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The following pages in the Residence Life Handbook contain the terms and conditions of residential life at Chadron State College. Please read all the information provided within as it constitutes items that you will be responsible for as a resident student.

Additional policies for the campus and residential units are available in the CSC Student Handbook on the CSC web site. We reserve the right to update procedures or policies as needed.
WELCOME TO HOUSING AND RESIDENCE LIFE

On behalf of the staff of Housing, I want to welcome you to our campus community.

Chadron State College takes great pride in the resident living arrangements available on campus. Rooms are spacious, well furnished, and among the finest available in the Midwest.

Chadron State College residence halls offer double and single occupancy in a variety of room arrangements. All residence halls are located on campus in close proximity to classrooms and campus activities. As a new student, you will find that on-campus living quickly makes you part of the campus community. In the residence halls, you will find more than a comfortable place to sleep and study. You’ll find plenty of opportunities to develop skills and friendships by participating in Residence Life Association and campus activities. Your experiences in the residence halls will ensure that these will be memorable times in your life.

Like life outside college, campus life can present difficulties and opportunities. The goal of the Housing and Residence Life Program is to help students resolve or avoid some of these difficulties and make college living meaningful and rewarding. This is possible through the efforts of the specially selected and trained staff who work directly with the students. Students are invited to visit with any of these individuals regarding questions about the campus or campus housing.

While living with us, we encourage you to meet new friends, become involved in the numerous activities offered, and enjoy the safety and convenience of on-campus living.

Sincerely,
Sherri Simons, Director of Housing & Residence Life

RESIDENCE HALL STAFF

Resident Advisors (RAs) - The Resident Advisor (RA) is the heart of the residence life program. RAs are returning students who live on each floor in the residence halls and help acquaint new students to campus. They help to develop and sponsor programs designed to inform fellow students about life on campus, in Chadron, and the surrounding area. A student can expect to have considerable contact with his/her RA and should consult him/her regarding college policy, rules, and regulations. Answering questions and solving problems are some of the many duties performed by this outstanding group of students.

Assistant Director - Residence Life (AD)- Each hall has a building manager with the title of Assistant Director (AD). The AD lives in the hall and is responsible for the total operation of a residence hall. The AD helps coordinate programs with the hall RA’s, assists with training and supervision of RA’s, helps to assist students in following the policies of residential living and schedules desk workers. They also work with the security staff.

Associate Director of Housing and Residence Life- The Associate Director of Housing and Residence Life is responsible for the overall development of programs for students in the residence halls as well as the supervision and training of the RDs and RAs. The Residence Life office is located in the Student Center.
**Director of Housing and Residence Life** - The Director of Housing and Residence Life is responsible for the coordination and delivery of a high quality housing program for on-campus resident students. The Housing and Residence Life Office is located on the first floor of Crites Hall.

**Housing Office Staff** – The Housing Office is located in Crites Hall, room 102-103. The staff can help you with a number of things including room and meal plan changes.

**ROLE & MISSION**

The Residence Life program is committed to facilitating the growth and self-development of each resident to his/her fullest capacity. This includes the development of essential skills in personal, academic, and social areas. We believe the residential experience is an important part of education that challenges, supports, and facilitates the learning process.

The offices of Housing and Residence Life are an intricate part of Student Services at Chadron State College and strive to provide a safe and secure living environment in which students feel that campus housing is their home away from home.

**DISCRIMINATION POLICY**

Chadron State College is an equal opportunity institution. CSC does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including, but not limited to, admission decisions. The college has designated an individual to coordinate the College’s nondiscrimination policies and practices may be directed to the Associate Vice President of Human Resources, Title VI, VII, IX Compliance Coordinator, Chadron State College, 1000 Main Street, Chadron, NE 69337 (308-432-6038) The term “disability” includes physical or mental impairments that substantially limit one or more major life activities. Upon request, the College will provide students with disabilities with accommodations including, but not limited to, reasonable modifications to residence hall rooms. Students may contact ADA Services at 308-432-6232.

**RESIDENCE LIFE PROGRAMS**

**Residence Life Association**

As a member of our residential community, you are automatically a member of the Residence Life Association. This organization is the “official voice” of our on-campus residents and works closely with department leaders to promote a great residential experience. In addition to advising Residence Life on issues of policy and budget, RLA is a programming group. RLA annually sponsors/co-sponsors major events such as Week of Welcome, Family Day, Homecoming, Valentine’s Day, Go Green Week, etc. Additionally, it provides financial support to hall councils for social and educational programs and for a variety of community amenities. RLA also provides many leadership opportunities for residents such as becoming a Resident Advisor, Hall Council member, or judicial representative. Whether you just want to participate or really want to make a difference, plenty of opportunities are available.

**Student Involvement**

The Housing & Residence Life Office employs many students at the front desks of each residence hall as well as in the offices of Residence Life, Campus Security, and Housing and Residence Life. Students are also involved in the various residence hall governing bodies. These students represent an excellent pool of residents interested in
the quality of their living environment and are utilized as representatives of students’ opinions. In addition, the Housing and Residence Life Office views involvement in student groups, professional organizations, and interaction with like departments on campus as an excellent way to stay tuned in to current issues.

**Residence Hall Government**

Residence hall government offers resident students the opportunity to take part in the decisions that affect the environment of the residence halls. Hall government provides a formal line of communication between the resident student and the administration of the college. Residence Life Association is made up of the members from each floor, the apartments and the president, vice-president, and member-at-large from each hall council. Residence Life Association considers issues that pertain to all of the residents of the campus.

**CSC RESIDENCE HALLS**

**Andrews Hall** provides co-ed housing for predominately upper-division students. It is located on the east side of the main residence hall complex. Andrews is a three-story residence hall arranged in suites. Every two rooms share a bathroom.

**Brooks Hall** is located on the north side of campus. It is a three-story residence hall offering co-ed housing.

**Eagle Ridge** is located on the east side of campus. It is brand new apartment style, co-ed housing for upper division students. Each apartment includes a 2 sink bathroom, 4 private bedrooms, a living area and a kitchen area. There are balconies, lounges and a laundry facility in each building.

**Edna Work Hall** has forty-eight suite style rooms and is one of the finest student housing facilities in Nebraska. There is a living room between the bedrooms, each of which includes a complete bathroom.

**Edna Work Wing** is located on the west side of campus. It is a three-story residence hall offering co-ed housing.

**High Rise** is an eleven-story building located in the center of the three-building main residence hall complex. The co-ed by suite arrangement allows every two rooms to share a bathroom.

**Kent Hall** is a three-story building on the west side of the main residence hall complex. It is a residence hall co-ed by floor/wing with bathroom and shower facilities located in the center of the hall on each floor.

The residence hall rooms are designed to accommodate two students. Upper-division students and transfer students are given priority for private room requests. First year students may occupy private rooms according to availability. All rooms have adequate closet and drawer space and may be equipped with twin beds, study chairs and desks. All of the residence halls are air conditioned.

***Each student is allowed only 1 bed, 1 study chair and 1 desk provided by the college. College furniture must remain in the rooms at all times!***

**FINANCIAL OBLIGATIONS**
Failure to remain in good financial standing with the college will result in action by the college, which could include the cancellation of class registrations and contracts. This would result in residents having to vacate.

**CSC Apartment Units/West Court**

While CSC wants individual tenants to have as much latitude as possible in leading their own personal lives, it is also desirous that life be satisfactory for all residents. This section is intended to acquaint you with the facilities available, services you can expect, and the CSC apartment policies. The policies presented here are designed to serve as a help guide.

The units are located on the west edge of campus next to Memorial Hall and Edna Work Hall/Wing. West Court contains 16 one-bedroom units. West Court is located less than one block from a city park, and has a playground area available for children of CSC Apartment residents.

