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 Northeast Compliance Officer for Title IX, ADA, Section 504: Associate Vice President of Human Resources, 801 East Benjamin Ave., P.O. Box 469, Norfolk, NE 68702-0469, phone: 402-844-7046, e-mail: complianceofficer@northeast.edu
Fall 2018

Dear Resident,

Welcome to Northeast Community College Residence Life! 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 manual PDF is available online at: www.northeast.edu/campushousing/pdfs/ResidenceLifeManual.PDF

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,

Pete Rizzo                                                                                   Jon Langlois
Director of Residence Life                                                               Residence Life Coordinator

Billy Coby                                                                                       
Residence Life Coordinator

Pete Rizzo
Director of Residence Life

Jon Langlois
Residence Life Coordinator

Billy Coby
Residence Life 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 Life
The Director of Residence Life manages the Residence Halls and also works directly with Chartwells, our food service vendor 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.

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

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 also Path Hall. The RLDS 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 during the academic year when the college is open and most hours during the summer.

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 RLC’s 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 the 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**

Northeast Community College 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 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 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.

Burkhardt Hall also has two student lounge areas (Burkhardt 209 & 309) as well as the ADA Rooms-Burkhardt 109, 215 & 315 that can be utilized as Extended Housing or temp room spaces when the need arises depending on the request for housing in a given year. Path Hall rooms (the 2-bedroom room units), can also be used as extended housing as well.

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 are in each room, two rooms to a unit, and a shared bathroom with suitemates in the room/unit next door. 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.

**Path Hall**

Path Hall has an occupancy of 191 students. The main floor has a large kitchen area with countertop dining seating across from the laundry room. Path Hall has a desk that is staffed 24 hours per day during the academic year when the College is open and most hours during the summer. Path Hall is located adjacent and connected to the Hawks Point dining facility. The main lobby area (of Hawks Point) also contains administrative offices for the Director, RLC, and other Residence Life staff. The main lobby area of Path Hall also contains a game room, public bathrooms and a small workout facility room. The end of each floor of Path Hall is equipped with study lounges, along with the entire first floor hallways of Path Hall are a designated emergency shelter to be used when severe weather (tornados) would occur. Residents of Path Hall have their Student Mailboxes (SMB) next to the main front desk.

All units in Path Hall are organized in suites; the majority of the rooms have two -three students in each bedroom with a total of 4-6 residents in all room units. There are some room units in Path Hall in which residents will have their own individual private bedroom. The units have a small living room with living room furniture provided (couch/love seat, lounge chairs and ottoman). Each unit is equipped with some built in shelving and cabinets, metal framed loft-style beds, drawer dressers in every bedroom, along with closet space, four desks and four desk chairs. There is one full-sized refrigerator & a microwave provided in each unit. Each bedroom in each unit has their own individual key that will be issued to the resident(s) of that bedroom.
Unit Assignments/Changes

All unit assignments are made at the discretion of the Director of Residence Life. The Director of Residence Life and/or the Residence Life Coordinator(s) 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 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 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 and if it is deemed an appropriate request, residents in good standing may request a private unit. Should this request for a private room be available and deemed appropriate and approved by Residence Life, 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. 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 their new room within three days of notification from the Residence Life staff. The student(s) that are assigned into the temporary rooms/lounge spaces of Burkhardt Hall ONLY will receive a discount of $100 from the current semester’s rent only if the student agreed to be put in a temp unit at the end of the previous semester. Temporary rooms include the two converted lounges and roommates of RA and the SRA. Extended Housing options in the Path Hall 2 bedroom units, as well as in the Burkhardt Hall ADA rooms, will receive a 10% discount for that semester of their rent ONLY if they are in the extended housing spot and/or a roommate or roommates of those that are in an extended housing spot at the start of the first day of the fall semester. This 10% discount is only offered from a semester to semester basis and this 10% discount will end upon completion of the fall semester and/or if the student(s) in these extended housing situations are not in those spaces at the start of the first day of the fall semester.

Residents causing problems living together maybe split up and moved to different rooms at the discretion of the Director of Residence Life.

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. If this situation occurs, students will be given the opportunity to choose new rooms and/or roommates/suitemates. However, final decisions rest with the Director of Residence Life.

Residence Life Services

Activity and Posting Boards

A white board located in the entry way to Simon & Burkhardt Halls is updated daily, listing Northeast 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. Areas for posting in Path hall include up by the front desk, as well as on the cork board on each floor by the elevator and by the big student lounges in Path Hall.

ATM and Change Machines

The First National Bank has an ATM machine on the second floor of the Student Center for students to conveniently access cash on the Northeast campus. Coin change machines are located in the Student Center Game Room, in the atrium of the Lifelong Learning Center, and in the Ag/Allied Health building.
Computer Labs
There is a computer lab and other study areas for campus residents located in the main lobby of Burkhardt Hall and also in Hawks Point before entering into Path Hall. The Residence Life computer labs are open 24 hours a day and preferred use is given to on-campus residents. Students doing homework have first rights using the computers. 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.** Noise must be kept to levels that respect others using the lab. No loitering on the computers. Please be mindful of other residents who may want to use the computers to work on homework so please keep your time on the computers to a respectful amount so other residents can use the computers also. Residents not working on homework, classwork, etc. when other residents need to use the computers to work on homework/classwork, may be asked to leave the computer lab from res life staff and return at a later time. Failure to utilize the computer labs appropriately may result in loss of privileges.

Copy Machine
A copy machine is available for Residence Life staff only. There is a copy machine in the library that is available for student use with a cost of $.10 per page or $.05 per page with the purchase of a copy card. Copy cards can be used on the library copier only.

Food Service (Chartwells)
Northeast Community College works with Chartwells dining services. Campus residents are required to purchase the Hawk Meal Plan of unlimited meals plus $100 Hawk’s Express money per semester, or the 10 meals a week meal plan or the 14 meals a week meal plan with $50 Hawks Express money per semester. Each resident may also opt to supplement the meal plan with a $200 Hawk’s Express card.

**Dining Hall (Hawks Point)**
<table>
<thead>
<tr>
<th>Day of the Week:</th>
<th>Meal Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Friday</td>
<td>Breakfast</td>
</tr>
<tr>
<td>Monday through Friday</td>
<td>Lunch</td>
</tr>
<tr>
<td>Monday through Thursday</td>
<td>Dinner</td>
</tr>
<tr>
<td>Friday</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

**Weekday Hours:**
- 6:30 a.m. to 10:00 a.m.
- 10:30 a.m. to 1:30 p.m.
- 5:00 p.m. to 7:30 p.m.
- 5:00 p.m. to 6:30 p.m.

**Weekend Hours:**
- 11:00 a.m. to 1:00 p.m.
- 5:00 p.m. to 6:30 p.m.

**Hawks Landing**
- 7:00 a.m. to 10:00 p.m.
- 7:00 a.m. to 8:00 p.m.
- 7:00 a.m. to 3:00 p.m.

Hawks Landing is Closed Saturday and Sunday
Hawk’s Landing Express Deli is designed for cash as well as credit cards and the Hawk’s Express Card customers.

**College Welcome Center (Starbucks Coffee)**
- 7:45 a.m. to 5 p.m.
- Closed Saturday and Sunday

For more information on other meal plan options, contact the Food Service office at ext. 7165, the Business Office at ext. 7001 or the Residence Life Office at ext. 7150 or 7155.

**Convenience Store in Path Hall**
- 7:30 p.m. to 12:00 a.m. Monday through Thursday
- 6:30 p.m. to 11 p.m. Friday, Saturday & Sunday

Daily Food Service costs (per meal) and plus tax for 2018-2019:
- Breakfast: $6.25
- Weekend: $6.25
- Lunch/Dinner: $7.25
- Northeast Staff: $6.00
Game Rooms
A full-sized pool table, foosball table, ping pong table & piano are located on the main floor of Simon Hall for campus residents. There is also a game room next to the front desk in Path Hall which includes two full-sized pool tables, foosball table, two ping pong tables as well as three TVs’. The game rooms in Simon Hall is accessible to residents between the hours of 7:30 a.m. and 12:00 a.m. Monday through Sunday. The game room in Path Hall is accessible to ALL registered and enrolled Northeast students and also operates during the hours in which the front desk is open Monday through Sunday. Both these game rooms can have reduced hours depending on any situations that may arise due to students being loud, causing disruptions and/or not taking care of the area and/or equipment in an appropriate manner and in the manner in which the equipment is supposed to be used. A DVD player, puzzles, books, board games, volleyballs, basketballs, tire pump, tennis racquet and tennis balls and additional recreational items can be checked out with a student ID card at both the Burkhardt and Path Hall 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 in Burkhardt Hall. There is also a kitchen with these same items located on the first floor of Path Hall. Residents using the kitchens must first sign in and check in at each hall front desk by leaving their key card/student ID card with the Residence Life staff before cooking. Once done in the kitchen, the resident will go back to the front desk and will receive their key card as long as a mess is not left and they have not left any food unattended.

Beverage and snack vending machines are located in the main lobby of Burkhardt & Simon Hall. These vending machines take cash, and/or debit/credit cards only. They DO NOT take any form of a Student ID or student keycard for payment. In Path Hall, Chartwells operates a convenience store on the first floor of Path Hall by Hawks Point dining facility. 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 kitchens while food is cooking in order to prevent a fire hazard. The vent must be on while cooking. 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 and may be discarded by the Residence Life staff. FAILURE TO CLEAN UP AFTER USING THE KITCHEN WILL RESULT IN A $50 FINE. Students are encouraged to cook at appropriate temperatures, so not to produce smoke. Note: If the fire alarms are set off due to cooking at higher temperatures, not paying attention to your food being cooked and/or because the stove fan was not running while cooking, students could face a $75 fine & up per incident.

Laundry
Card option (both debit & credit options) laundry facilities can be found on each level of the apartments, in the basement of Burkhardt Hall & on the first floor of Path Hall across from the kitchen. 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 and in the Path Hall laundry room. Ironing may not be done in the unit. Residents may NOT have an iron in their room; if a violation occurs, a $75 fine per resident will be assessed. NOTE: No clothing items (wet or dry) may be hung from drapery rods, vents, or light fixtures in any area of the Residence Halls for any reason EVER. 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 Desks. Laundry costs are a $1 wash/$1 dry per load. Make sure to empty machines in a timely manner so other residents may use the washers and dryers.

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 once a day and once a week at the absolute minimum. Simon Hall residents’ SMBs are found in the main lobby of Simon Hall; Burkhardt Hall and some Apartment residents’ SMBs are located in the
The main lobby of Burkhardt Hall. The remaining students assigned to Path Hall and/or apartments will be assigned mailboxes over in the main entry area of Hawks Point by the Path Hall front desk. 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 ONLY. 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 or over breaks when the college is closed.

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 their updated address as mail will not be forwarded from Northeast campus and will be returned to the sender.

