

# Residence Life Handbook

## 2020~2021



**CHADRON**  
**STATE COLLEGE**

## WELCOME TO HOUSING AND RESIDENCE LIFE

On behalf of CSC Housing and Residence Life staff, welcome to our campus community!

Chadron State College takes great pride in the spacious living arrangements available throughout campus.

Chadron State College residence halls offer living spaces in a variety of styles to meet student needs. CSC residence halls are located on campus in close proximity to classrooms, food service, and campus activities.

Students will find that on-campus living quickly makes them part of the campus community. In the residence halls, students will find more than a comfortable place to sleep and study. There are several opportunities to develop skills and friendships by participating in Residence Life Association and campus activities. Experiences in the residence halls will become lasting memories.

Similar to life outside of college, campus life can present both opportunities and challenges. The goal of Housing and Residence Life is to help students overcome these challenges and make college living meaningful and rewarding. This is possible through the efforts of specially selected and trained Residence Life staff who work directly with students. Students are invited to visit with any of these individuals regarding questions about the campus or residence halls.

While living on campus, staff will encourage students to interact with other students, participate in a variety of activities, and enjoy the safety and convenience of on-campus living.

Sincerely,

Austen Stephens

Director of Housing & Residence Life

## HOUSING AND RESIDENCE LIFE STAFF

**Resident Advisor (RA)** - The heart of the residence life program. RAs are returning students who live on each floor and/or wing in the residence halls and help acquaint new students to campus. They help to develop and sponsor programs and events designed to inform fellow students about life on campus, in Chadron, and the surrounding area. A student can expect to have considerable contact with their RA and may consult Residence Life staff regarding policies, rules, and regulations. Answering questions and solving problems are some of the many duties performed by an RA.

**Senior Resident Advisor (SRA)** – An RA that exhibits exceptional leadership skills and serves as a direct liaison between RAs and residents to the Assistant Director of Residence Life (AD). SRAs provide additional support and oversight of their residence hall, assisting their AD with duties and building coverage on a regular basis.

**Graduate Assistant (GA)** – A live-in graduate student staff member that assists with various operations throughout the residence halls. GAs also help coordinate programs and events on campus.

**Assistant Director - Residence Life (AD)** – A live-in Professional Staff member responsible for the total operation of one or more residence halls. The AD assists with training and supervision of building RAs, assists students in following the policies of residential living including the conduct violation process, helps coordinate programs with the hall RAs, and schedules desk workers.

**Associate Director of Residence Life** - Responsible for the overall development of programs, events, and activities for students throughout campus. The Residence Life office is located in the Hub, the main lounge of the High Rise/Kent Hall/Andrews Hall housing complex.



**Associate Director of Housing and Residence Life**- Supervises the overall development of programs for students in the residence halls as well as the supervision, hiring and training of the ADs, GAs, SRAs, RAs, and student Desk Workers. The Residence Life office is located in the Hub, the main lounge of the High Rise/Kent Hall/Andrews Hall housing complex.

**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 office is located in Crites Hall 102.

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

## MISSION

To create and promote a community that students love to call home.

## 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, Friends and Family Weekend, Homecoming, and more! Additionally, it provides financial support to residence halls students 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 or judicial representative. Whether you just want to participate or really want to make a difference, plenty of opportunities are available.

The Housing & Residence Life Office employs many students at the front desks of each residence hall. 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 Offices view involvement in student groups, professional organizations, and interaction with like departments on campus as an excellent way to stay tuned in to current issues.

## NON-DISCRIMINATION STATEMENT

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, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. Inquiries regarding non-discrimination policies and practices may be directed to:

Anne DeMersseman, Title VI, VII, Compliance Coordinator  
Chadron State College  
1000 Main St.  
Chadron, NE 69337  
Telephone: 308-432-6224  
Email: ademersseman@csc.edu

Ted Tewahade Title IX Compliance Coordinator  
Chadron State College  
1000 Main St.  
Chadron, NE 69337  
Telephone: 308-430-0980  
Email: titleixcoordinator@csc.edu

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 Disability Services at 308-432-6467.

## CSC RESIDENCE HALLS

**Andrews Hall** provides co-ed by suite style housing for predominately upper-division students. It is located on the east side of the main residence hall complex. Andrews Hall is a three-story residence hall arranged in suites. Every two rooms share a bathroom. Andrews Hall has close proximity to the Math and Science building and the Burkhiser Complex.

**Eagle Ridge** is located on the east side of campus. It is CSC’s newest housing facility, offering apartment style housing for upper division students. Each apartment includes an open-concept two sink vanity, with isolated rooms for shower and lavatory, four private bedrooms, and a living area with kitchenette. Eagle Ridge also offers a balcony, a lounge, and a laundry facility in each residence hall. Eagle Ridge has close proximity to the Burkhiser Complex and the Rangeland Complex.

**Edna Work Hall** is located on the west side of campus. It is a three-story residence hall offering co-ed by suite rooms. Each suite is spacious and includes a full living room/common space connecting two bedrooms, which features a sink and kitchenette. Each individual bedroom within the suite has its own bathroom. Laundry facilities, lounges, and designated study spaces are available on each level. Edna Work Hall and Wing are joined buildings sharing two lobby areas. Edna Work Wing and Hall also feature a computer lab with printing, as well as a fitness area. Edna Work Hall has close proximity to Memorial Hall and Old Admin.

**Edna Work Wing** is located on the west side of campus. It is a three-story residence hall offering co-ed housing with two separate community restrooms per floor and a sink within each individual room. Laundry facilities are available on each level. Edna Work Wing and Hall are joined buildings sharing two lobby areas. Edna Work Wing and Hall also feature a computer lab with printing, as well as a fitness area. Edna Work Hall has close proximity to Memorial Hall and Old Admin.

**High Rise** is an eleven-story building located in the center of the three-building main residence hall complex. High Rise features some of the most scenic views in western Nebraska. The co-ed by suite arrangement is set up so that every two rooms share a bathroom. High Rise features laundry and fitness facilities at the basement level. High Rise has close proximity to the Math and Science Building and the Student Center.

**Kent Hall** is a three-story building on the west side of the main residence hall complex comprised primarily of freshmen students. Kent Hall boasts a strong sense of community. This residence hall is co-ed by wing with bathroom and shower facilities located in the center of the hall on each floor. Kent Hall has close proximity to the Math and Science building and the Student Center.

## ROOM INFORMATION

The traditional residence hall rooms are designed to accommodate two students, or four students in a shared suite or apartment. Upper-division students and transfer students are given priority for private room requests at additional cost. First year students may occupy a private room according to availability at additional cost. All rooms offer closet and drawer space and are supplied with twin XL beds (80” x 36”), as well as one study desk and chair per student. All residence halls are heated and air conditioned.