**CSC Apartments Eligibility**

The lessee (person that contracts for the apartment) should be in one of the following categories:

1. Married
2. Single parent with child
3. Non-traditional student
4. Upper-division student

The undergraduate lessee must be enrolled for 12 semester hours (full-time student status) during the fall and spring terms. To stay in housing during the summer, the lessee must be pre-registered as a full-time student for the fall semester or taking a minimum of 3 hours per summer session.

The graduate lessee must be enrolled for a minimum of 9 semester hours (full-time student status) during the fall and spring terms. The summer requirement is the same as the undergraduate. Contact the Housing and Residence Life Office if there are extenuating circumstances.

Only registered members of the immediate family (spouse and dependent children under the age of 18) may reside with the lessee. The Director of Housing may grant residency to persons who do not fit within these categories under special circumstances.

Special circumstances may require that the student living in the apartment complex pay room and board fees instead of apartment rent. Those arrangements and contracts will be made in the Housing Office and approved by the Director of Housing.

**Residence Hall Residency Requirements**

All first-year students (including transfer students in their first year of college) attending Chadron State College are required to live in the residence halls for a minimum of two semesters and through successful completion of
30 credit hours. "Successful completion" is defined as having achieved a passing grade in those 30 credit hours. Students that may be exempt from this requirement are:

1. Married students.
2. Single parents with custody of children.
3. Living with parents and commuting to campus. This requires that the parents be actually living at the residence; ownership of property or living with another family member does not qualify for exemption.
4. Transfer students beyond the 1st year of college who transfer 30 or more credit hours from an accredited college.
5. Students 21 years of age or older as of the first day of the semester.

Students seeking exemption must fill out an off-campus application form, available in the Housing & Residence Life office, and have verification of exempt status from the Director of Housing prior to the start of the semester. **Students found in violation of this policy will be charged room and board and may face additional sanctions.**

All students living in the residence halls are required to participate in the food service program by purchasing a meal plan.

**INTERNATIONAL STUDENT POLICY**

The CSC international tuition waiver is an on-campus undergraduate tuition award in an amount equal to one-half of the resident tuition rate up to 16 credit hours per semester. The award has a limit of 8 consecutive semesters provided awardees maintain eligibility criteria. An international student that receives this award will be required to:

- Maintain a cumulative grade point average (GPA) of 3.0 or better
- Live in residence halls or CSC apartments
- Meet all other CSC residency requirements for housing

This award is for on-campus international students seeking an undergraduate degree from Chadron State College and is not available to those seeking their master’s degree. Summer sessions are not eligible for this tuition award.

**RESIDENCE HALL/CSC APARTMENT RESERVATION**

Rooms are assigned by the Housing Office Staff. The preferences of each student in terms of roommate, residence hall and room type are considered in the assignment. If students are not assigned their first choice, they will be given the opportunity to change when space is available.

Student room reservations will be held until 12 noon on the first day of classes. At that time, rooms reserved for students who have not checked in will be re-assigned. The room will be held if the student has notified the Housing Office that he/she will be arriving late. Chadron State College reserves the right to make all housing assignments according to what appears to be in the best interest of the student and the college.

**RESIDENCE HALL/APARTMENT CONTRACTS**

Residents sign a contract for the full academic year if they move in at the beginning of the fall semester. Those residents who move in after the start of the fall semester or at the beginning of the spring semester sign a
contract that runs through the remainder of the academic year. Summer sessions are considered to be a separate contract period. Students’ room contracts with the CSC Housing and Residence Life Office are legally binding. The terms of the contract are included in each contract. In addition, students are responsible for the information regarding the residence halls, CSC Apartments, food service, and campus which is included in the CSC Residence Life and Student Handbook.

If a student is under age 18 a parent or guardian must co-sign the contract.

**HOUSING RESERVATION FEE AND CANCELLATIONS**

**ROOM RESERVATION PROCESSING FEE**

Processing Fee - A $50.00 processing fee must accompany the Residence Hall Room Reservation form. A room will not be assigned until the processing fee is received.

- The processing fee is **non-refundable** and applies to future contract processing of the student as long as the student remains in the residence halls (summers excluded). Should a student move off campus and later want a residence hall room the $50.00 processing fee would again be required with a new application.

**RESERVATION CANCELLATIONS**

- **$150.00 Cancellation Penalty** is assessed for cancelling a Room Reservation after the deadlines of June 1 for fall semester and December 1 for spring semester and prior to the start date of the semester.
- **No Cancellation Penalty** if the cancellation is received in the CSC Housing Office prior to June 1 for fall semester and December 1 for spring semester.

**CONTRACT CANCELLATIONS**

- The college may unilaterally cancel this contract and take possession of any room for violation of the contract terms, violation of the 2016-2017 CSC Student Handbook, 2015-2017 General Catalog, Nebraska State College Board of Trustees policies, or failure to pay room and board.
- The college reserves the right to reassign students within and between residence halls and rooms as deemed necessary, and to immediately terminate the contract by written notice if the student fails to comply with any of the terms and conditions of the contract or, if in the judgement of Student Services staff, continued residence would have a seriously negative effect on the student and/or fellow residents, or if a student does not show ‘active academic participation’ within the College community.
- **$150.00 Cancellation Penalty** is assessed for breaking a contract after the deadlines of June 1 for fall semester and December 1 for spring semester and prior to the start date of the contract.
- **Cancellation Penalty may be waived if:**
  - a student withdraws from college (during a semester) with the approval of the Senior Director of Student Affairs and Student Life.
  - has been suspended for academic or disciplinary measures, with the approval of the Senior Director of Student Affairs and Student Life.
  - the contract is terminated with the approval of the Director of Housing or the Senior Director of Student Affairs and Student Life.
- **Room Refunds** - After the start of the semester a **$150.00 Contract Cancellation Penalty will be charged and will be calculated according to the following schedule:**
  - Week One - 100% refund and the $150.00 Cancellation Penalty
• After Week One - **No Room Refund**

• **Meal Plan Refunds** - After the start of the semester refunds are prorated based upon the number of weeks used with **no refund for the last four weeks of the term**.

• All cancellations must be in writing and be sent to the Housing Office at Chadron State College. Emails are accepted but must be sent to cschousing@csc.edu. Housing responds to all emails if you do not receive a response your email has not been received. If the cancellation is mailed, it must be postmarked prior to June 1 for fall semester and December 1 for spring semester.

• All cancellations, regardless of the application date or whether an actual room assignment has been made, will be subject to these policies.

**FINANCIAL STANDING**

Students must remain in good financial standing with the college in order to remain in college housing. Students not in good standing may be asked to vacate the residence hall and the meal plan may be cancelled.

**TEMPORARY ACCOMMODATIONS**

Accommodations may be made, to the extent possible, to house students over holidays and semester breaks who have no other auxiliary housing available. There will be a housing cost levied for these arrangements. Vacation periods not covered by the room and board include Thanksgiving, Christmas and spring break. The housing staff will work with the student to schedule housing during these breaks.

Residence Halls will be closed for approximately 1 week during the winter break in between Fall and Spring semesters. This closure will be posted.

**COMMUNICATION**

Residence Life or other college staff may contact you by phone, mail or e-mail about any number of issues. Please help us provide you with quality service by responding in a timely manner. You are responsible for checking your mailbox in the residence hall and your campus e-mail frequently.

**ROOMMATE BILL OF RIGHTS:**

• The right to read and study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
• The right to sleep without undue disturbance from noise, guests of roommate, 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 to free access to one’s room 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 host’s roommate and other hall residents.
• The right for redress of grievances. Residence hall staffs are available for assistance in settling conflicts.
• The right to be free from fear of intimidation, physical, and/or emotional harm.
• The right to expect reasonable cooperation in the use of the television.

**ROOMMATE LEAVES**
Should a roommate leave, the student has one week (7 days after the roommate officially checks out of the room) to do one of the following:

- Move in with a roommate of his/her choice.
- Have a roommate of the student's choice move in with him/her.
- If eligible, change his/her contract from a double to a private room at the private prorated rate.

