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***Dear Southeast Community College Housing Resident,***

Welcome to Residence Life at Southeast Community College! It is our hope that your stay here will be an enjoyable living and learning experience. Living on campus can be a very rewarding experience. As a resident, you will have easy access to various extracurricular activities planned throughout the year. Plus, making new friends is a lot easier when you live on campus.

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


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

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To make the most of your on-campus housing experience,



wishes to transfer rooms, he/she must:

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

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

## What do I need to know about Bed Bugs?

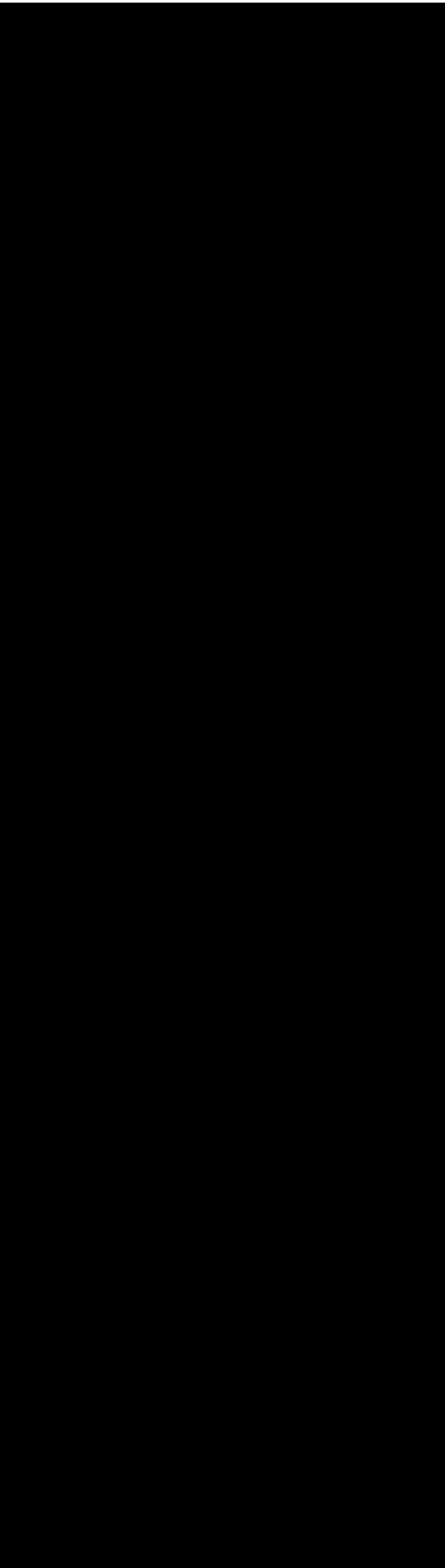
SCC takes every precaution to keep our facilities bed -bug free, but we need every resident's help to ensure this. Anyone can pick up bed bugs from wherever the bugs are living – homes, hotels, other dorm rooms, buses, etc. Although bed bugs usually occur near the areas where people sleep, they can infest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

If traveling or staying somewhere else, check the potential hiding places such as mattress seams, wall trim, under furniture and in any small cracks or creases. They hide during the day. Look for signs of bed bugs such as eggs, blood stains, droppings, or the bed bugs themselves. Do not leave clothes on the bed or the floor. Elevate suitcases off of the floor on a luggage stand or countertop.



**Privacy**

Southeast Community College supports a climate of trust and respect and



procedures that apply to use from within SCC facilities.

- x SCC's Information Technology resources are intended to be used for college-related business. Occasional and prudent personal use is permitted so long as it does not compromise the functioning of college network and computing resources, interfere with college operations, conflict or interfere with an employee's performance, interfere with the rights or reasonable expectations of another person, involve additional cost or expense to the college, violate any other college policy.

**Unacceptable Use:**

- x SCC's network and resources shall not be used to threaten, harass, intimidate or degrade others. This includes, but is not limited to, electronically transmitting or reproducing materials that are slanderous, defamatory or discriminatory in nature or that otherwise violate existing laws or Southeast Community College policies and mission.
- x Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, neither should they share with nor allow other individuals to use their SCC -assigned network, email, or other college-based account information.
- x SCC's network may not be used for commercial/for-profit purposes, product advertisement or political lobbying.
- x Users shall not knowingly or carelessly perform an act that could interfere with the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, downloading excessive amounts, transferring excessive amounts across the network, propagating viruses or worms, using the campus



## Communication and Regroup

Residence Life staff may contact residents by cell phone, mail, email or posted notices about a variety of issues such

## **Emergency Contact Notification**

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

## **Student Designation of Contact Person**

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

## **Administrative Authority**

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

## **Fire Procedures**

### **Fire**



discrepancies within 24 hours, or will receive a Failed Room Check violation, or both depending on prior failed room checks and/or severity of the discrepancies. There may be situations where the student will be asked to correct a discrepancy immediately due to life safety or health/wellness circumstances. If the apartment/room is not clean or residents have not prepared for the room check, a health code violation fine will be assessed to the offending residents. Notice will be given of at least 24 hours for scheduled room checks and maintenance assessments.

