

STUDENT HANDBOOK

UNIVERSITY OF
Nebraska
NCTA

NEBRASKA COLLEGE OF
TECHNICAL AGRICULTURE



2016-2017

Greetings,

Welcome to the Nebraska College of Technical Agriculture!

We are very pleased you've made the decision to join our college community. I believe you'll find that NCTA is a wonderful place to live and learn. Our faculty are helpful, friendly and exceedingly skilled in their technology. Instructors demonstrate time and time again that they know how to advise students to career success.

NCTA regularly has the highest graduation rate of any Nebraska two-year college. Early in 2016, the Aspen Institute named NCTA among the top 15% of two-year institutions in the United States. Accrediting entities give NCTA high marks. Our Veterinary Technology program was reaccredited by the American Veterinary Medical Association and NCTA again affirmed its national accreditation by the Higher Learning Commission. Annually, our students place in top rankings when they compete at national contests.

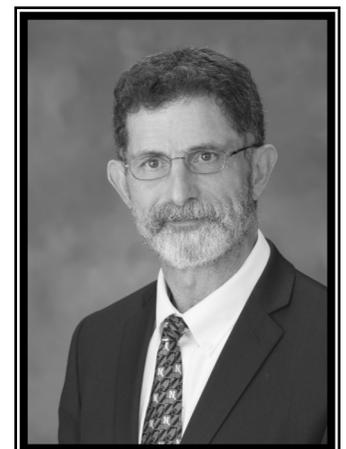
Respect and appreciate your home-away-from-home here in Curtis. NCTA staff is highly dedicated and go out of their way to make our campus safe, comfortable and effective as a top-quality learning environment. Please inform staff if you have any concerns. They are here to help you succeed in your collegiate journey.

It's important for your professional and financial future that you stay focused on your studies at NCTA. Be sure to attend all classes. Listen carefully to faculty instructions and regularly check your "MyNCTA" account. If you don't understand or have questions regarding course requirements, just ask your instructor. Student clubs and organizations serve a vital role in the total college experience so I encourage you to become involved in extracurricular activities and intramural sports during your first two weeks on campus. Have fun! Get to know your fellow students, faculty and staff through NCTA's professional, cultural and leadership development opportunities. Explore the diversity on campus.

Take care of yourself physically as well as mentally. Be sure to get eight hours of sleep every night so you can come to class alert and prepared to learn. Take advantage of healthy foods offered at Aggie Dining and the deli, Chandie's Castle, so that you eat nutritious and balanced meals. Work out in our newly renovated fitness center on campus, congregate for leisure in the Student Union, or try out your two-step at a monthly dance. Your spiritual health is also very important and local churches in Curtis welcome students with open arms.

This is a great time to be involved in agriculture, veterinary technology, and related disciplines. Demand for NCTA graduates is booming. We are pleased you chose NCTA for your college and major. Welcome to campus as an NCTA Aggie!

Ron Rosati, PhD
NCTA Dean



2016/2017 Housing Rates

(Prices are shown per semester)

Aggie Central

Four Person Suite \$1,579

Two Person Suite \$2,451

West Traditional Hall

Double Room \$1,103

Single Room \$1,654

Aggie West

Double with Communal Shower \$1,367

Double with Private Shower \$1,569

Single with Communal Shower \$2,024

Single with Private Shower \$2,326

Campus Life

We know choosing a college usually starts with the academic program and then quickly turns to the feature comforts of home. Here are some of the things that make living on campus a fantastic experience:

- Clean and safe facilities
- Dining services
- High-speed internet
- Dish TV
- Convenience stores
- Entertainment, sports, and recreation
- Employment opportunities
- Convenient access to your classes
- Hall staff that help you get connected
- Social activities that help you make friends
- Cultural activities that expand your horizons

DID YOU KNOW??

Students who live on campus...

Are more likely to return to college the following year;

Are more likely to succeed and receive their degree;

Have a higher satisfaction with their experience;

Have more integration with faculty and peers;

Develop stronger networking skills.



