

WESTERN NEBRASKA COMMUNITY COLLEGE

RESIDENCE HALL MANUAL 2019-2020





**Western Nebraska
Community College**

OFFICE OF RESIDENCE LIFE

RESIDENCE LIFE OFFICE, SCOTTSBLUFF CAMPUS (308) 635-6050

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This manual supports and affirms the student code of conduct and outline the expectations of student housing. The information contained within is subject to change. Western Nebraska Community College, (hereinafter, “College”) agrees to provide the contracted individual, (hereinafter “Student”) with housing accommodations under the following terms and conditions. The College Catalog, the Student Handbook, the Residential Contract for Housing and the Student Code of Conduct should be consulted as additional official references. Please contact the Residence Life Staff if you have questions.

Student Rights

As a WNCC Student, you have the following basic rights:

- The right to be treated with respect.
- The right to have and express your own feelings and opinions without infringing on the rights of others.
- The right to be heard and taken seriously.
- The right to set your own priorities.
- The right to say "no" without feeling guilty.
- The right to make a request or ask for what you want (knowing that others have the right to refuse).
- The right to ask for information from professionals or people in authority positions.
- The right to make mistakes.
- The right to choose not to assert yourself.

Basic Roommate Rights

As a Student living in WNCC College-owned Housing, you have the following rights:

- The right to read and study free from undue interference in one's residence.
- The right to sleep without undue disturbance from noise, guests of roommates, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right of free access to one's residence and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate.
- The right to address grievances and concerns. (Residence Hall staff will be available for assistance in settling conflicts.)
- The right to be free from fear of intimidation, physical, and/or emotional harm.

Roommate Contracts should be filled out with Residence Life Staff.

Alcohol (Beverages, Containers, and Powder)

WNCC ALCOHOL AND ILLEGAL DRUG POLICIES WNCC promotes learning by engaging students, advancing scholarly inquiry, cultivating critical thought and creating knowledge. To foster an environment in which this mission can be realized, certain expectations must be placed upon each member of the college community. These expectations are non-negotiable and are monitored diligently. Individuals have the right to their own beliefs and values, but they share a responsibility to accept the consequences for failing to live up to the standards of the institution. All students bear a responsibility to understand the policies governing their behavior as set out in the Code of Conduct. The college's policies on alcohol and illegal drugs are defined below; however, all students should be familiar with the entire code.

Drug & Alcohol Policy - The College affirms its responsibility and commitment to maintain a drug-free campus. The College is obligated to provide a drug-free, safe, healthy, and secure campus for students and employees.

The college prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on College property or while conducting College business off-premises. Any employee convicted of a criminal drug offense under the above conditions is subject to appropriate personnel action up to and including termination or satisfactory participation in a drug rehabilitation program.

In accordance with Nebraska State Law (§ 53-186) and College policy prohibits the purchase, possession or consumption of alcoholic beverages or its containers on publicly owned property. This includes but not limited to disruptive conduct which directly results from the usage and consumption of alcoholic beverages or alcoholic based substances.

Individual students and groups are responsible for their actions. College policy follows Nebraska State law, violations of the alcohol policy or disruptive conduct resulting from the use or suspected use of alcoholic beverages will be dealt with by College authorities, civil authorities, or both.

Alcoholic beverages or containers found in student residences will be confiscated by authorized College personnel. If a resident or visitor is found in possession of an alcoholic beverage or container, a notice of violation concerning



the offense will be issued. **Please note:**

Students in or near the area where alcohol is being possessed or consumed will be cited for possession of alcohol,

Regardless of whether the student is consuming the alcohol.

A student or guest in violation of the WNCC Alcohol Policy will face the following sanctions:

1st Offense

- Write-up for violation of College Policy (Alcohol)
- Required to complete an **Alcohol Edu** education/assessment course, which must be completed within seven (7) business days of receipt of receiving the written violation;
- Referral to local law enforcement, which could include additional sanctions through the judicial system. Administration Fee \$35.00 for Alcohol Edu assessment.
- A letter will be sent to the Student's parent(s) or legal guardian.
- A \$100 fine

2nd Offense

- Write-up for violation of College Policy (Alcohol)
- Referral to Counseling Services to set up an **alcohol dependency session**
- Referral to local law enforcement, which could include additional sanctions through the judicial system.
- Referral to the Office Student Life and Engagement to meet with the Dean of Students or designee, which could also include the assessing of community service, fines, and removal from College Housing.
- A second letter will be sent to the resident's parent(s) or legal guardian.
- Student could face suspension from College Housing for multiple alcohol violations or failure to comply with sanctions.
- A letter will be sent to the Student's parent(s) or legal guardian.
- A \$250 fine

Students who are of the legal drinking age will be held accountable for action, which violate the College Alcohol policy and will be subject to disciplinary sanctions.

College policy prohibits the consumption, possession, and distribution of alcoholic beverages on College Owned property. This action is also a violation of Nebraska State Law.

SECTION C Offenses against the Peace

Any student who commits one or more of the following prohibited acts shall be held responsible for an offense against the peace:

- Alcoholic Beverage consumption, possession, or sale of alcoholic beverages on campus or at any College sponsored function.
- Acting in a disorderly manner as a result, of drinking a beverage with alcoholic content.

Disturbing the peace of the college, including disorderly conduct, failure to comply with an order to disperse, fighting, or public intoxication.