Each student is allowed one bed, one study chair, and one desk provided by the College. College furniture must remain in the rooms at all times. Lobby furniture and equipment may not be taken off campus or to student rooms, suites, or apartments.

More details regarding each residence hall are available at <https://www.csc.edu/housing/residence-life/index.csc>.

## **INDEPENDENT LIVING POLICY**

An independent living student is a student who meets at least one of the following criteria:

1. Student has met the 1 year (2 semester) residency requirement.
2. Student is living locally with parent(s) or permanent legal guardian(s) at a permanent residence within 60 driving miles of the Chadron State College campus. This requires that the parent(s) or legal guardian(s) live at the residence; ownership of property or living with another family member does not qualify for exemption.
3. Student is married (documentation may be requested).
4. Student has dependent minor(s) (documentation may be requested).
5. Student is enrolled in exclusively online courses in the current semester.
6. Student is 21 years of age or older as of the first class day of the semester.
7. Student is enrolled in less than 12 credit hours in the current semester.

### **Process**

Students meeting one or more of the above criteria prior to the first day of classes for fall or spring may complete an Independent Living Application form, available in the Housing Office. All requests must be submitted for approval by August 15 (Fall Semester) or December 15 (Spring Semester). The decision will be communicated to the student's EagleMail account. Students found in violation of this policy will be charged room and board and may face additional sanctions.

### **Late Independent Living Requests**

The CSC Housing Office may approve a request after the deadline based on supported conditions. Any approval will be subject to appropriate College related fees.

### **Special Notes**

New students who have applied for admittance to CSC after August 15 or December 15 (when applicable) must submit an Independent Living Application form by the first day of classes or will be subject to cancellation fees as listed in the [Residence Hall Contract](#).

Students not meeting the above criteria are required to live on campus and have a meal plan. Additionally, if a student's residency situation changes, the student must notify the Housing Office or they may be subject to meet the on-campus residency requirement and pay all associated charges.

Independent living eligibility will be reviewed each semester by the Housing Office. Please contact the CSC Housing Office at (308) 432-6466 or email [housing@csc.edu](mailto:housing@csc.edu) with questions.

## **RESIDENCE HALL RESERVATIONS**

A student must be at least seventeen (17) years of age to reside in College residence halls or housing per [Board Policy 3500](#). The Housing Office will work with students under age 17 at the time of application to assist with housing plans based on eligibility.

Once a prospective student is ready to register, the housing application will appear on the "To-Dos" of a student's MyCSC Dashboard. Rooms are assigned by Housing Office Staff. Each student's preference for roommate, residence hall, and room type are considered in the assignment but is not guaranteed. If students are not assigned their first choice, they will be given the opportunity to change when space becomes available.

Student room reservations will be held until 12:00 noon (MST) 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. Returning students will select their room placement for the coming fall with Residence Life staff during their building's respective "Day to Claim" re-contracting period, which typically takes place in February.

## RESIDENCE HALL CONTRACTS

Residents sign a [Residence Hall 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. Student room contracts with the CSC Housing 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, food service, and campus which is included in the CSC Residence Life and Student Handbook.

If a student is under age 18 by the first day of the semester, a parent or guardian must co-sign the contract.

## ROOM RESERVATION 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 may be required with a new application.

## RESIDENCE HALL CANCELLATION TERMS

Students may anticipate a \$150.00 cancellation fee for terminating their [Residence Hall Contract](#) or reservation after the deadlines of **June 1** for fall semester and **December 1** for spring semester and prior to the start date of the contract.

Cancellations received after June 1 for the fall semester, or December 1 for the spring semester will be refunded housing charges in full and receive a \$150 cancellation fee. Housing charges are not refunded for cancellations received during week two through the remainder of the semester, with no cancellation fee. Students who un-enroll from CSC will receive a pro-rated refund and no cancellation fee.

All cancellations must be in writing. Cancellation forms are available in the Housing Office or emails may be sent to [cschousing@csc.edu](mailto:cschousing@csc.edu). The Housing Office 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 by June 1 for the fall semester and December 1 for the spring semester.

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

A cancellation penalty may be waived if a student un-enrolls from CSC, is suspended for academic or disciplinary measures, or otherwise terminates the [Residence Hall Contract](#) with the approval of the Vice President for Enrollment Management, Marketing, and Student Services or designee.

## On-Campus Meal Plan Terms

Students living on campus must have a meal plan. On-campus meal plans may be increased at any time during the semester at a pro-rated rate. Meal plans may only be reduced during the first two weeks of each semester. If a student cancels their housing and meal plan, the pro-rated value of remaining meals will be refunded. Eagle Bucks are non-refundable. Unused Eagle Bucks may transfer from the fall to spring semester contingent upon the continuation of any meal plan. Eagle Bucks do not transfer from the spring to fall semester. Unused meals expire following the completion of

an academic semester. Students who un-enroll from CSC during the final four weeks of the semester are not eligible for any refund. Additional Eagle Bucks may be purchased by contacting the Business Office.

### Off-Campus Meal Plan Terms

Off-campus meal plans may be increased at any time during the semester at a pro-rated rate. Meal plans may only be reduced or cancelled during the first two weeks of each semester. If cancelling, the pro-rated value of remaining meals will be refunded. Eagle Bucks are non-refundable. Unused Eagle Bucks may transfer from the fall to spring semester contingent upon the continuation of any meal plan. Eagle Bucks do not transfer from the spring to fall semester. Unused meals expire following the completion of an academic semester. Students who un-enroll from CSC during the final four weeks of the semester are not eligible for any refund. Additional Eagle Bucks may be purchased by contacting the Business Office.

### FINANCIAL STANDING

Students must remain in good financial standing in order to remain in campus housing. Payments may be made with cash or check at the Business Office in Crites Hall; credit card payments must be made through a student's MyCSC account. All students are eligible to sign up for a semester payment plan. Students are encouraged to enroll in direct deposit through their MyCSC account in order to receive any refunds promptly.

If student account payments are not satisfactory according to the deadlines communicated by the Business Office, Housing and Residence Life staff may contact a student through a variety of means including in-person visits, calling, emailing, or mailing. Entering a residence hall room and deactivation of a student's meal plan may be used as a last resort after other means have been exhausted.

Failure to remain in good financial standing with the College will result in action by the College, which may include the cancellation of class registrations, suspension of meal plan, and/or being asked to vacate the residence halls.