How To Make Your Home Away From Home

Items to Consider Bringing

- Towels
- Toiletries
- First Aid Kit
- Sheets/Blankets
- Laundry Basket
- Pictures/Posters
- Dinnerware
- Clock Radio
- Throw rugs
- Plants
- Printer
- Computer
- Refrigerator (no longer than 4.5 cubic feet)
- TV/DVD/Blu-Ray
- Stereo
- Shower tote
- Hangers
- Backpack
- Personal emergency kit
- Flashlight
- 3M command strips/ hooks
- Scented Wax Warmers

Do NOT Bring

- Illegal drugs or drug paraphernalia
- Incense
- Hookah pipes
- Alcohol
- Weapons
- Candles
- Any open coil appliance/grills
- Pets (except non dangerous fish)
- Satellite TV dishes
- Microwaves

Additional Services

Food Service

NCTA's food services are located in two locations on campus. The first location is Aggie Dinning located in the East Traditional Residence Hall. You and your friends can sit down and enjoy a hot lunch and fishing with an ice cream treat.. These meals can also be taken to go. If you are on the run to class, you can stop by The Deli located in "The Barn" and grab a quick sandwich, pizza, salad, or taco and a drink. Changes to your meal plan can be made during the first week of classes in each semester by contacting the **Residence Life Manager**. Food service are most generally closed during breaks. Students living on campus must have a meal plan.

2016-2017 Meal Plan Rates

(Prices shown are per semester)

14 meals/week — \$1,470

18 meals/week — \$1,890

21 meals/week — \$2,205

2016-2017 Housing Calendar

Fall 2016 Semester

- August 20th –10am
Residence Halls open for Fall Semester
- August 22nd
Fall Semester Classes Begin
- September 5th
Labor Day– No Classes & NCTA Offices Closed

- October 17-18th
Fall Break– No Classes & NCTA Offices Closed
- November 23rd-10am
Residence Halls Close for Thanksgiving
- November 27th-10am
Residence Halls Reopen after Thanksgiving
- December 16th-10am
Residence Halls Close for Winter Break

Spring 2017 Semester

- January 8th-10am
Residence Halls Reopen for Spring Semester
- January 9th
Spring Semester Classes Begin
- March 17th-5pm
Residence Halls Close for Spring Break
- March 26th-10am
Residence Halls Reopen After Spring Break
- May 4th
Graduation
- May 5th-10am
Residence Halls Close for Summer

To see a full academic calendar visit

<https://events.unl.edu/ncta/>

Residence Hall Comparison Information			
	Aggie Central	Aggie West	West Traditional Hall
Spaces	80	68	71
PC Lab	✓	✓	✓
Wireless Internet	✓	✓	✓
Dish TV	✓	✓	✓
Air Conditioning	✓	✓	
Suite Style Layout	✓		
Game Lounge		✓	✓
Single Room Options		✓	✓

Residence Life FAQs

Do I have to pay anything before I move in?

A \$250 refundable Housing Deposit fee must be sent to the Office of Residence Life with the housing contract. This deposit will be refunded if you fulfill terms of the Housing Contract.

When will I receive my roommate information?

Roommate information is mailed beginning in May for the upcoming academic year.

***Please note: changes to room and roommate assignments cannot be made until after the second week of each semester.**

I'm a First Year Student– do I have to live on campus?

Yes, unless you qualify for an exemption to the On-Campus Residency Requirement Policy found in the [back of this booklet](#).

Is there a penalty for moving off campus during the year?

Students who break their housing contract during the academic year pay a **\$500 cancellation fee** and you will forfeit the Housing Deposit.

How do I change roommates during the academic year?

No room or roommate changes can be made during the first two weeks of each semester; after that, these changes can be made by contacting the [Residence Life Manager](#).

NOTE: By federal law and University of Nebraska policy, room assignments and room changes cannot be made on the basis of race, color, religion, disability, national or ethnic origin, or sexual orientation.

How do I request a roommate?

A specific roommate can be requested using the Roommate Preference Card that can be found at <http://ncta.unl.edu/housing-and-campus-life>. Both roommates should request each other.

Must I have a meal plan?

Yes, all students that live on campus are required to have a meal plan.

Can I have a private room?

There are a limited number of designated private rooms on campus. Private rooms are not guaranteed and extremely unlikely to be available to new students at the beginning of the fall semester. We will do our best to accommodate your needs, but nothing can be guaranteed.

May I have overnight guests stay in my room?

Yes. All overnight guests must be registered and approved beforehand, and you must obtain your roommates permission as a courtesy.

If I live on campus will be personal property be insured?

No. Your personal property should be covered by your parents insurance policy; if not, we strongly recommend that you take out your own personal property insurance.