Security
Northeast Community College Campus has a contract with Sioux City Night Patrol (SCNP) to provide security for the Norfolk campus, college property and parking lots 24:7 and 365 days a year. For telephone numbers and other information, refer to the Residence Life Student Directory and the posted signs throughout the Residence Halls. Their phone number is: 402-841-5163.
*Sioux City Night Patrol (SCNP) can also be texted to their direct phone number (402) 841-5163.

Study Rooms
Study areas are located on each floor of Burkhardt and Path 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. You must erase and clean up the marker boards after you are done and before leaving the lounges. Note: Path Hall study lounges require special markers. Please check them out at the Path Hall front desk. You can also check out markers for the Burkhardt conference room at the Burkhardt front desk.

*Note: These study rooms may be converted into temp rooms, and/or extended housing options for students on a temporary basis at the discretion of Residence Life based on the need to do so.

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. Northeast Residence Halls have wireless internet installed throughout the buildings contracted thru Connecting Point. If you have any issues with your wireless internet, please first contact the Northeast Service Center at (402) 844-4357 or 844-HELP to report any problems with internet connectivity. You can also email issues to the Service Center at help@northeast.edu

Wireless internet interference caused by personal devices transmitting at the same frequency as the College provided wireless signal is prohibited. Students causing these types of interference problems could face a fine, as well as loss of wireless internet privileges. If you have questions or concerns about any of your wireless personal devices, please contact the Northeast Service Center at (402) 844-4357 and Connecting Point directly and let the Residence Life staff know so they are aware. You may call Connecting Point at 402-371-4530 or 402-844-2300, or email at internet@conpoint.com

Regarding Cable TV in on campus housing:
Cable TV service is provided for every room in student housing and various academic spaces throughout the campus. Students living in the residence halls **NEED** to bring their own Coaxial Cable to use to hook up the Cable TV in their room unit. Residence Life will **NOT** provide coaxial cables for students, it is the student(s) responsibility to bring their own for their room unit, bedroom unit, etc. Effective January 8th, 2016, all channels are provided in a 'QAM' digital format. **All televisions on campus must contain a QAM digital tuner to receive the channels.** Older analog televisions are no longer compatible with the College’s cable TV system including cable TV in the Residence Halls & Apartments. Most televisions today are digital/QAM compliant, however less expensive or budget televisions may not be. To find out if your television has a QAM tuner, check the specifications in your owner's manual, or visit the manufacturer's website.

### What is a QAM tuner and how do I know if my TV has one?
A QAM tuner allows your TV to tune to digital or HD channels. Most, but not all, TV’s that were made after 2006 have a QAM tuner built in.

- **You can search online by make/model of your TV or reference your TV’s owner’s manual for specific model information related to what type of tuner is present in your TV.**
  - An example of what the manual may say if the TV has a QAM tuner:
    - “Built in digital tuner (ATSC/Clear QAM)”, or “NTSC/QAM“
    - Additionally, if your TV remote has the (.) or (-) symbol button for easy tuning or is able to display channels such as 5.2 or 5-2, your TV likely has a QAM tuner.
    - An example of what the manual may say if the TV does NOT have a QAM tuner:
      - “ATSC / NTSC Tuner” (there will be no mention of QAM).

If you are choosing one of these television brands, please verify that the model has a QAM tuner. Please be advised that less expensive TVs sometimes come with a lower quality QAM tuner that may be unable to tune all of the channels. We have found this to be true on certain models of bargain brands such as: Apex, Dynex, Element, Sanyo, Seiki, Sylvania & Westinghouse.

**NOTE:** The actual channel numbers are in 'tiers' that start at channel 8-1 and go up all the way to 50-1. For a full cable channel line-up card, please stop by the Residence Life front desk at either Burkhardt Hall or Path Hall.

### 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, good judgment 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)
- Northeast Community College Student Handbook and Planner (Student Code of Conduct, Student Rights, Responsibilities and Freedoms, and the Student Grievance Procedures)
-Northeast Community College student policies

**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 (10 months) unless previously approved by the Director of Residence 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.** A copy of the Residence Life Contract is located at the back of this manual on p.43.

**Termination of Contract**
This contract may be terminated at the discretion of the Director of Residence Life, or designee, if the student fails to comply with the terms of the contract. There are also penalties for canceling the Residence Life Contract. **Please note and refer to a copy of the Residence Life contract in the back of this manual for full information on the contract.**

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 by filling out contract cancellation forms.** 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 other penalties 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 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 Life at least one semester after the eviction to gain approval.**

**Any student who is evicted from campus housing for disciplinary reasons, policy violations, etc. will not be eligible to live in campus housing at Northeast Community College 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 Life.

**Maintaining Eligibility for Residence Life**
A resident who falls below twelve (12) credit hours and/or a cumulative 2.0 GPA may lose his/her eligibility to reside in the Residence Halls. It is recommended to visit with the Residence Life Coordinator RLC 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 Life. Any student who is evicted will forfeit the security deposit as well as the entire academic year’s rent.

**Residence Life Probation**
Any resident who falls below 12 credit hours or has a GPA below 2.0 cumulative may be placed on Residence Life Probation. Probation requires that the student meet with the Residence Life Coordinator (RLC). If the resident has not had other behavior/roommate/discipline problems, the RLC may recommend that the student be allowed to stay in the Residence Halls
and be placed on Residence Life probation. The resident will then have to explain to the RLC his/her goals and how he/she plans to achieve them. The resident will be required to meet with the RLC on a regular basis to discuss academic progress. The RLC 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. The resident must come to their academic meetings on time and prepared (grades printed out and any other material told to bring). **Missing 3 or more academic meetings during the course of the semester may result in eviction.** Residents on Academic Probation must attend class and not miss class sessions totaling more than 2 weeks in any of their classes during the entirety of the semester or they may be evicted. Examples: a class that meets 4 times a week cannot have more than 8 absences total during the semester; a class that meets 3 times a week cannot have more than 6 absences total during the semester; a class that meets 2 times a week cannot have more than 4 absences total during the semester; a class that meets 1 time a week cannot have more than 2 absences total during the semester. The resident will also be required to turn in weekly grade/attendance progress reports signed by their teacher. Failure to turn in 3 weeks’ worth of grade/attendance progress reports during the course of the semester may result in eviction.

**Care of Living Unit**

**Clear communication** of what is expected from everyone in the unit will help 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 and then put the agreed upon system down in writing in their roommate agreement.

The following tips help assure safety and security of residents and personal belongings. **Northeast 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.
11. The right to ask guests to leave and be removed from the room unit that are violating any of the above rights.

A Roommate 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.

**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/suitmates 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/suitmates. 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, suitmates 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.

If a resident experiences difficulty with any of the above situations, or other roommate/suitmate 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 or SRA; 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 Residence Life Coordinator RLC to resolve the issue after previous steps have been completed.

Also, the Residence Life Coordinator RLC is available to assist residents with conflict management and resolution. Any resident may make a confidential appointment with the RLC 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 specific 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 for 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 served” 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.

   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. The room must also be clean before a check-out will take place. 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. You must be on time at the scheduled check out time. Not being on time, as well as not having your room clean for your check out will result in loss of the $250 deposit, an additional $250 fine as well as additional fees.

- DEFROST the refrigerator and wipe it out (Simon Hall and Burkhardt Hall residents only). 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. Once done leave the refrigerator door open using the cord.

- 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 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 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 fee of a minimum of $75 plus loss of the $250 deposit and subject to additional charges.

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

**Residence Hall Meetings, Activities & Other**

**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 (Residence Life Kick Off meeting) 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/Kick off meeting, he/she must notify the Residence Life Office in advance, and schedule an overview meeting with the Director of Residence Life or the Residence Life Coordinator(s) 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 RLC within the first week.

**Missed Meetings with Residence Life Staff**
Residents who miss meetings or fail to schedule required meetings with the RLC, 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. Multiple re-scheduling of meetings may be treated as a missed meeting.

**Monthly Floor Meetings & Room Inspections**
*Floor meetings* are held once a month and are posted in advance. **Attendance is required.** If a situation arises that a student is unable to make the floor meeting, then student must contact his/her floor RA or SA within 24 hours to let him/her know (NOT thru another student) and set up a time to talk with them about the meeting. This includes Northeast Athletes that may have practice times occur during a floor meeting time. Those athletes must still talk to their RA & SA in advance and then follow up with them right after to get the information. A $10 fine is assessed for unexcused absences, as well as a $10 fine per week, for anyone who hasn’t made an appointment and met with the floor RA or SA within one (1) week of the floor meeting to get the information they missed.

Floor meetings bring everyone up-to-date on happenings in Residence Life and on campus. The RA/SA Team will have information on 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.

**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 **under any circumstances**, and may be turned over to law enforcement. This also includes up to but not limited to items such as Vaping devices, and/or other nicotine delivery devices that are confiscated. These items will NOT be returned for any reason.

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:

The accused has the right to file a written appeal using the required written appeal form (PETITION FOR APPEAL) to a College Appeal Board within three (3) business days of the written notification of the sanction (refer to the date of the sanction letter). The Appeal Board will either grant or deny the appeal by a majority vote.

**Please note:** The petition for appeal form must be completed individually and in its entirety and a hard copy submitted to the Dean of Student Life & Athletics, Director of Student Conduct, or the Director of Residence Life within the timeframe indicated, or the student’s appeal request will not be valid. A student can appeal a sanction on the following grounds only:

- Inappropriate sanction (does not follow the sanction matrix outlined in the Residence Hall Housing Manual or Student Services matrix of sanctions)
- Procedural defect during the initial investigation or meeting with College Officials
- Presence of new evidence

1. Once the petition for appeal form is submitted within the proper timeline and once approved, The Director of Residence Life will set up the College Appeal Board to hear the case and outline recommendations. The Appeal Board will consist of one non-resident student, one campus resident, and a Counselor/Advisor.

2. A date and time will be set to hear the case as soon as possible. As outlined in the Student Code of Conduct, the hearing shall not be less than five (5) nor more than fifteen (15) work/business days after the student or accused has filed the appeal with the Dean of Student Life & Athletics, Director of Residence Life or the Director of Student Conduct.

3. A letter with the College Appeal Board’s decision will be sent to the resident within five (5) business days after the hearing.

*For students who request an appeal hearing but do not attend the hearing, or are more than 15 minutes late for the scheduled hearing, the College Appeal Board will proceed with the hearing in the student’s absence and will make a decision based on the information and materials presented.*

Students who would like a review of the College Appeal Board’s decision may request such in writing to the Director of Residence Life within seven (7) days of receiving the decision. The Vice President of Student Services and/or Dean of Student Life & Athletics shall review the record of the hearing and supporting documentation to decide if the hearing was conducted fairly, that the facts were sufficient to establish a 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 of Student Life & Athletics.