Drugs and Illegal Chemicals



College policy prohibits the consumption, possession or sale of controlled substances and/or the presence of persons under the influence of controlled substances on College property, whether leased or owned, and on the specific premises of College sponsored or supervised off-campus functions.

Conduct covered by this offense includes but is not limited to:

- Manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana;
- Misuse or abuse of legal drugs or narcotics;
- Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic.

Violations of this policy will be referred to law enforcement and the Students/guest(s) will face disciplinary sanctions or both. Residents are in possession of a drug or illegal chemical if he/she is in a room where the items are discovered, regardless of whether the Student is consuming the chemical.

If drugs or drug paraphernalia are found in any room the Student(s) responsible will be removed from College Housing.

Residents who have guests in violation of this policy may refer to the “visitation” section of this manual for guest liability.

Accommodations

WNCC recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to use and enjoy College housing.

The Disability Services Office is responsible for evaluating whether to grant or deny requests for reasonable accommodation in College housing. In evaluating the request, Disability Services Officer (DSO) will determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in College housing who believe they need a reasonable accommodation must contact Disability Services.

If a request for accommodation is made fewer than 30 days before the individual intends to move into College housing, WNCC cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.

Authorized Entrance to Student Residence

The right to privacy is of paramount importance. However, the entry into or search of the living quarters of a student may be conducted by the following people for the following purposes and under the procedures detailed below:

- Law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- Authorized College personnel for institutionally vital purposes which are set forth in the Residential Contract for Housing.
- Authorized College personnel to ensure adherence to health, fire and safety regulations are maintained. A minimum of twenty-four (24) hours' notice will be given in writing.
- Authorized College personnel or agents will provide routine maintenance service or repairs.
- Authorized College personnel responding to emergencies to protect the health and welfare of the Student or to make emergency repairs to prevent damage to the property of the student and the College.
- Authorized College personnel where there is probable cause to believe a violation of College or civil regulations is being committed and the delay in entrance would endanger the health and safety of the Student(s) or could result in the probable destruction of the evidence of the violation.
- There may be occasion for the representatives from Facilities and/or Residence Life to enter a series or area of residence hall rooms to survey for replacement of furniture, doors or other College property.

When it is necessary for College officials or their agents to enter a Student's room with the occupant(s) not present, there should be two persons present, if at all possible. The Student(s) will be notified of the entry and its reason upon return.

Building Security

Western Nebraska Community College monitors its facilities from 11 P.M to 7 A.M by an on-duty Security Detail. Doors leading to Students living areas are secured twenty-four (24) hours a day. A Student may unlock the hall entrance door by utilizing a key fob. Please be advised the room doors do not lock automatically. It is the Student's responsibility to assure the room door is secured.

Sidney Campus Housing, city police routinely monitor campus. Doors leading to Students living areas are secured twenty-four (24) hours a day. A Student may unlock residence hall by utilizing their room keys. Please be advised the room doors do not lock automatically. It is the Student's responsibility to assure the room door is secured.

Bullying (Discrimination/Hazing)

Western Nebraska Community College policy states: "Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule." Western Nebraska Community College will not condone or tolerate any actions which could be considered bullying regardless if it is physical in nature or not.

Candles/Incense

Candles and incense are fire hazards, and may not be burned in College owned housing. Any heat producing units (plug-in's, Scentsy's, etc.) are not permitted. Unauthorized items will be confiscated, a \$15 fine, and Disciplinary action will be taken.

Check-in/Check-out

Before a Student can take possession of their room assignment, a Room Condition Report (RCR) must be completed and returned. Equally, at checkout, the Student's RCR (which was completed at check-in) will be utilized to assess the condition of the Student's space before leaving the residence hall. Student space includes common areas, kitchens, bathrooms, and rooms. The College views both student occupants as liable for any damages, which occur to the room and its contents (furniture, and computer equipment, etc.). If the Student fails to leave the residence in satisfactory condition, there will be a service charge assessed to the Student's Damage Deposit. Charges will be assessed based on a damage chart. When checking out of the residence hall, students must use the following procedure:

- Provide notice to Residence Life staff or resident assistant to assure a housing representative is available to inspect the room.
- All personal effects and possessions must be removed from college housing.
- The Student is responsible for assuring the room is thoroughly cleaned before returning the room key.
- The RCR must be signed by the Student before leaving the residential environment.
- Return all assigned keys and fobs. Failure to return either keys or fobs will result in a charge to the Student's account.
- Any Student who does not adhere to the checkout procedures will be assessed an improper checkout charge in the amount of \$75 per semester.

No refunds will be made unless all the steps of this procedure are followed. See residence contract regarding refund policy.

Damages

When damages are discovered in a Student's allocated space, the damage will be reported to the Residence Life Staff. A charge will be levied in accordance with the assessed cost of repairs as outlined in the RCR.

Office of residence life reserves the right to assess for damage in common spaces or shared spaces to individuals or to the residential environment for damages incurred.

The Student(s) will be responsible for damages exceeding the damage deposit. The cost of any damage or extra custodial services will be charged against the deposits of the occupants. **Students who do not clean their room during check out or over winter break will be charged a fee of \$50/hr. for room cleaning.** Additionally, damages caused in other areas of the residence hall by the Student will be assessed to the Student's account.

Discrimination

Discriminatory Conduct, including race, color, national origin, sexual orientation, disability, religious, or gender-based harassment or harassment on any other grounds, directed toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and/or that interferes with his or her (one's) ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

This also includes intimate partner violence (domestic or dating), bullying, and stalking. Other conduct that is extreme and/or outrageous, exceeding bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or benefit from the College's educational programs or activities.

