

Clarkson College

Residence Hall Handbook

2022-23



Prepare to be the **best.**

Clarkson College Mission Statement

The Mission of Clarkson College is to prepare students to professionally provide high quality, ethical and compassionate health care services.

Clarkson College Values

Learning: The lifelong process of education through both structured and unstructured experiences.

Caring: An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact, serve and lead.

Commitment: Dedication and accountability to the shared mission of Clarkson College.

Integrity: Adherence to moral and ethical standards in personal, professional and organizational actions.

Excellence: A level of performance in which all individuals strive for extraordinary quality.

Residence Hall Mission Statement

The mission of the Clarkson College Residence Hall is to promote and support a living and learning environment that helps prepare our students to provide high quality, ethical and compassionate health care services.

Welcome!

On behalf of Clarkson College, welcome to your new home! We are glad to have you as a member of the housing community where you will learn to live independently and interact with peers of different backgrounds, views and social skills. By living in the Clarkson College Residence Hall, you have the opportunity to participate in life experiences, learn problem-solving skills and build relationships.

Please read the following reference guide in its entirety, as it will explain housing policies and expectations as well as provide valuable information that will make your living experience in the Residence Hall more rewarding. It is your responsibility to read and understand each stated policy in this handbook. You are expected to know, understand and follow each policy as a resident or guest in the Residence Hall. The Residence Life office supports and upholds all policies and procedures at Clarkson College.



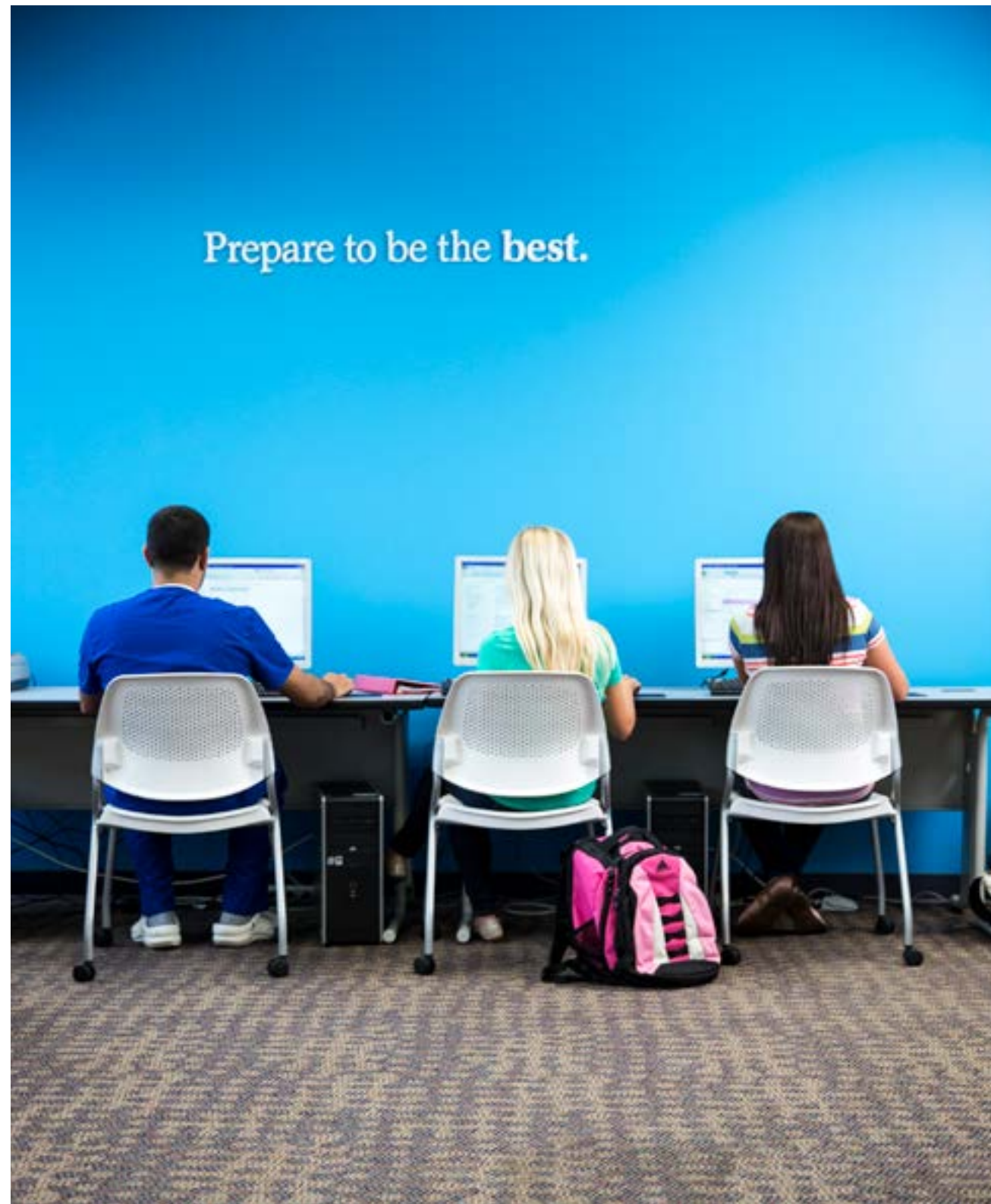


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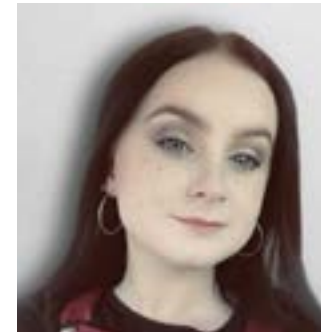
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Clarkson College Residence Life Staff



Alissa Berryman
Second Floor Resident
Advisor



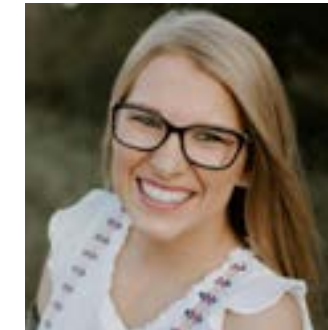
Baleigh Thompson
Third Floor Resident Advisor



Haydn Jones
Third Floor Resident Advisor



Isaac Egenberger
Fourth Floor Resident Advisor



Hannah Subbert
Fourth Floor Resident Advisor



Anne Heimann
Director of Library and
Academic Support Services



Gracie Kliegl
Residence Hall Coordinator

General Information

Residence Life Staff

Residence Hall & Student Activities Coordinator (RHC)

- › Live-in, full-time professional employee
- › Bachelor's degree
- › Assists with residence life functions and emergency situations
- › Coordinates housing and student activities on campus

Resident Advisor (RA)

- › Live-in, para-professional employee
- › Undergraduate level
- › Mentors and advises residents, implements residential programs, enforces handbook policies
- › Fulfills duty commitments as the resident advisor on duty (RAOD)

Maintenance Staff

- › Full-time during weekdays, Monday through Friday
- › Responds to maintenance issues that may arise (repairs and replacements when necessary)
- › To put in a maintenance request, you need to fill out a Maintenance Request Form (located by the bulletin boards on each floor) and drop it in the request inbox outside the Residence Life office (located in the lobby of the Residence Hall). If it's an emergency, call the RAOD phone at 402.913.0465. Emergencies will be handled within 24 hours.