### ACADEMIC BREAK HOUSING

The residence halls serve as a temporary and limited housing option to support students during their academic pursuits and are not considered permanent long-term housing. Accommodations may be made, to the extent possible, to house students over holidays and semester breaks who have no other auxiliary housing available. There may be a housing cost levied for these arrangements. The Student Academic Calendar, located on the CSC website, lists all academic breaks for each term. Housing and Residence Life staff will coordinate with students to schedule housing during these breaks if available.

In an effort to allow Housing and Residence Life staff holiday time away from campus, the CSC residence halls are closed for approximately one week during the semester break between the fall and spring semesters. This closure will be communicated to residents. Students are encouraged to plan off-campus housing arrangements during this week.

### COMMUNICATION

Students are responsible for checking their EagleMail e-mail account as well as their assigned residence hall mailbox regularly. Housing and Residence Life or other college staff may contact a student by phone, mail, or e-mail about any number of items. Please help enable staff to provide quality service by responding in a timely manner.

### ROOMMATE AND SUITEMATE BILL OF RIGHTS:

- The right to study free from unreasonable noise and other distractions.
- The right to sleep without undue disruptions including noise and/or guests.
- The right to expect mutual respect regarding 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 other students.

- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect other hall residents.
- The right to resolve grievances. Residence hall staff are available for assistance in settling conflicts.
- The right to be free from fear of intimidation, physical, and/or emotional harm.



## ROOM CONSOLIDATION OR ROOMMATE/SUITEMATE LEAVES

Housing and Residence Life staff reserve the right to consolidate students together and reassign students as necessary to optimize the utilization of rooms on campus.

Students are assigned their room assuming maximum occupancy of rooms unless alternative arrangements are made. If a vacancy occurs in a room due to a roommate not reporting to on campus housing, a roommate moving out, or the withdrawal of a roommate or suitemate, the remaining resident has the following options:

- 1) Self-identify another student to be a new roommate or suitemate and communicate this request to Housing and Residence Life staff.
- 2) Allow Housing and Residence Life staff to assign a new resident as a roommate or suitemate, or agree to move to another room that has only one occupant or vacancy within the suite.
- 3) Buy-out the current room or suite at the designated rate if available: the additional charge will be prorated for the number of days remaining in the semester based on move date. Furniture will remain in the room/suite and will not be removed with the buy-out option.

The following guidelines are followed when students are reassigned for the purpose of consolidation:

- Housing and Residence Life staff may require students to consolidate even if it requires potentially moving to another floor or building to adhere to the procedure.
- Students will be allowed to change residence halls and/or to move to private rooms (with additional charge), if available, and only when approved by Housing and Residence Life staff.
- Decisions about who will move to adhere to the consolidation procedure will be determined by either mutual agreement between the students involved, or an agreed upon tie-breaker.

Consolidation may occur at any time within the semester with corresponding notification. Prior to consolidation, resident students needing roommates are encouraged to be proactive in finding their own roommates.

Students opting to fill their vacancy will be offered assistance by Housing and Residence Life staff. In cases where reasonable effort has not been made by the remaining resident to find a roommate, move to another room, or accept an assigned roommate, the remaining resident student may be charged the private room rate. If any Residence Life staff member receives information that an attempt is being made on the part of the remaining student to discourage, refuse, or intimidate a potential or newly assigned roommate or suitemate, it may result in being charged for a private room and/or disciplinary action.

## ROOM CHANGES

Room changes may be considered following 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 at the Housing Office in Crites Hall.

## BOARD POLICY 3100

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. Board Policy 3100 may be located at [www.nscs.edu/policy-manual](http://www.nscs.edu/policy-manual). Board Policy 3100 outlines 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 Life staff may contact 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 reported to or discussed with any Residence Life staff member.

### MEDICAL MARIJUANA

The possession of a medical marijuana permit or prescription does not allow for the possession or use of tetrahydrocannabinol (THC) on the Chadron State College campus including within the residence halls. Any form of THC, even for medical purposes, cannot be possessed, stored, or used in the residence halls.

VIOLATION	CONSEQUENCES	
<p><b>First Offense— Alcohol*</b></p> <p>A first violation resulting in evaluation at the hospital emergency room may be automatically treated as a second violation.</p>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$50 fine*</li> <li>• Substance abuse assessment (results/recommendations of assessment to be shared with Director of Housing and Residence Life)</li> <li>• Substance abuse education sessions as determined by the Vice President for Enrollment Management, Marketing, and Student Services or designee</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Notification of emergency contact (if emergency transport or other behavioral issues are involved)</li> <li>• Community service (Number of hours range from 0 to 50 determined by the severity of the incident)</li> <li>• Termination of Residence Hall Contract</li> <li>• Expulsion</li> <li>• Other sanctions at the discretion of the President, Vice President for Enrollment Management, Marketing and Student Services, or designee</li> </ul>
<p><b>Second Offense— Alcohol*</b></p> <p>A second violation resulting in evaluation in the hospital emergency room may be automatically treated as a third violation.</p>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$75 fine*</li> <li>• Notification of emergency contact (if emergency transport or other behavioral issues are involved)</li> <li>• Substance abuse education sessions as determined by the Vice President for Enrollment Management, Marketing, and Student Services or designee</li> <li>• Conduct probation for one calendar year</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Additional mandatory assessments of risk for substance dependence disorder and referral for treatment, if necessary (Cost for assessment and treatment at student’s expense)</li> <li>• Meet with the CARE team to discuss 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, regular counseling sessions, and periodic check-ins with designated members of the CARE team</li> <li>• Community service (Number of hours range from 0 to 50 determined by the severity of the incident)</li> <li>• Terminate Residence Hall Contract</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Other sanctions at the discretion of the President, Vice President for Enrollment Management, Marketing and Student Services, or designee</li> </ul>
VIOLATION	CONSEQUENCES	

