desk to complete a Repair/Maintenance Request form when repairs or maintenance is needed.

Release of Information

Any student wishing to share academic, housing or account information with any third party must, in person, sign a release of information form in the Residence Life office. No non-directory information about a student, his/her progress/violations/fines/status or other may be shared with anyone outside of NECC without a signed release (excluding parental notification of alcohol violation by those under age 21).

Room Accessories, Decorations, and Signage

Be careful when affixing posters, pictures, etc., or decorating for the holidays. Nothing should be affixed to the ceilings. **Do not** paint, paste, nail, staple or thumb tack anything on the doors or walls of the unit or the hallways.

Adhesive stick-ups, duct tape, scotch tape, and masking tape are prohibited and will remove paint and/or leave residue behind. Care must be used so no damage occurs to NECC property. Sticky putty or poster tape can be used and can be purchased at the College Bookstore.

No pornographic or offensive pictures or decorations of any kind will be allowed in any campus Residence Life facilities. Anything deemed to be offensive to a resident or guest will be removed from the area.

NECC is a drug-and alcohol-free campus and does not sanction, advertise or promote cigarettes, drugs, or alcohol by signage and/or decorative displays within the Residence Life units. Decoration with such items must be kept inside the room. They are prohibited from placement in windows or doors where the general public might view. NO alcohol/drug containers may be used in decoration no matter what the condition; any items found in the units will be confiscated and/or the resident(s) will be assessed a fine. It should be noted that the presence of alcohol containers can be interpreted as actual possession. A student determined to be in locations where violations of Residence Hall alcohol policies are taking place can be considered in violation even though they may not actually have the prohibited items on their person at the time of the incident.

Road signs or other recognizably stolen articles will be confiscated. Residents in possession of stolen items will be turned over to the Norfolk City Police for prosecution.

When decorating with electrical lights or similar products, all safety and fire codes must be followed. Caution should be taken in using lights on metallic trees due to the potential of electrical shock. Residence Life personnel reserve the right to request that any materials deemed to be hazardous be removed immediately. Live trees or branches are *not* permitted in the Residence Halls. Small, artificial trees may be displayed in the units.

Metal-tipped darts and dartboards are not allowed in the Residence Halls.

Safety Equipment and Testing

Safety equipment is tested routinely. During those times we ask for patience and understanding. The alarm sounds can be irritating and loud, but the tests are necessary to assure equipment is properly functioning should there be an emergency.

Over the Christmas holiday, the paging system, smoke, fire, AED, exit door alarms and heating and air conditioning equipment are tested. This requires the entry of authorized personnel, such as maintenance and a State Fire Marshal to enter all resident units throughout the Residence Life facilities.

Any time a safety device, such as a smoke alarm sprinkler or AED, is found disabled, tampered with, or damaged the residents of that unit will be assessed \$75 and/or repair or replacement costs.

Do not hang/affix anything from fire sprinkler heads or smoke detectors. Any resident found in violation of this will be assessed a fine of \$75 per resident per occurrence. (See pg. 30 for Fire Drill)

Skateboards, Roller Blades, Shoes with Cleats, Remote Control Cars, Recreational Balls

Skateboards, roller blades, shoes with cleats, are not to be used or worn in the Residence Life units. Remote control cars, shoes with wheels, bouncing or throwing of any type of ball etc. is also prohibited. These items must be carried in and out of the building before and after use.

Riding or performing acrobatic maneuvers on a skateboard, such as flips and jumps over concrete benches, stairs, and railings, is not allowed on campus. Anyone caught damaging college property in this manner will have equipment confiscated and be held responsible for damages assessed.

Smoke Detectors

Each unit is equipped with a smoke detector. Smoke detectors should not be tampered with as they are for residents' safety. Residents will be charged \$75 each for broken, disabled or missing smoke detectors. Under no circumstances should attempts to adjust or repair smoke detectors be made. If any problems should arise, please complete a maintenance request form ASAP.

Solicitation and Deliveries

Solicitation for any purpose is not permitted in the Residence Halls. Campus residents must have delivery of packages and pizzas, etc. made to the front desk. The delivery driver should have a cell number or hall and room phone number.

Theft

Northeast Community College is not responsible or liable for personal property kept in a resident's unit if lost, stolen, or damaged, regardless of fault. This includes losses that occur in the unit, storage closets, common areas, or stairways. We encourage residents to keep unit doors and windows locked at all times. Large sums of money and other valuables should not be kept in the halls. Residents are given keys/key cards for their living area and are responsible for their keys/cards and keeping their door locked.