Custodial Staff

- › Full-time staff during weekdays, Monday through Friday
- › Cleans common areas of the building
- › Cleans kitchens and bathrooms bi-weekly

Important Numbers

College Main Line	402.552.3100 or 800.647.5500
College Faculty Secretary	402.552.6145
College Financial Aid	402.552.2749
Residence Life Office	402.559.1327
RAOD (RA on-duty phone)	402.913.0465
College Library.....	402.552.3387
College Communications.....	402.552.2685
College Registrar	402.552.3033
Information Systems Help Desk.....	402.552.3911
Student Success Center	402.552.2557
Public Safety Office Non-Emergency.....	402.559.5111
Emergency.....	911
Parking.....	402.559.8580
Counselor.....	402.552.2695
24 Hour Counseling Services.....	800.922.7379
Testing Center.....	402.552.3034
Healthy & Safety: Compliance	402.552.6206

Mail

All residents have a mailbox located in the Student Center. Your mailbox number is not the same as your apartment number and will be assigned to you upon move in. You may pick up packages in the Enrollment office located on the first floor of the Main Building Monday through Friday from 8 a.m. to 4:30 p.m. If the office is closed before 5 p.m., call the RAOD phone at 402.913.0465.

Use the following address to receive mail on campus:

Clarkson College
 attn: (your name)
 101 S. 42nd Street, #(your mailbox number)
 Omaha, NE 68131

Controlled Access

All Clarkson College residents will be issued a key card that will allow them access to the Residence Hall. **ONLY** Clarkson College residents may use this key card. At no time should a Clarkson College resident give their key card to a non-resident. At no time should a Clarkson College resident provide access to a non-resident who is unfamiliar to them. Located at major entrances is a security camera that will keep a visual record of who enters and leaves the building. Violation of this policy will have disciplinary consequences.

Your Apartment & Roommates

Your Apartment & Bedroom

You are responsible for your room and any act that occurs within it at all times. This includes damages to College property by you or any invited or uninvited guests. By leaving your apartment/bedroom unlocked, you are taking responsibility for any actions that take place by uninvited guests. When an apartment or bedroom is damaged or items are missing and responsibility cannot be determined, it is up to the Residence Life office to assess damages and divide damages between roommates or to an individual party. The College expects each resident to pay for his or her portion of any fines assessed by the Residence Life office. Clarkson College and the Residence Life office assume no responsibility for any damage to or theft of the student's personal property. Insurance against damage or theft is left up to the individual student and is highly encouraged by the College.

Alterations to Your Apartment & Bedroom

All apartments are furnished with a couch, lounge chair, end table, coffee table, entertainment unit and four bar stools. Each individual bedroom is furnished with a bed, four stackable drawers, computer desk, computer chair, nightstand and closet. You may not remove any items from your apartment at any time or store them in a different location. You may not remove items from any unoccupied bedroom in your suite or you will be issued a fine. Unoccupied bedrooms should remain locked, clean and untouched at all times. All apartments have smoke detectors, sprinkler systems, phone and cable hookups, electrical outlets, and internet access. You may add personal decorations as long as it does not damage or alter your apartment or bedroom. Do not block heating or cooling vents, doors, or windows. Do not damage pipes



or pipe coverings or pour foreign substances (drain cleaners, grease or oil) into any drain. Do not abuse the garbage disposals—grease, rice, pasta, peels, non-food items, etc. do not belong in the disposal. Do not hang anything from the sprinkler heads.

Use caution when hanging materials on your walls, doors, closets, appliances, ceilings, etc., as such materials can cause damage and may require repairs that will be billed to you. You may not paint the apartment or bedrooms. Any tape marks or holes of any kind will be charged as damage to the occupants of the apartment/bedroom. Residents will be fined for all damages that need to be repaired by the Facilities department. Waterbeds are not allowed. The removal of any College-owned furniture from the apartment or any unoccupied bedroom within the apartment will also result in a fine to occupants of the apartment/bedroom. Any College-owned furniture or appliance that was not originally assigned to an apartment/bedroom that is relocated to another place (on or off campus) will also result in a fine to all occupants of the apartment.

Your Roommates

Having roommates is rewarding, but it can also be a challenging learning experience at times. Respecting each other, understanding differences, gaining patience and being tolerant helps develop your character. The Residence Life office believes that you will learn some of the best lessons not only in the classroom, but also in your apartment. During the first week, we suggest that you share with your roommates your individual habits including studying, sleeping, music, noise, eating, cleaning arrangements, when visitors are allowed, the use of each other's possessions, etc. The Residence Life office upholds each roommate's right to study and sleep over all other activities.

Roommate Agreement

All RAs are required to visit each apartment to openly discuss any living issues the apartment may encounter. Discussion topics may include but are not limited to: kitchen area, living room area, use of personal property, visitation/guests, social behavior, study habits, how to handle differences, etc. All roommates must work together with the RA to complete a Roommate Agreement. If conflict arises during the semester, the RA will refer back to the agreement when attempting mediation.

Service & Emotional Support Animals

It is Clarkson College policy to afford individuals with disabilities who require the assistance of a service animal or emotional support animal with equal opportunity to access Clarkson College property, courses, programs and activities. Students must speak to the RHC and accommodations regarding an emotional support animal or service animal in order to discuss the process of bringing the animal to campus. Emotional support animals are not permitted on campus until the student has completed the approval process. Service animals are welcome on campus and in the Residence Hall, although we would appreciate prior notice before bringing a service animal to campus.