The Assistant Director - Residence Life may assign a roommate if or when one is available. This could involve a move by either or both students.

* Failure to do any of the above options may result in an automatic prorated charge of a private room for the remainder of the semester.

**ROOM/APARTMENT CHANGES**

Room changes are allowed after the first two weeks of each semester. All room changes require the approval of the Assistant Director of Residence Life and the proper forms must be completed.

Apartment changes may be requested through the Housing Office.

**DISCIPLINARY PROCEDURES**

If a student receives a write-up for a violation, the following procedures should be followed:

- Contact the Assistant Director - Residence Life within 24 hours to complete any required paperwork. At this time the student may request a Judicial Hearing to appeal the write-up if he/she feels they should not be held accountable.
- The Judicial Hearing will consist of the Resident Advisor, the student, two or three judicial representatives from the residence hall, and the Assistant Director - Residence Life. The Associate Director of Housing and Residence Life may also be present.
- The student will be notified at the end of the hearing if they are fully responsible, partially responsible, or not held responsible.
- An Incident Hearing Form will be completed within one day of the hearing.
- If the student waives his/her right for a judicial hearing, or is not granted an appeal, they will be required to complete the assigned sanction within two weeks.
- If the student feels that further review of the incident is required, he/she may request an informal appeal with the Director of Housing and then a formal appeal with the Senior Director of Student Affairs and Student Life as stated in the procedures for formal due process as outlined in the student handbook.

**DISCIPLINARY SANCTIONS**

Disciplinary sanctions may include warnings, demands for restitution or reimbursement, a period of probation, remedial behavioral requirements, remedial educational requirements, suspension, or expulsion. In the event that a concurrent civil or criminal action for the same behavior which forms the basis of misconduct allegations under the provisions of this policy is in progress, the accused student may request in writing to the Executive responsible for Student Affairs, or equivalent administrator, that the college delay the continuance of the due process procedures. By requesting to delay until the external civil or criminal proceeding has concluded, the student agrees that he or she shall not attend any college classes or college-sponsored events or activities or shall not enter or use college property without specific written authorization from the Senior Director of Student Affairs and Student Life.
The following acts will also subject a student to disciplinary sanctions:

- Concealment activities such as, but not limited to: a plastic bag over room smoke detector or otherwise interfering with the operation of the smoke detector; fan in the window blowing air out of the room; open window when temperatures are very cold or very hot; rug or similar barrier under the room door; smell of air freshener/perfume/cologne; burning incense; lighted candles; use of dryer sheets, candle warmers, etc.
- Possession of tattoo equipment including but not limited to: tattoo guns, needles, ink is strictly prohibited and could be subject to penalty through the State of Nebraska Licensure Boards.
- Presence of drug paraphernalia: glass pipes, bongs, hookahs, tobacco pipe, toilet paper/paper towel rolls with dryer sheets, rolling papers, etc.
- Alcohol containers, full or empty, that are used as residence hall room decorations. This is a health and safety issue.

The following can cause an investigation to determine if a violation has occurred:

- Comments overheard from the parties in the room related to possession or use of marijuana or other illegal drugs and/or the concealment of its possession or use
- Identification of the smell of marijuana or other illegal drugs by law enforcement personnel or other credible person.
- Signed incident reports from third parties such as roommates or floor mates.

In addition to the above policies:

- If a student athlete is found to have violated the campus alcohol or drug policy, notification will be sent directly to the appropriate coach and the Athletic Director. It is up to the coach to determine appropriate action as it relates to violations of team rules in addition to the findings of this policy and to determine whether or not an athlete is still athletic scholarship eligible.
- If a student in the Rural Health Opportunity Program violates the alcohol or drug policy, notification will be sent directly to the Health Professions office.
- If a student is an education major, notification will be sent to the Education department.
- Inhalants (a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled through one’s mouth or nose) are also prohibited.
- Abuse of prescription or over-the-counter drugs is also prohibited.
- Students in violation of this policy are subject to referral to the state and local law enforcement related to alcohol possession, use and distribution [e.g., minor in possession (MIP), procuring for a minor.]
- Students’ guests are likewise subject to this policy. Residents are accountable for the actions of their guests.
- All violations are cumulative for the entire time a student is enrolled at CSC.

***As a condition of living in the college residence halls/campus housing, it is understood and agreed upon that all property and possessions contained in a student’s room/campus housing are subject to college sweeps and inspections for "health and safety" considerations as well as "institutional-purpose sweeps" which include monitoring and enforcement of drug, alcohol and weapons policies. Each student consents to such room sweeps and inspections and agrees to unlock any safe, lock box, locked cabinet etc. for purposes of allowing College personnel to conduct such sweeps. Failure to unlock and provide access into a safe, lock box, locked cabinet etc. will be grounds for the container to be confiscated and removed from the college premises.

**DISORDERLY CONDUCT/UNACCEPTABLE BEHAVIOR**

Civil behavior enhances the residence life setting and is expected at all times. The following abusive behaviors will not be tolerated:
• Any behavior or action, physical or verbal, which is meant to devalue, demean or incite an individual or group, directly or implied.
• Verbal abuse, including offensive language and derogatory group identity slurs.
• Threatening behavior, whether written, verbal or physical to others or self.
• Any form of sexual harassment or coercion, including date or acquaintance rape.
• Any use of force or physical violence.
• Trespassing, entering or remaining in any room or location without the resident’s or staff’s permission.
• Lewd, obscene or offensive behavior, including posted materials.
• Trespassing in residence hall rooms or opposite sex bathrooms.
• Possession of stolen property.
• Throwing or dropping objects out of windows.
• Possession of firearms, weapons or explosives (including fireworks).
• Arson or tampering with fire equipment.

Such behaviors may result in immediate removal from campus housing and/or disciplinary action being taken by college authorities. Students involved in the assault of another person within the residence halls may be removed from the halls.

Any attempt by a student or guest to physically or verbally harass a college employee (residence life staff) in the performance of his/her duty may lead to a strict disciplinary sanction.

**FIREARMS, EXPLOSIVES, AND ARCHERY EQUIPMENT**

Firearms, ammunition, archery equipment and martial arts weapons are prohibited in the residence hall student rooms. This includes pistols, revolvers, rifles, shotguns or any other device designed with a firing mechanism. Air rifles, BB or pellet guns, CO2 cartridges, and paint ball guns are prohibited as well. Knives, other than pocket knives with blades less than 4", are also prohibited. Any item specifically designed or intended to cause injury or death may not be maintained in the residence hall student rooms and will be confiscated. Failure to comply with any provision of this policy may result in immediate removal from the residence halls or CSC Apartments.

Firecrackers and/or fireworks are not permitted in or around the residence halls/apartments. Flammable liquids such as gasoline and kerosene cannot be stored in the residence halls/apartments. Students may not store firearms in their vehicles on campus.

**NEEDLES/SYRINGES**

Residents using medications, which require injections, should not dispose of the needles/syringes in the trash cans. A resident can contact the Health Center to obtain the proper disposal containers. Any tattoo equipment including but not limited to tattoo guns, ink, needles is strictly prohibited.

**PHYSICAL ASSAULT**

Students involved in the assault of another person within campus housing may be removed from the housing residence and will face disciplinary sanctions. Reports of assault should be made to Residence Life Staff or other college employee.
**Harassing Speech, Phone Calls, or E-mail Messages**

Should a student receive prank or harassing phone calls, social media, or e-mail messages, it should be reported to the Residence Life staff immediately. Personally directed harassing speech on campus which is intended to threaten or lead to violent behavior is unacceptable. Harassment will not be tolerated and will result in disciplinary action.

**Pranks**

Pranks and practical jokes can quickly escalate into unwanted behavior, an increase in noise level and disturb other noninvolved residents. Students who engage in practical jokes or pranks will be held responsible for damages and/or disciplinary action. Dropping or throwing any object out of or into the residence halls is prohibited.