Students should secure insurance for their personal property (many students find that their belongings are covered by their parent's homeowner's insurance policies). Residents are further encouraged to purchase a footlocker to lock and secure personal belongings.

Report all losses to a staff member immediately. Residents found stealing will be placed on probation and may have charges filed against them. If the residents no longer trust the individual and all possibilities to place the person with other residents have been exhausted, the resident will be removed from the Residence Halls. Theft of item(s) of \$50 or more in value constitutes a felony and the Norfolk City Police should be contacted by the resident to investigate the incident. All suspects, witnesses, and victim(s) may be interviewed.

STUDENTS FOUND GUILTY OF THEFT, OR FOUND IN POSSESSION OF STOLEN PROPERTY, WILL BE FINED \$75, REQUIRED TO MEET WITH THE COUNSELOR AND MAY BE REMOVED FROM THE RESIDENCE HALLS.

Tobacco Use (Both Smokeable and Smokeless Products)

Northeast Community College prohibits the use of all smokeable products (including electronic or e-cigarettes) and smokeless tobacco in the Residence Halls. This action is in compliance with Nebraska R.R.S. 28-1327 and 28-1328, and Rules 49 and 58 of the State Department of Health. There is also no smoking allowed within 10 feet of any entrance to an NECC building. "Tobacco use" means the personal use of any tobacco product, whether intended to be lighted or not, including the use of an electronic cigarette or any other device intended to simulate smoking; and the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any other form of loose-leaf, smokeless tobacco and the use of unlit cigarettes, cigars, and pipe tobacco.

Any smoke or drug odor gives “reasonable suspicion” to lead Resident Assistants, Residence Life staff, or security to suspect a resident(s) or guest(s) is smoking or that a fire hazard may be occurring within the Residence Hall facilities. Unit entry and searches will be conducted to find and eliminate the source of the odor to assure the safety of all residents. If a tobacco violation occurs, including finding smokeless tobacco residue in a unit, a \$75 fine will be assessed per occurrence per resident. Each resident present will be fined.

Tornado Procedures

In the event of a tornado or tornado drill/warning ALL Simon and Burkhardt Hall residents should go to the Burkhardt Hall basement. Apartment A and B residents should go to the first floor laundry rooms in each building. The RA/SA’s, Director and/or SDC will accompany the residents and notify them when the warning expires. If more room is needed, the storage area and SMN will be opened.

Toxic Materials and Other Types of Materials and Equipment

Any use of toxic materials (anything that is of a physical or health hazard, i.e. paints, oils, varnishes, etc.) by residents will not be allowed in the Residence Halls. Vehicle tires, vehicle engines, and other large items are *not* to be stored in Residence Hall units. A \$75 fine will be assessed per occurrence.

Trash Disposal

Unit trash is to be taken to dumpsters located outside of the Residence Halls. No unit trash should be placed in the hallways, entryways, communal trashcans, or outside the back doors of the apartment buildings. Be careful when transporting garbage through the facility to the dumpster, so that nothing is allowed to leak through and spill onto the carpet, stairs, etc. Cleaning charges will be assessed if this occurs. Residents will be fined \$75 per occurrence per day if garbage is left outside a resident’s unit or in the communal lobby trash cans.

Unit Care

Each resident is liable for any damage, other than due to ordinary wear, to his/her unit and/or furnishings therein. If the resident(s) responsible for the damage cannot be determined, the charges will be divided among all residents within the unit, wing, floor or building. Residents are encouraged to regularly vacuum, scrub, and use other cleaning supplies to maintain their unit. Residents within each apartment unit are encouraged to furnish their own vacuum and other cleaning supplies to maintain the area. Cleaning equipment such as vacuum cleaners, brooms and mops are available at the Front Desk and can be checked out with a Student Identification Card. Residents are required to immediately report any damage to their unit; spills on carpet should also be reported so they can be shampooed.

There are once-a-month cleaning tips for drains, garbage disposals, and refrigerators. **(Household Tips)**

Please do not use harsh chemicals on the tubs and showers. Please inquire at the Residence Life Office regarding cleaning agents to be used to clean the bathroom.