Disorderly Conduct

Disorderly conduct is not permitted. Violation of the orderly operation of the College includes, but is not limited to:

- Excessive noise, which interferes with classes, College offices, residence hall neighbors, or other campus and community activities;
- Unauthorized entry into or occupation of a private work area;
- Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
- Failure to maintain clear passage into or out of any College building or passageway;
- Failure to disperse when a building, office, or campus space is closed.

Drones

It is not permissible for individual students, faculty, staff, or outside entities to operate unmanned aircraft/drones on the WNCC campus, interiors or exteriors without the express written consent of WNCC. This is due to both Federal Aviation Administration requirements and risk management/liability issues. Requests to operate such a device will be managed through the office of the Dean of Students. Local, state and federal certified law enforcement agencies and first responders are exempt from this provision.

Due Process

A Student who has been written up for a violation of College policy has the right to be heard concerning the violation. The Student may appeal the decision from the College. The purpose of the appeal is to provide the student with the opportunity to bring forward questions regarding substantive or procedural errors that occurred during the process. Note the appeal process is not intended to grant a new hearing at a higher level; additionally, dissatisfaction with a decision is not grounds for an appeal.

The Student has five (5) days to provide in writing the reason for the appeal. The Dean of Students has the final determination regarding sanctions. Determination of sanctions will be provided to the Student electronically utilizing Western Nebraska Community College's Email.

Electrical Equipment and Appliances

The use of small electrical appliances and equipment in the Student's room is permitted if the appliance adheres to federally recognized standards. All appliances must be Underwriters Laboratory (UL) approved. The following items are not permitted under any circumstances and will be confiscated and removed from the residential environment if discovered due to the fire hazard:

- Hot plates
- Space heaters
- Instapots/Pressure Cooker
- Air fryers
- All other electrical equipment with open coils
- Permission to have any electrical appliance, other than TV, stereo, microwave, small refrigerator and hair appliances must be obtained from Residence Life Staff

Eligibility for Room Assignment

Students or other persons authorized through Student Services may reside in a residence hall. Eligibility to reside in College Housing requires the Student to be seventeen (17) years of age or older. In the event a Student is under the age of 17, written permission must be obtained through Student Services.

WNCC reserves the right to deny or cancel a housing application or contract. If WNCC, in its' reasonable discretion, determines a student's past/current behavior or a student's criminal conviction indicate a possible risk to the safety, health, or life of any person, or disruption to the WNCC housing community. (Reference housing contract.)

Students who enroll full-time (a minimum of twelve (12) credit hours per semester) will have priority in receiving rooms up until the 5th day of classes; however, all residence hall Students must maintain a minimum load of six (6) credit hours per semester to reside in College Housing. The Student must notify Student Services if one can only register for six (6) credit hours due to course offerings, completion of program or transferring to another institution.

In the event, the Student fails to meet the minimum credit hour requirement without cause (course offerings, program completion, graduation, transfer, or withdrawal from the College) will result in a breach of contract thus terminating this contract.

Summer housing, students must be enrolled a minimum of three credits.

Fire Alarms (Fire Alert System and equipment abuse)

Residence Life Staff will conduct inspections (approximately once per month) to test the smoke detectors. A notice will be posted at least 24 hours in advance for your convenience.

State law requires the College to observe every precaution to prevent the threat of fire and to provide adequate protection to detect and fight fires. The fire detector system and fire extinguishers have been installed for the residents' protection in compliance with the law.

In the event of a fire, notification will be made by the fire alarm system. When the fire alarm system is activated (sounds), all persons in the building must find the nearest exit and evacuate the building. Before evacuating try to complete the following if possible: If smoke is presence in your room, evacuate immediately.

- Close all windows
- Unplug electrical appliances (if time permits)
- Grab coat and towel
- Turn off overhead light and exit (if your doorknob is not hot!)
- Keep low to avoid smoke inhalation.
- Leave door open
- Remain 300 feet away from the building until clear signal is given (by College or fire official)



Any student and/or guest(s) who does not adhere to the activated fire alarm system or to the instructions of the Residence Life Staff will face disciplinary action, which can include a monetary fine, referral to law enforcement or removal from College.

If you activate the alarm, please notify your Resident Assistant and/or Residence Life Staff immediately. Remember to keep low to avoid smoke inhalation.

The College views UNAUTHORIZED USE AND TAMPERING WITH LIFE SAVING DEVICES including AS A SERIOUS OFFENSE. Devices include extinguishers, alarms, smoke detectors or AEDs, water sprinklers, or emergency exits. . Offenders are jeopardizing the lives of other persons. Under state law, violators are subject to a penalty of \$500 fine and up to 6 months in jail. All violators will be reported to the proper authorities.

Any person found responsible for sprinkler tampering will be responsible for the cost of damages.

Firearms

Firearms and weapons are not permitted on campus concealed or not concealed, with or without a conceal and carry permit while on property owned or controlled by WNCC.

The possession, concealment, discharge or storage of firearms, archery equipment, fireworks, explosives of any kind, or other materials which endanger health or safety are strictly prohibited on WNCC property. In addition, the possession of UW. This includes, but is not limited to replica firearms of any type; BB/pellet guns; paint ball guns; flare guns; stun guns, and cap guns.