**Third  
Offense—  
Alcohol**

<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$100 fine*</li> <li>• Notification of emergency contact (if emergency transport or other behavioral issues are involved)</li> <li>• Terminate Residence Hall Contract</li> </ul>	<p><b>Discretionary (Maximum) Response</b></p> <ul style="list-style-type: none"> <li>• Suspension</li> <li>• Expulsion from Chadron State College consistent with Board Policy 3000, 3100, and 3200</li> <li>• Other sanctions at the discretion of the President, Vice President for Enrollment Management, Marketing and Student Services, or designee</li> </ul>
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VIOLATION	CONSEQUENCES	
<b>First Offense— Marijuana</b>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$100 fine*</li> <li>• Substance abuse education sessions as determined by the Vice President for Enrollment Management, Marketing, and Student Services or designee</li> <li>• Conduct probation for one calendar year</li> </ul>	<p><b>Discretionary Response</b></p> <ul style="list-style-type: none"> <li>• 0-50 hours of community service</li> <li>• Terminate Residence Hall Contract (if applicable)</li> <li>• Suspension</li> <li>• Expulsion</li> <li>• Other sanctions at the discretion of the President, Vice President for Enrollment Management, Marketing and Student Services, or designee</li> </ul>
<b>Second Offense— Marijuana</b>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• \$150 fine*</li> <li>• Terminate Residence Hall Contract</li> <li>• Substance abuse education sessions as determined by the Vice President for Enrollment Management, Marketing, and Student Services or designee</li> </ul>	<p><b>Discretionary Response</b></p> <ul style="list-style-type: none"> <li>• 0-50 hours of community service</li> <li>• Suspension</li> <li>• Expulsion</li> </ul> <p>Other options may apply at the discretion of the President or Vice President for Enrollment Management, Marketing and Student Services</p>
<b>Third Offense— Marijuana</b>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• Expulsion from CSC consistent with Board Policy 3000, 3100 and 3200</li> </ul>	<p><b>Discretionary Response</b></p>
<b>First Offense— Other Illegal Drug Use and/or Possession</b>	<p><b>Minimum Response</b></p> <ul style="list-style-type: none"> <li>• Expulsion from CSC consistent with Board Policy 3000, 3100 and 3200</li> </ul>	<p><b>Discretionary Response</b></p>

\*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.

## DISCIPLINARY PROCEDURES

If a student receives a notice for violation of policies or misconduct, the following procedures should be followed:

- Where possible, a physical Violation Report carbon copy slip will be issued to a student for alleged policy violations.
- The student will receive an email from the Office Assistant for the Vice President of Enrollment Management, Marketing and Student Services outlining specific policies violated as well as the process to address the violation(s).
- The student shall contact the appropriate College staff within two class days to schedule an intake session to complete any additional paperwork and discuss sanctioning.
- During the intake session, the student may select one of the following three options:
  - a. The student may admit the alleged violation and request, in writing, that the appropriate College official take whatever action seems appropriate.
  - b. The student may admit the alleged violation in writing and request a hearing before the appropriate hearing panel designated by the College. The hearing panel will determine the appropriate sanctions.
  - c. The student may deny the alleged violation, in which case, the appropriate College official shall refer him/her to the appropriate hearing panel designated by the College. The hearing panel will determine responsibility and the appropriate sanctions.
- The student may request an informal residence hall appeal to dispute the violation by selecting option “b” or “c”. Certain alleged violations of policy or misconduct may circumvent the informal residence hall appeals and require a hearing panel designated by the College as outlined in Board Policy 3200, located at [www.nscs.edu/policy-manual](http://www.nscs.edu/policy-manual).
- The informal residence hall appeal will consist of the student alleged of policy violation(s), a Resident Advisor, one to three student judicial representatives, and an Assistant Director of Residence Life. An Associate Director may also be present as needed.
- The student will be notified at the end of the informal residence hall appeal hearing if they are found fully responsible, partially responsible, or not held responsible as well as respective sanctioning.
- If the student waives their right to further due process, they will be required to complete the assigned sanction at the discretion of College staff, generally within two weeks.
- A student may request further review of an incident by requesting a formal appeal with a hearing panel designated by the College as outlined in Board Policy 3200, located at [www.nscs.edu/policy-manual](http://www.nscs.edu/policy-manual).
- If a student in the Rural Health Opportunity Program, Rural Law Opportunity Program, Education Program, or part of an athletic team or club is involved with a violation of policy or misconduct, notification of the incident may be communicated to the corresponding program supervisor or coach.
- If a student is employed by the College, notification of violations may be communicated with the Associate Vice President for Human Resources or designee.
- Parent(s)/legal guardian(s) of students may be notified of alcohol/drug violations in accordance with FERPA guidelines.

## DISCIPLINARY SANCTIONS

Disciplinary sanctions may include written or verbal warnings, written or verbal no-contact orders, fines, restitution or reimbursement, a period of probation, remedial behavioral requirements, remedial educational requirements, as well as suspension or expulsion from the residence halls or Chadron State College.

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 3100 is in progress, the accused student may request in writing to the Vice President for Enrollment Management, Marketing, and Student Services, 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 Vice President for Enrollment Management, Marketing and Student Services.

**The following acts may 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; attempting to cover the smell of banned substances using air freshener/perfume/cologne; burning incense; lighted candles; use of dryer sheets, candle warmers, etc.
- Presence of drug paraphernalia: glass pipes, bongs, hookahs, vaping devices, mod and pod systems, tobacco pipe, toilet paper/paper towel rolls with dryer sheets, rolling papers are prohibited. Hookah coals are considered a fire hazard, therefore hookah pipes are not allowed in the residence halls.
- Alcohol containers, full or empty, even those intended as room decorations are prohibited.

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

- Comments overheard from students and their guests on campus 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 Residence Life staff, reports from students, law enforcement personnel or other credible person(s).
- Reports from roommates, suitemates, other building residents, or their guests.

**In addition to the above regulations:**

- 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 prohibited.
- Abuse of prescription or over-the-counter drugs is prohibited.
- Students in violation of these regulations 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 regulation. Residents are accountable for the actions of their guests. Should guests be found in violation, they may be asked to vacate the residence hall.
- All violations are cumulative for the entire time a student is enrolled at CSC.
- 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 regulations. Each student consents to such room sweeps and inspections and agrees to unlock any safe, lock box, locked cabinet etc. 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 behaviors will not be tolerated:

- Any behavior or action, physical, verbal, or digital, 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 private room or location without the resident or staff permission.
- Lewd, obscene, or offensive behavior, including posted materials.
- Sexual acts which are disruptive or visible to other students.
- Stealing property or possession of stolen property.

- Removing window screens from residence hall windows at any time. Damages may be assessed for damaged or missing screens. Throwing or dropping objects out of windows is prohibited.
- 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; law enforcement officials may be contacted.

## HARASSMENT

Should a student receive prank or harassing phone calls, text messages, notes, social media, or digital messages, it should be reported to Residence Life staff immediately. Personally directed harassing speech on campus which is intended to threaten or lead to violent behavior is unacceptable. Physical, verbal, written, and/or electronic harassment will not be tolerated and may result in disciplinary action.

## PRANKS

Pranks and practical jokes can quickly escalate into unwanted behavior, an increase in noise level, and disturb other non-involved residents. Students who engage in practical jokes or pranks will be held responsible for damages and/or disciplinary actions.

## WEAPONS AND DANGEROUS CHEMICALS

Firearms, ammunition, archery equipment, and martial arts weapons are prohibited on the College campus. This includes any device designed with a firing mechanism. Air guns/cannons, Airsoft guns, BB or pellet guns, and paint ball guns as well as associated ammunition and equipment are also prohibited. Students may not store firearms or archery equipment in their vehicles on campus. Students interested in hunting or target shooting are encouraged to contact the Chadron Police Department at (308) 432-0510 to discuss weapon storage options.