What do I do if I should lose my room key or entry key?

Contact your Resident Advisor (RA) or the [Residence Life Manager](#), who will be able to grant you access to your room. Lost keys will result in charges.

What appliances and furnishings come with the rooms?

Two twin beds, two desks with chairs, a dresser/closet space, window coverings, and one DISH TV outlet.

What size are the beds in the rooms?

All residence halls have extra long twin beds (39" x 80")

Is Cable TV provided in the rooms?

Yes, basic DISH TV service is provided in your room. If you have questions or problems with your DISH TV service, please contact the [Residence Life Manager](#).

What if I need something done in my room like needing a light bulb changed?

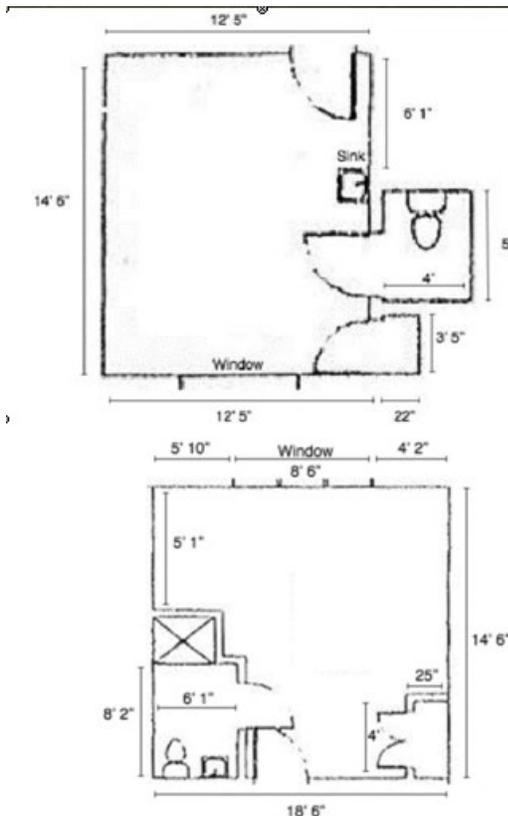
A detailed work order can be filled out and submitted here: <http://ncta.unl.edu/maintenance-partner>

AGGIE WEST

Rooms in Aggie West offer a choice of private or communal showers. Aggie West also has a game room with pool and foosball table, TV lounges, study lounges, a computer lab, two kitchenettes, and two courtyards.

Room Specifications:

- Room size: varies throughout building
- Bed size: 39in x80in (Twin XL linens required)
- All rooms include private toilets and sinks



AGGIE CENTRAL

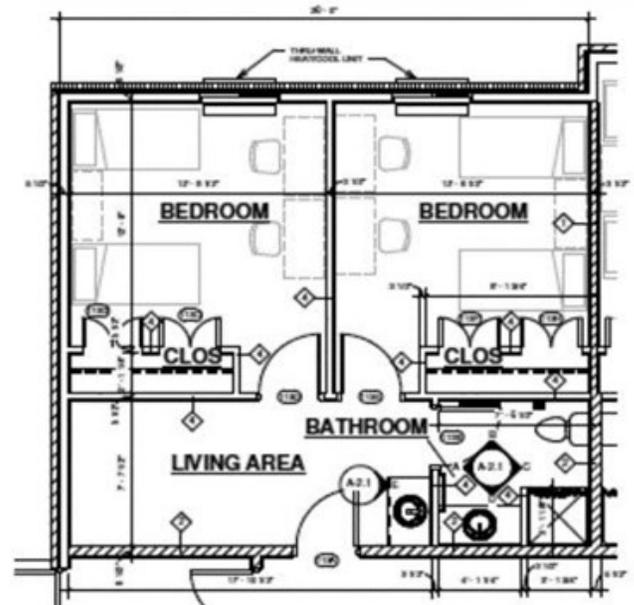


Aggie Central is designed for a more independent living environment in two and four bedroom units. Each unit includes two bedrooms, a bathroom, and a shared living room. The residence hall also features two kitchenettes, two common areas, two laundry rooms and a computer area.



Room Specifications:

- Bed Size: 39in x 80in (Twin XL linens required)
- Newest residence hall centrally located on campus
- Apartment style suites that accommodates two to four people.