Hunting knives and knives (other than kitchen utility knives) with blades longer than 3 inches are prohibited. Residence Life Staff will confiscate any blade that exceeds the length of 3 inches, which includes and not limited to; switchblades, swords, machetes, brass knuckles or any other device viewed as a weapon are prohibited and will be confiscated by Residence Life Staff.

Self-defense items, including Tasers, mace, pepper spray, or similar items will be considered weapons when used for any reason other than the items self-defense purpose. A violation of this policy is punishable under this policy.

Any weapon will be confiscated by Residence Life Staff or the local Police Department. Students in possession of firearms will face immediate eviction from college housing. Possession of any weapons will be adjudicated through the student code of conduct process.

Food Service/Dining Services - (Scottsbluff Only)

Students residing in College Housing are required to participate in the food service program as part of their Residential Contract for Housing. Dining Services serving schedule will be posted. Regular food service schedules will be posted.

Students utilizing the Bishop Dining Hall must adhere to the following expectations:

- **Attire:** WNCC expects students to be properly attired while utilizing the Bishop Dining Hall. Appropriate attire consists of apparel and footwear, specifically, pants/skirts/shorts/ and shirt/top. The following items are not appropriate for the Bishop Dining Hall: swim suits/swim wear, sleepwear that includes but not limited to lingerie, boxers, thongs or other clothing, which could be viewed as inappropriate for public or common area attire. Students who do not adhere to the attire expectation will not be permitted into the Bishop Dining Hall.
- **Dishes and Utensils:** Dishes, glasses and utensils are provided with each meal served in the Bishop Dining Hall; additionally, no dishes or flatware shall be taken from the Bishop Dining Hall. Students in violation of this expectation will be subject to disciplinary action, which could include fines, community services, or exclusion from the Bishop Dining Hall.
- **Guests:** Guests are welcome during any meal, but they must pay for their meal. Sharing a meal from a student with a meal plan is not acceptable and violation of this expectation will result in a referral to the Student Life and Engagement.
- **Food Service Policies:** Compliance with these policies while in the cafeteria is expected.
- No food may be brought into or taken out of the cafeteria without the permission of the WNCC Dining Services Personnel.
- No containers are to be brought into the cafeteria.

- Students must wear appropriate clothing.
- Only ice cream cones are allowed to be taken from the cafeteria during meal times.
- At the conclusion of each meal, residents need to take their trays to the designated area and clear them as indicated.
- Sick trays are available with verification from the Office of Residence Life.
- Special diets or requests need to be referred to the Dining Services Director.
- Arrangements for sack lunches or hot meals may be made if employment or education obligations interfere with meal times. These arrangements must be made ahead of time with the Dining Services Director. Please bring class or work schedule for verification of schedule conflict.

Meal Plans: During the first week of classes each semester, a student may change their meal plan. However, after the first week, the only meal plan change eligible is from the 14-meal plan to the 19-meal plan, not the reverse. The Dining Service Staff will record the number of used meals. This process of recording used meals is final. If a discrepancy should occur with the number of meals used, please bring this to the attention of the Dining Services Personnel.

The Dining Services Team recognizes the appetites of patrons vary and for this reason, additional portions are available on certain food items. Please do not abuse this privilege by wasting food.

Sack lunches are available upon request to all contract holders who are unable to attend scheduled meals (lunch and dinner) due to class or employment conflicts. Students must sign up for their sack lunch the day before it is needed.

The Residence Life staff and Dining Hall staff reserve the right to deny admittance to the cafeteria due to behavioral issues. In such an instance, a boxed dinner will be provided to you.

WNCC Dining Services is available to work with students, faculty, staff, and guests individually regarding one's dietary needs. Please feel empowered to complete the Request for Accommodation form www.wncc.edu/webform/disability-request-for-accommodations. Students requiring "Special meal arrangements" will be made when feasible for those who have irresolvable class conflicts during meal serving hours.

Gambling

Gambling of any form for money is prohibited in any public area on College-owned property. Punishment is subject to decision of Western Nebraska Community College or Judicial Council



Hall Closing

Students are **NOT** permitted to stay in the residence hall during those times with the exception of the students who are here for college-sponsored activities and have special permission from the Office Student Life and Engagement (Office of Residence Life). No visitors are allowed over vacation periods and those students who remain will be required to sign a vacation contract that details specific guidelines governing behavior for the duration of the vacation.

The only time that students are permitted to remain on campus while classes are not in session is during Spring Break. If you are planning to remain on campus during this time, a designated Spring Break Contract will need to be signed.

Health and Safety Checks

Throughout the semesters, Health and Safety Checks (HSC) will take place within the individual rooms and living quarters to ensure that proper cleanliness guidelines are being met. When a HSC is planned, a notice will be placed in the halls with 24-hour notice of the check. Resident Life Staff will perform the check. The check can take place any time throughout the day and the resident(s) does not need to be present.

If the resident(s) fail the initial HSC, a list of what needs to be fixed will be provided and the resident(s) will have 24 hours to meet the requirements. Residence Life Staff will then recheck the room in question. If the resident(s) still do not meet cleanliness guidelines a fee will be charge to the. Each day afterwards that the sanctions are not met, an additional charge of \$25 per day will take place.

All students residing in the halls are responsible for their respective commons area. This area will be included in the HSC. If common area fails the initial HSC, all residents in that respective hall will be charged a fee of \$25 per day until cleaning takes place.