Knives, other than knives with blades four inches or less, are also prohibited. Items including, but not limited to spears, swords, machetes may not be maintained in residence halls and will be confiscated.

Fireworks or firecrackers are not permitted on the College campus. Flammable liquids or gasses such as gasoline, diesel, propane, kerosene, and motor oils/lubricants cannot be brought into the residence halls and should be kept a safe distance from campus facilities. Large batteries, such as those found in motor vehicles, may not be brought into the residence halls without prior permission. Harmful acids and bases may not be brought into the residence halls without authorization. Vehicles with internal combustion engines may not be stored indoors.

## PHYSICAL ASSAULT

Students involved in the assault of another person may be removed from the residence halls and may face disciplinary sanctions. Reports of assault should be made to Residence Life staff or other college employee.

## SUICIDE THREATS OR ATTEMPTS

Students should dial 911 (from non-campus phone) or 9-911 (from on-campus phone) during an emergency. Suicide threats or attempts 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 or otherwise attempted to harm themselves 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 Vice President for Enrollment Management, Marketing and Student Services.

## SECURITY

In case of emergency, please dial 911 (from non-campus phone) or 9-911 (from on-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 patrol officers who are responsible for reporting unusual or suspicious on-campus activity and are trained to respond to emergency situations. Contact Campus Security at 308 432-6037.

Students may not prop doors open or otherwise tamper with any locking mechanisms or crash bars without authorization as this may provide unauthorized access to facilities. In an effort to discourage unauthorized entry, students are encouraged to ensure the door they entered closes behind them to prevent "tailgating". Residence halls with front desk staff may also request students to present identification upon entry. Visitors of a building are required to sign in and may be asked to present identification.

## THEFT

Students are responsible for locking their room door and any suite doors. 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. For purposes of insurance claims, it is recommended that the student file a police report for any theft. Students are encouraged to take pictures of, or otherwise document their personal items. This could assist law enforcement agencies in the event of a theft. Students are encouraged to consider insurance for their property. To provide maximum security for personal property, a room should be locked when unoccupied.

Public signs, including road signs, are property of governmental agencies and those displayed in student rooms/apartments will be confiscated and returned to authorities. Possession of a sign may result in disciplinary action by the College and/or law enforcement.

## 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 ensure that health, fire, and safety regulations are maintained. The College shall provide sufficient 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 will 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 regulation violation. Students are responsible for guests.



## MEDICAL EMERGENCIES

Should a situation occur in which medical attention appears necessary, Residence Life staff should be notified and may contact the local emergency services. Any costs incurred for emergency transport, hospital services, and any other assistance will be the responsibility of the student and/or their family.

## NEEDLES/SYRINGES

Residents using medications, which require injections, should not dispose of the needles/syringes in the trash cans or trash chute in any building. Sharps containers are available in certain residence hall lobby restrooms. A resident can contact Health Services to obtain the proper disposal containers. Possession of tattoo equipment including but not limited to: tattoo guns, needles, and ink is strictly prohibited and could be subject to penalty through the State of Nebraska Licensure Boards.

## MISSING STUDENT POLICY & PROCEDURE

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

- A student shall be deemed missing when he or she is absent from CSC for more than 24 hours without any known reason.
- All reports of missing students shall be directed to the Vice President for Enrollment Management, Marketing and Student Services, the Director of Housing and Residence Life, and Campus Security who shall investigate each report and make a determination whether the student is missing in accordance with this policy.
- 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 in their MyCSC account, 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.
- At any point during a student's enrollment, he or she may choose to register or change Emergency Contact information with CSC by logging into their MyCSC account. Students should also update their emergency white medical card with Residence Life staff. 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 process.
- If a missing student is under the age of 18 and not emancipated, the Vice President for Enrollment Management, Marketing and Student Services 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 Vice President for Enrollment Management, Marketing and Student Services and Campus Security that the student is missing.
- No later than 24 hours after a student is reported missing, the Vice President for Enrollment Management, Marketing and Student Services, or his designee, will be responsible for contacting the appropriate Emergency Contacts as established above.
- The Vice President for Enrollment Management, Marketing and Student Services and Campus Security will also notify the Chadron Police Department no later than 24 hours after it is determined that the student is missing.
- The Vice President for Enrollment Management, Marketing and Student Services, or designee, shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.
- The Vice President for Enrollment Management, Marketing and Student Services, or designee, will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.

- The Vice President for Enrollment Management, Marketing and Student Services, or 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).

## VISITATION HOURS AND OVERNIGHT GUESTS

Visitation hours are the times during which non-residents of that residence hall may visit the residence hall. Visitors to any residence hall must sign in and sign out using the building's visitor log, generally located at the front desk.

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. Visiting outside these hours requires guests to complete a guest card with Residence Life staff.

Residents may invite overnight guests if previous arrangements have been made with their roommate, suite mate(s), and on-duty Residence Life staff and provided accommodations are available. Overnight guests may stay no longer than two nights consecutively, with five consecutive calendar days in between overnight visits of any length. This regulation is meant for true visitors and deter long term stays. Only CSC students are permitted to reside in College residence halls. Residents may be subject to disciplinary action due to guest 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. If possible, visitation restrictions will be posted or otherwise communicated in advance.

## QUIET HOURS, NOISE, AND DISRUPTIVE BEHAVIOR

Consideration for fellow residents is essential at all times and should set the atmosphere for community living. Unreasonable noise or disruptive behavior or activity will not be permitted. This regulation recognizes that the residence hall community consists of many diverse individuals with varying schedules. Residents should be cognizant of those living above and below in addition to those residing on their floor.

Quiet hours for all residence halls are posted and defined as the hours between 10:00 p.m. and 9:00 a.m., Sunday through Thursday and 12:00 midnight and 9:00 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. Common courtesy should be considered 24 hours a day; excessive noise is not permitted at any time. Adjustments to quiet hours may be made by Housing and Residence Life staff with advance notice. Students may anticipate mandatory 24/7 quiet hours and heightened noise protocols to be implemented in conjunction with final exams week and other time frames as needed.

Congregating in the hallways or lounge/study areas may create excessive noise. It is preferred these gatherings happen in the residence hall rooms with the doors closed or designated community areas like the Hub or the Landing. Residents are encouraged to be considerate of others who may be sleeping or studying when using potential sources of disturbance such as music, games, television, and video games. Students should consider using headphones or ear buds for higher volume. Room noise should not be heard down the hallway. Residents have different musical tastes and preferred volume levels. Residents that wish to use or practice musical instruments or devices are encouraged to utilize practice rooms in Memorial Hall.