Vandalism

Anyone caught vandalizing NECC property or the property of other residents through malicious or idle actions, such as painting, drawing, cutting, carving, or other means, shall be assessed a \$75 fine and the cost of repair or replacement. The Director of Residence and Student Life may also sanction the violator(s) to assume responsibility for repairing the property that was damaged when appropriate. NECC property includes all posters and billboards posted by NECC Residence Life Staff. If the party or parties responsible for the vandalism cannot be identified, an entire floor or building of residents may be equally assessed the damage charges.

Vaccinations

All on-campus residents must complete and submit to the NECC Residence Life Office, the Student Health Form and the Meningococcal Vaccination Recommendation Form. Both forms must be on file on or before a student will be allowed to move into an on-campus housing unit.

Violations

The Director of Residence and Student Life will keep a log of policy violations on each resident. Violations and discipline are handled individually. Documentation is necessary when informing students of violations of policies and procedures to encourage a behavioral change. Violations accrue over the entire time that a student is at Northeast Community College.

All incidents of policy violations will be documented. The Residence Life staff and/or security shall include the following information:

- ◆ Names, in full, with correct spelling.
- ◆ Social Security Numbers (or student ID #).
- ◆ Student IDs, addresses, and phone numbers of people witnessing the incident.
 - If Student ID is unavailable, the individual will be retained until a picture can be taken or other ID is shown to verify identity.
 - ◆ Officials must record all details of the incident.
 - Time
 - Date
 - Location
 - All other information such as estimated cost of loss/damages
- ◆ Witnesses should document their version of the incident and sign and date their own report.

The official must sign and date each report. Residents involved in any incident must report to the Director of Residence and Student Life within 72 hours. Discussion of the incident and determination of the sanction(s) will be handled with expediency.

Water Fights

To protect the safety of residents and to preserve equipment in the facility, indoor water fights are strictly forbidden. Water fights or the use of water in pranks is considered an act of vandalism and will be dealt with in the manner described for vandalism.

Windows

The large window in each Residence Hall unit is intended as an emergency exit only. This window may not be opened for any purpose other than emergency evacuation. No tin foil or other darkening reflective coverage is permitted. A \$50 sanction will be assessed per violation.

Window Screens

All screens are to remain on the windows at all times. Screen removal will result in a \$25 fine per resident per occurrence. Extending items through the screens to the outside, such as outdoor thermometers is also prohibited.

Emergency Procedures

Fire Drill Procedures

Fire drills are conducted at least once each semester. In the event of a Fire Drill or a real fire the procedures are:

- All residents, staff, and guests are to exit the nearest fire emergency doors according to the evacuation maps located on each floor.
- Room doors are to be closed.
- All residents of Simon and Burkhardt Halls are to congregate at the end of the South parking lot.
- All residents of Apartments A & B are to congregate in the second parking lot to the East of the buildings.
- Resident Assistants and Residence Life staff are to take roll call of each floor of the Residence Life facilities to assure all residents are evacuated, safe, and without injury.
- Maintenance and campus security personnel will walk through the units to assure that all residents are out in a timely and safe fashion.
- Maintenance personnel will shut off alarms and residents will be allowed to go back into the Residence Life unit once it is declared safe.
- If any resident is found in the units following the commencement of a fire drill, **a \$75 fine will be assessed.**
- Using Campus Alert supplied by Rave Wireless (ravewireless.com), Northeast can disseminate timely notifications to thousands of users via mobile text alerts, email, and recorded voice messages. For more information and to sign up to be notified, go to <http://www.northeast.edu/campus-alert>.

Tornado Procedures

Residents are informed of proper emergency procedures when they check into the Residence Halls and Apartments. Emergency telephone numbers and warning siren signals are distributed in the Residence Life Student Directory which is distributed to each student.

Other Emergency Procedures

Winter Weather Advisories/High Winds/Flood Warnings are announced and/or posted depending on the amount of occupancy. Resident Assistants post flyers on doorways and entry doors to inform residents of weather and/or road conditions.

Siren Signals -Siren tests occur on the first and third Tuesday morning of each month. In case of any type of public emergency, weather related or not, the city will sound a steady blast as a notification to look for more information on the television, internet or radio.