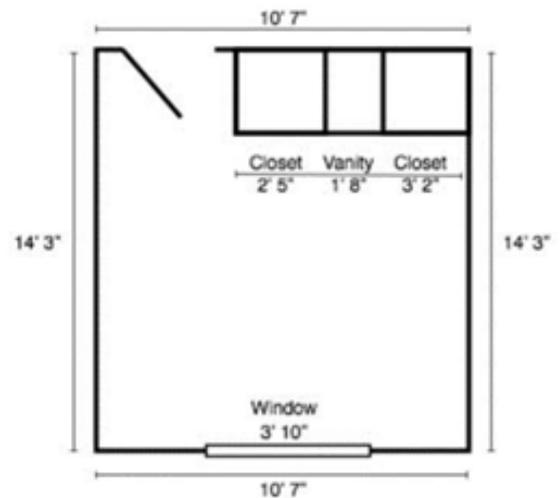
Traditional Residence Hall

The rooms in the traditional residence hall feature double individual closets with a vanity. A large ground floor lounge, recreation room, kitchen facility, computer lab, TV lounges, laundry room, and study lounges. In this hall expect to have a particularly close community and family relationship with other students.

Room Specifications:

- Room dimensions: 14'3" x 10'7"
- Bed size: 39in x 80in (Twin XL linens required)
- Single rooms available on first come first serve basis
- Bring Window Air Conditioner (not exceeded 5000-6000 BTU or 1/2 ton)

Note: Window air conditioners are only allowed in traditional halls as the other residence halls have air conditioning.



Stay Connected With Us



University of Nebraska-NCTA

NCTA Website

ncta.unl.edu



@NCTACurtis

Confidentiality & Privacy Act/ Confidential Information

Student records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA).

Educational records, as defined by FERPA, include all records that schools or education agencies maintain about students. You have the right to review the contents of your records, and challenge information you believe is not accurate. The review of your records must be supervised by appropriate NCTA personnel, and challenges must be directed through the appropriate administrative office.

For a parent, legal guardian, or designated person to be given access to your records, they must have legitimate need to know, and written permission from you the student (this includes housing contract information, change of contract information, change of meal plan information, financial information, and disciplinary information). Consent to Release Information forms are available at the Office of Residence Life. For more information on the law and procedures, contact the Admissions/Records Office at 308-367-5204.

All disciplinary records concerning Residence Life are confidential and kept with the Residence Life Manager.

NCTA has the right to notify parents if the student is a threat to self or others in accordance with FERPA.

Discrimination Statement

It is the policy of the University of Nebraska and the Nebraska College of Technical Agriculture not to discriminate on the basis of age, race, ethnicity, color, national origin, gender, disability, sexual orientation, genetic information, veteran's status, marital status, religion, or political affiliation.