## FIRE REGULATIONS

### **Reporting a Fire**

Always report any fire! Smoldering, smoke, and burning smells should also be reported. In case of fire call 9-911 from any campus phone and tell the dispatcher the location of the fire and the apartment/room number. Notify a Residence Life staff member and all neighbors in the adjoining rooms if safe to do so. Call the CSC Boiler House at (308) 432-6226 and CSC Campus Security at (308) 432-6037.

## **Fire Alarm Procedures**

*Everyone must evacuate the building immediately upon notification of 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 Residence Life staff or on-scene fire personnel determines the facility is safe to re-enter.*

Any fire or smoke must be immediately reported to Residence Life staff. 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, smoke detectors, fire equipment, as well as the setting of a fire may result in disciplinary action and may be reported to State and/or Federal authorities. A student's [Residence Hall Contract](#) may be terminated.

## **SMOKING**

The CSC Residence Halls are designated as "smoke free", therefore, smoking in the residence halls is not allowed. This includes, but is not limited to the use of cigarettes, hookahs, pipes, cigars, e-cigarettes, vaping devices, mod and pod systems, or any other electronic nicotine delivery systems (ENDS). Hookah coals are considered a fire hazard, therefore hookah pipes are not allowed in the residence halls and will be confiscated. The regulation is in place to promote and support the health of residential students and staff.

Students who smoke outside a residence hall must do so far enough away from the building to avoid smoke or vapor drifting into the residence hall or interfering with those entering and exiting facilities. Cigarette butts, packaging, and other debris must be disposed of properly.

## **OPEN FLAME**

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

Halogen lights and any form lamp designed to emit heat are not permitted in student rooms. Housing and Residence Life has the authority to restrict the presence of any item or equipment deemed unsafe. Notice regarding newly prohibited items will be posted and/or otherwise communicated.

## **SMUDGING**

Chadron State College (CSC) recognizes time-honored indigenous traditions and rituals referred to as "smudging". Smudging involves the burning of sage, sweet grass, and/or cedar for the purification and cleansing of a space. The smoke associated with smudge is minimal and lasts a short time.

CSC also recognizes that the support of diversity is a shared responsibility at all levels of the college and will oversee the implementation of smudging rituals. CSC will work within the college community to ensure that the principles of creating a respectful living-learning environment and workplace are maintained.

A student must request approval at least 48 hours prior to activity from the Director of Housing & Residence Life or designee. Any student wishing to smudge within the residence halls may be granted permission to do so one time per room occupied per academic year. A student requesting to perform such ceremonies must be the contracted occupant of the living space in which ceremonies will take place. Smudging will not be permitted in community spaces including but not limited to entrances, lobbies, stairwells, computer labs, exercise facilities, kitchens, restrooms, and laundry rooms.

The Offices of Housing & Residence Life will supervise the implementation of smudging ceremonies, including scheduling the ceremonies, temporarily posting signage at the place of ceremony, and notifying other occupants of the room or

suite as well as neighbouring units in advance. Arrangements will be made with the CSC Maintenance Department to temporarily adjust smoke and fire alarm systems as needed.

Receptacles must be approved prior to burning. Sage smudge produces a strong and distinct temporary aroma. Sweet grass has a mild aroma and generally produces less smoke than sage. Cedar generally produces a mild aroma and also generally produces less smoke than sage. CSC Housing & Residence Life prefers windows remain open during the burning portion of the ceremony. Housing & Residence Life staff and other CSC staff, including student staff, may be notified of scheduled ceremonies as necessary.

## FIRE SPRINKLER SYSTEM

To ensure proper functioning of residence hall sprinkler systems, please observe the following:

- Items should not be hung or attached to the sprinkler head or piping.
- Sprinkler heads should never be obstructed or tampered with in any way.
- Frisbees, balls, and other items that can damage the sprinkler heads are not to be thrown, kicked, or otherwise launched in rooms, hallways, or 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 student and College property, removal from the residence halls, and/or possible legal action.

## DECORATIONS

A room is more enjoyable if decorated with posters, rugs, plants or other items. Students should not use decorations that create a health or safety hazard or cause damage to the room or residence hall. Empty bottle and can collections in the rooms are not permitted as they present a health and pest hazard. Retaining empty alcohol cans or bottles in rooms for recycling is a violation of Board Policy 3100 with respect to alcohol.

- All decorations must be noncombustible or flame retardant.
- Rooms may not be painted by students.
- Black lights or any other type of bulb may not be placed in existing college light fixtures.
- Electrical equipment and lights may only be used if approved by Underwriter's Lab (UL).
- No natural trees permitted within residence halls.
- Using nails, screws, or other fasteners that damage walls in the residence halls is prohibited.
- If holes are made in the walls, the use of fillers, such as toothpaste, to fill those holes in is prohibited.
- TV's may not be mounted to the walls.
- Command strips are allowed; the proper removal procedures must be followed to avoid peeled paint. Charges may be assessed for peeling paint. It is encouraged to leave command strips for CSC Maintenance staff to properly remove.
- Decorations may not be hung from or attached to any smoke detector, fire alarm, or sprinkler system.

## TORNADO ALERT PROCEDURES

A **tornado watch** means that conditions are favorable for a tornado, and one may be possible. A **tornado warning** means that a tornado or cloud rotation has been observed or detected by weather radar. 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 local emergency sirens.

In the event of a tornado warning take shelter in the basement or lowest level in the building. Residents are encouraged to bring a 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 (308) 432-2251. In the event of a tornado siren, tune radios to 610 AM or 97.5 FM or turn on lobby televisions to any channel for emergency information.

### ROOM CLEANLINESS

Students are required to keep their rooms clean. Unsanitary rooms may be subject to disciplinary action. Any insect or rodent issues should be reported to the Residence Life staff immediately.

### GAMBLING

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

### SOLICITATION

Campus 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. All unauthorized signage may be removed immediately.

### POSTING OF INFORMATION

The Associate Director of Residence Life must approve the posting of information within residence halls. Posters and other College advertisements may be posted on public bulletin boards only. Residence Life staff will post items of interest by their room door in the hallway. Individuals or clubs may not post materials on fire exit doors, windows, and in stairwells. Information posted in these areas or postings not approved by the Associate Director of Residence Life may be removed without notice. All signage is subject to evaluation following the completion of each semester, those with outdated information or completed events may be removed at the discretion of Residence Life staff.