Missing Student Policy

Student safety is a priority at Northeast Community College (NECC). When an on-campus resident is determined to be missing for 24 hours, based on facts and circumstances known to the College, this policy and procedure will be implemented to assist in locating the NECC student. This policy is in compliance with the federal Higher Education Opportunity Act of 2008, section 485 (j). Each NECC student residing on campus will identify to the campus Residence Life Office an individual to be contacted by the College in the event that the student is determined to be missing:

1. Students have the option of identifying an individual to be contacted by the College not later than 24 hours after the time the student has been determined to be missing. Students will provide this confidential emergency contact information to the campus Residence Life Office on the housing application. The emergency contact will be confirmed at check-in.
2. If the student is under 18 years of age, and not an emancipated individual, the College is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

NOTE: Local law enforcement will be notified if a student is determined missing regardless of the prior identification of a contact person.

EQUIPMENT/GAME PROCEDURES

A log is maintained at the Front Desk on the main floor of Burkhardt Hall. The procedure for checking out equipment/games is:

- 1) Student ID and room number submitted to staff at Front Desk.
- 2) Residence Life staff member releases the equipment/game(s) for check out.
- 3) When the item is returned, Residence Life staff will check the condition of the item(s).
- 4) If in good condition, Student ID will be returned.
- 5) If in poor or questionable condition, front desk staff will report the student who had the item checked out to the Director of Residence and Student Life with the damaged or questionable item and student ID will be given to the Director.
- 6) The Director of Residence and Student Life will assess repair or replacement costs to the resident and the Student ID will be returned to the resident.

Game Table Available:

Pool table
Foosball table
Table Tennis
Air Hockey

Board Games:

Chess
Backgammon
Moods
Monopoly
Jenga
Chinese Checkers
Assorted Others

Housekeeping Equipment:

Vacuum
Mops
Buckets
Brooms
Dust pan
Iron (must be used in Burkhardt basement only)
Ironing Board (must be used in Burkhardt basement only)
Cooler (to use when defrosting refrigerators in unit)

Game Equipment:

Marble game
Jig Saw Puzzles
Cards
Croquet Set
Sports Balls
Horseshoes

Appliances Available:

Freezer
Full-sized refrigerator (Apartments only)
Microwave
Cooking range with oven
Toaster
Kitchen sink
Garbage disposal
Coin-operated washers and dryers (Burkhardt basement)

Pool cues & balls
Air Pump
Ping Pong paddles & balls
Tennis

VCR's
DVD player
Coffee Pot
George Foreman Grill

Exercise Equipment:

Treadmill
Aerobic tapes
Aerobic ball
Hand weights
Exercise bike

Only residents can check out items.

A bicycle is available for check out for recreation purposes or for emergency transportation. It is kept locked up behind Residence Life on the bike rack. When done using, please chain it back up as you are held liable for it.

Household Tips

Drain Cleaner

This can be done for kitchen and bathroom sink drains as well as tub/shower drains. It is also an excellent way to keep the garbage disposal fresh smelling and clean.

- 1) Bring large pot of water to full boil
- 2) Pour 1 cup baking soda in drain or garbage disposal
- 3) Pour 1 cup vinegar on top of baking soda
- 4) While soda/vinegar mixture is at full bubbling stage, pour boiling water through it
- 5) Let hot tap water run through drain for a minute or so after that

Garbage Disposal Maintenance

In addition to the monthly soda/vinegar/boiling water, the following can be done to maintain blade sharpness and loosen gunk that may be attached to the blades:

- 1) Turn on garbage disposal.
- 2) Without water running, add 2 or 3 ice cubes at a time until at least one tray is used.
- 3) Turn on water and let run for a minute or so.

If the disposal "locks up" there is a reset switch under the sink that should be tried before calling Maintenance for assistance. Push the reset button and then turn on the disposal. If the disposal works, allow plenty of water to run through it. It may be a good time to do the soda/vinegar/boiling water routine and the ice cube routine again.

ANOTHER HELPFUL HINT: The best way to get a smelly refrigerator fresh again is to set a small container of kitty litter in it, close the door, and let sit until the odor has been absorbed.

Residence Life Fines-Partial Listing

Assessments for damage, theft, and cleaning in the Residents' facilities include labor costs.

Assessments by the College may be modified as necessary.