NCTA Residence Life Policies & Procedures

Table of Contents

Introduction -----	11	Heating/Plumbing Concerns -----	19
The Office of Residence Life -----	11	Lockouts -----	19
Mission Statement -----	11	Damages -----	19
Core Values -----	11	Residential Hall Damage Charges -----	19
The Role of Residence Life in		NCTA ROOM ENTRY POLICY -----	20
Your NCTA Experience -----	11	STUDENT RIGHTS AND RESPONSIBILITIES -----	20
General Services -----	11	Alcohol -----	20
Housing Facilities -----	11	Candles and Incense -----	21
Residence Hall Special Features -----	12	Chewing Tobacco -----	21
Residence Life Staff -----	12	Compliance -----	21
		Computer Labs -----	21
Residence Hall Community -----	12	Confiscation -----	21
Community Standards Model -----	12	Container Collection -----	21
Resident's Responsibilities -----	12	Controlled Substances -----	21
Living in a Community -----	13	Cooking -----	21
Living With a Roommate -----	13	Disorderly Conduct -----	21
Dealing With Conflict -----	13	Displaying Offensive/Disrespectful Items -----	21
Roommate Bill of Rights -----	14	Door Locking/Propping -----	21
Residence Hall Leadership Opportunities -----	14	Electrical Appliances -----	22
Residence Hall Association -----	14	Elevators -----	22
		Equipment Use -----	22
RESIDENCE LIFE OPERATIONAL POLICIES -----	15	Exit Exams Week Study Hours -----	22
Check-In/Out -----	15	Fire Safety -----	22
Abandoned Property -----	15	Food Storage -----	22
Housing Deposit -----	15	Furniture -----	22
Room Changes -----	15	Gambling -----	22
Room Consolidation -----	16	Guests -----	23
Summer Housing -----	16	Harassment -----	23
		Hazing/Endangerment -----	23
HALL POLICIES DURING BREAK PERIODS -----	16	Holiday Decorations -----	23
Break Schedule -----	16	Identification (I.D.) -----	23
Break Housing -----	16	Keys -----	23
		Liability -----	23
RESIDENCE HALL SERVICES -----	16	Disruption of Services -----	23
Cable Service -----	16	Littering/Trash -----	24
Equipment Services -----	16	Noise -----	24
Dining Service -----	16	Pets -----	24
Hall/Floor Community Facilities -----	16	Posting Policy -----	24
Laundry Rooms -----	16	Prohibited Use of Computing Resources -----	24
Mail Service -----	16	Quiet Hours/Courtesy Hours -----	24
Painting of Rooms -----	17	Roofs -----	24
Refrigerators -----	17	Room Cleanliness -----	24
		Roping -----	24
SAFETY & SECURITY IN THE RESIDENCE HALLS -----	17	Skateboards, Roller-skates, In-Line Skates, Scooters -----	24
Keys -----	17	Smoking -----	24
Lost Keys -----	17	Solicitation/Sales -----	25
Harassing Phone Calls -----	17	Theft -----	25
		Vandalism Damages -----	25
EMERGENCY POLICIES AND PROCEDURES -----	17	Violation of Federal, State, or Local Law -----	25
Accident or Illness -----	17	Violence/Fighting/Threats or Intimidation/Assault -----	25
In Case of Emergency -----	17	Weapons/Firearms/Explosives -----	25
Fire Alarms -----	17	Windows -----	25
Smoke Detectors -----	17		
Tornado Alarms and Shelters -----	18		
NCTA Missing Person Policy -----	18		
		RESIDENCE LIFE DISCIPLINARY PROCESS -----	25
MAINTAINING THE RESIDENCE HALLS:		How the Residence Life Disciplinary Process Works -----	25
A COOPERATIVE EFFORT -----	19	Disciplinary Sanctions -----	26
Student Rooms -----	19	SANCTION -----	26
Public Areas -----	19		
Health and Safety Inspections -----	19		
Maintenance Requests -----	19		

INTRODUCTION

Welcome to on-campus living at NCTA! We hope you are looking forward to the residence halls becoming your home away from home.

We think you will find living on campus at NCTA to be one of the most exciting aspects of your collegiate experience. NCTA's variety of housing facilities have been designed to provide a close-knit living atmosphere that encourages friendships, learning, leadership opportunities, and the reality of your active membership in the NCTA community.

Please note –

Office of Residence Life policies and procedures may be modified upon written notice.

THE OFFICE OF RESIDENCE LIFE

Mission Statement

The NCTA Residence Life program creates a student-centered learning experience leading to the academic, social, and personal success of students living in Residence Halls and offers support to students throughout the larger NCTA community.

Core Values

Courtesy: Residents learn to respect and appreciate each other for their differences as well as their similarities

Accountability: Residents take responsibility for their actions and try to make better decisions in the future.

Respect: Residents learn to respect and appreciate each other for their differences as well as their similarities.

Excellence: Residents believe they are able to achieve all they set out to do.

Success: Residents will be able to evaluate and measure their achievement in and out of the classroom.

Community: Residents develop, promote and preserve positive collaboration, understanding and interaction.

Involvement: Residents care about their surroundings and participate in the lives of their neighbors.

THE ROLE OF RESIDENCE LIFE IN YOUR NCTA EXPERIENCE

In the past college "dorms" essentially represented a passive facility for sleep and study, whereas the modern **residence hall community** has become an integral co-curricular part of your college experience.

Through your experience on campus, you will gain a better understanding of other life-styles and cultures, as well as your own preferences and abilities. You will develop a variety of skills including personal and intergroup communication, assertiveness, leadership, and personal initiative. The on-campus environment provides the "lab" for application of what you learn in classroom settings, and is designed to provide a challenging yet supportive transition period for you into your future career and life.

Supporting this development, NCTA requires all full-time first year students under the age of 21 with less than 30 credit hours of post secondary education and a cumulative GPA of 2.0 or lower on the first day of classes in the fall semester are required to live in campus housing for the duration of the academic year. The only exceptions are if:

- The student lives with his/her parents or guardian within a 45-mile driving distance from NCTA;
- The student will live with a close relative (grandparent, brother, sister, aunt or uncle) provided the relative is over 21 years of age, and the residence is within 45 miles of the NCTA campus;
- The student is married, a single parent or has a documented medical/mental health condition which makes it impractical to meet the housing requirement.

