

## STUDENT RIGHTS AND RESPONSIBILITIES

Residency on campus carries with it the presumption that you will conduct yourself as a responsible member of the residence hall community. By signing the Residence Life contract, you agree to abide by all published NCTA policies, rules and regulations.

### **R-1. Alcohol**

The possession or consumption of alcohol in any residence hall or on NCTA property is prohibited. In addition, it is an NCTA policy violation if you are in a room where alcohol is present or have an alcohol collection.

If a student chooses to violate these policies, sanctions may include community service, mandatory attendance in an alcohol/drug education class as well as behavioral requirements, contract cancellation, suspension, or expulsion. Anytime a student(s) is found in possession or the presence of alcohol, the Frontier County Sheriff's Office will be notified and cited accordingly to the laws of the State of Nebraska.

### **R-2. Candles and Incense**

Due to the potential fire hazard, candles (decorative ones included, lit or unlit) and incense are not permitted in the residence halls under any circumstances. Candles and incense will be confiscated (see Confiscation policy). Repeat violations could result in removal from housing due to the extreme fire danger and potentially endangering the lives of fellow community members.

### **R-3. Chewing Tobacco**

Spitting chew where others may come into contact with it, on the floor, stairs, walls, carpet, in the recycle bins, drinking fountains, garbage cans, sinks, sidewalks, etc., presents a health hazard and will not be tolerated. Open containers are never to be used.

The use of chewing tobacco is limited to your room. Discarding tobacco chew should be done with respect and consideration for your roommate and others living within the housing facilities. Residents must provide a sealable container for their spittoon and dispose of it in a responsible and safe manner. Any hall damages such as stained carpet, etc., will be assessed to the responsible resident.

### **R-4. Compliance**

Residents are expected to cooperate fully by furnishing all the requested information and complying with all requests made by a NCTA official and/or Residence Life staff member. This includes, but is not limited to, providing proper I.D. when requested, meeting with residence hall staff members as directed, and/or completing sanctions outlined as the result of an administrative disciplinary meeting. **PRANKS, VERBAL HARASSMENT OR SWEARING DIRECTED TOWARD A STAFF MEMBER WILL NOT BE TOLERATED AND MAY LEAD TO FURTHER DISCIPLINARY ACTION.**

## **Computer Labs**

Computer labs are available to all University students. See the Computer Lab section under the Student Code of Conduct for further details on hall computer labs. Computer labs located in residence halls are for resident use only.

## **Confiscation**

The Office of Residence Life reserves the right to confiscate property identified as a policy violation in this handbook and in the residence hall contract.

Items that are not illegal to possess but are a violation of residence hall policy (i.e. microwaves, pets, hot plates, candles, etc.), or are used to violate residence hall policy (i.e. stereos, etc.) may be confiscated by Residence Life staff. These items will be held by the Residence Life Manager; you will be responsible to collect them at the end of the semester/academic year.

Items that are illegal to possess (such as drugs, drug paraphernalia, and weapons) will be confiscated and not returned to you. These items will be turned over to the Frontier County Sheriff's office and will be disposed of or used as evidence. You will receive written confirmation of any items confiscated from your room. Items that are confiscated and returned must be removed from the residence hall and campus upon return.

## **R-5. Container Collection**

Possession of alcoholic containers is not allowed in the residence halls. Possession of alcohol containers, including but not limited to: kegs, party balls, beer bong, bottles, and/or cans within a residence hall room shall be considered a container collection.

Collections of these and other types of beverage containers are not allowed for sanitary reasons. At the time of documentation, containers will be removed and disposed of.

## **R-6. Controlled Substances**

The possession, sale, manufacturing and/or use of illegal drugs on campus is a violation of local, state and federal laws.

Any resident who hosts a gathering where alcohol is present is in violation of NCTA regulations. The hosts will be placed on probation for a full calendar year. If the student hosts a second party, that student's residence hall contract may be cancelled.

## **R-7. Cooking**

Cooking is prohibited in resident rooms. Cooking is to be done in hall kitchens only. Storing food in the kitchens is at your own risk.