Residence Life Violations Partial Listing	
Violations	Sanctions
Aggressive/Disruptive Behavior	\$50
Alcohol/Substance Use/Possession	\$150 for First Offense \$250 for Second Offense \$400 for Third Offense
Candles/Incense Burners/Cooking in Room	\$75
Communal Cooking Area – failure to clean; unattended food	\$25-\$75
Cooking in Room	\$75
Disorderly Conduct	\$75-\$150
Guests – Registration, Overnight, Visitation Violations	\$25-\$75
Hanging Clothing from Drapery Rods/Light Fixtures,	\$25
Improper Check-out	\$250 (security deposit)
Improper Disposal of Garbage	\$25
Ironing in Room	\$75
Keys/Key cards-(replacement, recoring locks, lending)	\$15-\$45 each
Loft Beds-unapproved use	\$50
Littering	\$5
Mattress Pads	\$6
Non-Attendance at Floor Meetings	\$5 per week
Non-Attendance at Residence Life Orientation	\$25 per week
Non-Compliance to Room Inspection	\$5 per day
Non-Response to Fire Drill	\$75
Outside Doors (propping open, opening for non-guest, using emergency door)	\$25
Shower Curtain Replacement	\$10
Tampering with Emergency/Security Equipment	\$75
Tobacco (Smokeable Products and Smokeless)	\$75
Toxic Materials	\$75
Unit Change (upon approval)	\$25
Unauthorized Use of Fire Exit Doors	\$75
Vandalism of NECC Property	\$75 plus costs
Weapons	Confiscation plus \$75
Window Screen Removal	\$25
Windows	\$50
Missing Required Meeting with Residence Life Staff	\$10 per meeting missed

All violators may be assessed the above sanctions and/or may be assigned community service hours and/or probation, suspension and/or eviction from campus housing. The college may add other violations and/or sanctions as needed. All sanctions are per Resident, per incident.

Failure to satisfy financial obligations or completion of community service or educational program sanctions may result in:

- 1) Denial of grade reports
- 2) Denial of permission to re-enroll
- 3) Eviction
- 4) All of the above

Residence Life Contract

Return completed and signed contract with \$250 security deposit.

Please print in ink.

Name _____ SS # _____ - _____ - _____

_____ Last First Middle

Permanent Address _____

_____ Street Address City State Zip

Home Telephone No. (____) _____ - _____ Date of Birth ____/____/____ M ____ F ____

This contract, entered into this _____ day of _____, 20____, by and between Northeast Community College (NECC), hereinafter referred to as the LANDLORD, and the above-named RESIDENT, hereinafter referred to as the RESIDENT, defines the LANDLORD/RESIDENT relationship arising out of the rental of a campus housing unit to be assigned at a later date.

This contract will be in the form of a _____ month lease commencing on the _____ day of _____, 20____, and will be continuous through the _____ day of _____, 20____.

Acceptance of Residence Life Contract: By signing this Residence Life Contract, the RESIDENT accepts the contract terms and conditions. The Residence Life Contract must be signed and returned within 10 days of receipt. In addition, a parent or legal guardian must sign this contract, if the RESIDENT is under 19 years of age.

RESIDENT'S Signature _____ Date _____

Parent's (Guardian) Signature, if the RESIDENT is less than 19 years of age _____ Date _____

DO NOT MARK BELOW THIS LINE

Residence Life Official _____ Date _____

Date received _____, 20____. Business Office initials _____ Receipt No. _____

TERMS AND CONDITIONS

The RESIDENT will place a SECURITY DEPOSIT, in the sum of Two Hundred Fifty Dollars (\$250), to be retained by the LANDLORD. The LANDLORD will return the Security Deposit, if conditions are met according to this contract, within thirty (30) days of vacating the premises. Rent will be charged until the keys are returned to the office of the LANDLORD unless the LANDLORD authorizes other arrangements in writing. The Security Deposit shall not be applied as rent.

The RESIDENT also agrees to the following:

1. The RESIDENT must be registered for and complete at least twelve (12) credit hours each semester unless otherwise arranged with the LANDLORD.
2. The RESIDENT must maintain at least a 2.0 GPA to maintain good standing in campus housing as defined in the Residence Life Manual.
3. The RESIDENT is required to comply with the American College Health Association on immunizations. An official immunization record or waiver must be completed and submitted to the NECC Residence Life Department on or before his or her first day of residency.
4. The RESIDENT agrees to pay room rent on or before the first day of classes each semester to the Business Office. Failure to satisfy financial obligations may result in a denial of grade reports, permission to re-enroll, eviction, or all.
5. The RESIDENT understands a Meal Plan Contract of unlimited meals and \$100 Express Card per semester is required with the Residence Life Contract.
 - (a) The Meal Plan Contract for a RESIDENT coming into campus housing during a semester will be prorated to the first full week of residency.
 - (b) RESIDENT must complete and submit his/her meal plan contract and Residence Life Contract at the same time.
 - (c) Meal Plan Contracts are for the academic year, fall and spring semesters.
 - (d) Residents moving out of campus housing during a semester but not withdrawing from classes will not be allowed to change their meal plan contract during that semester.
 - (e) RESIDENT is required to attend the Sunday evening dinner before the first day of classes each fall and spring semester. This meal is charged as the first meal of that semester.
 - (f) See Meal Plan Contract for complete terms and conditions.
6. The RESIDENT understands that the security deposit will be refunded:
 - (a) If contract has been fulfilled, the RESIDENT is not returning, and there are no institutional expenses or damages due to unnecessary wear or damage to the building or its' furnishings or any extra cleaning required in the RESIDENT'S room, as determined by the designated Residence Life Official, a checkout/security deposit release form is signed by the RESIDENT and the Director of Residence and Student Life at end of residency.
 - (b) If the RESIDENT cancels the contract on or before May 15, 2011.
 - (c) If the RESIDENT has pre-arranged with the Director of Residence and Student Life to sign a one (1) semester contract because he/she is transferring to another school or graduating at the end of the fall semester.
7. The RESIDENT understands that damages are in addition to all other penalties. The security deposit is not applied to any expenses incurred, if the RESIDENT remains in campus housing.
8. The RESIDENT understands that the security deposit will be forfeited, if the RESIDENT:
 - (a) Cancels the Residence Life Contract after May 15, 2011, but before August 1, 2011 for the fall semester or between November 15, 2011 and January 1, 2012 for the spring semester. (OVER) White--Business Office Yellow—Residence Life Office Pink—Student

- (b) Officially withdraws from school before August 1, 2011.
- (c) Has not completed the room checkout form and procedures including the return of all campus housing keys/access cards to the proper Residence Life official at the time of moving out of campus housing.
9. The RESIDENT understands that the security deposit and current month's rent will be forfeited if the RESIDENT:
- Cancel the contract after August 1, 2011 but before August 24, 2011.
 - Has not completed a check-in form and procedures within the first ten (10) days of the semester.
 - RESIDENT gives written notice by November 15, 2011 that the RESIDENT is moving off campus for spring semester AND the RESIDENT performs a complete check out by the last day of final's week of the fall semester.
10. The RESIDENT understands that the security deposit, the current month's rent, plus an additional month's rent will be forfeited, if the RESIDENT:
- Moves out of campus housing during the fall semester or spring semester.
 - Moves out of campus housing between the fall and spring semester.
12. The RESIDENT understands that the security deposit and the entire semester's rent will be forfeited, if the RESIDENT:
- Is evicted from campus housing.
 - Is suspended from the institution.
13. The RESIDENT understands that an official check-out must be completed and keys must be returned to the Residence Life officials on or before 5:00 p.m. on the last day of the RESIDENT'S final exams or the day the RESIDENT withdraws from college.
14. The RESIDENT agrees to attend the Residence Life Orientation Meeting and observe all policies and procedures of Northeast Community as stated in the College catalog, Student Code of Conduct, Student Handbook and Daily Planner, the Residence Life Manual, as officially posted on campus bulletin boards, and as stated by a College official.
15. The LANDLORD reserves the right to reassign the RESIDENT within and between residence buildings and rooms as deemed necessary to accommodate the maximum number of students in the most economical way. Residents who do not have a roommate after the semester begins, due to no-shows or cancellations, may be asked to move together. LANDLORD reserves the right to place a new resident when a vacancy occurs. Should any RESIDENT fail to cooperate in the placement of a new RESIDENT, LANDLORD shall have the right to require the RESIDENTS of the unit to pay the LANDLORD, as part of the respective RENT due for such unoccupied bed.
16. The LANDLORD reserves the right to determine if a private room is available according to the guidelines established in the Residence Life Manual and rent shall be prorated from the time of approval based on the semester rent times 1.5.
17. The LANDLORD reserves the right to immediately evict a RESIDENT by canceling the Residence Life Contract by written notice:
- If the RESIDENT fails to comply with any of the terms and conditions of the Contract.
 - If the RESIDENT subleases room to any person or allows any non-resident to reside in the room on a long-term basis.
 - If the RESIDENT creates an unreasonable risk or harm to the health, safety, welfare, or prosperity of the College, members of the College community, or him/herself.
18. The LANDLORD reserves the right to inspect a resident's room under certain circumstances. The room may be entered without permission in case of emergency, for officially announced inspections, for the scheduled upkeep of physical facilities, or if there is reason to believe that a college regulation is being violated. In other instances, entry will be made only after notifying the RESIDENT.
19. The LANDLORD accepts no responsibility for the theft or other loss of money, valuables, or any damages occurring to personal belongings of the RESIDENT.
20. Residence halls will close and re-open at times published by the Residence Life Office.