An exception request will only be considered after the appropriate form has been obtained from and returned with supportive documentation to the Residence Life Manager.

Exceptions must be approved by the Office of Residence Life.

Under federal law and University policy, room assignments and room changes cannot be made on the basis of race, color, religion, disability, national or ethnic origin, or sexual orientation; however, we do reserve the right to deny housing to those who have been convicted of a crime or have pending criminal charges.

General Services

The Office of Residence Life is the branch of the campus responsible for the residential services and many of the activities and programs available to you on campus. Residence Life coordinates the housing assignments and maintenance of the physical aspects of the housing facilities, and also a broad range of educational, cultural, recreational, and social programs.

Housing Facilities

On campus housing facilities can accommodate approximately 200 students in three traditional residence halls, and a suite style building. Each housing facility is staffed by live-in Resident Advisors (RAs) on each floor. All of the residence facilities feature several lounges, study areas, and recreational spaces for student interaction and involvement. All halls feature computer labs which are networked to the NCTA mainframe computers.

RESIDENCE HALL COMMUNITY

A variety of living environment options are available to students. Each room is furnished (unless otherwise noted) with desks, chairs, dresser space, window coverings, beds/mattresses, mirrors, closets, basic cable service and internet service. Each hall also has kitchens, lounges, laundry, and recreational facilities. Each hall has open visitation, meaning that guests (of the same or opposite gender) may visit at any time. An individual floor may set more limited visitation hours through community standards, with a vote of 2/3 of the residents of the floor. Students furnish bed linens, blankets, pillows, towels, and items to personalize their room.

Residence Hall Special Features

Single Rooms: Single rooms are available on a limited basis. An additional per semester charge is required. Your account (tuition, fees, room, and board charges) must be current before converting to a single room.

Break Housing: Housing during campus breaks is limited to those students who are providing a service to the campus or are required by their major to stay and care for campus animals.

A very limited number of rooms (not single rooms) may be available for break housing for residents not normally residing in a break hall. However, this is not guaranteed and students should plan accordingly.

RESIDENCE LIFE STAFF

A STAFF MEMBER CAN HELP YOU

- If you have lost your keys.
- If you need to move to a new room.
- If you are having a roommate conflict.
- If you have an emergency.
- If you are locked out of your room.
- If you have questions.
- If you want to get involved.

Resident Advisors or "RAs" are your personal link to your residence hall community and the day-to-day activities in your community. These undergraduate student leaders are carefully selected and trained. They coordinate the environment in your facility, and serve as a source of information, initiator of activities, advisor and friend.

The Residence Life Manager is responsible for the day-to-day operations of the office. Daily and direct supervision of the Resident Advisors, The Residence Life Manager oversees the recruitment, training and retention of the residence hall staff, staff manual and staff contract revision. The Residence Life Manager also oversees the coordination of the housing contracts and assignments.

Concern, mutual respect, and maturity are basic to the development of a community that can assist you in your personal endeavors and achievements. It is expected that you will make a contribution to the building of your community. In turn, you can expect to reap the benefits of a unique learning experience.

Each residence hall contract shall be governed by and enforced in accordance with the laws of the state of Nebraska.

Community Standards Model

The primary goal of the Community Standards Model is to ensure that your need for sleep, educational, social, and personal time is respected. You are an integral part of the residential hall community and assist in the development and implementation of the Community Standards Model. You are asked to accept responsibility for your living environment by upholding NCTA policies, either contractually or by a vote. Community Standards may be renegotiated at any time. The development of Community Standards in the halls gives you a great deal of freedom and choice, while not infringing on the rights of others.

The Community Standards Model is a cooperative effort to respect the rights of others, to instill pride in the halls, and to strive for a community that will help all members experience success at NCTA.