Privacy

Each resident is entitled, for the most part, to the right of privacy. However, Clarkson College holds the right to conduct searches of your apartment/bedroom without just cause.

Listed below are some of the reasons why Clarkson College staff would need to enter an apartment:

- › Maintenance repair
- › Health and safety checks
- › Check-out
- › Improvements to the apartment
- › To ensure the safety of the residents
- › Fire safety
- › Knowledge of misconduct that is against Clarkson College policy or state law
- › Semester break room checks

Clarkson College reserves the right to enter an apartment with or without prior notice to ensure the safety of the residents and the property. If damages are documented, the residents of the apartment/bedroom will be notified that a disciplinary meeting will be held. It is the responsibility of residents to cooperate with Clarkson College officials in this process.

Roommate Conflicts

Roommate conflicts can be stressful and revolve around a number of issues. When conflicts cannot be resolved between the disagreeing parties, the Residence Life staff can help mediate. RAs will serve as mediators to help create an environment in which all parties feel comfortable expressing disagreement and working jointly to resolve the issue. **It is not the responsibility of the Residence Life staff to provide a resolution; that is the responsibility of the roommates.** There may be instances when resolution cannot be reached through negotiation. When this occurs, it is up to the Residence Life staff whether or not to proceed with disciplinary actions, removal from the Residence Hall or change of apartment. All residents are to abide by Clarkson College policies at all times as stated in the Student Handbook. The Residence Life office has the right to intervene when conflict arises.

What to Bring

Clarkson College would like to encourage residents to bring the following items:

- › Bedding
- › Towels
- › Toiletries
- › TV
- › Shower curtain
- › Kitchen supplies
- › Computer
- › Clothing
- › School supplies
- › Cleaning supplies

What Not to Bring

Clarkson College protects the safety of all students and in doing so, does not allow the following items:

- › Halogen lamps without a grill on top
- › Candles, incense or any home décor item with open flames
- › Alcohol
- › Weapons
- › Furniture that is upholstered or excessively large
- › Pets (Fish are the only exception. Aquariums may not exceed 20 gallons in size and must be mutually acceptable to all roommates)
- › Drugs/drug paraphernalia, including e-cigs or vaporizers

Checkout Items

Residents may check out the following items from the Residence Life office (402.991.4825) or by calling the RAOD (402.913.0465):

- › Vacuum
- › Broom
- › Snow shovel

Please be respectful of the items you check out. All items must be returned within a 24-hour period unless otherwise permitted.



Visitation & Guest Policy

Non-Residents Entering the Clarkson College Residence Hall

Residents of the Clarkson College Residence Hall must escort all non-residents at all times while they are in the Residence Hall or Student Center.

Visitation

Any visitor of same or another gender is allowed in the building daily unless otherwise specified in the Roommate Agreement. The resident is responsible for escorting her/his guest(s) at all times while they are in the Residence Hall or Student Center. At no point should a non-resident have possession of a resident's keys or ID card. All violations of this policy will result in disciplinary action. Clarkson College and the Residence Life office are not responsible for any injury, illness or personal accident sustained or caused by residents or residents' guests. Clarkson College and the Residence Life staff have the right to ban and bar any guest from the campus if deemed necessary. The resident is liable for any damages caused by her/his guest(s).

Overnight Guests

Residents are allowed to have overnight guests for no more than two consecutive nights in a row per week. Guests in the facility are responsible for abiding by all policies and procedures outlined in this handbook and the agreements outlined in the Roommate Agreement. The resident is responsible for escorting her/his guest(s) at all times while they are in the Residence Hall or Student Center. All violations will result in disciplinary action. Clarkson College and the Residence Life office are not responsible for any injury, illness or personal accident sustained or caused by residents or their guest(s).

Children on Campus

The safety and well-being of children on campus is the sole responsibility of the resident of whom the child is a guest. Children must not be left unattended in the Residence Hall at any time. The resident is responsible for escorting her/his guest(s) at all times while they are in the Residence Hall or Student Center. All violations will result in disciplinary action. Clarkson College and the Residence Life office are not responsible for any injury, illness or personal accident sustained or caused by residents or their guests.

Keys

When you check into the Residence Hall, you will be issued three keys: one for your apartment door, one for your bedroom door and one for your mailbox. If you lose either your apartment or bedroom key, it will be necessary to change the lock to ensure that your apartment is secure. The cost to change locks and issue new keys is the responsibility of you and your roommates. Once the process is complete, you will be contacted to pick up your new keys.

If you lose your mailbox key, a new key will be ordered at your expense. If you break a room or mailbox key, bring both portions of the broken key to a Residence Life staff member. A new key will be ordered at your expense. If you notice that your key is bent, bring it to the Residence Life office, and it will be replaced at no cost to you.

It is important to notify a Residence Life staff member within 48 hours if your key(s) are lost, stolen or broken. This can greatly reduce the amount of time you need to wait for a replacement key. All charges cover the exact cost of lock and/or key replacement.

Lockouts

If you lock yourself out of your bedroom, apartment or the building, you need to call the RAOD at 402.913.0465. After two lockouts, you will be charged a \$5 lockout fee by the RAOD. Remember to always lock your doors and keep your keys with you at all times. You should never leave your apartment/bedroom unlocked even for a few minutes. Any student who is responsible for the unauthorized possession or use of College-issued keys will be subject to serious disciplinary actions.

ID Cards

All residents will be issued an ID card that will allow only residents into the Residence Hall. If a resident should lose their ID card or their ID card is damaged, a new card will be issued at a cost to the resident (cost based on current price of key cards). At no time is a non-resident allowed to use a resident ID card to enter the Residence Hall. Disciplinary action will be taken against those violating this policy.

If a family member or other trusted person needs access to your room while you are unavailable or unable to let them in, you must contact the RHC and arrange for a member of Residence Life staff to escort them.

Security/Public Safety

A theft from an apartment almost always occurs when the apartment residents leave their door(s) unlocked or open. You can greatly reduce the potential for theft if you follow the advice listed below:

1. Engrave personal property.
2. Write down name brands, purchase prices and serial numbers of all valuables as well as the name, account number and expiration date of all credit cards.
3. Report any lost or stolen items to the Residence Life office immediately.
4. Immediately report any suspicious persons or activities you see by calling a Residence Life staff member or UNMC Public Safety.
5. Check your family's or your own insurance policy to ensure that your personal belongings are protected against loss. Clarkson College does not assume responsibility for damage to student property due to theft, fire, water or other causes. The Residence Life staff encourages all residents to take valuable personal belongings with them during breaks and holidays.