Housekeeping (Building Services)

They are expected to cooperate in the upkeep of public rooms/areas and are responsible for the proper disposal of garbage. Residents shall not remove equipment or furnishings from their assigned residences or public areas. Fines/written warnings or closure of certain areas may be enforced if housekeeping policies are violated.

Keys

Residents are assigned a key to enter their respective residence hall, individual room, and mailbox. Students are responsible to securing personal space. Duplication of College issued keys is prohibited.

If a resident loses or misplace a key the door may be re-cored or a replacement key will be provided. A charge of fifty-five dollars (\$55) will be assessed for the re-coring of the room door. If a student wishes to have the key replace a signed affidavit is required, which indicates the Student takes responsibility and acknowledges this act.

A twenty-five (\$25) fee will then be assessed for the first key replacement. Each subsequent key replacement will result in a \$50 fee. Each resident of the Scottsbluff Campus Residence Halls are issued a fob to allow access to the residential portion of Pioneer, Pioneer Addition, and/or Conestoga Hall. There is a \$20.00 fee for replacing a lost or broken key fob. There is a \$25.00 fine if a resident allows a non-resident to use his or her fob.



Kitchenette

There is a small kitchenette located in each Hall. Residents are able to use the facility 24 hours a day, as well as on holidays. Residents will have access to a microwave, refrigerator, and stove. To use the kitchenette, students must check it out with their ID Card. Between the hours of 6pm and midnight, students may check out pots and pans. Residents are responsible for cleaning up their own messes within the kitchen and the equipment they use. Failure to clean the kitchen may result in loss of privileges.

Law Enforcement

WNCC cooperates fully with local, state and federal law enforcement officials subject to

applicable state and federal laws.

Room Lock-out

Students should carry room key and/or fob at all times. Residents will be assessed a fee of \$50 which will be charged to the Student's account.

Mail

Residents will be assigned a personal mailbox in their respective hall. Authorized Residence Life staff will be responsible for distribution of packages from the United States Postal Service, UPS, FedEx, or other mail services. Mail is distributed Monday through Friday after 2:00 p.m. The College does not receive or distribute mail on Saturday, Sunday or holidays.

Official College communications will be distributed in individual student mailboxes. Materials advocating one political position or commercial solicitation may not be placed in the mailboxes unless received through U.S. Mail and addressed by sender to the specific student or room number.

Residents are expected to use the combination or assigned key to access one's mail. Correspondents should be notified that mail should be addressed as follows:

Student Residing in Scottsbluff		Student Residing in Sidney	
Name	Name	Name	Name
Pioneer Box #	Conestoga Box #	Unit A	Unit B
1409 E. 27 th Street	1311 E. 27 th Street	2450 College Circle	2450 College Circle
Scottsbluff, NE 69361	Scottsbluff, NE 69361	Sidney, NE 69182	Sidney, NE 69182

Any mail sent by a resident needs to have a complete return address including the resident's first and last name.

Maintenance and Repairs

Fix My Home has been allocated by WNCC for Students with maintenance request. The Student will log into their portal and click on "Fix My Home" provide a detail explanation of what needs to be repaired, then submit. The request is sent to the Maintenance and Residence Life Staff. If there is an emergency, the student is encouraged to let the Residence Life Staff know immediately so steps can be taken to resolve the issue.

Minimum Credit Hour Policy

Students who enroll full-time (a minimum of twelve (12) credit hours per semester) will have priority in receiving rooms up until the 5th day of classes; however, all residence hall Students must maintain a minimum load of six (6) credit hours per semester to reside in College Housing.

The Student must notify Student Services if she/he can only register for six (6) credit hours due to course offerings, completion of program or transferring to another institution. In the event, the Student fails to meet the minimum credit hour requirement without cause (course offerings, program completion, graduation, transfer, or withdrawal from the College) will result in a breach of contract thus terminating this contract.

Residence Life retains right to terminate housing contract if a student is not attending classes or is under six credit hours.

Microwave and Fridge Policy

Western Nebraska Community College allows students to possess a microwave in their room as long as the microwave does not exceed 900 watts. Equally, a student can have a mini refrigerator

in the room as long as the refrigerator is a “dorm sized” unit. If either the microwave or refrigerator does not comply with the established standard the item will not be allowed in the residential environment or could be confiscated by the hall staff and returned at the end of the semester. If you live in the Pioneer Tower, a MicroFridge unit is provided. Your fridge and microwave will not be allowed in the residential environment and will be confiscated and returned at the end of the year.

Appliances that use 900 watts or less are permitted... this includes and excludes

Missing Person(s)

In accordance with the Higher Education Opportunity Act of 2008 (34 CFR 668.46(h)), Western Nebraska Community College has implemented a Missing Person Notification Procedure to respond to reports of a missing student.

- **Notification of Missing Person:** If a member of the WNCC community has reason to believe that a student who resides in on-campus housing has been missing from campus for 24 hours, he or she should immediately notify:
 - **Scottsbluff Campus:** Dean of Students (308) 635-6123
 - **Sidney Campus:** Sidney Campus Director (308) 254-7404 or Student Services Coordinator (308) 254-7441.
 - **For all campus locations:** Vice President of Student Services (308) 635-6104 or WNCC Dean of Students (308) 635-6123.

Report: He or she will notify the Vice President of Student Services and initiate an investigation.