Resident's Responsibilities

Living on campus may represent the first contractual agreement you have ever signed. Your application and admission to NCTA, as well as to housing, represent a significant commitment of time, energy, and money. As a resident on campus, you have a right to an appropriate environment in your housing facilities, and you are also responsible for contributing positively to that environment. Upon moving into the residence halls and chapter houses, you are responsible for the following:

1. The rules and regulations of the state, campus, and the halls as stated in this handbook. You are responsible for knowing these rules and adhering to them at all times.
2. Attending floor meetings. You are responsible for all information discussed; if unable to attend, you should contact your Resident Advisor. General meetings of all residents are held in each residence hall during Fall and Spring semesters. Floor meetings are held periodically throughout each semester. Notices will be posted announcing the time and place of the meetings. Attendance is required; you may be documented for noncompliance for failure to attend floor meetings.
3. Activities that occur within your room. Even if you are not present or involved in a policy violation, you may be held responsible.
4. Your guests and their conduct while present in the

halls. Residents may be subject to disciplinary action because of their visitor's behavior.

Living in a Community

The residence hall community at NCTA consists of you, the members of your floor and building, members of the other residence halls, and people working in the offices in the residence halls. Your community will begin to develop from the day the halls open in August. The direction your community takes depends largely upon your involvement. Your interaction with others and their interaction with you is the largest factor in the creation of a supportive living environment. The residence hall environment can offer you support in the areas of academic excellence, social maturity, self-reliance and an increased understanding of one's self and others.

One of the best ways to help ensure the successful growth of your community is for residents to foster an atmosphere of mutual respect and consideration for one another. **Before you act**, consider the impact your behavior may have upon your fellow community members.

Living within your floor or hall community, you will have the opportunity to meet people who have a variety of backgrounds and life-styles. Your interaction with them may be one of the most rewarding aspects of your college experience. Each person you meet will have unique experiences to share. You are encouraged to become well acquainted with the people in your community and to use these experiences to increase your knowledge of others and make new and lasting friendships. You must also be willing to share yourself and your experiences with the members of your community. Your active involvement in the community and your participation in activities is essential for its growth and the formation of positive relationships.

Living With a Roommate

One of the first people you may be asked to get to know is your roommate. If you are sharing a room with a roommate, the two of you will be sharing the same living space for the entire school year. You and your roommate may be similar or very different, and it may take some work to develop that relationship. You do not necessarily have to be best friends with your roommate, but you do need to establish a working/living relationship. The next few pages offer you some ideas to help you and your roommate create a positive living environment.

First of all, do not wait for problems to arise before you discuss lifestyle differences. Communication is the key to successful residence hall living and interactions of all kinds, and should always have those lines strived for to be kept open. Be honest but tactful when talking to your roommate. If you are finding it difficult to express your feelings, ask your RA for help - she or he can be a terrific sounding board and can also help mediate a conflict if necessary to help you

develop a healthy relationship with your roommate, we suggest that consideration, communication and compromise are key factors.

The following may help you zero in on some typical lifestyle issues, allow you to examine the different ways you and your roommate approach issues, and give you the opportunity to work out methods of resolving differences before conflict arises:

STUDYING: *When do you like to study? Do you plan to do most of your studying in the room or in places such as the library? At what noise level do you prefer to study? How much time do you devote to studying?*

ROOM CONDITION: *How much clutter do you like around the room? Is it okay for my side to be messier/neater than yours? What is the best way to organize a method of cleaning, e.g. a schedule or specific tasks? Whose responsibility is it to clean certain areas? How often should the room be cleaned?*

SLEEPING HOURS: *Do you go to bed early or late? Get up early or late? Does noise or light bother you late at night or early in the morning? Do you get upset when awakened?*

PRIVACY: *How much privacy do you need? Do you need time to yourself in the room each day? Can it be scheduled?*

BORROWING: *Is it okay to borrow a possession or clothes? Do you need to ask first, no matter what it may be? (Be prepared to accept responsibility if something happens to the borrowed item. Offer to pay for or replace it.) Are there possessions which are accessible to me as your roommate, or certain possessions nobody is to touch except you?*

VISITATION: *How do you feel about me having a visitor of the same sex or of the opposite sex? If you have a visitor and this proves to be an inconvenience to me, how would you best like me to communicate this to you? How late is all right to have visitors? When is it all right to have overnight guests?*

FUTURE PROBLEMS: *If something is bothering you concerning the rooming situation, what would you most likely do? Would you be passive or assertive? How would you like to be approached concerning problems that might arise between us?*

Dealing with Conflict

Conflicts may arise during the year. It is important to let your roommate, or anyone else you have a conflict with, know how you feel about situations. Otherwise small incidents can build up into a major quarrel.