## **R-8. Disorderly Conduct**

Behavior that is disruptive to orderly community living is prohibited. This includes, but is not limited to, fighting, pranks, or any other behavior which may cause physical injury or is potentially dangerous to the health and well-being of the residents. This also includes threats or acts of self-injury such as attempted suicide. For more information, please see the Student Code of Conduct.

**R-9. Displaying Offensive/Disrespectful Items**

Items deemed disrespectful or offensive by others is prohibited on room doors or when visible through the window or open room doors. Residents are expected to comply with requests to remove items. Some displayed items may also violate the harassment policies and will not be allowed.

**R-10. Door Locking/Propping**

For safety reasons no doors in the halls, including stairwell doors, are to be propped open at any time. Non-compliance will result in disciplinary action. For your protection and the protection of others, when using these doors, remember to close the door behind you, un-prop propped doors and do not provide entrance to anyone when these doors are locked.

**R-11. Electrical Appliances**

Only items with enclosed heating or lighting elements are permitted. Both the appliance and any cord used in connection with it must have a UL (Underwriters Laboratories) approved label. Examples of items not permitted for safety reasons include but are not limited to: *toaster ovens, toasters, "George Foreman" -style grills, electric skillet, electric grills, halogen lamps, microwave ovens, and convection ovens.*

Refrigerators are not to exceed 4.5 cubic feet. No modification of room switches, lights or electrical outlets is allowed, including the installation of dimmer switches, ceiling fans, etc.

Please note that the electrical system in NCTA housing has finite abilities. Overloading these systems can present fire and safety hazards. Surge protectors, heavy duty power strips, and heavy duty extension cords are recommended.

**R-12. Elevators**

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

**R-13. Equipment Use**

Bicycle use and storage is not permitted in building hallways, lounges, stairwells, kitchens, or in the entrances or exits. The use of any sports equipment, such as bicycles, skates, skateboards, balls, or Frisbees is prohibited within the residence hall buildings including porches, hallways, lobbies, stairs, public areas, and posted areas.

Residence hall equipment, supplies, and furnishings must not be dismantled or removed from their designated area. Charges will be assessed for misuse, removal, damage, or theft.

**R-14. Exit Exams/Finals Week Study Hours**

All residence halls will begin 24 hour quiet hours on the Sunday prior to the start of finals week. Policy violations may result in your being asked to leave one hour after your last final or

immediate removal. During the spring semester, 24 hour quiet hours will begin the Sunday prior to Exit Exams week.

The first offense for violating this policy will be a warning, second offense will result in removal from the residence halls one hour following the student's last final exam and a third offense will result in immediate removal from the residence halls.

### **R-15. Fire Safety**

It is an extremely serious offense to FALSELY ACTIVATE THE FIRE ALARM OR TAMPER WITH THE ALARM EQUIPMENT (heat detectors, pull stations, fire extinguishers, exit/emergency lights, and sprinkler heads) OR SMOKE DETECTORS AND IS A FEDERAL, STATE AND LOCAL VIOLATION OF THE LAW. Failure to evacuate during an alarm will subject the student to NCTA disciplinary action and/or civil action. No fuel-powered motor vehicles or associated parts are permitted within the residence halls for use, maintenance, repair, or storage.

Restitution and/or immediate eviction may be imposed for any of the following: failure to evacuate during a fire alarm, activating false alarms in residence halls, propping open fire doors, creating a fire hazard, malicious burning, or tampering with fire equipment (fire extinguishers, plastic ties securing valves, fire alarm pull stations, smoke detectors, fire hose connections, sprinkler heads, sprinkler pipes, connections, valves, emergency exit signs, etc.). A \$50 fine per violation may be imposed for not abiding by the received citation or verbal instructions of the inspector or NCTA staff regarding the correction of fire hazards. More details on Fire Alarm procedure may be found in the previous Emergency Procedures section.

### **R-16. Food Storage**

Storage of food between the window and screen is prohibited. Nonperishable foods may be kept in rooms if stored in closed boxes or refrigerators. Storing foods in the hall kitchens is at your own risk. All food items must be in airtight containers to prevent insect and rodent infestation.