**Appeal process (non-student residents/interns)** As Northeast Community College Residence Life has buildings open during the summer, interns who complete the summer housing contract, have the $250.00 housing deposit on file and are paying summer rent will be allowed to reside on campus. These non-students /residents are more commonly known and defined as interns. **Non-student resident/interns are responsible for abiding by all housing and Residence Life policies during the entire duration of their stay as outlined in the Residence Life Manual and the housing contract that they signed.** Non-student residents/interns along with summer student/residents are required to attend the mandatory summer residence life orientation to go over all the policies and procedures. **If non-students/interns violate any residence life policy, they will be sanctioned the same as an on campus student.** A non-student resident/intern who feels that he/she has been unfairly held responsible for the action, may appeal by doing the following:

a. Meet with the Director of Residence Life to discuss the incident within five (5) calendar days of the notification of the sanction.

b. The Director will make a decision based on the policy and facts regarding the incident.

c. If the resident would like a review of the decision made by the Director, they may appeal to a 2nd level in writing to the Dean of Student Life & Athletics.

d. The Dean of Student Life & Athletics will review the incident and make a decision. The decision made by the Dean of Student Life & Athletics is final.
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 students move in to the Residence Halls until permanent separation from the college.

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.

Upon moving onto campus, residents are responsible for 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, must contact the RA/SA PRIOR to the meeting date to avoid a fine.
3. **Activities that occur within the unit.** Even if not present or actively 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 Northeast (Student Code of Conduct, III. B. 3., 4., 5); actions of this type by a resident(s) and/or his/her guest(s) will be handled with expediency. A minimum of a $50 fine will be assessed and students may be evicted. 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.

Fighting:
Fighting in any and all of the Residence Life facilities is strictly prohibited. If students are caught fighting with another, the Norfolk Police Department will be called immediately and will handle the situation. Residents fighting may not only face penalties from law enforcement, they can also be fined in accordance with Residence Hall polices, as well as through the student code of conduct as well as could be evicted from the Residence Halls.

Northeast Community College takes physical violence seriously. All incidents will be reported to the Norfolk Police Department and investigated immediately. Students will not only face legal consequences but also Northeast Community College Code of Conduct sanctions including possible eviction.

Alcohol, Marijuana, Controlled Substances, and Synthetic Drugs Protocol
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, alcohol containers, marijuana, other controlled substances, and paraphernalia are also not allowed in vehicles. Synthetic drugs include but are not limited to anything that is used to mimic or get the same effects as drugs and/or controlled substances. 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 Code of Conduct violations and disciplinary action including suspension, probation, or eviction of residents living in the Residence Halls. (Board Policy Code 5227 4/19/14 5051, dated 4-10-08)
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:

**Alcohol, Marijuana, Controlled Substances, and Synthetic Drugs 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 Article III: B. 15 &16, is subject to the following penalties:

**Alcohol and Marijuana Penalties:**

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

**Second Offense:**
* Two hundred fifty-dollar ($250) fine
  25 community service hours
* Automatic eviction from the Residence Halls
* Notification to Norfolk Police Department
* Substance abuse assessment at the student’s expense (off-campus)
* Disciplinary probation or suspension
* Parental/Guardian notification if under 21

*The two 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.*

**Public Intoxication and Under the Influence of Drugs**

Public intoxication, and/or being under the influence of drugs, and/or disruptive behavior related to the consumption of alcoholic beverages and/or drugs on or off campus will be considered a violation of the Alcohol, Controlled Substances, and Synthetic Drugs Policy.

If Residence Life staff has suspicion that a student(s) is intoxicated or under the influence of drugs and leaves campus while operating a motor vehicle, Sioux City Night Patrol and/or the Norfolk Police Department will be contacted due to the hall staff and public’s concern for the student(s) overall safety & well-being.

**Illegal and/or Controlled Substances, Synthetic Drugs, or Drug Paraphernalia:**

Any student(s) found with illegal drugs, controlled substances, drug paraphernalia, and/or synthetic drugs, (other than marijuana and/or marijuana paraphernalia will be evicted immediately from campus housing and local law enforcement will be contacted. The student will also be sanctioned with the following:
* Eviction from campus housing
* Parental notification if under 21
* One hundred fifty dollars ($150) fine
* Fifteen (15) hours of campus/community service
* Mandatory participation in a drug education session.

Parental notification will happen in a timely manner after the violation occurred. The Northeast Director of Student Conduct, Director of Residence 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 Life & Conduct Director.

The above-mentioned sanctions remain in a student’s file and in continuous succession until graduation or separation from the college.
**Examples of Violations:**
Alcohol, Marijuana, Controlled Substances, and Synthetic Drugs Policy violations include, but are not limited to: alcohol, marijuana, alcohol containers and/or paraphernalia anywhere on campus (including non-alcoholic beer or wine), criminal charges resulting from intoxicated/under the influence behavior, acts of harassment or aggressive/disruptive behavior resulting from being intoxicated/under the influence, the manufacture, sale, possession and/or consumption of a controlled substance or anything used to mimic the effects of a drug, and any paraphernalia. ANY alcohol and marijuana advertising container on campus is also a violation of Alcohol, Marijuana, Controlled Substances, and Synthetic Drugs Protocol.

Everyone assigned to a unit, and everyone present in a unit when a 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. Being under the influence of alcohol or any illegal drug, controlled substance, or synthetic drug while on College property or at College sponsored events is a violation of the Alcohol, Marijuana, Controlled Substances, and Synthetic Drugs Policy. “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 such will be considered grounds for charges. Consumption of alcohol, marijuana, controlled substances, or synthetic drugs off campus that influences behavior on campus is subject to disciplinary action under this guideline.

The College encourages students who have problems with alcohol, controlled substances, or other substances to contact an RA, SA, the residence life front desk staff, the College Counselor, the Residence Life Coordinator, or the Director of Residence Life for assistance. This also includes friends or acquaintances of students. If a student has a friend or acquaintance that they have concerns about, contact an RA, SA, residence life front desk staff, the College Counselor, the Residence Life Coordinator, or the Director of Residence Life for assistance.

**Babysitting/Pet Sitting**
No babysitting of children (including siblings, younger family members, etc.) or pets is allowed at anytime in the Residence Hall facilities. Children under the age of 16 must be accompanied by their non-student parent/guardian or be on a campus tour.

**Bicycles:**
Bicycles are not to be stored in residence hall rooms or in the apartments. Ample bike racks are provided by Burkhardt Hall and by Path Hall for outside storage. Residents must provide their own bike lock and bike chain as needed. Residence Life is not responsible for any lost or stolen bikes resulting from not being locked up or secured by the resident-owner of the bike. If residents bring their bike inside, they will be held responsible for any cleaning fees and/or damage resulting from storage of bicycles coming in and out of the facility as well as from being in their room. Failure to abide by this policy will also result in a fine of $25 per person per occurrence. Residence Life asks that all residents register their bike with the front desk. Please visit the front desk of your building to register your bike. At the end of each academic year, bikes that are not registered for summer residents will be removed from the bike racks and disposed of.

**Car parts in rooms**
Car parts such as sets of tires, hitches, chains as well as car batteries are not permitted for storage of any kind at any time in either the Residence Halls or apartments. These items can leave grease, dirt as well as leak and or leave other unwanted residue in the room(s) unit and will NOT be tolerated. If damage to a room(s) unit occurs because of car parts and/or equipment from vehicles left in the room, the resident(s) responsible for the parts will be charged a $75.00 fine as well as cost for time & labor for custodial staff to clean up the area and/or any replacement of carpet or other areas will also be charged to the resident accordingly.

**Candle, Candle Warmers, Incense Burning, Potpourri Pots & Scentsy’s**
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, candle warmers, and scentsy’s as well as welding tools and other such soldering irons. If a student would need one of these types of tools for a class at Northeast, they must keep the tool either in a locker up in their classroom facility or in the vehicle and not in their residence hall room.

The only candles permitted in Residence Halls are those that have never been burned. Non-heated potpourri is permitted in the Residence Halls. Violations of the Candle, Candle Warmers, Incense Burning, Potpourri Pots & Scentsy’s policy will result in the confiscation of the item(s) and a $75 fine per resident, per item & per occurrence.
Special Circumstances for Native and/or religious traditions
Northeast Community College respects the spiritual practices of all individuals in the College community. Any student who wishes to bring items to campus for such purposes that are normally prohibited by College policies must first discuss the request with the Director of Residence Life to avoid misinterpretations of the items in question. The religious rights of students must coexist however, it must also take into account the comfort and safety of all residents. Due to fire code as well as campus policies, students are not allowed to burn anything (regardless of religious beliefs) in the Residence Halls. Recognizing that Northeast Community College is a tobacco and smoke-free environment, Northeast recognizes and respects the rights of students to practice their spiritual traditions, but also recognizes and respects the rights of other students living in the Residence Halls as well as in accordance to the College policies.

Cooking
Cooking with microwaves in the unit is permitted. Only 1 microwave per unit is allowed. Microwaves cannot exceed 1,000 watts. Due to fire code, all small cooking appliances are prohibited in Simon, Burkhardt & Path Halls. Appliances that are prohibited include all items with a heating element, such as: coffee pots, griddle plates, sandwich/hamburger cookers, and electric skillets. Violations will result in the confiscation of cooking appliances (that will not be returned) and a $75 fine per person per occurrence.

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

Students are prohibited from bringing charcoal grills, gas grills, or fire pits to any area, inside or outside, of the Residence Halls. There is a grill outside of the back entrances of Apartment A & B that students can use. Students using this grill need to make sure to clean up after themselves as well as dispose of the charcoal properly.

A toaster, microwave, and an electric range and oven are provided for residents in the main lobby of Burkhardt Hall as well as the Path Hall kitchen. 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 $50 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. This also includes in room cooking. If the fire alarm system, and/or smoke detector goes off from within your room unit due to not cooking item(s) properly as directed on the cooking box or within the cooking directions, not being present and/or not watching the item(s) as it is cooking in the microwave, etc. will also be subject to a $75.00 fine per person per occurrence.

Keurig (single cup coffee and brewers along with heated tea machines)
Keurig’s (single cup coffee and brewers along with heated tea machines) are allowed in all Residence Halls rooms with the exception of 1 Keurig or tea maker per unit. The 1 per unit machine may NOT exceed 1,500 watts, must have an automatic shutoff and must be kept clean as well as monitored when in use and then shut off and unplugged when not in use. These machines must be used in the main living area only or in the kitchen area of the apartments. 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.
**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.

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.

**Disability Accommodations**

If any resident requires disability room accommodations, he/she must notify the Director of Residence Life either on the personality questionnaire or via written statement. The Director will forward the request to the Director of Disability Services 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 Director of Disability Services (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 15th for the fall semester or November 15th 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 and Emotional Support Animals**

Attendant or service animal accommodations need to be requested at the time of application to Residence Life. If the 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 Northeast 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 Director of Disabilities Services, Dean of Student Life & Athletics 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 campus community.

Regarding Emotional Support Animal requests: All requests for an emotional support animal must go through the offices of Disability Services first and must turn in all proper documentation for justification for the request through the office of Disability Services along with the proper request for information form. Disability Services will work with Residence Life to make sure all documentation has been provided and approved before allowing an emotional support animal to be on campus in the Residence Halls. Once approval is granted through the office of Disabilities Services and also Residence Life, the student whom has applied and has gone through the process of admitting an emotional support animal will be notified upon the accepted approval and will thus be permitted to bring the animal on campus ONLY once notified from the office of Disabilities Services once the approval has been warranted. Residence Life reserves the right to set certain parameters for the student to comply with in order to make certain the animal does not violate any Residence Life policy and/or disrupt students and the hall community. Refer to the Administrative Procedure as Board policy: NORTHEAST COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE NUMBER: AP-5820.0 FOR POLICY NUMBER: BP – 5820 PRESENCE AND USE OF SERVICE AND THERAPY ANIMALS AND PETS PROCEDURES.