Community Rules

Your Community

By choosing to live in campus housing, you are choosing to live and learn among your peers. The Residence Life office hopes that all residents take pride in where they live and with whom they share their apartment. While at Clarkson College, we hope that you will meet students with different backgrounds, beliefs, talents and degrees. We hope that you are challenged to work and live together as a community and demonstrate mutual respect and concern for others. Clarkson College is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, sexual orientation, creed, or disability in the administration of its educational policies, financial aid or other school administered programs. Financial aid programs are subject to change as required or as the donor or Clarkson College deems appropriate. The statements contained herein are not to be regarded as an offer or contract. The Clarkson College Residence Hall is designed for the traditional student. At this time, there is no housing for married couples or individuals with children to live on campus.

Common Areas

Out of respect for the building and those living in the building, we hope that you take care of the common areas (hallways, study areas, laundry facilities and public areas) in the Residence Hall. Individual(s) who intentionally or accidentally damage College property or resident property will be held responsible. Decorations put up by the Residence Life staff are there for the enjoyment of all residents and are therefore considered the property of the Residence Hall. If decorations are damaged or stolen, disciplinary action will be taken. The Residence Life office and Clarkson College are not responsible for any stolen, tampered or lost items in the building.

The 101 lounge has a kitchen for use. Residents may use pots and pans but must clean and return them. While the lounge is cleaned regularly by our Environmental Sanitation team, residents are expected to clean up any mess they make themselves. Residents are free to use the gaming system and television in the lounge, but no one resident or group should dominate the TV/system as it is meant to be shared by all. The TV, gaming system and all other items in the lounge should not be removed by any resident. The 101 lounge may also be used as a programming space by an RA or Residence Hall Council member. Programming will take precedence over all other lounge activities. Abuse of the 101 lounge space will result in the lounge becoming locked. Residents will need to schedule a time to use the space.

Laundry services are free to residents. To ensure equal use of the laundry facility, residents are expected to remove all articles of clothing from the machines promptly after each load of laundry. Be respectful of each other's belongings and do not put clothes on the floor, move them to other machines or scatter piles around the room. Please keep in mind this free service is a privilege for our residents, and we ask that it not be abused. Guests, friends, family members, etc. are not allowed to use the laundry room. If any clothing is not claimed by the end of the semester, it will be donated to charity. The Residence Hall and Clarkson College are not responsible for items stolen or removed from the laundry machines. The Residence Hall staff recommends that you watch your personal items at all times while using the laundry services.

Quiet & Courtesy Hours

Clarkson College values residents' rights to sleep and study at all times. Therefore, we respect all requests for quiet and these requests surpass another student's right to be loud or disruptive. "Quiet" means music, voices or any other noises that can be heard by neighbors, in the hallway or any apartment located beside, above or below when a resident's door is closed, are not allowed.

The Residence Life office requires that a quiet environment be respected by maintaining quiet during the following hours:

Quiet Hours:	Sunday through Thursday 10 p.m. to 10 a.m.	Friday, Saturday and holidays 11 p.m. to 10 a.m.
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The Quiet Hours policy is as follows:

1. First noise complaint: Room or individual receives a warning
2. Second noise complaint: Room or individual is written up and documented in personal files
3. Third noise complaint: Any will be subject to disciplinary action

During exam periods, quiet hours are extended to 24 hours a day. In some cases, the Residence Life office may impose extended quiet hours for a specific timeframe if deemed necessary for the floor and community.

Courtesy hours are in effect 24 hours a day, seven days a week. It is the responsibility of the resident to first speak to the person(s) making the noise and request that he/she be quieter. If the request is denied, please call the RAOD and be prepared to give information regarding the situation and identify yourself in order to be contacted for further information regarding the matter. The RAOD enforces the Quiet Hours policy, as stated above.

Packages

Residents may order packages to the residence hall at the address listed prior. These packages will be available in the Enrollment office located on the first floor of the Main Building. Packages may be picked up from 8 a.m.–4:30 p.m. on weekdays. Students will receive an email when the package is available for pickup.

Solicitation

Clarkson College prohibits any selling within the Residence Hall by students or commercial salespersons. No advertisements, flyers, coupons, giveaways, etc. may be placed on bulletin boards, on resident doors, under resident doors or on cars parked in any campus lot. If you witness a solicitor in the facility at any time, it is your responsibility to contact a Residence Life staff member. In some cases, permission may be granted to a student, student group or a commercial salesperson that are limited to conduct a sale or promotion in an approved area. In these cases, permission must be given in advance from the RHC as well as in some cases Student Services.



Housing Assignment Information

Apartment Assignments

The Residence Life office holds complete authority to place all residents in appropriate units or terminate their occupancy. The Residence Life office will attempt to accommodate all roommate requests in the order received. Clarkson College is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, sexual orientation, creed, or disability in the administration of its educational policies, financial aid or other school administered programs. All financial aid programs are subject to change as required or as the donor or Clarkson College deems appropriate. The statements contained herein are not to be regarded as an offer or contract. Only students who are assigned by the Residence Life office are allowed to occupy a given apartment and may live only in that apartment.

Apartment/Bedroom Change & Apartment/Bedroom Freeze

To accommodate all residents living in the Residence Hall, help determine available space and/or help roommates learn to live together, the Residence Life office issues an apartment/bedroom freeze at the beginning of each semester (fall, spring and summer). An apartment/bedroom freeze normally lasts for two weeks, and during that time, no resident is allowed to switch apartments or bedrooms. If you wish to change apartments or bedrooms after the apartment/bedroom freeze has ended, you must contact the Residence Life office and show that you have exhausted all other possibilities. If approved and if space is available, you will obtain official information for processing your apartment or bedroom change. Typically, room changes will occur at semester breaks to avoid causing unnecessary stress on persons involved.

You should not expect a staff member to approve requests for apartment or bedroom changes that are based on:

- › Consideration of race, color, national origin, or religious preference, age, marital status, sexual orientation; or
- › Conflicts between individuals related to lifestyle preferences or personal habit, which, in the judgment of staff, are resolvable.

The Residence Life office reserves the right to accept or deny any apartment or bedroom change requests. On occasion, the Residence Life office will accept an apartment or bedroom change due to unresolved differences or serious conflicts. However, no resident is allowed to change apartments or bedrooms without the approval of the Residence Life office. Any requested room change requires all room occupants to undergo mediation with the RHC. Failure to do so will result in the denial of any room change requests.