**Suicide Threats or Attempts**

Threats must be reported to Residence Life Staff or another college employee. Every effort will be made to get needed help to students who attempt or speak of suicide while living in campus housing. Students exhibiting suicidal behavior or expressing suicidal thoughts may be required to attend counseling in order to remain in the residence halls. Students who are believed to have ingested a harmful substance will be required to go to the hospital and be checked by a physician.

Students who attempt suicide will have their individual situation assessed and the following may occur: 1) the student, if deemed harmful or disruptive to the campus community, will be asked to leave the campus; 2) the student may be allowed to remain in the residence hall while receiving counseling at the discretion of the Director of Housing and Residence Life and the Senior Director of Student Affairs and Student Life.

**Medical Emergencies**

Should a situation occur in which medical attention appears needed Residence Hall Staff should be notified and they will contact Chadron Police Department to dispatch EMT personnel and the Rescue Unit. Any costs for such assistance will be borne by the student/parents. At the current time Chadron Fire Department does not charge for the ambulance service to the hospital.

**Security**

In case of emergencies, please dial 9-911 (from on-campus phone) or 911 (from off-campus phone)
The CSC Campus Security Office is located in the Physical Facilities building in the southwest corner of campus.

CSC Campus Security consists of one Security Supervisor and a number of student patrols who are responsible for reporting unusual or suspicious on-campus activity and are trained to respond to emergency situations.

**Missing Student Policy & Procedure**

This policy establishes a framework for cooperation among members of the Chadron State College (CSC) community aimed at locating and assisting students who are reported missing.

1. A student shall be deemed missing when he or she is absent from CSC for more than 24 hours without any known reason.
2. All reports of missing students shall be directed to the Senior Director of Student Affairs and Student Life, the Director of Student Housing, and Campus Security who shall investigate each report and make a determination whether the student is missing in accordance with this policy.

3. Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by CSC no more than 24 hours after the time that the student is determined to be missing. Unless otherwise specified by the student to the Registrar, the College will consider the parent/guardian or other primary emergency contact provided to the College by the student to be the person to be contacted in the event the student is determined to be missing. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. A designation will remain in effect until changed or revoked by the student.

4. At any point during a student’s enrollment, he or she may choose to register or change Emergency Contact information with CSC by notifying the Registrar. This information is confidential but may be released to CSC Campus Security and the Chadron Police Department staff as necessary to carry out the purposes of this policy.

5. If a missing student is under the age of 18 and not emancipated, the Senior Director of Student Affairs and Student Life is required to notify the custodial parent(s) or guardian(s) of the missing student no later than 24 hours after the determination by the Senior Director of Student Affairs and Student Life and Campus Security that the student is missing.

6. No later than 24 hours after a student is reported missing, the Senior Director of Student Affairs and Student Life, or his designee, will be responsible for contacting the appropriate Emergency Contacts as established above.

7. The Senior Director of Student Affairs and Student Life and Campus Security will also notify the Chadron Police Department no later than 24 hours after it determines that the student is missing.

8. The Senior Director of Student Affairs and Student Life, or his designee, shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.

9. The Senior Director of Student Affairs and Student Life, or his designee, will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.

10. The Senior Director of Student Affairs and Student Life, or his designee, will organize support personnel when a student is determined missing and make appropriate contacts within the university (Counseling Center, Academic Dean of student’s school, and Campus Security).

**ROOM/APARTMENT CLEANLINESS**

Students are required to keep their rooms/apartments clean. Any bug or rodent activity should be reported to the Residence Life Staff immediately.

Apartment students may not store items outside their apartment and must keep the area around the furnace and water heater free of debris.

**ROOM PRIVACY & SECURITY**

Students are responsible for what occurs in their rooms. The right to privacy is of paramount importance. However, the entry into or sweep of the living quarters of a student may be conducted by the following people for the purposes and under the procedures detailed below:

- By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized college personnel to insure that health, fire, and safety regulations are maintained. The college shall give at least 24 hours notice of such entry when possible.
• By authorized college personnel or agents to provide routine maintenance services and repairs.
• By authorized college personnel in emergency situations 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.
• By authorized college officials when there is probable cause to believe a violation of college or civil regulations is being committed, and that the delay required in procuring a warrant would endanger the health and safety of the residents or result in the probable destruction of the evidence of the violation.

When it is necessary for authorized college officials or their agents to enter a student’s room and the occupant(s) is not in, there should be two people present, if at all possible. The student(s) will be notified of the entry and the reason for the entry upon his/her return. **A student may be held responsible for activities that occur in his/her residence hall room, even though that student may not be present or involved in the policy violation. Students are responsible for guests.**

**VISITORS**

Visitation hours are the times during which non-residents of that hall may visit in the room. On Friday and Saturday nights the residence halls are open to visitors from 9:00 a.m. until 2:00 a.m. and on Sunday through Thursday from 9:00 a.m. to 12:00 midnight. Residents may invite overnight guests, if provided accommodations are available and previous arrangements have been made with the Assistant Director - Residence Life. Guests of the same sex may stay in the residence hall room with permission of the roommate and must be registered with the Assistant Director.

Overnight guests may stay no longer than 3 nights. Residents may be subject to disciplinary action because of their visitor’s behavior. Visitors found intoxicated will not be allowed to stay in the Residence Halls and may be asked to leave. **Chadron State College reserves the right to require a guest to leave and/or restrict visitation.**

**QUIET HOURS/NOISE**

Quiet hours for all residence halls is defined as the hours between 10 p.m. and 8 a.m., Sunday through Thursday and 12 midnight and 8 a.m., Friday and Saturday nights. Individual floors may vote to expand these minimum requirements; hours must be agreed upon by the residents of that floor and the residence hall staff; quiet hours should be posted. Common courtesy should be considered 24 hours a day; excessive noise is not permitted at any time. This policy recognizes that the residence hall community consists of many diverse individuals with varying schedules.

Congregating in the halls or common areas may create excessive noise. It is preferred these gatherings happen in the residence hall rooms with the doors closed. Residents that wish to use or practice musical instruments should be aware that Memorial Hall has practice rooms available for this purpose. Music, games, televisions and video gaming are a frequent source of disturbances in the halls. Residents have many different musical tastes and preferred volume levels vary widely. Please consider using headphones for a higher volume; the sound from your room should not be heard in the hallway.

Consideration for fellow students is essential at all times and should set the atmosphere for community living. Unreasonable noise or disruptive activity will not be permitted.

**Chadron State College Alcohol and Drug Policy**

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The possession or consumption of alcoholic beverages or illegal drugs on college property is in violation of the policies of the Board of Trustees of the Nebraska State Colleges. In Board Policy 2800, the Board has formulated standards of conduct for students which prohibit the following acts:

1. Use, possession, manufacture, distribution or sale of alcohol, illegal drugs or drug paraphernalia on college premises or while on college business or at college activities, or in college supplied vehicles.
2. Storing in a locker, desk, vehicle, or other place on college owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol.
3. Use of alcohol off college premises that adversely affects a student's work or academic performance, student's safety or the safety of others.
4. Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia.