Resident(s) NOT going through the office of Disability Services approval for an emotional support animal will face a $75.00 fine per person per occurrence, as well as an hourly fine of $25.00 up to and for as long as it takes for the student/resident to remove the non-approved animal from on campus housing until approval is granted and they are contacted by the office of Disabilities Services. Fines for any damages, cleaning charges, etc. could also be assessed to that student/resident. Reoccurring problems and/or concerns, reports, etc. of NOT having proper approval for an emotional support animal may lead to eviction of the student from on campus housing.
**Disorderly Conduct**
Any conduct deemed to be disorderly will not be tolerated on the Northeast campus or at Northeast 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.

**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. If these types of items are found, they will be confiscated and not returned. The resident may be fined $75 per item per occurrence. Waivers (a grace period) may be given within the first week of the semester from the Director of Residence Life and only if the resident(s) has talked to the Director of Residence Life or Residence Life staff about the item or items in question. If in doubt, please ask Residence Life staff.

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

**Emergency Procedures**
For fire drill, tornado, and other emergency procedures, see p.36 & p.38.

**Entry Doors**
Simon Hall, Burkhardt Hall & Path 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 or 7155) for assistance. Residence Life highly recommends that each room has a room phone.

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 will be levied against anyone found propping entrance doors open or entering without authorization. A $25 fine will be levied against anyone found improperly using the fire exit doors or blocking/covering security cameras.

Any individual not currently enrolled at Northeast Community College, who illegally enters the Residence Halls, will be referred to Campus Security as well as the Norfolk Police Department for appropriate charges, including trespassing.
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 or a resident of the room unit. Each and every time Residence Life staff goes to a resident room for any and all policy violations and/or potential policy violations, reasonable suspicion, etc. they will knock at least 3 times and announce themselves as Residence Life staff before keying in and entering in the room unit(s).

If a resident or residents of a room unit are NOT present at the time of the search, Residence Life Staff will still conduct the search with the residents NOT being present. However, Residence Life Staff will leave an emergency room inspection notification form in the main area or common area of the room or in the bedroom depending on which area or areas in question were searched with detailed information on that form letting the occupants/residents of the room know/be aware as to why Residence Life staff was in the room. 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 by the Residence Life staff and the Director of Residence Life or Director of Student Conduct will administer violation sanctions accordingly.

The rights of students to be secure in their personal living quarters, 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 when:

- Maintenance requested by the occupant(s) is being performed.
- Routine inspection of rooms for inventory, safety, health, and general upkeep purposes or maintenance performed upon institutional initiative is preceded in most cases by at least twenty-four (24) hours written or posted notice to occupant(s). Note: There may be times in which 24 hours’ notice is NOT given depending on the situation in which room entry is required by hall staff. In that case when there is not sufficient time to give occupant(s) 24 hours’ notice, just like any time staff would enter a room, they will announce themselves, knock loudly several times, and also announce themselves before keying open the door to the room unit. The staff will explain to the occupant(s) of the room whom are present why they are there to any and all occupants that are in the room at the time of entry. If no occupants are present during the situations in which 24 hours’ notice is not given, an emergency room inspection form may be left in the main/common area of the room explaining to the occupant(s) why staff were present in the room unit.
- There is serious and/or imminent danger to safety, health, or property of occupant(s) on institutional property.
- Conduct or conditions in the Residence Halls seriously disrupt the discipline and educational atmosphere of the residents’ facilities.
- Conduct pursuant to an administrative entry/search/seizure procedure 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) should 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.
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.

*Note: Smoke detectors in the Apartments (Apartment A & B) will be looked at and tested by the Apartment RA & SA each month during room inspections.

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 during a non-emergency situation will result in a $25 fine 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 threat, bomb making, and exploding of bombs and/or also includes exploding devices, 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 Drills
Fire drills will be performed at least once per semester. EVERY resident that is on campus and in the residence halls at the time of the drill 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
- Path Hall................................. exit and meet in the adjacent parking lot/ the lot next to Path Hall

Fire Hazards
The Director of the Physical Plant or his/her representative may inspect any unit with the student and/or Director of Residence 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, Tasers or other materials which endanger health or safety, (including, but not limited to: bb guns, paint ball guns, stun guns, cap 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 3.5 inches are prohibited. Ammunition of any kind may not be stored in the residence halls. Nerf guns are acceptable as long as they are not used on others and are treated in a respectful and appropriate manner.

Violation of the Firearms, Fireworks and Explosives weapons policy results in confiscation of the item and a $100 fine per resident, per incident. These items will not be returned.
**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 Life & Food Service 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 Northeast 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.

A student cannot build a loft or bunk bed for his/her unit unless there is an accommodation that is approved through the office of Disability Services and upon that process, the student must first seek permission and approval from the Director of Residence 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 residence life staff only (within the first two weeks of the semester only). After this period, unless for a designated and approved medical reason by the Director of Residence Life will a bed be lofted and/or bunked.

**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 Residence Life Staff as well as his/her roommate before bringing large items to gain approval. 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.**

**Lowering or adjusting of room beds**

A resident may request to have their bed adjusted or lowered within the first two weeks of each semester only. After the two-week period, the lowering of beds will only occur based on a medical reason and with approval from the Director of Residence Life. No student should attempt to lower or adjust their bed at any time. Residents wishing to have their bed lowered or adjusted must contact the Residence Life front desk to have a maintenance request filled out in which the maintenance/custodial staff will adjust or lower the bed. Residents whom are found to have lowered or adjusted their beds without the permission of the Director and without maintenance staff being involved are subject to a $50 fine per resident per occurrence. If damage to any part of the bed, bedframe, bed-ends, headboard, etc. occurs because of residents lowering or adjusting beds without prior Director Approval and without maintenance completing this task, fines will be assessed.

**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**

Guests as well as siblings of residents under the age of 16 must be accompanied at all times by a non-student parent or guardian or be on a campus tour.

**Definitions:**
- A *non-resident* is any individual who is NOT considered a resident per the NECC Residence Life Manual.
- 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, and has taken possession of an assigned Northeast unit with the intent to reside there for a specific period of time as outlined in their Residence Life Contract.
- 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 & Path 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 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 Life and the College administration reserve the right to adjust visitation hours at any time.

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

- 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.

*Note:* The in-room visitation hours are a baseline established for a healthy hall community. Your room unit may set alternate in-room visitation hours that are more restrictive based upon the roommate agreement. Should any conflict arise within the roommates and in the room unit based upon violation of the in-room visitation hours, that room unit’s roommate agreement will be reviewed by the residents of that room unit, the floor RA and SA and may be revised/amended based upon that roommate agreement. Should continuous problems with guests, visitors and/or in room visitation occur and the roommate agreement is not followed, the resident(s) of that room and the visitor(s) can be sanctioned with a guest violation and may lose visitation privileges for that semester.

**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. during a Holiday break and/or any time the College does not have any classes the next day or the Simon Hall 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 and the Path Hall game room during quiet hours and after in-room visitation hours are over. 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.* Non-residents are not to sleep or shower in any rooms in the Residence Halls unless signed in as an overnight guest. Guests over-utilizing the Residence Halls can have their access to the Residence Halls restricted by the Director of Residence Life. Non-residents causing a nuisance/stirring up residents and/or encouraging behavior detrimental to a resident may be banned from the Residence Halls by the Director.
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 or even longer as deemed by the Director. Violators must meet with the Director of Residence 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 Visitor/Guests 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)/suitemates 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)/Suitemates 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)/suitemates 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.
- If a resident is uncomfortable with their roommate or roommates having visitors/guests or their significant other over all the time and/or also staying/residing in their room when they are not present, when they are in class, at work, etc.

**Overnight Guests**
Northeast Community College grants students the privilege of hosting guests in the student residences. In addition, a resident’s ability to host guests is, in fact, a courtesy extended by a roommate or roommates. A foundation of this guest policy is that guests are only permitted with the consent of a resident’s roommate(s). Students are expected to communicate with each other to work out arrangements for guests within a shared room, suite, or apartment. Members of the Residence Life staff are available to assist students who may require support or guidance in working with a roommate about the presence of guests in their shared accommodations, and especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting guests. Residents must register their overnight guest(s) with the Front Desk and pay $5, per person per night or present an overnight guest pass to the front desk of the building in which the overnight guest will reside in advance or prior to the guest staying in the room. Each resident will receive three (3) FREE overnight guest passes per semester 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(s). If a parent or sibling of the opposite sex wants to stay in the Residence Halls, his/her host needs to get permission from all of the residents of their room unit, by having those roommates
sign the overnight guest form and then use that form to register the parent or sibling as the overnight guest. The parent or sibling must be at least over the age of 16 to stay overnight. If one of the siblings is under the age of 16, they must then be accompanied by their parent during their stay. The parent or sibling must also keep a photo ID on hand/turn in at the desk during their overnight stay and then pick up the ID upon checking out the next day. If roommates are not present at the time that the other roommate would like a parent or sibling to stay over and the host resident cannot get all the signatures, at least 1 signature from a roommate of that unit is required. Otherwise, the parent or sibling will need to register and stay with another resident on the floor who has at least 1 of their roommates agree with this overnight request.

All overnight guests must turn in a photo ID when signing the Overnight Guest Form. Guest(s) must have a copy of their guest registration form on file at the front desk and their copy with them. Guests cannot possess any Residence Hall keys/key cards and must be accompanied by a resident at all times. Guests must be escorted in and out of the Residence Hall buildings always.

Residents are also permitted to have overnight guests of the opposite 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. Residents must register their overnight guest(s) and pay $5 per person per night, or use one of their guest coupons. The coupon will be good per 1 person per 1 night. Abuse of this privilege may result in fines as well as revocation/loss of this privilege for the rest of the semester or even the academic year.

**Guests**

Students are expected to be mature and responsible and will be held accountable for their behavior and the choices they make. For security, legal and social reasons, there are time-proven community standards for you and your guests (for whom you are responsible). Violations of these standards can result in guest and/or visitation violation fines, disciplinary action, loss of visiting privileges and eviction

**GUEST/HOST RESPONSIBILITY**

These regulations apply to the residents of all residence halls, regardless of room type.

- In every residence hall/living unit, you are responsible for informing your guests of residence hall policies, and for the behavior and actions of your guest(s), up to and including being charged for policies that your guests violate.

- All guests must have an escort, which means the resident host is responsible for escorting and being with the guest to and from the room, as well as any other areas in the building at all times.

- Guests may NOT hang out in your room unit when you are NOT there (i.e., at class, at practice, going to eat at the cafeteria, etc.).

- Residents are not permitted to host guests who have any active trespass restrictions and/or have been evicted from the Residence Halls.