Action: The Vice President of Student Services or designate shall **immediately** notify local law enforcement of the missing person report received by the College regardless of how long the student is believed to have been missing:

- **For Scottsbluff campus: Scottsbluff Police Department**
1801 Avenue B
Scottsbluff, NE 69361
(308) 630-6261 during Business Hours M-F 7am-4pm;
and
(308) 632-7176 after Business Hours
- **For Sidney campus: Sidney Police Department**
1715 Illinois Street
Sidney, NE 69162
(308) 254-5515

Contact Procedure: If the missing student is **under the age of 18 and is not an emancipated** individual, WNCC will notify the student's parent or legal guardian immediately after the College has determined that the student has been missing for more than 24 hours, in addition to any additional confidential contact person designated by the student.

Contact Information Form:

In addition to registering an emergency contact, every student who lives in on-campus housing, regardless of age, has the option to identify confidentially, an individual to be contacted by WNCC in the event the student is determined to be missing for more than 24 hours. The contact person can be anyone chosen by the student. If a student has identified such an individual, WNCC will notify that individual no later than 24 hours after the student is determined to be missing.

Students who wish to identify a confidential contact may do so by contacting the Dean of Students at (308) 635-6123.

Motorcycle and Bicycles

Motorcycles are not permitted inside any residential environment. Motorcycles are to be parked only in the areas designated for vehicles. Bicycles are to be parked either outside in the bicycle rack or stored in the resident's room, but not in any common/public area. For the safety of all residents, staff and visitors, riding bicycles inside College owned housing is strictly prohibited. Individuals who have a bike on campus must register it with Residence Life Staff.

Overnight Guests

A resident may register an overnight guest with the permission of the roommate and the permission of the Residence Life Staff or Resident Assistant. Any overnight guest must register with the Office of Residence Life before 10:00 PM and sign a guest contract.

A resident must host each guest. Unregistered guests will be asked to leave and a visitation violation will be issued to the resident. It is the resident's responsibility to supply the Residence Life Staff with information about the guest and to arrange the accommodations. The resident and guest will be held responsible for any damage and/or violations of rules by the guest. In such cases, the guest's visit will be terminated.

No guest may stay **more than three (3) nights per semester**. Guests may be denied repeated overnight stays as deemed necessary by the Resident Life Staff. Guests are to be informed the College is not responsible for any lost, stolen or damaged personal belongings. The College is unable to assume any responsibility for physical harm to the guest. The guest is expected to abide by all College and hall policies.

If you have a guest arriving between the hours of 10:00 pm and 6:00 am, a roommate consent form needs to be completely filled out and turned before 10:00 pm the day before the guest is intended to stay. This form needs to be turned into a Residence Life Staff. There will be no consideration of allowing a guest to stay if turned in after 10:00pm. If your roommate is gone during the time of overnight stay, prior approval must be sought out.

Residence Life Staff reserves the right to limit guest privileges throughout the semester.

Personal Behavior (Expectations)

Students and guests are expected to maintain appropriate standards of conduct.

The following are examples of personal behavior that are considered unacceptable in College residences.

They include but are not limited to:

- Excessive noise or rowdy behavior (It should be quiet enough to study in the students' residences at all times.)

- Disorderly conduct, intoxication or behavior, which is abusive or offensive to other residents or staff, be it verbal or physical.
- The sale, purchase, possession or consumption of alcoholic beverages or containers.
- The sale, purchase, possession or consumption of illegal drugs or paraphernalia.
- Theft of, or damage to, the private property of other occupants.
- Intentional obstruction or disruption of authorized activities.
- Impeding the freedom of movement of students, college officials, employees, and guests within and around the residence.
- Respecting the shared space that you and roommate reside in.
- Unbecoming behavior of this shared space will not be tolerated.
- Physical abuse of any person in or about the residences or conduct which threatens or endangers the health or safety of any such person.
- Prohibiting entry to or use of residence facilities by people authorized to do so.
- Failure to comply with College employees when they are acting in an official capacity.

Individuals will be held personally accountable for any unacceptable personal behavior or violation of the rules and regulations of WNCC.

Personal Property

The College does not assume responsibility for theft, loss or damage of, valuables or personal property of any student or guest(s). Students are urged to mark all personal items with permanent identification; avoid leaving valuables and large sums of money in unattended rooms; and lock rooms during any absence. Students are encouraged to acquire personal renters insurance. All losses should be reported immediately to Residence Life Staff. Problems with door locks should also be reported immediately to the Residence Life Staff.

Pets

The only pets permitted in College Housing are non-dangerous fish that lives completely underwater. Aquariums must be less than five (5) gallons. No other pets can live in or visit College Owned housing.

If an animal is found, there will be an initial \$50 fine. If the animal is still present within 1 hour, the fine will increase to \$100. If you confiscate a stray animal, it must remain outside the Residence Halls at all times. Animal Control, Animal Services, or the local Police must be contacted in order to come retrieve the animal.

Public Areas

Furniture and equipment in common areas are not to be moved from the intended area of use. If any of the furniture is removed from the commons areas, a \$50 assessment will be added to the students account.

Quiet Hours

Quiet hours are from 10:00 PM to 10:00 AM Sunday – Thursday and 12:00 AM (midnight) to 12:00 PM (NOON) Friday and Saturday. During quiet hours, conversations should be kept low and stereos, televisions, and radios kept low or listened to on headphones.

At all other times, 24-HOUR COURTESY HOURS are in effect. Courtesy hour are defined as

Failure to comply with these regulations can result in student code of conduct referral.