Gender Inclusive Housing Policy

Gender inclusive housing offers the opportunity for students to live with friends of different genders in the Residence Hall. This policy recognizes not only that 1) students come from diverse backgrounds and identities, and 2) gender identity and expression comes in all shapes and sizes, and students' personal identities should be respected within the Residence Hall. This is *not* an opportunity for students to live with romantic partners.

Students must select on their Housing Agreement that they would like to opt in to gender inclusive housing. If at any time students would like to change their status (i.e. opt out or in to gender inclusive housing), they may contact the RHC. Please note that changing your housing status will possibly result in the need to move to a different apartment.

Students who agree to live in gender inclusive housing must follow the terms and conditions listed below:

1. I understand that gender inclusive housing is defined as a housing option in which students of any gender identity can live together. The intent is to give students the option to reside with another person of a different gender identity in order to provide an inclusive, diverse environment that appreciates, respects and supports academic and personal growth and success.
2. I will be responsible for upholding the standards of the community, which are in congruence with the core Values of Clarkson College in respecting and valuing all persons.
3. Gender inclusive housing is not just for LGBTQ people; it is for anyone who wants to live with people with whom they feel comfortable, no matter their gender. Students who elect this option must be open to living with a person of any gender. Students may be interested in gender inclusive housing for a variety of reasons, and it is our hope that you make the best decision for you.
4. Gender inclusive housing is not intended for romantic couples. We respect and honor the privacy of our students, and current procedures do not require students to disclose their reason for roommate requests. However, please note that the Residence Hall strongly encourages students to reconsider living with a person with whom they are romantically involved, regardless of whether it is a same-sex or different-sex relationship. Some relationships are ready for this step while others are not, and there can be serious challenges for both students should the relationship end.

If an Apartment is Not Assigned

Occasionally, residents will not reach the four-occupant maximum limit in their apartment. In that case, the extra bedroom(s) will be locked and unusable to the current residents living in the apartment. During an apartment/bedroom freeze, new residents may be assigned to apartments that are not fully occupied without prior notification. The Residence Life office will make every effort to notify the residents of an apartment before getting a new roommate if this situation occurs, but cannot guarantee it.

After an apartment/bedroom freeze, the Residence Life office will notify those residents who have apartments that are not fully occupied of their option to (a) consolidate with other residents or (b) be prepared to have another resident assigned to your apartment without prior notice.

Residents are given four business days to choose from the available options. After the time expires, the resident forfeits their rights, and the Residence Life office will assume that option (b) was chosen. All open spaces will be placed in a pool of openings for students requesting housing assignments. The willingness of the current roommates to welcome a new resident will help ease the transition for all involved. Should your apartment not be prepared to welcome a new resident, you may be subject to possible disciplinary actions from the Residence Life office.

Private Sides

Residents may choose to pay an extra fee to have a private side to themselves. Residents interested in this option must contact the RHC to fill out a contract. Residents who have a roommate also interested in a private side will be prioritized. Private sides are only given to a max of 30 residents per academic year. If a resident is abusing their private side (ex., using it as a living space for a guest or another resident), the private side will be locked, and the fee will not be refunded.

Apartment Housekeeping Services

Biweekly Apartment Cleanings

All occupied apartments will have their kitchen and bathroom areas professionally cleaned on a biweekly basis.

For the kitchen, the cleaning will include:

- › Counter tops
- › Stove top
- › Stove hood
- › Oven (if needed)
- › Sink
- › Tile floor

For the bathroom, the cleaning will include:

- › Mirror
- › Countertop in vanity area
- › Sinks in vanity area
- › Shower
- › Toilet
- › Tile floor

The cleaning will not include any vacuuming of carpeted areas. That is the occupant's responsibility. It is the occupant's responsibility to have everything removed from the areas to be cleaned, except large objects such as toasters and coffee makers. Items that should be removed are personal cosmetics, dishes, towels, and all other small personal items that would block the way of cleaning. The sinks should also be empty of dishes.

If the occupants' items are present on the counters, then the space will not be cleaned, and the occupant will get their first strike. If the area is not cleaned again, the RHC will contact the occupant. On a third strike, the occupant will be fined and meet with the RHC.

If an area is deemed too dirty to be cleaned, it will not be cleaned, and the RHC will be informed. If an area has a mess considered a biohazard (vomit, blood, etc.) it will also not be cleaned, and it will be the occupant's responsibility to clean the area.

Checking Out

The RHC must be aware of your desire to check out. The move-out form must be completed at least two business days before your check out date, but earlier is always better. Failure to follow the proper process will result in a \$500 break of contract fine, in addition to improper move-out fees.

Immediately prior to your move out, a Residence Life staff member will compare the condition of your apartment and bedroom with the Room Inventory Form (RIF) that was completed at the time you moved in. Apart from reasonable wear and tear, you and your roommates may be responsible to pay for damages acquired during your stay. These charges include, but are not limited to damages, losses, deficiencies or any special services incurred while you were an occupant of the room. Often exact amounts for charges and fines are not available at the time of check out. The Residence Life office will assess all damages and bill you accordingly. Any damage to the common area (group study, laundry room, hallways, etc.) may also be assessed prior to check out.

If residents have any outstanding fines at the time of checkout, a hold will be placed on the student's account by the Clarkson College Student Accounts office.

To check out according to policy, the resident must complete the following:

1. Empty your apartment and hallway of all personal belongings.
2. Clear your apartment and hallway of all trash and debris and sweep/vacuum bedroom and hallway; dust all surfaces.
3. Remove all personal belongings from walls, ceilings, desks, counters, drawers, cupboards, storage areas, etc. Clarkson College is not responsible for any personal belongings that are left behind. If personal belongings are found, Clarkson College will throw items away after a 24-hour time period.
4. Submit any maintenance request forms for burnt out lights, clogged drains, paint, etc.
5. Remove all nails, pins, tape, etc. from walls. Please do not fill holes. Fill out a maintenance request form.
6. Clean bathroom and vanity area, including toilet, shower, floor and sinks.
7. Clean living room, common areas and kitchen, including microwave, oven, cabinets, etc.
8. Clean out your refrigerator, including the crisper bins.
9. Close and lock all windows.
10. Leave Clarkson College furniture and room accessories from your apartment inside your apartment.
11. Leave your dresser in the closet space.
12. Turn off all lights.
13. Leave your AC/heating unit at 72 degrees.
14. Schedule an appointment with a staff member to go over the apartment.
15. Turn in all keys and key cards.
16. Fill out change of address form via email or hard copy.