- Overnight guests: Residents may have opposite sex as overnight guests in their room subject to the limitations listed below:

  - Overnight guests are only allowed with the consent/approval of ALL other roommates. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates.
• The stay of the overnight guest(s) may not exceed 3 consecutive nights/ or more than 6 nights in any two-week period and no more than three overnight guests per room at one time. Also such guests may not disturb roommates or other residents. ALL overnight guests must be registered and signed in at the front desk of their Residence Hall building.

• Residence Life staff reserves the right to require a guest to leave if residence life and/or student code of conduct policies and/or residence hall policies are violated or if complaints are received from members of the room/floor/hall community.

• Violation of any of these policies may lead to the limitation of guests visiting the resident(s) involved, nonresidents being charged with trespassing and residents (both guest and host) having their housing contract status reviewed, which could lead to eviction. The privilege of having guests may be revoked if the privilege is abused, the roommate agreement is not followed as outlined by the roommates in that specific and designated room unit, or residence hall or College policy violations occur involving the guests.

• ALL overnight guests must be registered at the front desk, have a copy of their registration form with them at all times.

- Guests and/or hosts should NOT do any of the following:

  • Don't drink or possess alcoholic beverages on campus. This includes ALL alcohol containers as well. Alcohol containers are also NOT permitted on campus or in vehicles.
  • Don't smoke, chew, vape or have any nicotine delivery devices on their person, in their room or on campus.
  • Moving in an additional person is NOT allowed by residents of the room unit, as well as rooms may NOT be sublet.
  • Only Residence Life may grant permission for someone to move in for short term or long term.
  • Room visitation of the opposite sex is allowed, but living together in the room, or cohabitation is NOT allowed.
  • Residents who have guests stay overnight and this becomes a disruption to the roommates within that room unit and/or the floor & hall community may lose privileges for having guests being allowed to stay over and can be banned from visiting each other’s room(s) for the semester. Also, guests Not signed up/are NOT registered by the host resident to stay overnight can result in a guest or visitation violation fine. Continuous non registering of guests staying overnight or any guests that are not registered by the host can also result in loss of visitation privileges, fines, as well as can lead to eviction.
  • All guests must be escorted at ALL times.

Visitor Policy

Open House Hours: 7:30am-8pm (all non-resident visitors may come and go with an escorting host without needing to sign in at the front desk of their building)

Non-Resident Visitor Sign-In Required Hours: 8pm-2am (Sun.-Thur.) 8pm-3am (Fri.-Sat.) (Sign in your visitor at the front desk of your building).

No Visitor (resident or nonresident) Hours: 2am-7:30am (Sun.-Thur.) 3am-7:30am (Fri.-Sat.)

*Note: Students as part of their individual roommate agreement may set or modify different or more restrictive visiting hours for resident guests as agreed upon as members of that room unit. If problems, conflicts or violations occur from having visitors over that is outside of the posted No Visitor Hours, this will be handled accordingly to policy with a guest violation(s) and may result in loss of guest visiting privileges as well as further fines & eviction.
The front desk of Burkhardt and Path will have a sign in sheet and visitor forms for time periods between 8pm-2am and 8pm-3am for all non-residential visitors going to Path, Simon or Burkhardt Halls (Apartments excluded). Any non-residential visitor already in the building at 8pm must come to the front desk to sign in as well as any non-residential visitor entering the building after 8pm. A non-residential visitor must leave a photo ID and fill out a visitor form with the host at the front desk (must be signed by their host). The non-residential visitor must keep their copy of the visitor form on them at all times while in the Halls and present it to any staff who ask to see it. A non-residential visitor must have a specific resident host and must be escorted by their host in all areas in the hall (including in the host’s room) beyond the main lobby. The visitor and host are responsible for the non-residential visitor checking out when they leave, so that they will receive their photo ID back. Any ID’s still at the desk at 2am or 3am will result in the host room being checked and the non-residential visitor being contacted to see if the non-residential visitor is still in the building. If a non-residential visitor is found in the room at this time/at the time posted guest hours’ end, the non-residential guest may be asked to leave the building and can result in a guest violation policy for the visitor/non-resident as well as their host-resident. Members of the Residence Life staff are available to assist students who may require support or guidance in working with a roommate about the presence of visitors in their shared accommodations, and especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting visitors.

**Housekeeping Probation**
If a resident(s) unit does not meet acceptable standards by roommate(s), suitemate(s), Resident Assistants, and/or Residence Life staff, the resident(s) may be placed on housekeeping probation. When the resident(s) is placed on housekeeping probation, the Director of Residence 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, suitemates and/or other residents or because of multiple re-assignments may be evicted and/or dual occupancy rent assessed.

**Hygiene:** Residents must keep themselves clean. Residents not showering or doing their laundry/wearing dirty clothes may be required to shower and do their laundry/along with a change into clean clothes.

Lobby appropriate apparel: Shoes and shirt must be worn at all times in the lobby.

**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.

**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. There may be times throughout the academic year and summer in which the maintenance staff may need to inspect or fix something in the unit or units without the ability to give 24-hour notice. If this occurs, the Residence Life staff will do their best to contact the resident of the room as soon as possible.

Routine inspections of unit conditions will occur periodically by the RA/SA Team and/or other Residence Life staff. **Only one resident is required to be present during the inspection.** If no one is present at the time of the routine inspection of the room, the floor RA and/or SA will determine another time to come back & inspect the room and will work it out/schedule accordingly with those residents of that room unit. 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 recommend the resident be placed 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 the student is assigned. If a student forgets his/her key(s)/card, the Front Desk can open your door. RA's can assist in contacting the appropriate staff.

*Note: if you get a new keycard from the College Welcome Center receptionist desk, you will need to come back to the front desk of your assigned building and have Residence Life staff re-encode your keycard in the system.

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 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 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. Plastic covered lamps, are acceptable as long as energy efficient light bulbs are used and the appropriate wattage of the light bulb for that lamp is used.

**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. Excessive trash left in a room will be an additional fine of $25 a bag. This includes trash that is left and still residing in the room during monthly and/or routine room inspections.

**Locks**

Per the Northeast 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 (Simon Hall and Apartments only) at any time other than move in and move out. Path Hall and Burkhardt residents may prop their doors open using the designated door stop provided in the proper manner and only when in the room unit. When not in the room unit, doors must remain closed and un-propped. Room door locks may not be tampered with, or made in any way not to latch. This also includes tampering with the main room unit doors by putting magnets in the frame of the main room unit door to keep the door unlocked. Having magnets placed in door frames will cause the battery of the door lock to dwindle severely and could result in damage to the door lock and needing it to be replaced. Resident(s) found having a magnet or magnets in their door frame will be sanctioned with a $50.00 fine per person/per resident of that room per occurrence as well as any costs for damages to replace the door battery and/or lock set resulting from the magnet or magnets.

**Locked Containers**

Locked containers will be required to be opened during a room search. Refusal, or inability, to open locked containers will result in the confiscation of the locked container. Continued refusal to open a locked container will result in the locked container being forced open at the discretion of the Director of Residence Life or a College Administrator. Northeast Community College is not responsible at any time for any damage done to locked containers, their locks, or the contents of the locked containers.
**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 Northeast Community College have mattress covers. These may NOT be removed. There will be a $10 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. However, 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. The parking lot east of the apartments are designated spots for Apartment residents only. Simon & Burkhardt residents are to park in the main lot outside of Simon & Burkhardt Hall. Path Hall residents are to park in the parking lot adjacent to Path Hall.
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 may be requested to 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 & Path 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 blue-striped accessible ramp in front of Burkhardt Hall for any period of time; residents will be ticketed or towed from this area.

Vehicles parking at the access point directly south of Apt B will be ticketed and towed at owner’s expense.

**Patio and Gazebo**
A concrete patio area and wooden gazebo are located in the area in front of Simon & Burkhardt 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 and fish tank will have to be removed from the Residence Halls. The maximum size of fish tank is not to exceed 20 gallons. Residence Life Maintenance staff, the floor RA or SA, the Residence Life Coordinator, the Director and/or other Hall Staff designee may inspect the tank to make sure it is of legal size (not to exceed 20 gallons). Also disposal of the fish supplies from the tank, such as the tank rocks, leftover fish food, fish tank toys, and fish tank supplies, etc. must be disposed of in the trash can and NOT down the sink drain, in the toilet or in the garbage disposal. Residents whom have animals they deem as pets in the halls other than fish and are NOT approved prior to arrival on campus by the office of Disability Services and the Director of Residence Life will result in a $50.00 fine, as well as an hourly fine of $25.00 up to and for as long as it takes for the student/resident to remove the animal in question from on campus housing/residence life. Roommates/other residents of the room unit whom are aware that this pet(s) was in the room unit can also be sanctioned with the $50.00 fine as well as the hourly removal charge.

**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 Hall, Burkhardt Hall rooms (dorm sized fridges) & Apartments & Path Hall rooms (full size). Personal, dorm-size refrigerators will be allowed for Simon and Burkhardt rooms ONLY in substitution of the Northeast dorm-size refrigerator. If a resident that is assigned in Simon Hall or Burkhardt Hall brings his/her own personal, dorm-size refrigerator, he/she must contact Residence Life in advance for approval. The resident, under the direction of Residence Life staff, is responsible for moving and replacing the refrigerator from the resident’s unit. A resident **cannot** substitute a full sized fridge for another full sized fridge or substitute a full sized fridge in place of the dorm-sized fridge in any of the room units. **Residents cannot have more than the allotted fridges that are already assigned & provided by Residence Life.** This means NO extra fridges of any size in any area (including the bedrooms) of the room 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 any of 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.

**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 Northeast. 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 and keeping their bathrooms free of mold by regular and routine cleaning. *Please contact the Front Desk of your building 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 Northeast without a signed release (excluding parental/GUARDIAN notification of alcohol AND DRUG violations, by those under age 21). This also includes information from an off campus apartment landlord who wants to rent to a student. For these types of situations, student(s) must also provide the office of Residence Life with a release of information signed and turned in before the Director of Residence Life or designee release any information about the resident to that off campus landlord regarding the resident(s) as a tenant(s) when they lived in on campus housing.
**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. **If living in Path Hall rooms, you cannot use 3M or similar type hooks, only small push pins or push pin tacks and/or poster tape. Items such as 3M hooks will remove paint and/or leave residue which will result in damage charges to the resident.** Care must be used so no damage occurs to Northeast property. Sticky putty or poster tape can be used in Simon rooms, Burkhardt rooms and the apartments and can be purchased at the College Bookstore.

No pornographic or offensive pictures, flags, banners 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.

Northeast is a tobacco, 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. NO alcohol/drug or tobacco 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 and tobacco containers will be interpreted as actual possession. A student determined to be in locations where violations of Residence Hall alcohol policies are taking place will 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 as well as a fine for any damages and clean-up costs.