### Appliances

Students may bring small appliances such as a crockpot, coffee maker, microwave, and/or toaster. Microwaves should be no larger than 1.3 cubic feet. Appliances with automatic shut-off safety features are preferred. Students may bring refrigerators 6 cubic feet or less (mini-fridge). Full size refrigerator units, chest freezers, or any other full-size appliance is prohibited. Students are encouraged to utilize kitchens located throughout the residence halls for large meals. Items including, but not limited to, hot plates, liquid based deep fryers, and exposed heat source appliances are considered a fire hazard and are prohibited.

### RESIDENCE HALL CHECK IN AND CHECK OUT

Early check-in to the residence halls before the designated time period is discouraged. Students must submit a written request to [cschousing@csc.edu](mailto:cschousing@csc.edu) at least two weeks prior to the requested move-in date. Charges for early check-in will be billed at summer weekly rates, this includes storing property in a room/suite prior to check-in.

Incoming and returning on-campus residents will be provided an assigned move-in time during the week prior to classes beginning. Students are encouraged to check their EagleMail for specific information.

Each student is given an inventory card to note the condition of the room. Upon checkout, a Residence Life staff member will use the same card to determine any damage that was sustained, normal wear and tear will be considered. Each student is individually responsible for furniture, equipment, and the general condition of their 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 or cleaning charge. When checking out of the residence hall, students should adhere to the following procedure:

- Give sufficient notice to the RA or Assistant Director so they may be present when checking out.

- Remove all possessions.
- Clean the room thoroughly (Sweeping, wiping of surfaces, etc.).
- Be present upon inspection by Residence Life staff.
- Turn in room key to the Residence Life staff member.
- Sign the inventory card and update forwarding address for mail.
- Complete a "Housing Cancellation Request" or email [cschousing@csc.edu](mailto:cschousing@csc.edu) if the student does not plan to return to campus housing the following semester (including graduates).

## DAMAGES

Contracted residents of each room and shared suite will be responsible for damages due to student negligence. Darts and dart boards are not allowed in the residence halls or student rooms. Students are encouraged to throw away trash as opposed to flushing it down toilets when possible. Substances including but not limited to wax, grease, and rice can clog plumbing and should never be disposed of down any sink, toilet, shower, or any other drain. Damages done to college property, except for that which is determined 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. Students may agree to take financial responsibility for partial or full damage amounts.

The College strictly prohibits any room furnishings from being removed from residence hall rooms without permission from Housing and Residence Life staff. Removing college property from designated areas or being in possession of college property in unauthorized areas is prohibited and students may be issued a conduct violation and/or billed accordingly.

## 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. Students should not hesitate to seek out Residence Life staff for assistance with class-related problems, and may expect Residence Life staff to approach them about academic progress. CSC Housing and Residence Life staff care about student success and hope to assist students throughout their academic career. 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 [Residence Hall Contract](#) but the student must be taking classes in order to live in campus housing. Once a student files withdrawal forms, they are encouraged to meet with Housing and Residence Life staff to review move-out policies and procedures. Housing charges may continue to accumulate until the student has followed the cancellation process by either emailing [cschousing@csc.edu](mailto:cschousing@csc.edu) or completing a cancellation form at the Housing and Residence Life Office, removed all belongings from the residence hall room/suite, returned the room key, and completed the check-out process with the Residence Life Staff.

## PART-TIME STUDENTS

Any student who drops below 12 semester hours after the first week of the semester must receive approval from the Director of Housing and Residence Life to remain in the residence halls 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, that student may be required to vacate the residence hall immediately.

## ATTENDING FLOOR MEETINGS

Students are responsible for all information published in the Residence Life Handbook and Student Handbook. If unable to attend a scheduled floor meeting, students should contact their Resident Advisor (RA). Attendance at all scheduled meetings is required, students may be given a violation for noncompliance for failure to attend.

Floor meetings generally take place twice each semester, with additional floor meetings scheduled as needed. General meetings of all building residents may also be scheduled as necessary. Meeting information will be posted and/or otherwise communicated to residents.

## ROOM KEY

A room-key will be issued when a student checks into campus housing. Students are advised to keep their room locked and their key with them at all times. If a key is lost, it should be reported immediately to Housing and Residence Life staff. Housing and Residence Life staff will have the student complete a Lost Key Form and the student will be responsible for the replacement cost of \$20 per key. Once Maintenance cuts a new key, the student will be issued the new key by Housing and Residence Life staff. Refunds for recovered keys may be issued through the Housing Office. Students may not duplicate college keys.

## 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 electronics when not in use, keeping windows closed in winter, and turning water off when not in use.

## ELEVATORS

In the event that an elevator should malfunction, use the emergency alarm and await assistance. Individuals should not 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 Housing and Residence Life staff. Students should adhere to the capacity regulations posted for each elevator. 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

Pets, except non-dangerous fish, are prohibited in the residence halls. Aquariums may be no larger than 10 gallons and only fish may be kept in an aquarium. Limit one aquarium per student per living space. If a pet is found on the campus, the student will be in violation of the code of conduct. Residents may be given an appropriate timeline to remove the animal. If the animal is not removed or another unauthorized animal is found, this may result in additional disciplinary action or the termination of the [Residence Hall Contract](#).

## **Service Animals**

Service animals are dogs or miniature horses 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 reasonably permitted to be and where it is deemed safe for the animal to be. The College may prohibit the use of service animals in certain locations because of health and safety restrictions.

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. 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 College is not responsible for the care or supervision of service animals. The College is not responsible for the evacuation or care of service animals during fire alarms, fire drills, building or campus emergencies, or natural disasters. 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. The College may request proof of compliance with vaccination requirements.

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.

## **Assistance Animals**

**Assistance animals must be approved by the CSC Disability Services office and the Housing Office prior to being brought into residence hall facilities.**

The College may allow a student to be accompanied by an Assistance Animal that is not a service animal if the animal is necessary because of the student's disability. The College will evaluate whether to permit an Assistance Animal using the same procedure as it uses to evaluate any other request for reasonable accommodation. While the College will evaluate each request on a case-by-case basis, students generally may establish the necessity for an Assistance Animal in student housing if: (1) the student has a documented disability; (2) the student provides verification documentation from a health care professional with whom a student has an established clinical relationship that the Assistance Animal is necessary because of the student's disability to have an equal opportunity to use and enjoy student housing. The presence of the Assistance Animal must also be reasonable. Assistance Animals can pose no direct threat to the health and safety of others; cause substantial damage to the property of others; pose an undue financial or administrative burden; or fundamentally alter the nature of the College's operation. Students with disabilities who have Assistance Animals must comply with the same College rules regarding conduct, noise, safety, disruption, and cleanliness as people without disabilities.