### **Health Code**

If residents fail to maintain sanitary conditions, (which include s being unprepared for room checks conducted by the Residence Life Staff), residents will be found in violation of the health code. Residents found in violation of health code will be given one warning and 24 hours to bring the room/apartment back to clean living standards (this could be less if it is a serious . cndaid

at the bottom of the page . This is not an emergency reporting system. If this is an urgent matter, please immediately dial 911. Examples of incidents to report include, but are not limited to alcohol abuse, drug abuse, harassment, theft, academic dishonesty, threat of violence, general complaints, etc.

## Building Safety & Security– Keys/Keycards

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

- x Always carry your ID card--needed to gain access to your residence hall entrance doors and some suites .
- x DO NOT force the doors open by pulling on the doors. This damages the locking mechanism and is costly to repair. Anyone caught forcing a door open may be fined and also charged the cost of repair.
- x





## Prescription Medications

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

## Quiet Hours

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

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

## Tobacco/Vape

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

## Chewing Tobacco

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

## Smoking/Vaping

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

## Pets

Animals or pets are prohibited from being kept or harbored in the apartments and rooms. This also applies to the pets of any guest.

off the paint). Outdoor/holiday lights can burn the walls, so they cannot be used.

- x **No items may be affixed permanently —this includes TV mounts, window coverings, or lights . Use a TV stand!**
- x No dartboards.
- x Road signs or other recognizably stolen items will be confiscated, and law enforcement will be notified.
- x Flags/signs hung from balconies pose a fire hazard are not allowed.
- x Walls cannot have more than 50% covered as it is against fire code.
- x No offensive displays (nude posters/signs , calendars, confederate flags, etc.) . Displays which are indicative of bias, prejudice, or harassment will not be tolerated and are subject to removal by the college.
- x College property cannot be used to support any political campaign or candidate. College property may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot

## Candles/Incense/Wax Warmers/Air Fresheners

Candles, hot plate wax warmers, wall plug wax warmers, and/or incense are not allowed within the residence hall apartments/rooms at any time (burned or non-burned). These items create a potential fire hazard. They also cause damage to the rooms if wax spills. In addition, open flames of any sort are not allowed in the residence halls. Corded Scentsy-style



which pose an electric overload hazard. The electrical load for the kitchenette suites is not designed for heating elements. Furthermore, halogen bulb lamps can reach extremely high temperatures and have been identified to be the cause of residence hall fires. Therefore, halogen lamps are not permitted in the apartments/rooms. If Residence Life discovers any items in the room that are prohibited from the dorms, Residence Life Staff will confiscate them.





## Contacts

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

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

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

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

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



## Milford Contacts

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

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

**Residence Life Manager:** Stuart Sparvier, 402-761-7398 or Ext. 6200

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

**Assistant Campus Director & Dean of Students:** Theresa Webster, 402-761-8270 or Ext. 8270

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

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

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

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

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

## Furnishings

### Prairie and Meadow Halls

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

### Pioneer Hall Complex

All Pioneer Hall Complex apartment bedrooms are furnished with two twin extra -long beds (TwinXL), one desk, and one dresser. The living room contains a couch, chair, coffee table, and end table. The dining area contains a large table and four chairs. Apartment furnishings are not to be removed from the apartment. The k

## **Winter Parking**

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

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

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

## Lincoln Contacts

**On-Call Phone:** TBD

**Residence Life Office:** Woodhaven Hall, TBD

**Residence Life Manager:** TBD

**Assistant Residence Life Manager:** TBD

**Assistant Athletic Director & Dean of Students:** Eric Small, 402-437-2559 or Ext. 2559

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

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

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

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

## Furnishings

### Woodhaven Hall

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

## Laundry Room

Personal-pay washers and dryers are located on each floor of Woodhaven Hall. The washers will not accommodate quilts, comforters, sleeping bags, etc. Please do not overload the washers. Overloading the washers will result in water overflow and motor burnout. Costs may change per our laundry service provider. It is 10 cents cheaper to use the app to purchase laundry services than to use coins.

## Parking

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

## U.S.Mail or Package Service– Lincoln Campus

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

### Woodhaven





## Amendments

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

## Governing Law

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

## Occupancy & Assignment

This contract is for space in the residence halls of Southeast Community College. It is not for a particular room assignment or number of residents per room. Southeast Community College Residence Life

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<b>Guest Policy Violation</b>	Guest in Residence Hall not properly registered with Residence Life staff, beyond timeframe, or against permission of roommates	\$50 fine per night
<b>Harmful Behavior</b>	Includes, but not limited to: bomb threats, tampering with safety equipment, infliction of bodily harm	Cost of damages and/or possible termination of contract (removal from campus housing)
<b>Housing Handbook Deadline</b>	Missed deadline for reading and acknowledging Housing Handbook	

<b>SCC ID Card</b>	Replacing a lost or damaged student ID	\$5 fee (pay at Assessment ¶ É ê - Milford; pay at Welcome Center—Beatrice)
<b>Screens</b>	Damage to or missing screens	¼ ê % ; cost of cleaning, repair,