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

All Hoverboard and Hoverscooter devices are **NOT** allowed in the Residence Hall facilities at any time. These devices pose a danger to the facility with the potential for causing fire and other facility damage. They are also not allowed due to fire code. Students found in possession of these types of devices (Hoverboard, Hoverscooter, etc.), the device will be confiscated and not returned. The resident will be assessed a $75 to $100 fine per occurrence. Skateboards, roller blades, and 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 or bike, such as flips and jumps over concrete benches, stairs, and railings or other bricks, is not allowed on campus. Anyone caught damaging college property in this manner will have equipment confiscated and be held responsible for damages assessed. Also Bicycles must be stored outside in the designated bike racks at ALL times and must **NOT** be taken in and/or ridden inside the residence halls.
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. Contact the front desk if your smoke detector is beeping. Do not replace the battery yourself.

Solicitation and Deliveries
Solicitation for any purpose is not permitted in the Residence Halls. This includes any club without permission from the Director. 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. **RESIDENTS SHOULD BE WAITING AT THE FRONT DESK FOR FOOD DELIVERIES and should pre-pay if possible. If it becomes an on-going problem where food service vendors have to wait for the resident(s) that ordered, these companies will stop delivering to the Residence Halls, as well as the resident(s) doing this have potential to lose all delivery purchase opportunities for the rest of that semester and even for that academic year.

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 this includes locking up one’s personal prescribed medications.

Report all losses to a staff member immediately. Residents found stealing will be sanctioned through the student code of conduct, as well as placed on probation and may have charges filed against them. This includes theft/possession of prescription medications that are not prescribed to the proper and designated individual. 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, AND MAY BE REMOVED FROM THE RESIDENCE HALLS. STUDENTS WILL ALSO BE REQUIRED TO MAKE RESTITUTION WHEN APPLICABLE.

Tobacco (Tobacco Free Campus—includes E-cigarettes, Vapors, Vapes and all Nicotine delivery devices)
Northeast Community College IS A TOBACCO FREE CAMPUS. The mission of Northeast Community College in regards to its tobacco policy is to provide a healthy and safe environment that is supportive to students, staff, and visitors. Northeast Community College is committed to protect public health and wellness, and the environment by implementing a Tobacco Free Policy.

As outlined in the Student Handbook: Under Smoking/Tobacco Use & located in the Code of Conduct under Article III: Proscribed Conduct Section B # 17
– The use or possession of tobacco and/or tobacco substitutes is not permitted on any College-owned property, in buildings, vehicles, during classes, athletic events, or at any College-sponsored activities. This includes, but is not limited to, cigarettes, cigars, smokeless tobacco, and electronic smoking devices.

Also, what this means is no person on Northeast Community College property will be allowed to use tobacco products or have tobacco products on them, including in their Residence Hall rooms and vehicles in any of the College parking lots including the Residence Hall & Apartment parking lots.
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 using tobacco products 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 tobacco products, containers including smokeless tobacco containers as well as any used tobacco residue in a unit, a fine will assessed per occurrence per resident. All tobacco products found will be confiscated and will not be returned. Each resident present during a violation could be fined.

Northeast Community College will be providing resources and educational materials to help those who use tobacco to quit. Northeast will have tobacco cessation aids available to everyone at the College Welcome Center. Northeast will also have list of tobacco cessation resources available on the Northeast website. Northeast will be providing ongoing tobacco cessation events—education and resources available. This will be open to anyone on the Northeast Community College campus. The list of events will be available on the website and through publications.

**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 or to the first floor of Path Hall. Apartment residents can also go to the Burkhardt basement if they can get there safely. The RA/SA’s, Director and/or RLC will accompany the residents and notify them when the warning expires. If more room is needed, the storage area in the Simon basement will be opened. Path Hall residents will go to the first floor of Path Hall near the laundry room as that area is a designed and designated as a shelter area.

**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. If you live in Path Hall, you may take your trash down to the first floor trash room and place all items inside the dumpster(s) in that first floor trash room. **No unit trash should be placed in the hallways, entryways, communal trashcans, outside the back doors of the apartment buildings, or left in rooms.** 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 the students Student ID care (Keycard). 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, and garbage disposals, and refrigerators. See the monthly tips section in this manual.

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 Northeast 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 Life may also sanction the violator(s) to assume responsibility for repairing the property that was damaged when appropriate. Northeast property includes all posters and billboards posted by Northeast 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 Northeast 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. It is the student’s responsibility to contact the office of Residence Life if they want copies of any health forms and/or vaccination information. The office of Residence Life will not release this information and/or send this information onto other Colleges or Universities, even if the student requests us to do so. It again is the responsibility of the individual student to request their own copy. Health information copies will only be given to a student requesting in person. Fax, email & phone requests will not be fulfilled due to legal liability issues.

Violations
The Director of Residence 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.
- College Wide ID # (also known as the 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 Residence Life Coordinator of their building, and/or the Director of Residence Life and 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 aluminum foil or other darkening reflective coverage is permitted. A $50 sanction will be assessed per violation. Persons may not enter or exit through any of the room windows unless it is an absolute emergency. Entering and/or exiting through a window or windows in a non-emergency situation will result in a $100 fine per person per occurrence as well as possible community service hours along with charges for any damages that may occur to the window. Residents of the room unit will be held responsible if guests are entering and exiting through the windows and will be fined in accordance to this policy per person per occurrence as well as their guests.

Window Screens
All screens are to remain on the windows at all times. Screen removal will result in a $50 fine per resident per occurrence. Extending items through the screens to the outside, such as outdoor thermometers is also prohibited.
Emergency Procedures

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.

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 and residents of Path Hall, to the parking lot closest to or adjacent to Path Hall.
- 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 may 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 and or upon approval for the Director of Residence Life or designee.
- If any resident is found in the units following the commencement of a fire drill, a $75 fine for non-participation in the fire drill will be assessed.

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. (As stated previously on P. 33 under 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 IF UNABLE TO MAKE IT TO THE Burkhardt BASEMENT. Path Hall residents will go to the first floor of Path Hall near the laundry room as that area is a designated shelter area. Apartment A & B residents can also come to the first floor of Path Hall if they can get there safely. They can also go to the Burkhardt Hall basement.
The RA/SA’s, Director and/or RLC will accompany the residents and notify them when the warning expires. If more room is needed, the storage area in the Simon basement will be opened.

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. 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 Northeast student. This policy is in compliance with the federal Higher Education Opportunity Act of 2008, section 485 (j). Each Northeast 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.

**Residents who are transported/accompanied off campus by the Norfolk Police Department or other law enforcement personnel:**

In the event Residence Life Staff is aware of the arrest/apprehension of an on-campus student, contact will be made when possible with the roommates/suitmates of that unit as a courtesy.

Note: Residence Life staff may or may not become aware when the resident(s) of that room unit will return to campus and may not have the information to let the roommates know when the roommate or roommates will return to the room unit. At all times, the privacy of the student/resident/roommate in question transported off campus by law enforcement personnel, student privacy will be protected and information on why they were taken into custody and/or interviewed by law enforcement will not be disclosed to the roommate or roommates of that room unit UNLESS there is an approved reason for doing so, such as a safety or threat concern. It is up to the resident(s) of the floor and hall community to use best judgement as well as make ethical decisions at all times, use common sense and maintain open communication with their roommates.

**Amnesty Policy**

Note: The Amnesty provision described in this section is intended to encourage all students to immediately seek necessary medical attention or assistance for themselves or others in need.

To encourage students to immediately seek necessary medical attention or assistance for themselves or others in need, Northeast Community College Residence Life will not impose disciplinary action for a violation of student alcohol or drug policies against individual students when they report to or seek assistance from the College or law enforcement for a medical emergency or condition, or against the student who is subject of such medical emergency or condition, if: (1) the College determines that the violation occurred during or near the time of the alleged medical emergency or condition; (2) the student is determined to have made the report or sought assistance in good faith; and (3) the College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk. However, repeated or serious medical emergencies arising from or in connection with Parties may result in disciplinary action under applicable procedures.

This amnesty does not preclude disciplinary action for other violations of residence life policies and procedures and applicable student code of conduct. Further, it does not preclude action by local, state and federal authorities.

In order for amnesty to apply, a student must agree to timely completion of any recommended alcohol and other drug educational requirements, assessment, treatment (depending on the level of concern for student health and safety), and/or other corrective measures. Typically, the student will first attend a mandatory meeting with a staff member of residence life. This meeting is not considered a part of the disciplinary process, but rather an opportunity to discuss corrective measures around the student’s decisions related to alcohol or other drugs. Repeated or serious incidents will result in additional corrective measures from residence life and/or the student conduct office. A failure to complete any corrective measures may result in disciplinary action. A failure to seek assistance for a member of our community in medical need may have serious and lasting consequences for that individual. Disciplinary sanctions will be severe for any student(s) who interferes with an individual’s attempt or ability to take responsible action.
Sanctions and Corrective Actions-

Note: The sanctions and corrective actions described in this section apply beyond the confines of this policy to all students, whether on or off-campus when they are found in violation of the College alcohol policies.

Note: Also refer to the Northeast Community College Student Handbook pg. 144 number 16 for additional information.

Fostering a reporting environment:

Residence Life & residence life staff foster an open and honest environment when it comes to reporting potential as well as actual policy violations that occur in on campus housing/occur in the residence halls or among the hall or floor community. Therefore, a student(s) who comes to a residence life staff member and reports directly to them that a potential policy violation or policy violation is taking place within their room unit or within the residence halls or floor community will be documented by the residence life staff member and included in the incident report. The Residence Life Coordinator of that building in which the policy violation took place, the Director of Residence Life and/or the Director of Student Conduct will review the information that was documented in the report and will take into account the information that the resident(s) presented to hall staff regarding the policy violation. This information will be taken into consideration. It is possible, after a review of all the information available, the student(s) reporting the violation will not be sanctioned in accordance with the residence life policies and/or student code of conduct.

Bicycles:
Residents bringing their own bicycle must keep their bikes locked up and stored in a spot on the designated bike rack outside of Burkhardt Hall (near the South entrance closest to the Apartments) or by Path Hall (entrance closet to the apartments) Residents must also register their bicycle and provide information to the front desk within the first week of school as to what color their bike is, make-brand-model and any other information. Also, bikes at all times, as mentioned previously in this manual are NOT to be stored inside the residence halls, NOT to be stored inside the room unit and are also NOT allowed to be ridden inside the halls for any reason at any time.

The Residence Hall staff will keep this information on file during the academic year. If residents do not take their bicycles home at the end of the academic year, these bikes will be removed and not returned. Residents staying in the halls for summer sessions, can keep their bikes in the designated bike rack, however they still must register their bike(s) with the front desk and Residence Life staff. Residents using other resident’s bikes without their permission could face fines and be charged with theft. As a student, you are responsible for your property. Protect it. Northeast Community College is not liable for any lost or stolen bicycles.

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 Life with the damaged or questionable item and student ID will be given to the Director.
6) The Director of Residence Life will assess repair or replacement costs to the resident and the Student ID will be returned to the resident.