The College is not responsible for the care or supervision of Assistance Animals. The College is not responsible for the evacuation or care of Assistance Animals during fire alarms, fire drills, building or campus emergencies, or natural disasters. A student with a disability who has an Assistance Animal is solely responsible for the cost, care, supervision and well-being of the animal at all times. The College will require a student to provide evidence that the Assistance Animal's vaccinations are current. Students with disabilities who have an Assistance Animal are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

## **HEATING UNITS**

Furniture and other objects which may obstruct the flow of air must be kept away from heating vents in order for the heating units to function properly.

## **ROOM MAINTENANCE**

Maintenance needs should be reported in the maintenance log located in each residence hall's front desk or lobby. Housing and Residence Life staff will report the request to the CSC Maintenance Department. If a major leak or other maintenance emergency is found, students should contact on-duty Residence Life staff or the Maintenance Department at (308) 432-6226. If a maintenance request has not been addressed within five class days, please contact the Housing Office directly at [cschousing@csc.edu](mailto:cschousing@csc.edu) or (308) 432-6466.

## **TELEPHONE SERVICE**

Telephone services are not provided in the residence halls. Front desk phones may be utilized in the event of an emergency. Campus telephones require dialing "9" for off campus numbers, followed by "1" for long-distance calls.



## INTERNET ACCESS

A high speed internet connection is provided for every student in the residence halls. Two Ethernet ports are provided in each room. For a more reliable connection during schoolwork and gaming, the use of Ethernet ports is recommended. Wireless internet access is available in all residence halls. 24/7 Computer labs are located in High Rise and in Edna Work. For more information please contact the Department of Information Technology at [helpdesk@csc.edu](mailto:helpdesk@csc.edu) or (308) 432-6311.

## MAIL SERVICE

Mail is delivered regularly by the United States Postal Service to each residence and is sorted by Residence Life staff prior to being placed in provided mailboxes. A student's mailbox is numbered and may be opened with a room key or combination (depending on the building). To avoid delays in mail handling and delivery, it is important that mail be addressed in the following format:

Housing Office	Andrews Hall	Edna Work	High Rise	Kent Hall
CSC Housing Office 1000 Main Street Chadron, NE 69337	Student Name 1051 Chapin Street Andrews Hall Rm. # Chadron, NE 69337	Student Name 1065 Main Street Edna Work Hall/Wing Rm. # Chadron, NE 69337	Student Name 501 E. 10th Street High Rise Rm. # Chadron, NE 69337	Student Name 1050 Shelton Street Kent Hall Rm. # Chadron, NE 69337

Eagle Ridge #1	Eagle Ridge #2	Eagle Ridge #3
Student Name 709 E 12th St, Your Mailbox # Chadron, NE 69337	Student Name 715 E 12th St, Your Mailbox # Chadron, NE 69337	Student Name 721 E 12th St, Your Mailbox # Chadron, NE 69337

## PACKAGES

All packages will be delivered to the Mailroom located in the Physical Facilities Building on the southwest side of campus. Packages must be processed by Mailroom once received which may delay the availability of pickup. Once a package is available for pickup, an email notice will be sent to the recipient's EagleMail. Student's receiving a package notice in their EagleMail should plan to pick up their package in a timely manner. Packages that are not picked up will be returned to the sender. Please contact the Mailroom at (308) 432-6063 or [sarahmccoy@csc.edu](mailto:sarahmccoy@csc.edu) with any questions or concerns related to packages.

## LAUNDRY

Washing machines and dryers are available for use by the residents within each residence hall complex. It is expected that residents be considerate of other students, and strive to keep laundry facilities orderly. Laundry machine issues should be reported to the Housing Office. Residents should avoid overloading laundry units. Residents should be considerate of others by promptly moving laundry out of machines at the completion of a cycle. Laundry use is solely for use by on-campus students.

## VENDING SERVICE

Pepsi soft drink and snack vending machines are located in each residence hall complex.

## RESIDENCE HALL STORAGE

Limited storage space is provided in each residence hall for returning on-campus students over semester and summer breaks. Items placed in hall storage must be properly packaged in boxes, totes, or luggage and must be labeled with the name and contact information 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 discretion of Housing and Residence Life staff with proceeds to be used for hall programming. Students who are not contracted for the following semester may not utilize residence hall storage spaces.

## BUNK BEDS

Bunking beds is an option with current beds in all residence halls. If you wish to bunk your beds in a room, contact CSC Residence Life staff 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 an appropriate manner. Stacking beds on other furniture or structures is a safety hazard and is discouraged. Placing beds at the tallest possible bed height is also discouraged to increase safety and longevity of furniture. Students may only bunk beds with metal pins that are provided by CSC Residence Life staff.

## LOFTS & WATER BEDS

Lofts or lofting beds are not permitted, unless provided by CSC Residence Life staff. Loft beds are currently permitted at Eagle Ridge only. A loft is defined as an elevated sleeping area constructed of wood or steel that is fastened into a single unit. Beds with a bladder designed to be filled with water or other liquids are also prohibited.

Chadron State College will not take responsibility for the student's safety in regards to the use, construction, or dismantling of a prohibited bed or furniture. Chadron State College reserves the right to direct the residents to remove any hazardous materials, including lofts or water beds from the residence halls.

## STUDY LOUNGES

The residence halls have designated study lounges available. Study spaces provide residents an alternate quiet place to study away from their room. Computer labs are considered study lounges for the purposes of noise and limiting disruptive behavior. Residents are also encouraged to utilize the library to study.

## COMMON AREAS

The custodial staff is responsible for lobby, hallway, stairwell, as well as public and community restroom cleaning; please be considerate. Students should put trash in the appropriate receptacles in each residence hall. Cardboard boxes, including pizza boxes, should be taken directly to exterior waste containers.

When trash chutes/trash rooms are locked during move-in, breaks, or check-out weeks, students must take their trash to exterior waste containers. Placing trash in hallways, kitchens, laundry facilities, or other common areas is prohibited.

## ABANDONED PERSONAL PROPERTY

Any personal property left in a residence room/apartment or on the premises by students who vacate 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

Students may register for parking by accessing the “Messages” section of their MyCSC dashboard. 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. Parking stickers and 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.

Residents with a guest coming to campus, please request a guest parking permit (no charge) from the Parking Office, Sparks Hall Room 113. Please contact the Parking Office (308) 432-6490 or Residence Life staff with questions.

### **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 Parking Office, Campus Security, or the Chadron Police Department.

## TRANSPORTATION EQUIPMENT

In the interest of safety, the use of any form of transportation including but not limited to; roller blades, skates, skateboards, longboards, scooters, hover boards, and bicycles is prohibited in the residence halls. Students who choose to use transportation equipment indoors may be held liable for any damage or injuries which may result. These items may be appropriately stored in residence hall rooms, but may not be ridden indoors. Vehicles with internal combustion engines may not be stored indoors.