Liability: We, the Director of Residence and Student Life, Northeast Community College, our respective representatives, employees, officers, Board of Governors, agents, and/or affiliates (collectively the "Released Parties"), are not liable to any RESIDENT or any guests, for injury, damage, or loss to person or property caused by criminal conduct of other persons, including theft, burglary, assault, vandalism, or other crimes or personal conflict with roommates/suitemates. The Released Parties are not liable to RESIDENTS or guests, for personal injury or damage or loss of personal property from burglary, theft, vandalism, fire, smoke, rain, flood, water leaks, hail, ice, snow, lightning, wind, explosion, or surges or interruption of utilities; except to the extent that such injury, damage or loss is caused by their negligence. RESIDENTS are urged to obtain renter's insurance for losses due to such causes. RESIDENTS assume for his/herself and all members of family and guests, any and all risks from any accidents in connection with use of the premises, the property, or the property's recreational facilities or area, it is understood that all such areas and facilities are gratuitously supplied for Resident's use and at the user's sole risk.

Summer Contracts: Students are eligible to live in campus housing during the summer if they are: 1) Registered for the upcoming fall semester NECC classes; 2) Registered for and attend at least one summer session class at NECC; 3) Actively employed by NECC for the summer; 4) Working on an internship or cooperative program for his/her school major or 5) upon special permission from the LANDLORD. Residents must sign a Residence Life Contract for the length of summer residency desired. Rent is due on or before the first day of residency and on the first day of second session classes.

Residence Life Rates: The Northeast Community College Board of Governors sets campus residency room and board rates for each academic year. Room and board rates, policies, and procedures are subject to change by action of the Northeast Community College Board of Governors and/or the College administration.

Finances and Application: College payment procedures are explained fully in the official Northeast Community College catalog. The Business Office will mail billing notifications or any refunds, including the security deposit, to the RESIDENT.

Payment Plan: Residence Life rent must be paid or rental payment arrangements made before the RESIDENT moves into campus housing. Arrangements must be made with the Northeast Community College Business Office prior to check-in. Payment options include: (1) Semester Plan – One Payment (Cash, Check or Credit Card), (2) installment Housing Plan – Two Payments per Semester. (\$12.00 per semester fee is charged for this option. Cash, Check or Credit Card), (3) Financial Aid has been awarded to cover rental expenses or (4) monthly payments through FACTS have been arranged to cover rental expenses. Northeast Community College does not discriminate on the basis of race, gender, religion, national or ethnic origin, military veteran status, political affiliation, marital status, age, or disability in educational programs, admissions policies, employment policies, financial aid, or other College administered programs and activities. It is the intent of Northeast Community College to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Inquiries may be addressed to the NECC Compliance Officer for Title IX, ADA, Section 504: Dean of Enrollment Management, 801 East Benjamin Ave., P.O. Box 469, Norfolk, NE 68702-0469, phone: 402-844-7258, e-mail: complianceofficer@northeastcollege.com.

A copy of this Residence Life Contract will be mailed to you.

Severe Weather

Information on cancellations, delays or school closings will be announced on the radio.

KHWK/HAWK TV ~ NECC’s own “radio with a picture”

Norfolk Cable TV Channel 22

KPNO (Norfolk)	90.9 FM
KUSO – US92 (Norfolk)	92.7 FM
KKOT (Columbus)	93.5 FM
KNEN (Norfolk)	94.7 FM
KZ100 (Central City)	100.3 FM
KBRX (O’Neill)	102.9 FM
WNAX Oldies (Yankton).....	104.1 FM
KTCH (Wayne)	104.9 FM
KEXL (Norfolk)	106.7 FM
KWPN (West Point)	107.9 FM
WNAX (Yankton)	570 AM
WJAG (Norfolk)	780 AM
KTCH (Wayne)	1590 AM

As a general policy, Northeast will not cancel classes when inclement weather conditions occur. However, if conditions warrant, Northeast may delay starting, may cancel all classes, or may cancel select classes.