### **R-17. Furniture**

Furniture purchased for the use of residents living in the residence halls and designed for the common areas (lounges) shall remain in the common areas; it is not to be taken by students to their rooms for personal use. If a student does not comply with the policy, there is a per day charge of \$10 for each item of furniture found in the room and the fine increases exponentially for each subsequent violation.

Each individual student room is furnished according to the room's possible capacity. All Residence hall furniture **MUST** remain in the room for which it is assigned. Any student found removing furniture from the room will be charged a rate of \$10 per day for the missing furniture on top of any charges for damages to the furniture.

### **R-18. Gambling**

Unlicensed gambling is a violation of state law. Gambling is not permitted on state property.

### **R-19. Guests**

Guests may visit your room at any time. A resident may have an overnight guest of the same gender, provided the roommate approves and both the resident and guest adhere to the following regulations: All guests need to have a picture I.D. (i.e. drivers' license) and produce it to a staff member when requested.

1. A resident may host one same-gender guest at a time and for a limit of three consecutive nights in a month. Approval to have an overnight guest must be obtained in advance from the host's roommate. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates or suitemates. Overnight guests are only allowed with the consent of other roommates. Residents are encouraged to introduce their guest to the Resident Advisor.
2. If the guest will be using another resident's bed, prior approval must be obtained. Guests or residents may not use lounge furniture for sleeping purposes.
3. It is the host's responsibility to inform guest(s) of the policies and procedures of the residence halls. Guests who violate policy may be required to leave the residence halls.
4. Any person may be restricted from NCTA property, including residence halls, when disrupting normal services, or has harmed or threatened to harm a member of the student body, faculty, or staff.
5. The host resident is responsible for the actions of their guests and must be with them at all times.
6. Keys will not be loaned to guests.
7. No opposite gender guests are permitted to stay in a resident's room overnight.
8. Bathroom facilities in residence hall houses are designated either for men or women. Persons may only use bathrooms in the residence halls that are designated for their gender. This includes guests of residents.
9. The privilege of having guests may be revoked if the privilege is abused or there are violations of policies and procedures of the hall and of the campus involving the guests.

### **R-20. Harassment**

Harassment in any form, including verbal, physical and visual contact, threats, demands and retaliation is prohibited. NCTA maintains a strict policy prohibiting sexual harassment and harassment due to race, religious creed, color, national origin, ancestry, physical ability, medical condition, marital status, sexual orientation, age, or any other basis protected by federal, state or local law, ordinance or regulation. *All such harassment is unlawful and will not be tolerated.* NCTA's anti-harassment policy applies to all persons involved in the operations of NCTA and prohibits unlawful harassment by any student or employee of NCTA. Any attempt by a student or guest to physically or verbally harass a resident/student or other NCTA staff member because of the performance of his/her duty will be VIEWED SERIOUSLY AND RESULT IN DISCIPLINARY ACTION, INCLUDING THE POSSIBILITY OF SUSPENSION OR EXPULSION.

The Nebraska College of Technical Agriculture is committed to providing an academic environment free of harassment. Any incidents of harassment should be reported to a Residence Life staff member and to the Frontier County Sheriff's Office immediately. Depending on the circumstance, incidents of harassment will be handled through the appropriate office.

### **R-21. Hazing/Endangerment**

Any act which intentionally or recklessly endangers the health or safety of an individual or produces mental or physical discomfort, embarrassment, harassment or ridicule, is prohibited, willingness not withstanding. Hazing is illegal in the state of Nebraska.

### **R-22. Holiday Decorations**

Cut greenery, trees or branches are NOT permitted in rooms.

Combustible decorations present a fire hazard in a residence hall room; therefore, prudent use of such decorations is strongly encouraged.

### **R-23. Identification (I.D.)**

Misrepresentation or misuse of student identification is prohibited. Residents, visitors and guests are required to produce a picture I.D. (i.e. drivers' license) immediately upon request to a staff member to verify their identity.

### **R-24. Keys**

Student keys are not to be loaned to or duplicated for another person's use. If you lose your key(s), please follow these steps:

1. Check with the Residence Life Manager to see if the key(s) has been turned in.
2. If not found, the Residence Life Manager will have the lock re-cored and re-keyed and you will be assessed the appropriate fees.