ITEMS HELD FOR OVER 4 hours (including Residence Hall Vacuums) WILL BE TREATED AS STOLEN AND THE Student ID/RESIDENT RESPONSIBLE WILL BE CHARGED WITH THEFT. Please return all items in a timely manner once done using them.
Game Table Available:  Housekeeping Equipment:
Pool table
Foosball table
Table Tennis

Vacuum
Mops
Buckets
Brooms
Dust pan

Board Games
Chess
Backgammon
Moods
Monopoly
Jenga
Chinese Checkers
Assorted Others
*Note: These are available in Simon and Burkhardt Hall only

**APARTMENT** Full sized refrigerator (Apartments & Path Hall only)
Dorm-sized refrigerator (Available in every Simon and Burkhardt Room as well as a fridge for use by students in the lobby kitchen)

Marble game
Jig Saw Puzzles
Cards
Croquet Set
Sports Balls
Tennis Raquet/Balls
Pool cues & balls
Air Pump
Ping Pong paddles & balls

Microwave
Cooking range with oven
Toaster
Kitchen sink
Garbage disposal
washers and dryers (Burkhardt basement & 1st floor of Path Hall)

**Only residents can check out items.

Bicycles are available for check out for recreation purposes or for transportation. They are kept locked up behind Residence Life on the bike rack outside of Path Hall and outside of Burkhardt Hall. When done using, please chain it back up as you are held liable for it, and return to the front desk of either Burkhardt or Path Hall to check back in the bike with hall staff.

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)

*Dorm-sized refrigerator (Available in every Simon and Burkhardt Room as well as a fridge for use by students in the lobby kitchen)*

Coffee Pot (allowed in apartments only as long as it has an automatic shut off).

*There is a coffee pot available for student use in the main lobby kitchenette area of Burkhardt and also a Keurig available in the Path Hall kitchen*
MONTHLY CLEANING TIPS

Appliances Available:

**Drain Cleaner (Apartments only)**

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 (Apartments only)**

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 open & set a small box of Baking Soda in the fridge. When doing so, open the container close the fridge door, and let sit until the odor has been absorbed.
Residence Life Contract

Return completed and signed contract with $250 security deposit.

Please print in ink.

Name ___________________________________________ Student ID # __________________________

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 (Northeast), hereinafter referred to as the LANDLORD, and the above-named STUDENT, 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, if the RESIDENT is under 19 years of age, a parent or legal guardian must sign this contract.

___________________________________________________________________________________

____________________________________

RESIDENT’S Signature          Date

____________________________________

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

DO NOT MARK BELOW THIS LINE

____________________________________

Residence Life Official          Date

Date received _____________________________, 20____. Accounts Receivable Services Office initials __________ Receipt No. __________

TERMS AND CONDITIONS

1. The RESIDENT will pay 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.

2. The Residence Life Contract is for the Academic Year (both the fall and spring semesters, mid-August through mid-May).

3. The RESIDENT must be registered for and complete at least twelve (12) credit hours each semester unless otherwise arranged with the LANDLORD.

4. The RESIDENT must maintain at least a 2.0 G.P.A. (C average) to maintain good standing in campus housing as defined in the Residence Life Manual.

5. The RESIDENT must comply with the American College Health Association requirements for immunizations. An official immunization record or waiver must be completed and submitted to the Northeast Community College Residence Life Office on or before his or her first day of residency.

6. The RESIDENT agrees to pay room rent on or before the first day of classes each semester to Accounts Receivable Services. Failure to satisfy financial obligations may result in a hold being placed on the student account and possible eviction.

7. The RESIDENT is required to attend the Sunday evening Residence Life Kick Off meeting followed by the dinner before the first day of classes each fall and spring semester.
The RESIDENT agrees to observe all policies and procedures of Northeast Community College as stated in the College catalog, the Student Code of Conduct in the Student Handbook, the Residence Life Manual, as officially posted on campus bulletin boards, the College website, and as stated by a College official.

9. The RESIDENT understands a Meal Plan Contract for a minimum of the 10 Meals per Week Plan is required with the Residence Life Contract.
   (a) RESIDENT must complete and submit his or her meal plan contract and the Residence Life Contract at the same time.
   (b) See Meal Plan Contract for complete terms and conditions including required payment prior to accessing meals.

10. 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 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 the respective RENT due for such unoccupied bed.

11. 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 academic year rent times 1.5.

12. 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 or State or federal law is being violated. In other instances, entry will be made only after notifying the RESIDENT.

13. The LANDLORD reserves the right to immediately evict a RESIDENT by canceling the Residence Life Contract by written notice:
   (a) If the RESIDENT fails to comply with any of the terms and conditions of the Contract.
   (b) If the RESIDENT subleases the room to any person or allows any non-resident to reside in the room.
   (c) If the RESIDENT created an unreasonable risk or harm to the health, safety, welfare, or prosperity of the College, members of the College community, or himself/herself.

14. The LANDLORD accepts no responsibility for the theft or other loss of money, valuables, or any damages occurring to personal belongings of the RESIDENT.

(OVER)

White – Accounts Receivable   Yellow – Residence Life Office   Pink – Student Life

15. The RESIDENT understands that an official checkout procedure must be completed and keys returned to the designated Residence Life official 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.

16. The RESIDENT understands that they must complete the room checkout form and procedure, including the return of all campus housing keys/access cards to the designated Residence Life official, at the time of moving out of campus housing along with completion of the Student Life Survey.

17. The RESIDENT understands that the security deposit will be refunded if the RESIDENT completes the required check out procedure and:
   (a) The contract has been fulfilled, the RESIDENT is not returning, and there are no institutional expenses due, including damages as determined by the designated Residence Life official. A checkout/Unit Facility Inspection (UFI) form is signed by the RESIDENT and the Director of Residence Life at end of residency.
   (b) If a current RESIDENT, who planned to return to campus housing the next academic year, decides not to return and cancels the contract on or before May 15, 2018.

18. The RESIDENT understands that if the RESIDENT has an outstanding account balance, the security deposit will be applied to any outstanding amount and the balance of the deposit, if any, will be refunded.

19. The RESIDENT understands that damages are in addition to all other penalties.

20. The RESIDENT understands that the security deposit is not applied to any expenses incurred, if the RESIDENT remains in campus housing.

21. The RESIDENT understands that the security deposit will be forfeited and the rent for the remainder of the semester will be due, if the RESIDENT:
   (a) Is evicted from campus housing.
   (b) Is suspended or expelled from the institution.

22. If the RESIDENT cancels his or her housing contract before June 30th, 2018 and did not live on campus for the 2017-2018 academic year, he or she
   (a) Will not be assessed housing rent, and
   (b) Will be refunded the $250 security deposit.

23. If the RESIDENT cancels his or her housing contract after June 30th, 2018 but before the first day of the semester (August 20th, 2018), the RESIDENT
   (a) Will be charged one-month rent, and
   (b) Will lose the $250 deposit.

24. The RESIDENT understands that when canceling the housing contract on or after the first day of the semester (August 20th, 2018) and not meeting a requirement in Section 25, then he or she:
   (a) Will lose the $250 security deposit, and
   (b) Rent will be assessed for the academic year.

25. The Residence Life contract is for one academic year. Students will not be released from the contract or its accompanying financial obligations during the academic year unless they meet one of the following eight criteria:

Cancellation of the Residence Life Housing Contract will be automatically approved if the student:
(1) Withdraws from Northeast Community College.
(2) Is called up or has to leave because of military duty which must be documented through the correct certification paperwork and must be on file in the Residence Life office prior to checking out.
(3) Transfers to another institution.
(4) Graduates.
(5) Gets married and moves off campus to reside with spouse.
(6) Moves home and resides with parents. If a resident meets criteria #6, notarized residential certification paperwork must be on file in the Residence Life Office prior to checking out.
(7) Needs to cancel their contract for a Northeast academic related reason. Such reasons may include: study abroad or other program related internship.
(8) Has a medical reason in which they cannot return to school/classes. Proper notification & documentation must be on file in the office of Residence Life prior to the check out.

26. In all of the 8 criteria listed above, the student/resident will forfeit their security deposit & the current month’s rent unless they meet the criteria for # (2), (4), (7), (8)

27. Note: Removal of a resident from the residential life area by the College such as through eviction requires payment of room charges for the remaining academic semester and pro-rated meal plan charges.

28. **Residence Life Rates**: The Northeast Community College Board of Governors sets campus residency room and meal plan rates for each academic year. Room and board rates, policies, and procedures are subject to change.

29. **Liability**: The organization, individual, and/or sponsoring company named above agrees to defend, pay on behalf of, indemnify and hold harmless Northeast Community College (College), its elected and appointed officials, its agents, employees and volunteers and others working on behalf of Northeast Community College against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the College, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the College, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arise out of or in any way connected or associated with this contract excepting therefrom any claims, demands, suits, or loss caused by the negligent or intentional acts of the College, its elected and appointed officials, its agents, employees, volunteers, and others working on behalf of the College.

30. **Payment Procedures**: Residence Life rent must be paid by the first day of each semester to the Northeast Community College Accounts Receivable Services Office or payment arrangements made before the RESIDENT moves into campus housing.

31. **Payment options including a combination thereof include**:
   (a) Full payment (Cash, Check or Credit Card);
   (b) Awarded Financial Aid; or
   (c) A monthly payment plan through Nelnet Campus Commerce.

32. **Summer Contract**: A student is eligible to live in campus housing during the summer
   (a) If he or she signs a Residence Life Contract for the length of summer residency desired, remits payment to the Accounts Receivable Services Office prior to the first day of residency, and meets one of the following:
      1) Registered in Northeast Community College classes for the upcoming fall term;
      2) Registered for and attend at least one summer session class at Northeast;
      3) Actively employed in the Norfolk community and/or employed by Northeast Community College for the summer;
      4) Working on an internship or cooperative program for his/her school major; or
   (b) Upon special permission from the LANDLORD.

33. Residence Halls will close and re-open at times published by the Residence Life Office.

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 Northeast Compliance Officer for Title IX, ADA, Section 504: Associate Vice President Of Human Resources, 801 East Benjamin Ave., P.O. Box 469, Norfolk, NE 68702-0469, phone: 402-844-7046, e-mail: complianceofficer@northeast.edu, or mail: Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut St. 3rd Floor Suite 320, Kansas City, MO 64106. *A copy of this Residence Life Contract will be mailed to you.*
Residence Life Fines—Partial Listing Only

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

Assessments by the College may be modified as necessary.