* Failure to complete any or all of the tasks listed above will result in an improper checkout and fines of \$25 or more will be assessed to the responsible parties.

* Residents do not need to follow these guidelines for holidays or breaks. Residents will follow different procedures at that time.

- * Any unexplained departure of 10 days or more may be considered a cancellation and departure from the College, and costs for removal of belongings, cleaning and damages will be assessed and charged to responsible parties.

Breaking the Housing Contract

In those cases where a lease needs to be broken, the resident is responsible for a break of contract fee of \$500. You will not be fined if you are academically dismissed from the College or you must move to another location due to academic requirements.

Safety & Security

Procedures

All safety and security procedures can be found on the back of your apartment door.

Fire Safety

Clarkson College aims to ensure the well-being of all students and visitors. The most effective way to avoid harm in a fire is to be prepared before it happens. At the beginning of the year, a Residence Life staff member will explain emergency procedures for the facility including fire, tornado, flood, bomb threat, etc. The explanation will include where all exits and stairwells, fire extinguishers, and alarm pull stations are located. It is important that residents treat all alarms as the real thing and follow the appropriate guidelines established by Clarkson College. Elevators are not in operation for some emergencies and stairs must be used. Failure to follow any emergency procedure can result in a fine and possible disciplinary action. If you are physically challenged or become physically challenged (i.e., sprained ankle, broken leg or injury that requires crutches) at any time during your stay, notify a Residence Life staff member immediately. You will be put on the Mobility Impaired List that is kept in the Residence Life office.

If you see or smell fire in the facility: Evacuate the building immediately and pull the fire alarm (only if it is on your way out). Never attempt to put out a fire on your own.

If you hear a fire alarm sound: Immediately leave your bedroom and apartment and follow the fire emergency route outlined by the Residence Life office by using the stairs and exiting the building. Once evacuated from the building, stand away from the exits and building so the appropriate personnel can enter and residents exit.

If you are trapped in your apartment or bedroom: Move to the closest window and wave brightly colored clothing or a light out an opened window to alert rescue team members to your location. If possible, write your room number on a piece of paper and place it in the window. If possible, place wet towels along the bottom of the door.

Smoke Detectors

Smoke detectors are provided in every apartment to help prevent personal injury. When the smoke detector sounds:

1. If there is a fire, exit the room and close the door so the fire cannot escape, pull the alarm, exit the building and notify Public Safety and the RAOD.
2. If there is not a fire, extinguish heat or smoke sources, open windows to air out the space and tell other residents that there is no fire. **DO NOT OPEN YOUR DOOR;** this will set off the alarm throughout the Residence Hall. Call a Residence Life staff member immediately to notify them of the false alarm. If

the alarm does not stop, call a Residence Life staff member for maintenance help. If you hear a smoke detector from another apartment, knock on the door. If there is no response and the detector has not stopped sounding, call a Residence Life staff member to investigate the situation.

It is against Clarkson College policy to tamper with or render one's smoke detector ineffective. Sprinkler heads are also not to be tampered with at any time, including hanging personal items from its fixture. If a resident tampers with a sprinkler head or smoke detector at any time, a fine can be assessed and disciplinary action can be taken.

Power Failures

If a power failure occurs, emergency lights will activate. Remain calm and do not use candles or other flames. Keep all hallways and exits clear from obstruction and call the RAOD.

Halogen Lamps

The only halogen lamp allowed in apartments must include a protective grill covering. Halogen lamps get extremely hot because of their high temperatures. Never leave a halogen lamp unattended, drape anything over the top or put it near drapes/curtains. All halogen lamps must be: (a) Underwriter's Laboratory (UL) approved; (b) adhere to UL Standard 153, revised as of Feb. 5, 1997; and (c) have a factory-installed shield or cover above the bowl of the lamp.

Smoking

The entire Clarkson College campus is smoke free as of March 2011. Smoking in the apartment is considered a safety concern. Smoking is strictly prohibited inside and outside any building on campus (including common areas, hallways, stairwells, apartments, bedrooms, courtyard, parking lots, etc.). Any student who violates this policy will have disciplinary actions taken against them.

Open Flames

Open flames are not permitted inside the Residence Hall (includes common areas, hallways, stairwells, apartments, bedrooms, etc.). This includes open flames such as candles, incense, potpourri, cigarette lighters, pipes or flammable materials, etc.

Holiday Safety

Only UL-approved electrical cords and lights may be used to add additional electricity to your apartment. The same electrical cords can be used on artificial Christmas trees, wreaths or any other décor. Live Christmas trees, wreaths or other types of greenery are prohibited in the apartment/bedroom. Only non-flammable holiday decor is allowed in the apartments. Any seasonal or other décor that is affixed to the outside of the apartment door or wall must be removed prior to the break between the fall and spring semesters.

Upholding a Safe Environment

In order to uphold a safe environment, you are responsible for keeping both the apartment and your individual bedroom clean. An unclean and unsafe apartment may cause the College to take disciplinary action. Clarkson College reserves the right to inspect rooms without prior notice and assess fines if necessary. As part of our effort to provide a safe environment, Clarkson College will schedule health and safety checks throughout the year.

All residents of Clarkson College must take responsibility for their environment both inside the apartment/bedroom and in the Residence Hall, including the hallways, study areas, laundry facilities and public areas. Any resident who intentionally or unintentionally creates a mess in the Residence Hall will be responsible for cleaning up the area and may be assessed fines or subject to disciplinary action.

Only Clarkson College residents can gain access into the Residence Hall using their key card. Non-residents can gain access through the main lobby entrance of the Clarkson College Residence Hall with a Clarkson College resident escorting him or her. For everyone's safety, **DO NOT** let people into the building who you do not know. If you see anyone suspicious, call UNMC Public Safety or the RAOD.

Motorized or Manual Vehicles

All residents who own a motorized vehicle or any device needing fuel can create a possible fire hazard. Due to the nature of motorized vehicles, they cannot be stored in the Residence Hall. Motorized vehicles may not be ridden in the Residence Hall at any time. Fines will be assessed to all responsible parties for removal and storage of such items and possible disciplinary action can be taken.