### **Liability**

The Office of Residence Life is not liable for loss or damage to personal property in resident rooms, public areas, laundry, or storage rooms. It is the residents' responsibility to keep their rooms locked at all times. Residents may be covered by their family's personal property insurance or may wish to carry a private insurance policy to cover their property against loss.

### **Disruption of Services**

The Office of Residence Life is not responsible for the continuation of food, mail, custodial, heating, maintenance, or security service at normal levels in the event of a natural disaster, strike, or lockout of public employees or suppliers' employees, power-water-sewer interruptions from on or off campus sources, or in the event of other casual events beyond the control or reasonable anticipation of NCTA housing.

### **R-25. Littering/Trash**

Improper disposal of personal trash is considered littering.

Residents are responsible for the proper disposal of their trash in the dumpster located outside their building. NCTA provides recycling bins at residence halls and buildings on campus for #1 plastic and aluminum cans. In the event that a resident litters a public area (i.e. hallway, stairwell, lounge) or the surrounding grounds of the building, that student will be responsible for the cost of the cleanup. Cigarette butts need to be placed in an outside receptacle. Room trash and litter found in common areas will result in disciplinary sanctions.

### **R-26. Noise**

Residents responsible for excessive noise and/or disruptive behavior will be subject to disciplinary action. Sound equipment should not infringe on the rights of others. At no time should amplified sound be directed out of windows.

The issue of noise control, both inside and outside the residence halls, is important in providing an environment conducive to the total development of students on an educational, social, and cultural basis. You are encouraged to discuss any concerns regarding noise with the staff members of the hall, but are expected to confront the situation first. In addition, it may be necessary in some instances for the Residence Life Manager to require that students remove the source of the noise (stereo, TV, guests) from the room and residence hall.

We strongly encourage the use of headphones during quiet hours/courtesy hour periods. The repeated use of sound equipment in which the volume exceeds acceptable levels can result in disciplinary action. The student may be required to remove the equipment from the residence halls.

#### **R-27. Pets**

Only non-dangerous fish and hermit crabs are permitted in the residence halls. The aquarium size may be no larger than 10 gallons. Any student caught violating this policy will be assessed the cost of a pest control visit and cleaning. This policy does not apply to students with a disability who require the use of a service animal as prescribed by their attending physician or licensed mental health practitioner. (see Privately Owned Animal Policy and Guidelines)

#### **R-28. Posting Policy**

All postings are to be done in approved areas within the residence halls. These areas include community bulletin boards. No postings are to be on entrance or fire doors.

#### **R-29. Prohibited Use of Computing Resources**

The use of NCTA computing resources, including the use of University email addresses (any address ending in unl.edu), to publish content that violates the University Code of Conduct or Residence Life policies may result in disciplinary action. Images or written content that is harassing, libelous, obscene, or illegal in nature is prohibited and will be addressed by NCTA. It should be understood that any content published on the World Wide Web is considered in the public domain and may be used to pursue a judicial response.

#### **R-30. Quiet Hours/Courtesy Hours**

Minimum quiet hours are established to provide periods during which noise and other disturbing activities are prohibited to allow residents a peaceful time to sleep and/or study. Quiet hours are periods of heightened standards for low noise levels in the halls. Set quiet hours are as follows:

**10:00 pm - 9:00 am Sunday thru Thursday**

**1:00 am - 9:00 am Friday and Saturday**

Courtesy hours are in effect 24 hours a day and require that all residents and guests keep their noise to a level that does not interfere with others.

Residents are expected to honor the requests of other students to restrict loud conversations, stereos, televisions and other disturbing activities. Realizing that students' academic demands and personal schedules vary, students should always honor requests by others to minimize noise.

### **R-31. Roofs**

Unauthorized individuals are not allowed on the roof, overhangs, or awnings of any residence hall building or adjoining facilities.

### **R-32. Room Cleanliness**

Residents are required to keep their rooms clean and orderly. Health and Safety Inspections will be held periodically throughout the year. We reserve the right to clean and charge for the cleaning of rooms deemed unsanitary. Residents will receive a minimum of 24 hours notice prior to inspection, and given 24 hours to correct any problems or violations.