<table>
<thead>
<tr>
<th>Residence Life &amp; Code of Conduct Violations</th>
<th>Partial Listing/Minimum fines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Violations</strong></td>
<td><strong>Sanctions</strong></td>
</tr>
<tr>
<td>Aggressive/Disruptive Behavior</td>
<td>$50-$250</td>
</tr>
<tr>
<td>Alcohol &amp; Marijuana violations</td>
<td>See P. 17-18</td>
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<tr>
<td>Illegal and/or controlled substances, synthetic drugs, or drug paraphernalia</td>
<td>See P. 17-18</td>
</tr>
<tr>
<td>Candles/Incense Burners/ Scentsy’s /Cooking in Room</td>
<td>$75</td>
</tr>
<tr>
<td>Communal Cooking Area – failure to clean; unattended food</td>
<td>$25-$75</td>
</tr>
<tr>
<td>Cooking in Room</td>
<td>$75</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>$75-$150</td>
</tr>
<tr>
<td>Guests – Registration, Overnight, Visitation Violations</td>
<td>$25-$75</td>
</tr>
<tr>
<td>Hanging Clothing from Drapery Rods/Light Fixtures,</td>
<td>$25</td>
</tr>
<tr>
<td>Improper Check-out</td>
<td>$250 (security deposit)</td>
</tr>
<tr>
<td>Improper Disposal of Garbage</td>
<td>$25</td>
</tr>
<tr>
<td>Ironing in Room</td>
<td>$75</td>
</tr>
<tr>
<td>Keys/Key cards-(replacement, recoring locks, lending)</td>
<td>$15-$45 each</td>
</tr>
<tr>
<td>Loft Beds-unapproved use &amp; unapproved lowering and adjusting of beds</td>
<td>$50</td>
</tr>
<tr>
<td>Littering</td>
<td>$5</td>
</tr>
<tr>
<td>Mattress Pads</td>
<td>$7</td>
</tr>
<tr>
<td>Non-Attendance at Floor Meetings</td>
<td>$10 per week</td>
</tr>
<tr>
<td>Non-Attendance at Residence Life Orientation</td>
<td>$25 per week</td>
</tr>
<tr>
<td>Non-Compliance to Room Inspection</td>
<td>$5 per day</td>
</tr>
<tr>
<td>Non-Response to Fire Drill</td>
<td>$75</td>
</tr>
<tr>
<td>Outside Doors (propping open, opening for non-guest, using emergency door)</td>
<td>$25</td>
</tr>
<tr>
<td>Shower Curtain Replacement</td>
<td>$10</td>
</tr>
<tr>
<td>Tampering with Emergency/Security Equipment</td>
<td>$75</td>
</tr>
<tr>
<td>Tobacco (All Tobacco Products, includes Smokeless, includes electronic cigarettes &amp; other Nicotine delivery devices)</td>
<td>up to $75</td>
</tr>
<tr>
<td>Toxic Materials</td>
<td>$75</td>
</tr>
<tr>
<td>Unit Change (upon approval)</td>
<td>$25</td>
</tr>
<tr>
<td>Unauthorized Use of Fire Exit Doors</td>
<td>$25</td>
</tr>
<tr>
<td>Vandalism of Northeast Property</td>
<td>$75 plus costs</td>
</tr>
<tr>
<td>Weapons</td>
<td>See Firearms, Fireworks, Weapons and Explosives on P. 23</td>
</tr>
<tr>
<td>Window Screen Removal</td>
<td>$25</td>
</tr>
<tr>
<td>Windows</td>
<td>$50 to $100</td>
</tr>
<tr>
<td>Missing Meetings with Residence Life Staff</td>
<td>$10 per meeting missed</td>
</tr>
</tbody>
</table>

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 transcripts
2) Denial of permission to re-enroll
3) Eviction
4) All of the above

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Severe Weather

Information on cancellations, delays or school closings will be announced on the radio. Information will also be sent out via the Campus Alert system supplied by RAVE Wireless.

*For more information and to sign up to be notified, go to http://www.northeast.edu/campus-alert.

KHWK/HAWK TV ~ Northeast’s own “radio with a picture”
Norfolk Cable TV Channel
  - KPNO (Norfolk) .................................................. 90.9 FM
  - KUSO – US92 (Norfolk) ............................................. 92.7 FM
  - KNEN (Norfolk) ....................................................... 94.7 FM
  - KEXL (Norfolk) ....................................................... 97.5 FM
  - WJAG (Norfolk) .......................................................105.9 FM & 780 AM
  - KQKX (Norfolk) .......................................................106.7 FM

*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. Notification regarding canceled classes, or any delayed starts will be sent out via the campus alert (RAVE) system.
<table>
<thead>
<tr>
<th>Resident Name</th>
<th>Keys Issued to Tenant</th>
<th>Replacement Charge $10 / Recore $35</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Key Card</td>
</tr>
<tr>
<td>Arrival Signature</td>
<td>Check In By</td>
<td>Check In Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Living Area</th>
<th>Condition at Arrival</th>
<th>Condition at Departure</th>
<th>Amount Assessed</th>
<th>Cleaning (10$/hour)</th>
<th>Range of Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet</td>
<td></td>
<td></td>
<td></td>
<td>$20/room</td>
<td>$24/sq ft</td>
</tr>
<tr>
<td>Ceiling Tiles</td>
<td></td>
<td></td>
<td></td>
<td>$20/room</td>
<td>$8 each</td>
</tr>
<tr>
<td>Shelf</td>
<td></td>
<td></td>
<td></td>
<td>$20/room</td>
<td>$8 each</td>
</tr>
<tr>
<td>Cabinet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td>Entry, Bathroom, Bedrooms, Locks, Signage</td>
<td></td>
<td>$4/door</td>
<td>$4-$600</td>
<td>$48-$300</td>
</tr>
<tr>
<td>Refrigerators</td>
<td>Doors, Handles/Knobs, Holes/Scratches Trays/Shelves</td>
<td></td>
<td>$8-$48</td>
<td>$56-$160</td>
<td>$60-$240</td>
</tr>
<tr>
<td>Walls</td>
<td>Nail Holes, Large Holes</td>
<td></td>
<td>$12/wall</td>
<td>$12-$100</td>
<td>$120/wall</td>
</tr>
<tr>
<td></td>
<td>Wallpaper</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bathroom</th>
<th>Condition at Arrival</th>
<th>Condition at Departure</th>
<th>Amount Assessed</th>
<th>Cleaning (10$/hour)</th>
<th>Range of Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling</td>
<td></td>
<td></td>
<td></td>
<td>$20/room</td>
<td>$12-$60</td>
</tr>
<tr>
<td>Counter Top</td>
<td>Holes/Chips, Edging</td>
<td></td>
<td>$4</td>
<td>$12 each</td>
<td>$12 each</td>
</tr>
<tr>
<td>Cabinet</td>
<td></td>
<td></td>
<td></td>
<td>$4-$300</td>
<td></td>
</tr>
<tr>
<td>Floors</td>
<td></td>
<td></td>
<td></td>
<td>$10/room</td>
<td>$24/sq ft</td>
</tr>
<tr>
<td>Sinks</td>
<td>Holes/Chips, Stained, Faucets</td>
<td></td>
<td>$4/sink</td>
<td>$4 each</td>
<td>$12 each</td>
</tr>
<tr>
<td>Shower</td>
<td>Curtains, Chips/Scratches</td>
<td></td>
<td>$12-$48</td>
<td>$160-$500</td>
<td>$100 each</td>
</tr>
<tr>
<td>Stools</td>
<td>Lids, Tank Covers, Chips/Scratches</td>
<td></td>
<td>$12</td>
<td>$4-$160</td>
<td></td>
</tr>
<tr>
<td>Towel Racks- Bent</td>
<td></td>
<td></td>
<td></td>
<td>$4-$12 each</td>
<td></td>
</tr>
<tr>
<td>Walls</td>
<td>Nail Holes, Large Holes</td>
<td></td>
<td>$12/wall</td>
<td>$2 each</td>
<td>$12-$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bedroom A</th>
<th>Condition at Arrival</th>
<th>Condition at Departure</th>
<th>Amount Assessed</th>
<th>Cleaning (10$/hour)</th>
<th>Range of Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet</td>
<td></td>
<td></td>
<td></td>
<td>$20/room</td>
<td>$24/sq ft</td>
</tr>
<tr>
<td>Ceiling Tiles</td>
<td></td>
<td></td>
<td></td>
<td>$20/room</td>
<td>$8 each</td>
</tr>
<tr>
<td>Furniture</td>
<td>Loft Sets, Mattresses, Desks,</td>
<td></td>
<td>$4-$24 each</td>
<td>$100-$500</td>
<td></td>
</tr>
</tbody>
</table>

48
<table>
<thead>
<tr>
<th><strong>Dressers, Pedestal</strong></th>
<th><strong>Walls</strong></th>
<th><strong>Windows Blinds, Small Screens</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nail Holes, Large Holes, Wallpaper</strong></td>
<td>$12 wall</td>
<td>$8-$300</td>
</tr>
<tr>
<td></td>
<td>$12-$100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$120/wall</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Wallpaper</strong></th>
<th><strong>Closet Shelf, Clothes bar, Edging</strong></th>
<th><strong>Cleaning ($10/hour)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$12 wall</td>
<td>$4</td>
<td>$10-$60</td>
</tr>
<tr>
<td>$12-$120</td>
<td>$12 each</td>
<td>$12-$120</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$12-$60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Bedroom B (right bedroom)</strong></th>
<th><strong>Condition at Arrival</strong></th>
<th><strong>Condition at Departure</strong></th>
<th><strong>Amount Assessed</strong></th>
<th><strong>Cleaning ($10/hour)</strong></th>
<th><strong>Range of Assessments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carpet</strong></td>
<td>$20/room</td>
<td>$24/sq ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ceiling Tiles</strong></td>
<td>$20/room</td>
<td>$8 each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Furniture</strong></td>
<td>$4-$12 each</td>
<td>$100-$500</td>
<td>$4</td>
<td>$100-$460</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Loft Sets, Mattresses, Desks, Dressers, Pedestal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td>$12 wall</td>
<td>$2 each</td>
<td></td>
<td></td>
<td>$8-$300</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td>$12 wall</td>
<td>$2 each</td>
<td></td>
<td></td>
<td>$12-$120</td>
</tr>
<tr>
<td><strong>Windows Blinds, Small Screens</strong></td>
<td></td>
<td>$8-$300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Closet Shelf, Clothes bar, Edging</strong></td>
<td></td>
<td>$4</td>
<td></td>
<td></td>
<td>$12 each</td>
</tr>
<tr>
<td><strong>Closet Shelf, Clothes bar, Edging</strong></td>
<td></td>
<td>$4</td>
<td></td>
<td></td>
<td>$12-60</td>
</tr>
<tr>
<td><strong>Condition at Arrival</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Condition at Departure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Amount Assessed</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cleaning ($10/hour)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Range of Assessments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXAMPLES:**
- Cable Receptacle, Electrical Outlets, Fire Extinguishers, Light Fixtures, Light Switch Plates, Smoke Alarm Telephone
- Receptacle Thermostat, Casing, Knob

**Range of Assessments: $10-72**
SUITES AT Path Hall

6 Bed Double Suite
$2,910/semester

4 Bed Single Suite
$3,110/semester

ADA (Handicap Accessible)
Single Suite
$2,910/semester

*Prices above do not include a required meal plan.

(Diagram not to scale)

*Note: This floor map does NOT include Extended Housing set ups in the Path Hall Double Suites. These 2 bed double suite rooms in Path can be modified to add another roommate to each bedroom to house 3 students in each bedroom or 6 total in the room suite. These extended housing options will be determined by Residence Life.
Path Hall 1st Floor Emergency Map
Path Hall 2nd Floor Emergency Map
Path Hall 3rd Floor Emergency Map