Any manual vehicles may be stored in the Residence Hall if they are not bicycles. All owners of bicycles can store them in the designated bike racks located around campus or on the second floor of the Residence Hall. Manual vehicles may not be ridden in the Residence Hall at any time. Fines will be assessed to all responsible parties for breaking the policy and confiscation can occur and possible disciplinary action can be taken.

In-Hall Sports

Riding bicycles, skateboards, scooters, roller blades or skates, and throwing objects (Frisbees, balls of any kind - water or dry - or other projectiles) is not permitted in the Residence Hall at any time. Likewise, residents are not allowed to play sports (golf, baseball, football, basketball, hockey, soccer, water fight, etc.) or rough house in the Residence Hall at any time. The only exception is for a Residence Life sanctioned program.

Windows, Ledges & Roofs

At no time shall a resident exit an apartment through a window unless in a documented emergency. If personal property or Clarkson College items are ejected from any window, disciplinary action will take place. If responsible residents are not identified, charges will be given to the entire apartment or complex. Windows must remain closed when the conditioning is on. All screens must stay on all windows as a safety precaution. Any resident that removes the screen from a window will be assessed a fine and possible disciplinary action can be taken. To maintain the appearance of the Residence Hall, no objects or paraphernalia can be displayed on any ledges or hung from the windows.

* At no time shall a resident or object be on the roof or any ledges. If a resident or object is found on the roof or a ledge, responsible parties will be assessed a fine and possible disciplinary action will be taken.

Health & Safety Requirements

All Clarkson College residents must have current vaccinations on record with the College as defined by admissions policies. The Meningococcal Disease Education Requirement is for all newly enrolled students in postsecondary educational institutions that will reside in on-campus housing. The Nebraska Unicameral passed this law during the 2003 session.

Weapons Possession Policy

Weapons are prohibited in the Residence Hall and on campus. As a condition of living in the Residence Hall, all students agree to not possess or use any weapons in such areas, to voluntarily waive any legal rights related to the possession of weapons and acknowledge that weapons are prohibited. This waiver applies to all students, even if they have a lawful permit to carry a concealed firearm. Any possession or use of any weapon on Clarkson College property may result in disciplinary procedures.

- › Students may not bring firearms or other weapons (hunting knives, archery, fencing, paintball guns, pellet guns, taser guns, air soft guns, martial arts equipment, slingshot, any item that is a reasonable likeness, etc.) into the Residence Hall.
- › Firearms, weapons or explosives of any nature (including fireworks and flammable liquids) are strictly prohibited in the Residence Hall.
- › Exotic weapons (such as swords, nunchucks, etc.) are not permitted on Clarkson College property.



Hall Violation Policies

The Residence Life staff at Clarkson College is dedicated to providing a safe, enjoyable environment for its residents and visitors. This means community living that is quiet, comfortable and supportive to both academic and social growth. The Residence Life staff aims to educate residents to be responsible members of the Clarkson College community inside and outside the classroom. The Residence Life staff expects its residents to meet certain standards as outlined in this handbook. If expectations are not met, the Residence Life staff expects residents to take responsibility and consequences for his/her actions.

All Clarkson College students and guests shall abide by the following policies and agreements:

- › Roommate Agreements
- › Terms and agreement outlined in the Residence Hall Handbook
- › Rules and policies outlined in the Clarkson College Student Handbook
- › Federal, state and local laws

If a violation occurs, an incident report will be written to document what occurred. Names and phone numbers are needed, and all parties will give their correct information, as well as show an ID confirming who they are. All incident reports, letters and other documentation is on file in the Residence Life office. Every document in a resident's file is available for the said resident to read. Otherwise, all documented information is confidential and restricted. All files remain active until the resident has graduated or is withdrawn from the College. Every Clarkson College resident is responsible for knowing all policies and regulations.

Confronting a Policy Violation

A Residence Life staff member shall confront any situation that is in violation of the policies set forth in the Clarkson College Residence Hall Handbook or Clarkson College Student Handbook. If an RA knocks on your apartment door and announces their presence, the resident must come to the door immediately. It is the right of the resident to refuse entry to the RA, but if this happens, the RHC will be called to assist in the situation.

All Clarkson College students and visitors are expected to cooperate and assist the Residence Life staff member in confrontational situations. Failing to cooperate, giving false information, or using verbal or physical abuse will result in stricter disciplinary actions.

It is also the right of the resident to refuse to allow the RA to search their apartment. Again, if this happens, the RHC will be called to conduct the search. Following any policy violation, an incident report will be written, and the RHC will meet individually with each resident involved to discuss the situation and appropriate consequences. During this meeting, it is also the responsibility of Clarkson College students or visitors to inform the RHC of any concern about an RA's action during the documentation process.

Please note, anything found in a common area of the apartment (i.e. living room, kitchen, refrigerator, trash, bathrooms, etc.) that violates policy is the responsibility of all the residents in the apartment and each resident is subject to consequences.

Incident Reports

When a Clarkson College student or visitor is involved in a policy violation, any Residence Life staff member, College official or public safety officer can document the incident. Not every incident documented is a policy violation. Some documentation includes emergency concerns, theft, loss, equipment damages or illnesses. All incident reports are written objectively, and it is extremely important that all information given is accurate. The Director of Library and Academic Support Services reviews all incident reports and may set up meetings in order to receive more information.

Policy Violations (not limited to)

- › Alcohol in the building and/or on campus
- › Assault
- › Disturbance to community
- › Drugs
- › Hall sports
- › Harassment
- › Keeping pets of any kind in the apartments for any duration of time. The only exception is fish.
- › Noise
- › Smoking in the building and/or around Clarkson College facilities
- › Vandalism
- › Visitation
- › Weapons/firearms
- › Open flames in Residence Hall

Disciplinary Actions (based on the seriousness of the incident)

- › Discipline warning
- › Discipline reprimand
- › Discipline probation
- › Discipline suspension
- › Discipline eviction

Residence Hall Pet Policy

If any kind of pet is found in the apartment (the only exception being fish and approved emotional support or service animals), the resident may be subject to a fine, may face disciplinary sanctions and will be financially responsible for any damages caused by the animal.

Clarkson College Residence Hall Alcohol Policy

Within the disciplinary system for non-academic violations, the following procedures are considered a guide for policy violations and represent the minimum sanction possible for the violations of the SW-15 Drug and Alcohol policy. The Vice President of Operations and Student Affairs (VPO) or administration may levy further sanctions on an individual case basis depending on the severity of the offense. All requirements of a sanction must be completed prior to the start of the next academic semester. Students will be ineligible for further program progression, and registration will not be allowed for the following semester if the sanction requirements are not completed.