Residence Life Staff reserves the right to limit or change quiet hours throughout the semesters. .

Residents Entry – (Other than your own)

No person shall be admitted entry into another's residence without direct consent of the occupant of that particular residence. Residence Life Staff will give consent only after consultation with the individual assigned to that residence.

Residence Facilities Use

WNCC Residence Hall rooms are reserved for the use of resident students and their approved guests. Unescorted visitors (students or non-students) are not permitted to use any of the facilities without authorization from Residence Life Staff. Students who use the Residence facilities for illegal purposes will be subject to disciplinary action, which can include removal.

The College is committed to cooperate with civil authorities in investigations of alleged illegal activities. The College reserves the right for authorized officials to enter and inspect housing facilities at any time when necessary. This is to protect the property of the College, the safety of students or to aid in the basic responsibility of the College regarding discipline and maintenance of an educational atmosphere.

Residence Furnishings

Double rooms are furnished with two single beds and mattresses, two study desks, two dressers, two desk chairs, blinds, and a closet. Students are to provide their own pillows, linens, blankets, wastebaskets, dishes, etc. Window screens are to remain in place at all times. Removal of screens for any purpose other than a fire will result in a fine assessed against the assigned residents. Furniture may not be removed from any room at any time under any circumstance.

Residence Governance

Hall Council provides an opportunity for students to participate in Residence government. The Residence Hall Council membership is comprised of officers and representatives elected by the students. Two representatives are elected from each floor. It is concerned primarily with the improvement of living, with emphasis on the coordination of activities and the development of a residence program.

The Residence Hall Council function is to:

- propose and implement, with the approval of the WNCC administration, policies and procedures for the improvement of living;
- coordinate and promote activities;
 - maintain two-way communication between the students and the College;
 - evaluate environmental factors, which influence the general welfare of the residents; provide a liaison between the residents and Student Government;
 - collaborate with Living Learning Communities;

Students are encouraged to develop their own system of governance to attend to the affairs of residential life. However, such governance must be consistent with WNCC rules and regulations and civil law. Disregard of or disrespect for the policies listed in the Handbook or other behavior incompatible with the maintenance of order and propriety in housing may result in disciplinary actions.

Residence Utilization Policy

1. Residence Life is authorized to require students to change residence when appropriate.
2. Students will be allowed to change residences or move to a private accommodation, if available. These changes may occur any time after the first two (2) weeks of each semester when processed through the Office of Residence Life.
3. Decisions as to who will move to conform to the utilization policy will be considered by Residence Life Staff on the basis of (a) mutual agreement between the students involved and (b) seniority rights.
4. Students left in a private residence when a roommate moves out will not automatically be required to pay the private charge. However, if subsequent housing changes lead to another residence having one occupant not paying for a private room, doubling up may be required or the assessment of the private residence fee may be made.
5. During the last four weeks of any term, no involuntary private residence change will be made except in the event of imposed disciplinary sanctions due to a violation.

Resident Assistants

Resident Assistants are students representing the College, to assist Residence Life professional staff in the overall supervision of the residences and are the persons most readily available to assist the residents. They have the authority to maintain the regulations of WNCC that affect the college and the welfare of the students. They are concerned with the academic, social and cultural development of the students and are available for information, advice and assistance.

Resident Decorations

The use of transparent tape, nails, screws or tacks on or in the walls, furniture, doors or fixtures are prohibited. Masking tape may be used on all surfaces and non-oil plastic may be used on all surfaces except brick walls. Residences cannot be physically altered; however, students are permitted to hang pictures, posters, etc.; Students will be charged for damage to the walls.

Residents' Temporary Leave

Students should inform Residence Life Staff of any extended temporary leaves.

Roommate Preference

Roommate preference should be indicated on the housing application to increase the possibility that requests will be filled. Requests for residential re-assignment should be made with Residence Life Staff.

Sexual Misconduct

WNCC harassment and sexual misconduct policies apply to all persons involved in the operations of the College and prohibit unlawful harassment by any student or employee of WNCC. Any attempt by a student or guest to physically or verbally harass a resident/student, or other College staff member because of the performance of his/her duty will be viewed seriously and result in disciplinary action, including the possibility of College suspension or expulsion.

WNCC is committed to providing an academic environment free of harassment. Any incidents of harassment should be reported to a Residence Life staff member and the Title IX Coordinator

immediately. Depending on the circumstance, incidents of harassment will be handled through the appropriate office.

Any complaints of sexual misconduct, including sexual harassment, dating violence, domestic violence, rape, sexual assault, and/or stalking, should be reported immediately. Any college personnel.

Smoking (Use of Tobacco Products on College Property)

Tobacco, Smoke, and Vape Free College board policy

Soliciting, Advertising, Petitioning and Selling

Canvassing or solicitation of funds, sales, membership, literature, signatures or subscription is prohibited in College owned buildings without written permission from the Dean of Students or designee. This policy applies to outside agencies, commercial enterprises, student organizations and individual students. If commercial salespersons, agents or solicitors are found, they should be reported to the Office Student Life and Engagement immediately 308.635.6050.

Television

Residents may have personal televisions in their residence. Cable TV is available in each residence; however, students must bring their own HDMI cord.

Tornado Information

Tornado watches and warnings are issued by the National Weather Service. Tornado watches are for wide areas exposed to a rapidly developing storm threat. Not every watch results in a severe weather during a tornado watch, you should be prepared to shelter in place.