Board Policy 3100 provides that the following acts shall be considered to constitute misconduct for which an offending student may be subject to disciplinary sanctions:

1. Unlawful or unauthorized possession, use, distribution, dispensing, delivery, sale or consumption, manufacture, or being in the presence of any alcoholic beverage, including empty bottles/cans or any alcohol container on any part of the college campus including outdoor areas and parking lots;
2. Alcohol consumption that endangers the health, safety, or property of oneself or another, or requires medical treatment or college staff intervention;
3. Unlawful or unauthorized possession, use, distribution, delivery, dispensing, manufacture or sale, or being in the presence of any drug; being in possession of paraphernalia for drug use, except as expressly permitted by law, or being unlawfully under the influence of any drug unless directed by a licensed physician;
4. Inflicting unwanted physical contact on another person; conduct that intimidates, harasses, or threatens the safety, health, property, or life of others or oneself; participating or contributing to an incident of abuse or assault; causing, provoking or engaging in any fight, brawl or riotous behavior;
5. Any act occurring on the college campus or on the premises of a student housing unit which intentionally disturbs the peace and quiet of any person or group of persons;
6. Sexual harassment, assault or any other uninvited behavior of a sexually explicit nature;
7. Conduct which is unreasonably dangerous to the health or safety of other persons or oneself;
8. Damaging or attempting to damage property of the college or of another individual;
9. Serious traffic violations on the campus, including operating any vehicle while intoxicated, speeding, reckless endangerment, or reckless driving;
10. Violation of any student housing unit policy, rule or regulation.

Residence hall staff will call law enforcement to assist in handling situations involving drugs or other controlled substances.

Residents who do not wish to be held accountable for a violation of policy should immediately leave the room/area in which these items are present. Reports of violations may be given to the Assistant Director - Residence Life.

MEDICAL MARIJUANA
The possession of a medical marijuana permit does not allow for the possession or use of marijuana in the residence halls or the university apartments. Marijuana obtained for medicinal purposes cannot be stored or used in the residence halls.
<table>
<thead>
<tr>
<th>Violation</th>
<th>Consequences</th>
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</thead>
<tbody>
<tr>
<td><strong>First Offense—Alcohol</strong>*</td>
<td><strong>Minimum Response</strong></td>
</tr>
<tr>
<td></td>
<td>• $50 fine*</td>
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<tr>
<td>*A first violation resulting in evaluation at the hospital emergency room will automatically be treated as a second violation.</td>
<td>• Mandatory substance abuse assessment required (results/recommendations of assessment to be shared with Senior Director of Student Affairs)</td>
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<tr>
<td></td>
<td>• Mandatory First Violation Alcohol Education Class (Number of sessions determined by outcome of assessment)</td>
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<tr>
<td></td>
<td><strong>Discretionary (Maximum) Response</strong></td>
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<tr>
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<td>• Notification of parents by Senior Director of Student Affairs (if emergency transport or other behavioral issues are involved)</td>
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<td>• Community service (Number of hours range from 0 to 50 determined by the severity of the incident)</td>
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<td>• Cancel housing contract (if student is living in residence halls or apartments)</td>
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<td></td>
<td>• Suspension</td>
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<td>• Expulsion</td>
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<td></td>
<td>Other options may apply at the discretion of the President or Senior Director of Student Affairs.</td>
</tr>
<tr>
<td><strong>Second Offense—Alcohol</strong>*</td>
<td><strong>Minimum Response</strong></td>
</tr>
<tr>
<td>*A second violation resulting in evaluation in the hospital emergency room will automatically be treated as a third violation.</td>
<td>• $75 fine*</td>
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<tr>
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<td>• Notification of parents by Senior Director of Student Affairs if determined that violation affects the safety/health of student</td>
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<td></td>
<td>• Mandatory Second Violation alcohol education class</td>
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<tr>
<td></td>
<td>• Conduct probation for one calendar year</td>
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<tr>
<td></td>
<td><strong>Discretionary (Maximum) Response</strong></td>
</tr>
<tr>
<td></td>
<td>• Additional mandatory assessments of risk for substance dependence disorder and referral for treatment, if necessary. (Cost for assessment and treatment at student’s expense)</td>
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<td></td>
<td>• Meet with Student Success Task Force to discuss results of assessments (The Task Force will impress upon the student the seriousness of the situation, offer support in exchange for student cooperation, and invite the student to sign a contract that will specify behaviors expected of the student. Expected behaviors include, but are not limited to, attending tutoring in the Learning Center, attending regular counseling sessions, and periodic check-ins with a member (or members) of the Task Force)</td>
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<tr>
<td></td>
<td>• Community service (Number of hours range from 0 to 50 determined by the circumstances of the incident)</td>
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<td>• Cancel housing contract (if student living in residence halls or apartments)</td>
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### Violation and Consequences

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum Response</th>
<th>Discretionary (Maximum) Response</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Offense—Alcohol</strong></td>
<td>• $100 fine*</td>
<td>• Suspension</td>
</tr>
</tbody>
</table>
|                                   | • Referral to the Senior Director of Student Affairs and Student Life for adjudication, notification to Senior Director of Student Affairs and Student Life. Cancel housing contract | • Expulsion from Chadron State College consistent with Board Policy 3000, 3100, and 3200
|                                   |                                                                                   | • Referral for evaluation and treatment Other options may apply at the discretion of the President or Senior Director of Student Affairs |

<table>
<thead>
<tr>
<th>Violation</th>
<th>Minimum Response</th>
<th>Discretionary Response</th>
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<tbody>
<tr>
<td><strong>First Offense—Marijuana</strong></td>
<td>• $100 fine*</td>
<td>• 0-50 hours of community service</td>
</tr>
<tr>
<td></td>
<td>• Mandatory substance abuse assessment required (results/recommendations of assessment to be shared with Senior Director of Student Affairs and Student Life )</td>
<td>• Cancel housing contract (if student living in residence halls or apartments)</td>
</tr>
<tr>
<td></td>
<td>• Mandatory First Violation Marijuana Education Class</td>
<td>• Suspension</td>
</tr>
<tr>
<td></td>
<td>• Conduct probation for one calendar year</td>
<td>• Expulsion</td>
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<tbody>
<tr>
<td><strong>Second Offense—Marijuana</strong></td>
<td>• $150 fine*</td>
<td>• 0-50 hours of community service</td>
</tr>
<tr>
<td></td>
<td>• CSC Housing contract terminated</td>
<td>• Suspension</td>
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<tr>
<td></td>
<td>• Referral to Senior Director of Student Affairs for Adjudication</td>
<td>• Expulsion</td>
</tr>
<tr>
<td></td>
<td>• Follow-up counseling (fee* to be paid by student)</td>
<td>Other options may apply at the discretion of the President or Senior Director of Student Affairs</td>
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<td>• Expulsion from CSC consistent with Board Policy 3000, 3100 and 3200</td>
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</thead>
<tbody>
<tr>
<td><strong>First Offense—Other illegal drug use</strong></td>
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</tbody>
</table>
Parents of CSC students under the age of 21 may be notified of alcohol/drug violations in accordance with FERPA guidelines.

*All fees/fines collected for sanctions will be used to support the purchase of counseling and/or alcohol-drug educational materials curriculum, programming or staff training.

**FIRE REGULATIONS**

**Reporting a Fire**

Always report any fire! It may be small and insignificant, but it could be the origin of a larger fire. In case of fire call 9.9.1.1 and tell the dispatcher the location of the fire and the apartment/room number. Notify a residence life staff member or all neighbors in the adjoining apartments and call the CSC Boiler House at 432.6226.

**Fire Alarm Procedures:**

**All persons must evacuate the building immediately upon hearing the fire alarm and assemble at the designated area.**

**All persons must remain outside the building as long as the alarm continues to ring. No one may return until the Residence Hall Staff has checked every room so that it can be stated with certainty that the building is empty.**

Any fire or smoke must be immediately reported to the Assistant Director of Residence Life or Resident Advisor. Fire regulations and procedures are posted in each room. It is the student's responsibility to become familiar with the correct fire procedures.

Tampering with the fire alarm or fire equipment (including smoke detectors) or the setting of fires will result in disciplinary action and will be reported to the State and federal authorities. The student will not be allowed to remain in housing.

**OPEN FLAME**

Burning candles, incense and smoking in a residence hall room is considered a fire hazard and is forbidden.