Example

Residence Life Department Unit Facility Inspection Form (UFI)

<u>Resident Name</u>	<u>Keys Issued to Tenant</u>			Replacement Charge \$10 /Recore \$35	
	<u>Key Card</u>	<u>Room Key/Card</u>	<u>SMB Key</u>		
<u>Arrival Signature</u>	<u>Check In By</u>	<u>Check In Date</u>	<u>Departure Signature</u>	<u>Check Out By</u>	<u>Check Out Date</u>
<u>Living Area</u>	<u>Condition at Arrival</u>	<u>Condition at Departure</u>	<u>Amount Assessed</u>	<u>Cleaning (\$10/hour)</u>	<u>Range of Assessments</u>
Carpet				\$20/room	\$24/sq ft
Ceiling Tiles				\$20/room	\$8 each
Shelf Cabinet	_____	_____			
Doors Entry, Bathroom, Bedrooms, Locks, Signage	_____	_____		\$4/door	\$4-\$600 \$48-\$300
Refrigerators Doors, Handles/Knobs, Holes/Scratches Trays/Shelves	_____	_____		\$8-\$48	\$56-\$160 \$60-\$240
Walls Nail Holes, Large Holes Wallpaper	_____	_____		\$12/wall	\$12-\$100 \$120/wall
<u>Bathroom</u>	<u>Condition at Arrival</u>	<u>Condition at Departure</u>	<u>Amount Assessed</u>	<u>Cleaning (\$10/hour)</u>	<u>Range of Assessments</u>
Ceiling				\$20/room	
Counter Top Holes/Chips, Edging	_____	_____		\$4	\$12-\$60
Cabinet Doors	_____	_____			\$4-\$300
Floors				\$10/room	\$24/sq ft
Sinks Holes/Chips, Stained, Faucets	_____	_____		\$4/sink	\$4 each \$12 each
Shower Curtains, Chips/Scratches	_____	_____		\$12-\$48	\$160-\$500 \$100 each
Stools Lids, Tank Covers, Chips/Scratches	_____	_____		\$12	\$4-\$160
Towel Racks- Bent					\$4-12 each
Walls Nail Holes, Large Holes	_____	_____		\$12/wall	\$2 each \$12-\$100
<u>Bedroom A(left bedroom)</u>	<u>Condition at Arrival</u>	<u>Condition at Departure</u>	<u>Amount Assessed</u>	<u>Cleaning (\$10/hour)</u>	<u>Range of Assessments</u>
Carpet				\$20/room	\$24/sq ft
Ceiling Tiles				\$20/room	\$8 each
Furniture Loft Sets, Mattresses, Desks,	_____	_____		\$4-\$24 each	\$100-\$500

Dressers, Pedestal					
Walls Nail Holes, Large Holes, Wallpaper	_____	_____		\$12 wall	\$12-\$100 \$120/wall
Windows Blinds, Small Screens					\$8-\$300
Closet Shelf, Clothes bar, Edging				\$4	\$12/each \$ 12-60
Bedroom B(right bedroom)	Condition at Arrival	Condition at Departure	Amount Assessed	Cleaning (\$10/hour)	Range of Assessments
Carpet				\$20/room	\$24/sq ft
Ceiling Tiles				\$20/room	\$8 each
Furniture Loft Sets, Mattresses, Desks, Dressers, Pedestal	_____	_____		\$4-\$12 each \$4 \$24	\$100-\$500 \$100-\$460 \$150
Walls Nail Holes, Large Holes, Wallpaper	_____	_____		\$12 wall	\$2 each \$12-\$120
Windows Blinds, Small Screens					\$8-\$300
Closet Shelf, Clothes bar, Edging				\$4	\$12 each \$ 12-60
Other	Condition at Arrival	Condition at Departure	Amount Assessed	Cleaning (\$10/hour)	Range of Assessments
EXAMPLES: Cable Receptacle, Electrical Outlets, Fire Extinguishers, Light Fixtures, Light Switch Plates, Smoke Alarm Telephone Receptacle Thermostat, Casing, Knob					\$10-72