Students in Clarkson College housing are subject to the Clarkson College policy SW-15 Drug and Alcohol Policy. All violations of the SW-15 will violate SW-18, the Code of Conduct Policy. The disciplinary sanctions for drug and alcohol offenses which occur in College housing include the following steps:

First offense:

- › Student must meet with a College-approved counselor and successfully complete an alcohol assessment. Based on the assessment, the student may be prescribed a treatment plan.
- › The counselor will provide documentation back to the College ensuring that the assessment was completed. If a treatment plan is developed for the student, the counselor will provide the plan to the College and inform the College of the student's compliance or lack of compliance.
- › Student is required to perform an educational activity in relation to drug or alcohol education, such as planning an in-hall event, write a reflective paper or design a newsletter/poster. Students will discuss their ideas with the RHC, who must approve the activity in advance.
- › The VPO, Director of Library and Academic Support Services, RHC or any student services counselor may notify parents or guardians of violations. Notification may occur if it is believed that the student is potentially a danger to themselves/to others or is in danger of jeopardizing their academic career.

Second offense:

- › Completion of Brief Alcohol Screening and Intervention for College Students (BASICS) through four sessions with Licensed Alcohol and Drug Addiction Counselor (LADAC), Provisional Licensed Alcohol and Drug Addiction Counselor (PLADAC) or Certified Master Addiction Counselor (CMAC).
 - › The counselor will provide documentation back to the College that the student is progressing with recommended treatment plan.
- › Student must submit a reflective journaling project after each session with the counselor to the RHC.
- › The student will be placed on housing probation.
- › The VPO, Director of Library and Academic Support Services, RHC or any student services counselor will notify parents or guardians of violations to inform of housing probation status.
- › The VPO, Director of Library and Academic Support Services, RHC or any student services counselor may notify program directors if it is believed that the student is potentially a danger to themselves or to others, or is in danger of jeopardizing their academic career.

Third offense:

- › Immediate eviction from the Clarkson College Residence Hall.
- › The VPO, Director of Library and Academic Support Services, RHC or any student services counselor will notify parents or guardians of violations to inform of housing eviction.
- › The VPO, Director of Library and Academic Support Services, RHC or any student services counselor will contact program directors to inform of student behavior. It is up to the discretion of program directors to decide if further sanctions are appropriate.

Medical Amnesty

A Clarkson College student seeking emergency medical attention for self or for another person due to alcohol or drug consumption will not be charged with violation(s) of the Clarkson College Drug and Alcohol policy as long as the student fully cooperates with authorities involved and complies with any required formal drug and alcohol evaluation and treatment recommendations. Said evaluation will be conducted at the student's expense. Failure to fully cooperate will invalidate the medical amnesty, and standard disciplinary action will be taken. Further, medical amnesty does not protect students from disciplinary action who are found to be in violation of other Clarkson College policies, such as destruction of property, assault and/or theft. Medical amnesty will not be abused. Should a student who invokes medical amnesty have a subsequent drug or alcohol experience requiring emergency medical attention, he/she may be excluded from medical amnesty and be subject to disciplinary action.

Nebraska LB 439 outlines provisions for the reporting of persons who may be affected by acute alcohol poisoning due to severe intoxication. In such circumstances, these provisions allow for the person to report him/herself or another person to the authorities and be granted immunity from prosecution. The reporter must remain on the scene and fully cooperate with medical assistance and law enforcement personnel. LB 439 does not provide legal amnesty for drug-related offenses.

Illegal or Controlled Substance Policy

Possession of marijuana or other controlled substances may result in eviction.

Marijuana

Marijuana is an illegal substance in Nebraska and is prohibited in the Clarkson College Residence Hall. Any resident who is found to be in possession of, in the presence of or using marijuana will face disciplinary action and possible criminal charges.

Should an RA suspect the possession of marijuana, the RA will notify UNMC Public Safety, who will search the premises. If substances are found, UNMC Public Safety will notify the Omaha Police Department.

Other Controlled Substances

The possession or use of narcotics and/or other controlled substances without a valid prescription, or misuse of prescribed medication is prohibited in the Residence Hall. Residents are expected to obey federal and Nebraska state laws regarding the use, possession, sale and distribution of controlled substances.

Should the abuse of a controlled substance be suspected, the resident will face disciplinary action and possible criminal charges.

Student Code of Conduct

Students are required to engage in responsible social conduct and to model good citizenship as members of the community. Clarkson College expects students to:

- › Demonstrate honorable and responsible behaviors
- › Demonstrate a keen sense of ethical conduct
- › Behave respectfully
- › Be trustworthy
- › Demonstrate honest character upon which others may rely with confidence
- › Communicate professionally (both verbally and in written form)

Students should follow the Code of Conduct in behavior toward peers as well as toward Residence Hall staff members. Behaviors or acts that violate the Clarkson College Student Code of Conduct policy may result in a documented complaint that could result in disciplinary action, possible sanctions and remediation. If a student has a concern about misconduct, they may reach out to an RA or the RHC.

Refer to the Clarkson College Student Code of Conduct listed in the Academic Catalog for additional information (<https://catalog.clarksoncollege.edu/academic-information-policies/code-of-conduct>).

Apartment/Bedroom Search with Resident Not Present

Clarkson College and the Residence Life office have the right to conduct an apartment/room search without resident(s) present if pertinent information is given. The Residence Life office shall notify the resident(s) if such an occurrence happens by written notification. The resident(s) shall be given a copy of the documented list of items confiscated as well as which staff members were present. The Residence Life office or a College official will contact the resident(s) to discuss the incident in further detail.

Apartment/Bedroom Search with Resident Present

Clarkson College and the Residence Life office have the right to conduct an apartment/room search with resident(s) present if pertinent information is given. It is the responsibility of the resident(s) to cooperate with all staff members and give accurate information. At the end of the search, the resident(s) will be given a copy of items confiscated as well as which staff members were present. The Residence Life office or a College official will get in contact with the resident(s) to discuss the incident in further detail.

Appeals

If at any time a Clarkson College student or visitor feels they were wrongly documented for an incident, it is the Clarkson College student's or visitor's right to appeal. In order to appeal, the Clarkson College student or visitor must fill out the appeal paperwork and set up a meeting with the Director of Library and Academic Support Services.