**Halogen lights** are not permitted in student rooms due to high fire rating.

**RESIDENCE HALL SMUDGING PROTOCOL**

Any student wishing to smudge within the residence halls may be granted permission to do so one time at the beginning of the semester. The student must request approval at least 48 hours prior to activity, from the Director of Housing & Residence Life, or her designee.
**FIRE SPRINKLER SYSTEM**

The following safety information pertains to halls with fire sprinklers. To ensure proper functioning of the sprinkler system, please observe the following:

1. Items should not be hung or attached to the sprinkler head or piping.
2. Sprinkler heads should never be obstructed or tampered with in any way.
3. Frisbees, balls, and other items that can damage the sprinkler heads are not to be thrown in the rooms, hallways, or other common areas.

Residents who tamper with the fire sprinkler system and cause damage will be subject to disciplinary action. This may include being held responsible for all damages to resident and college property, possible removal from the residence hall, and/or possible legal action.

**TORNADO ALERT PROCEDURES**

Watch – A tornado watch means that conditions are favorable for a tornado, and one may be possible.

Warning – A tornado warning means that a tornado has actually been sighted. Warning information is given by the radio and television. The warning to seek shelter is also given by the continuous undulation (rising and falling) tone of the sirens.

**IF A TORNADO SIREN IS HEARD:** TUNE RADIOS TO 610 AM OR 97.5 FM, AND TELEVISIONS TO ANY CHANNEL EXCEPT HBO FOR EMERGENCY INSTRUCTIONS.

In the event of a tornado warning take shelter in the basement or lowest level in the building. West Court Residents may go to Edna Work Hall/Wing or any of the other Residence Halls. Residents should have a good flashlight, blankets, and a battery powered radio in case of emergencies. For more information on tornado safety contact the Region 23 Emergency Management Agency at 432.2251.

**SMOKING**

The CSC Residence Halls are “Smoke Free” and smoking in the residence halls is not allowed. All members of the CSC community are asked to comply with this policy. This policy is in place to promote and support the health of residential students and staff.

*Electronic cigarettes and hookahs are banned from the residence halls.* Students who smoke outside a residence hall/apartment must do so in designated areas and far enough from the building to avoid having smoke drift into the hall or neighboring apartments. Cigarette butts, packaging and other tobacco debris must be disposed of properly.

**GAMBLING**

Gambling with or for money, in any form, is not permitted in the residence halls/apartments. Gambling on State property is a violation of Nebraska state law.

**SOLICITATION**

Housing units are not to be used for any commercial purposes. Soliciting for business, charity, political, or religious purposes on campus grounds or in campus buildings by anyone is prohibited.
**Residence Hall Refrigerators/Freezers**

Students may bring refrigerators 6 cu. ft. or less (mini-fridge). **Freezers are not allowed.**

**Residence Hall Eagle Card System**

The Eagle card system at Chadron State College makes life in the Residence Halls safer and more convenient for students. These cards will allow entrance into your Residence Hall main Entrance and provide added security for the residents.

Students will be required to use their Eagle card to enter the Residence Hall.

The front doors of the residence halls will be open during the following hours: 7:00 AM-7:00 PM with the exception of Eagle Ridge which is locked 24-7

Do not prop doors open as this may provide access to the building for people who do not reside on campus. Campus Security patrols the campus area.

**Residence Hall Check In - Check Out**

**Early Check-in** - Checking into the halls before the official opening is highly discouraged. You must submit a written request to the Housing Office at least two weeks prior to your requested move-in date. Charges for moving in two or more days before official opening will be billed at the summer weekly rates. Arriving early can also result in a temporary placement instead of their fall housing placement.

First Year and Transfer Students may move into the residence halls beginning at 8:00 AM on the Thursday prior to the start of the fall semester as part of New Student Orientation.

Prior to students moving into the residence halls, residence hall staff will have checked to see that the rooms are in good condition. Each student is given an inventory card to note the condition of the room. When residence in the hall is terminated, a Resident Advisor will use the same card to determine any damage, normal wear and tear will be considered. Each student is individually responsible for furniture, equipment and the general condition of his/her room. Failure to leave the room in the same general condition as when it was first occupied will result in the assessment of a damage charge. When checking out of the residence hall, students should use the following procedure:

- Give sufficient notice to the RA so he or she may be present when checking out.
- Remove all possessions.
- Clean the room thoroughly.
- Turn in the key to the RA, or ADRL.
- Sign the inventory card.
- Leave a forwarding address.
- Complete a “Housing Cancellation Request” provided by the RA or ADRL.

**No refunds will be made unless this procedure is followed.**

The residence halls are usually closed during vacation periods. The student must notify the Assistant Director - Residence Life if he or she plans to stay on campus during this time and arrangements will be made for housing. This may require that the student move to a different location during the vacation and pay a per-night fee.
APARTMENT CHECK OUT PROCEDURES

CSC Apartment occupants should use the following guidelines when checking out of an apartment:

- Give sufficient notice to the Housing Office as to the time the apartment will be vacated.
- Remove all personal possessions.
- Clean the apartment thoroughly. (Obtain a copy of the “Vacating and Cleaning Procedures” from the Housing Office.)
- Turn in apartment and mailbox keys.
- Sign the inventory card.
- Leave a forwarding address.

No refunds will be made unless this procedure is followed.

DAMAGES

Residents of the room/apartment will be responsible for damages due to student negligence. Dart boards are not allowed in the student rooms. Damages done to college property, except for that which is defined as normal wear and tear, may be billed to the student. Common area damages may be charged evenly to all students residing in that area if deemed necessary.

The college strictly prohibits any room furnishings from being removed and stored off campus. Anyone removing college property from a residence hall will be charged and billed accordingly.

APARTMENT RENT PAYMENT/REFUNDS

Rent Payments are to be made at the Business Office which is located on first floor in Crites Hall. The first month’s rent is due upon occupancy and thereafter is due on or before the first day of each month. Refunds are prorated on the basis of the daily rate of the last month of occupancy of the apartment provided appropriate notice has been given to the Housing Office. Delinquent rent shall be cause for eviction.

ACADEMIC PARTICIPATION/CLASS WITHDRAWAL

The primary purpose of Residence Life is to support the academic mission of Chadron State College and to facilitate a healthy living-learning environment. Do not hesitate to seek out your hall staff for assistance with class-related problems, and do not be surprised if staff approaches you about your academic progress. We care about your success and hope to assist you throughout the academic year.

Students are expected to be actively engaged and attending classes. Should students demonstrate little or no active participation in the majority of their classes, the student may be asked to vacate the residence hall.

Withdrawal from CSC classes does not automatically terminate the housing contract but the student must be taking classes in order to live in campus housing. Once a student files withdrawal forms, he/she is required to meet with the Residence Life Staff/Housing Office to review move-out policies and procedures. Housing charges may continue to accumulate until the student has signed the appropriate cancellation forms at the Housing and Residence Life Office, removed all belongings from the residence hall/apartment, returned the room key and
completed the check-out process with the Residence Life Staff. Only CSC students may reside in campus residences.

**PART-TIME STUDENTS**

Any student who drops below 12 semester hours after the first week of the semester must receive special permission from the Director of Housing and Residence Life to remain in the residence halls/apartments and must return to full-time status for the following semester. The Housing Office is in Crites Hall, room 102.

In the event that a student with less than 12 hours becomes involved in the disruption of the safety, security and good order of the residence hall environment, he/she may be required to vacate the residence hall immediately.

**ATTENDING FLOOR MEETINGS**

You are responsible for all information discussed; if unable to attend, you should contact your Resident Advisor. General meetings of all residents are held in each residence hall during Fall and Spring semesters. Floor meetings are held periodically throughout each semester. Notices will be posted announcing the time and place of the meetings. If attendance is required; you may be given a violation for noncompliance for failure to attend.