### **R-33 Roping**

The use of ropes and roping dummies inside of the residence halls or using University furniture for roping purposes is forbidden. Roping may only be done in the Livestock Teaching Center Arena or at the Activity Area located between East and West Traditional Residence Halls.

### **R-34. Skateboards, Roller skates, In-Line Skates, Scooters**

Use of skateboards, roller skates, in-line skates, scooters and all similar personal vehicles is prohibited inside any building on the NCTA campus.

### **R-35. Tobacco**

All residence halls are smoke-free. Smoking areas are located outside each residence hall, and residents and their guests must dispose of smoking materials in the receptacles provided. Smoking is limited to designated perimeters.

Smoking through a Hookah device is considered smoking and is not allowed indoors. All tobacco containers, including chewing tobacco, should be disposed of as any other kind of trash.

### **R-36. Solicitation/Sales**

Canvassing or solicitation of funds, sales, votes, memberships, literature, signatures, or subscriptions whether it is NCTA related or not - is not permitted in the residence halls.

This includes going “door-to-door” for the above reasons. Also, putting “door hangers” on door knobs and/or sliding flyers underneath doors into student rooms is not permitted. Residence hall rooms are not to be used for any commercial purposes. Any advertising done by NCTA departments, student organizations, and student senate, MUST follow the Office of Residence Life posting policy (please contact the Residence Life Manager for more information on the posting policy).

Soliciting for non-NCTA related business, charity, political, or religious purposes in campus buildings is prohibited. All items posted on bulletin-boards must be approved in advance by the Residence Life Manager, as per the posting policy. Additionally, flyers/coupons from vendors



for the purpose of solicitation will not be placed in student mail- boxes unless it arrives through U.S. postal mail.

The sale of items in the residence halls by campus organizations must be approved in advance by the Residence Life Manager and is to be restricted to the main lounges at hours agreed upon.

**R-37. Theft**

Theft is a violation of local, state and federal laws and is prohibited. NCTA assumes no responsibility for students' personal belongings. Coverage through homeowners' insurance or from an independent insurance agent is strongly recommended. Keeping your room door locked at all times is highly encouraged. ALL thefts should be reported to Residence Life Staff immediately.

**R-38. Vandalism/Damages**

Intentional damage, destruction or defacement of NCTA property is prohibited. Any damages done to NCTA property, except for that which is defined as normal wear and tear, will be billed to the Student's housing deposit.

Common area damages are charged equally to all students residing in that area. If, however, an individual student or group of students is responsible for damage to the hall, the responsible party will be required to pay the costs incurred. Residence Life may offer a reward for information leading to the persons responsible for vandalism.

**R-39. Violation of Federal, State, or Local Law**

Violation of federal or state law, or a county or municipal ordinance or regulation within residential premises will not be tolerated.

**R-40. Violence/Fighting/Threats or Intimidation/ Assault**

Threats of violence (verbal, physical or sexual or attempted suicide), assault or conduct that threatens the health and safety of yourself or any other person in or around the residence hall community will not be tolerated. For more information, see the Student Conduct Code.

**R-41. Weapons/Firearms/Explosives**

Possessing or using bombs, explosives, incendiary devices and fireworks is prohibited. Possessing or selling firearms, ammunition or other weapons, with the exception of pocket knives with blades less than 4", on campus-owned or controlled property is prohibited, and will not be tolerated. Misuse of personal defensive devices (e.g., pepper spray, etc.) is prohibited. The owner is responsible and accountable for any misuse of these devices.

**POSSESSION OF FIREARMS MAY RESULT IN REMOVAL FROM THE RESIDENCE HALLS. RESIDENTS REMOVED FOR DISCIPLINARY REASONS MAY BE HELD FISCALLY RESPONSIBLE FOR THE ENTIRE TERM OF THEIR RESIDENCE HALL CONTRACT.**

**R-42. Windows**

Throwing, dropping, hanging, marking on, etc., of any object from a residence hall window is prohibited. Removal of window screens and entering or exiting a residence hall by way of a window is prohibited. Window decorations should not be visible from the exterior of the buildings unless NCTA related or for holidays.