DO:

- Stay close to the floor and cover your head with pillow/blanket and shield yourself from flying debris.
- If immediately available, take a flashlight when you move to the place of shelter for a source of light in case the electricity fails.

AVOID: top floors, cafeteria and activity center areas.

IF YOU ARE OUTSIDE:

- Seek shelter if possible. Parked motor vehicles are unsafe.
- Remain in a place of shelter until you hear the all-clear signal or until you are sure the tornado has passed.

Pioneer Tower - interior hallway on first floor or restrooms

Pioneer Addition - Laundry room or under stairs

Conestoga – interior hallways on first floor

Sidney – move to main building

Vaccinations

All on-campus residents must complete and submit records to Residence Life Staff. This form must be on file on or before a student will be allowed to move into an on-campus housing unit. In 2003, the State Legislature passed a law mandating all entering postsecondary students receive information on the risks associated with the potentially fatal meningococcal disease. Students are strongly encouraged to be properly vaccinated against meningococcal disease prior to beginning college. WNCC will provide students with information documenting the risks of the disease and vaccination information upon check-in. A confirmation shall be signed by the student, parent or guardian that the information regarding this issue has been received and reviewed.

Vehicle Identification/Parking Permit

Residents are required to register their vehicles with the Office of Residence Life. Plate numbers will be kept on file so that students may be notified in regards to their vehicle if necessary (i.e. lights left on, accident, etc.). , Residence hall students who bring a vehicle to campus will be given a parking permit, which must be placed on the driver's side front window. . Vehicles without a permit will be subject to tow if parked in residential parking. Vehicles left outside of the academic year without approval from the Office of Residence Life/Student Services, may be towed at the owner's expense. All abandoned, unused vehicles in disrepair or any parts thereof that are parked in the same place for a period of five (5) days will be towed at the owner's expense.

Visitation

The College encourages socialization and a friendly, congenial atmosphere. However, in order to respect the rights of all students and to provide a measure of privacy and security, there is a limitation placed on visitation and open hours. The College believes that the guiding principle in establishing and regulating open hours is rationality.

Visitation Hours Are As Followed:
10:00 AM To Midnight, Sunday – Thursday
10:00 AM To 2:00 AM, Friday and Saturday

The following regulations are to be observed:

1. . People on college visits must have pre-approval for guests to stay in residence halls.
2. All residents must sign in when visiting other residence halls.
3. All guests are required to check in with the Residence Life Staff. A resident's guest who is under 18 may visit that resident only with the prior approval of the Residence Life Staff
4. Resident must escort guest at all times.

All visitors (family members excluded as indicated above) must be at least 18 years old with a government issued ID with date of birth as verification.

5. Resident students must ensure that visitors observe College rules and regulations and that they leave the building prior to the end of visitation hours. Visitors and resident students are responsible for damages.
6. Visitors are permitted only during stated visitation hours and need to sign in upon arrival.

7. All visitors must sign-in with the resident assistant on duty or designated desk worker. The visitor is to specify a resident and room where he/she will be visiting and leave a government issued id. This identification will be held until the visitor leaves the premises.
8. Problems resulting from violation of visitation hours may result in disciplinary action.
9. The Residence Life Staff reserve the right to ask a visitor to leave based on presumed, intended or expected violation of any College or civil regulations.
10. Unescorted visitors will be asked to leave. Repeat violations will be referred to the Dean of Students or designee and may be trespassed from campus. ..
11. Residents are responsible for the behavior of their guests and persons in the company of their guests. If resident's guests violate WNCC policies such as drug, alcohol or any other policies, the resident under which these guests are signed in will be sanctioned for the conduct along with the guest themselves and the persons in the company of the guests.

Waterbeds

Because of potential structural damage to the building, waterbeds are prohibited.

WNCC Contracts/Appeals

Every student in student housing is required to sign an academic year long contract with WNCC. If a student is requesting to leave student housing they must complete the appeal process with the Office of Residence Life. Refund Policy for housing /dining

Refund Policy:

The Western Nebraska Board of Governors allows the following refund policy for all room and board fees.

Week one: 100% (housing full refund) (dining services minus meals consumed)

Week four 75%

Week nine 50%

Week fourteen 25%

Anything beyond the fourteenth week 0% (no refund)

All students residing in campus housing must comply with all regulations outlined in the Residential Contract for Housing, Residence Life Manual, Student Handbook, College Handbook and Student Code of Conduct. All students who choose to live on campus in Scottsbluff must choose a meal plan. Western Nebraska Community College reserves the right to deny residency to any student who may create an unreasonable risk of harm to the health, safety, welfare, or prosperity of the College, members of the College, community, or him/herself.

Western Nebraska Community College does not discriminate on the basis of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation, in its policies, practices, and activities related to employment, admissions, educational services/programming, student services/activities, or financial aid; as expressly prescribed by Institutional policy, state and federal laws, regulations, and executive orders. Inquiries concerning the application of these policies, laws, and/or regulations to the College may be directed to the College's Compliance Officer for the Civil Rights Act(s), Title IX of the Education Amendments of 1972, Americans with Disabilities Act(s), and **Section 504 of the Rehabilitation Act of 1973**; Kathy Ault, Human Resources Executive Director, 1601 East 27th Street, Scottsbluff, NE 69361-1815; aultk@wncc.edu ; 308-635-6350 or to the Director, Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO, 64106-2106.