**ROOM/APARTMENT KEY**

A room/apartment key will be issued when a student registers in campus housing. Students are advised to keep their room/apartment locked and their key with them at all times. An assessment will be made for each key that is lost. If a key is lost, it should be reported immediately to the Residence Life Staff. The staff will have the student complete a Lost Key form. Requests for lock changes will be billed to the student. The student will then pick up a new key from the Assistant Director or the Housing Office. Refunds for recovered keys may be issued through the Housing & Residence Life Office. Students are not allowed to duplicate college keys.

**DECORATIONS**

A room/apartment is more enjoyable if decorated with posters, rugs, plants or other items. Students should not use decorations that create a health or fire hazard or cause damage to the room or residence hall. Empty alcohol bottles and/or can collections are not permitted as room decorations. **Empty bottle and can collections in the rooms are not permitted as they present a health and pest hazard.** Retaining cans or bottles in rooms for recycling is also a violation of college & alcohol regulations. Recycle barrels are available throughout the residence halls. **Black lights may not be placed in existing college light fixtures.**

Rooms/apartments may **not** be painted by the students. Each residence hall has available for check out: board games and various types of recreation equipment. Also available for student use are microwaves, jumper cables, shovels and brooms. Halogen lights are not allowed due to fire hazard. Scentsy warmers or any other type of wax melting warmer are not allowed in the residence halls.

All decorations must be noncombustible or flame retardant.

- Artificial trees, electric cords, and lights may be used only if approved by Underwriter's Lab.
- No natural trees may be used.
- If holes are made in the walls, the use of toothpaste to fill those holes in is prohibited. Charges will be assessed.
• Using nails in the residence halls is prohibited.
• TV’s may not be hung to the walls.
• Command strips are allowed, however, when taking them down, the proper removal procedures must be followed to avoid peeled paint.

**SAVE ENERGY - KEEP COSTS DOWN**

Students can help the College save energy (which in turn keeps room and board rates lower) by: turning off lights, powering down computers and gaming systems when not in use, keeping windows closed in winter and turning water off when not in use.

**ROOM WINDOW POLICY**

Residents MAY NOT REMOVE the screens from their room window or other residence hall window(s) at any time and damages may be assessed for bent or missing screens. In order to protect those individuals who may be walking outside the residence halls, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall window.

**ELEVATORS**

In the event that an elevator should malfunction, use the emergency alarm and await assistance. Under no circumstances should an individual attempt to open the doors by force or use alarm bells for reasons other than an emergency. All problems with the elevators should be reported to the Hall Director. Vandalism (e.g. overloading, tampering with doors and control panels, jumping, rocking, etc.) will not be tolerated in elevators and may result in damage charges to the student.

**PETS**

No pets, except non–dangerous fish, are allowed in the residence halls/apartments. No other pets may be kept in the Aquarium, only fish! Aquariums may be no larger than 10 gallons. If a pet is found on the campus, the student will be in violation and may be given a disciplinary sanction. They may be given an appropriate timeline to vacate the animal. If the pet is not removed or another pet is found, it could result in additional disciplinary action or the termination of the housing contract. **The exception is service animals functioning as a disability accommodation or a therapy/support animal which provides emotional support, comfort, therapy, companionship, therapeutic benefits or to promote emotional well being.**

**These animals have to be approved through CSC ADA Services.**

**Service Animals**

Service animals are trained to do work or perform tasks for a student with a disability, and the work is directly related to the individual’s disability. Service animals may accompany the student in any and all locations where
students are allowed. Students with disabilities who are accompanied by service animals must comply with the same College rules regarding conduct, noise, safety, disruption, and cleanliness as people without disabilities. The ADA stipulates that service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the student’s disability prevents using these devices. In that case, the student must maintain control of the animal through voice, signal or other effective controls.

The Colleges are not responsible for the care or supervision of service animals. Individuals with disabilities who are accompanied by service animals are solely responsible for the cost, care, supervision and well-being of the animal at all times.

Students with disabilities accompanied by service animals are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

Cleaning up after the animal is the sole responsibility of the student with disabilities that is in possession of the service animal. If the individual is not physically able to clean up after the animal, it is then the responsibility of that individual to hire someone capable of cleaning up after the animal in a timely, hygienic and respectful manner.

**Therapy/Support Animals**

Even though therapy or support animals do not qualify as service animals, the Colleges shall provide reasonable accommodations for emotional therapy/support animals in College housing. Emotional support/therapy animals are animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote emotional well-being.

Students qualify for reasonable accommodation when (1) health care professional(s) have recognized and documented the therapeutic effect of animal companionship; and (2) the therapy animal is an integral part of a person’s treatment process to assist in alleviating the symptoms of an individual’s disability.

Requests to have an emotional therapy/support animal in campus housing are considered requests for accommodation and will be reviewed on an individual basis.

Under the federal Fair Housing Act, accommodations for emotional support/comfort animals must be reasonable. Animals can pose no direct threat to the health and safety of others; cause substantial damage to the property of theirs; post an undue financial and administrative burden; or fundamentally alter the nature of the provider’s operation.

**Theft**

**Students are responsible for locking their rooms....which is the best defense!** CSC is not responsible for personal property that is lost, stolen or damaged. Large sums of money and other valuables should not be kept in the residence hall room or apartment. For purposes of insurance claims, it is recommended that the student file a police report for any theft. Students may want to secure insurance for their personal property or check with their parents. In many cases homeowner’s insurance policies will cover a student’s property. To provide maximum security for personal property, a room should be locked when unoccupied. Those students living in apartments may want to consider renter's insurance.

Public signs are property of governmental agencies and those displayed in student rooms/apartments will be confiscated and returned to authorities. In some cases fines or tickets may be imposed.

**APARTMENT AIR CONDITIONERS, EVAPORATIVE COOLERS, AND WINDOW FANS**

Permission/contracts to install air conditioners in the CSC Apartments must be obtained through the Housing Office. One unit per apartment is allowed. The tenant must have the air conditioner, and the maintenance
department will do all installation. Evaporative coolers are not allowed in CSC Apartments. Refrigerant air conditioners may be installed in the Apartments; **220V (volt) air conditioners are not allowed.** Contact the Housing Office for more information.

**HEATING UNITS**

In order for the heating units to function properly it is imperative that furniture and other objects that tend to obstruct the flow of air be kept away from heating vents and electric baseboard heaters.

**APARTMENT/ROOM MAINTENANCE REQUESTS**

All necessary repairs and maintenance should be reported to the Residence Life/ Housing staff. The Residence Life/Housing staff will report the repair on a Work Order form and report it to the CSC Maintenance Department.

**APARTMENT GROUNDS**

No outdoor construction of any type, including fences, is permitted. Occupants shall not store or place personal property on the outside of the dwelling or on the adjacent premises. A playground area is available in West Court for the children of CSC Apartment residents. Please note that Chadron State College assumes no responsibility for children playing in this area. All toys, bikes and personal property should be picked up at the end of each day. Upkeep of the grounds and snow removal is done by the CSC Maintenance Department.

**TELEPHONE SERVICE**

Telephone services are not provided in the residence halls. Most students now have cell phones which made the phone requirement obsolete.

**CABLE TELEVISION**

Cable service is not provided in residence hall rooms. Televisions with service are provided in the resident hall lounges and common spaces.

**INTERNET ACCESS**

- A high speed internet connection is provided for every room in the residence hall
- CSC Apartments also have internet provided
- Wireless internet access is available in all residence halls
- There are computer labs located across campus – High Rise, Brooks and Edna Hall
  - For more information please visit the Department of Information Technology.

**MAIL SERVICE**

US Mail is delivered regularly by the postal department to each residence and is placed in the mailboxes provided. Your mailbox is numbered and may be opened with your room key and/or combination. An additional key is required for the apartment residents.
To speed mail handling and delivery, it is important that mail be addressed in the following manner:

Name
Hall Name, Room/Apartment #
Street Address
Chadron, NE 69337

UPS/FEDX will be delivered to the Campus Mailroom (located in the Maintenance Building on the South West side of campus) and students will be responsible to pick up the package in a timely manner. Packages that are not picked up will be returned to the sender.

**LAUNDRY AND VENDING SERVICE**

Washing machines and dryers are available for use by the residents within each building or area. Each laundry room has facilities for hand laundry. It is expected that residents be considerate of other students, help to keep those areas picked up and that machines that are not working be reported to the Housing Office. Soft drink vending machines are located in each building.

**RESIDENCE HALL/APARTMENT STORAGE**

Limited storage space is provided in each residence hall. Items placed in hall storage must be properly packaged in boxes, luggage, or cartons and must bear the name and home mailing address of the student. The college assumes no responsibility for items placed in storage. Items left in storage after a student moves out may be discarded or sold at the Residence Hall Garage Sale with proceeds to be used for hall programming. CSC does not provide additional storage for the apartments.

**BUNK BEDS**

Bunking beds is an option with current beds in all residence halls. Therefore, lofts or lofting beds are not permitted. If you wish to bunk your beds in a room, contact your Resident Assistant to receive the pins necessary to do so.

The college will not assume responsibility for any injury incurred due to the bunking of beds. Residents should only bunk their beds in the appropriate manner. “Stacking” beds on other furniture or structures is a safety hazard and not permitted.

**LOFTS & WATER BEDS – ARE NOT ALLOWED IN CSC HOUSING**

A Loft is defined as an elevated sleeping area constructed of wood or steel that is securely fastened into a single unit. Students may not construct a structure in which they are sleeping under a surface that furniture is placed upon. Students may only bunk the beds with pegs that are provided by the residence hall staff.

Chadron State College will not take responsibility for the student’s safety in regards to the use, construction, or dismantling of a loft. Chadron State College reserves the right to direct the residents to remove from their room any hazardous materials, including lofts.

**POSTING OF INFORMATION**

The Associate Director of Housing and Residence Life (432-6403) must approve the posting of information on residence hall bulletin boards. Posters and other advertisements may be posted on public bulletin boards only.
RAs will post items of interest by their room door in the hallway. Regulations prohibit individuals or clubs from posting materials on fire exit doors, windows, and in stairwells. Information posted in these areas or postings not approved by the Associate Director of Housing and Residence Life will be removed.

**STUDY LOUNGES**

The residence halls have designated study lounges available. This provides students an alternate quiet place to study away from their room if the Library is closed.

**COMMON AREAS**

The custodial staff is responsible for the lobby, hall, and stairwell cleaning; please be considerate. Students should put trash in the appropriate receptacles in each residence area. Unwanted mail should be disposed of properly.

**RECREATIONAL EQUIPMENT**

In the interest of safety, the use of roller blades or skates, skateboards, scooters, long boards and bicycles is prohibited in the residence halls. Damage caused by the use of recreational equipment may be assessed to the student responsible.

**HEALTH SERVICES**

Ann Dockweiler, RN, BSN

**College Nurse**
Phone: 308-432-6022
E-Mail: nurse@csc.edu
Fax: 308-432-6085
Crites Hall Room 009

**Office Assistant**
Phone: 308-432-6232

Health Services Hours

**Monday - Friday:** 7 a.m. to 4 p.m. during the fall and spring semesters when classes are in session. The CSC Clinic is available and FREE for current students and is held in the Physician Specialty Clinic area of Chadron Community Hospital from 7 am to 9 am weekday mornings.

Appointments are necessary and can be made by: stopping by CSC Health Services at 009 Crites Hall or calling CSC Health Services 308-432-6232.

**After hours:** Contact the nurse at 308-430-3419 or 308-432-6938 or call the Chadron Community Hospital at 308-432-5586 and ask to speak to a nurse.

**EMERGENCY: CALL 911 OR 9-911 IF CALLING FROM A COLLEGE PHONE.**

**ABANDONED PERSONAL PROPERTY**

Any personal property left in the residence room/apartment or on the premises by students who vacate or abandon an apartment will be deemed abandoned. Chadron State College may dispose of the property without
compensation to the student and charge the student for labor involved in removing trash or property. Chadron State College may sell or otherwise dispose of such property in any manner without liability.

**VEHICLES/PARKING**

All licensed and non-licensed (ATV & scooters) vehicles operated by students, faculty and staff must have a valid parking permit, properly displayed, to park on the Chadron State College campus. The parking sticker must be attached to the outside, lower right (passenger side) corner of the back window while parked on the CSC campus and must be clearly visible. Parking hangtags for ATV, Scooters and motorcycles must be attached to the handle bars. These parking stickers and parking hangtags are available in the Business Office in Crites Hall. The person to whom the parking permit is issued is responsible for all parking violations. If you have a guest coming to campus, please get a guest parking permit (no charge) from the Parking Office, Sparks Hall Room 113. If you have any questions, please contact the Parking Office (308) 432-6490.

NOTE: CSC has changed from parking hangtags to parking stickers for vehicles except for ATV, scooters and motorcycles which still will use the parking hangtag.

Parking Areas:

Chadron State College does not guarantee parking space in a specific area and cannot assume responsibility for the care or protection of any vehicle or its contents while operated or parked on campus. Parking must be in designated parking stalls only. For more information please contact the Business Office, Campus Security, or the Chadron Police Department.

**CAMPUS DINING SERVICE**

All students living in the residence halls are required to participate in the food service program by purchasing a meal plan.

The Dining Hall Cafeteria is located in the Student Center. Students living off-campus are welcome to dine at the cafeteria or Eagle Grille at any time for a minimal charge or may purchase a meal plan through the Housing & Residence Life Office.

The Food Committee meets approximately once a month during the academic year. The meetings include discussions of menu preferences as well as the planning of special events in the dining room. Students are encouraged to provide input to the ADRL for those meetings; the goal is to make the food service the best it can be.

**Serving Hours – Hours will be posted**
Meal Plans Offered
CSC Dining Service offers different meal plans, all tailor-made to suit the various schedules of busy college students.

14 Meal Plan: access to any dining location for 14 meals per week and $100 Eagle Bucks per semester.
280 Meal Plan: access to any dining location for 280 meals eaten any time in the semester and $200 Eagle Bucks per semester.
150 Meal Block Plan: access to any dining location for 150 meals eaten any time in the semester and $200 Eagle Bucks per semester.
5 Meal Commuter Plan: access to any dining location for 5 meals per week

Bonus Bucks: Additional deposits for Eagle Bucks on any of the meal plans are made at the Business Office.

CARRY-OUT SERVICE

Sack Lunch

If your job or school commitments conflict with meal hours and you’re on a meal plan, you may elect to receive a sack lunch in place of the meal(s) you cannot attend.

Simply stop by the Dining Services office and arrange to have a sack lunch made for you. This can be a once or twice a semester event, or you can set up a standing order (i.e., lunch every Wednesday) for the entire semester. Sack Lunch orders are taken Monday through Friday, 8 a.m. to 5 p.m.

Ill Student

Yes, a friend can get food for you. They must present your I.D. card at the Dining Hall where they will sign for your meal. We will provide appropriate containers for transporting your meal. Please call the Dining Service Office at 432-6734 to verify that you are in need of this service and who is going to be picking up your meals.

SPECIAL DIETS

CSC Dining Service understands there is a need for nutritious, low fat food options. We serve "Heart Smart" entrees at lunch and dinner seven days a week. The Dining Hall also serves a full salad and deli bar during lunch and dinner. Feel free to mix and match food from one line to the next. To eliminate guesswork, there is nutritional information available for each item we serve. If you have any questions or requests, please ask the dining staff for help.

If you are placed on a restricted diet by your physician, please contact the Dining Service Office so we can meet your needs.

Eagles Grille – Hours will be posted

The food court offers a comfortable, relaxed atmosphere for meeting friends and peers.

Snackers C-Store – Hours will be posted

Located in High Rise lobby area.