When you are describing how you feel, be sure to:

1. Know what you are feeling.
2. Put the emotion you are feeling into words try to be

specific.

3. Try to indicate what triggered the feeling.
4. Own the feeling as yours.

For example: "It makes me (own the feeling) angry (the feeling) when you leave your clothes all over the room (what triggered the feeling)." Not helpful: "You are a slob!" or "You're a jerk!"

About Listening

Listening is just as important as describing your feelings. People do not always listen to others, even though they may seem as if they are. Here are a few suggestions for listening actively:

Recognize Differences in Listening: *Listening is similar to reading. Some situations require more attention, depending on the purpose and the degree of difficulty of the material. Are you listening for pleasure, to understand, or to evaluate?*

Be Ready to Listen: *This applies both mentally and physically. Stop thinking of whatever else is on your mind. Devote your attention to the person speaking. Stand or sit in a comfortable position for listening.*

Shift from Speaker to Listener: *Listen to what the other person says when she/he is speaking. Don't worry about what you will say next.*

Withhold Evaluation: *Control your judgmental responses to the words and ideas that you hear. Work on retaining your objectivity, even in touchy situations.*

Listen Actively: *Active listening includes paraphrasing and questioning. You become a part in determining the meaning of what is said. Ask for clarification of what is difficult for you to understand, or what you did not hear clearly.*

Some Steps to Positive Relationships

1. Show concern for your roommate as a person.
2. Be open about your needs. Express your concerns before they become problems.
3. Appreciate the differences in your roommate.
4. Allow those differences to work for you instead of against you.
5. To have a good roommate, BE a good roommate!

The Roommate Bill of Rights

The following Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. The quality of your on-campus experience will depend, to a large extent, on the consideration that you demonstrate toward each other.

Basic rights of a roommate include:

1. The RIGHT to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit this RIGHT.
2. The RIGHT to sleep without undue disturbance from noise, guests of roommate(s), etc.
3. The RIGHT to expect that a roommate will respect one's personal belongings.
4. The RIGHT to a clean environment.
5. The RIGHT to free access to one's room and facilities without interference from the roommate.
6. The RIGHT to privacy.
7. The RIGHT to host guests with the expectation that the guests are to respect the rights of the host's roommate (s), visitation hours, NCTA staff members, and other hall residents.
8. The RIGHT to be free from fear of intimidation, physical, and/or emotional harm.
9. The RIGHT to expect reasonable cooperation and the use of "shared" appliances (i.e., television, etc.) and a commitment to honor agreed upon payment procedures.
10. The RIGHT to address grievances. Your residence hall staff is available for assistance.

Remember, to be a mature adult is to accept responsibility for yourself and the welfare of others. Only you can assure that you and your roommate(s) enjoy these rights. The biggest mistake roommates make is not discussing a problem as it develops. The important thing is to keep lines of communication open. Communication means actively listening to what your roommate says, as well as talking with him/her about your ideas and feelings.

Residence Hall Leadership Opportunities

There is a positive correlation between academic success and campus involvement; research has shown that involved students do better academically, and have more success in the job market upon graduation. The residence halls provide an opportunity for community involvement.

Students are encouraged to become involved in residence hall government. Each hall has its own governmental system. Like any other concentration of people within boundaries, the residence halls function best when positions of leadership, organization, and representation are established. For this reason, each hall selects a president, vice president, and secretary. Other leadership positions are available within each hall and on the floor.

Residence Hall Association (RHA)

RHA is the overall representative governing body for the residence halls. RHA promotes a positive on-campus living environment by addressing and representing the residence hall system as a unit in determining issues and concerns affecting all on-campus students (residents). In addition to promoting inter- and intra-hall programming, RHA supports and sponsors programs and events between halls and other

campus organizations.

Officers of the organization include: President, Vice President, Secretary/Treasurer, The responsibilities these officers have are as follows: attend biweekly executive and general body meetings, actively participate in or lead hall and RHA committees, serve as a liaison to all halls in an effort to keep halls informed of activities and opportunities, and generate ideas and enthusiasm for hall projects and activities.

RESIDENCE LIFE OPERATIONAL POLICIES

Check-In

As a residence hall student you will need to complete the check-in process upon arriving to the residence hall and if you change rooms at any time. The following is an explanation of your

responsibilities when checking into a new room:

1. If changing rooms, please make arrangements to check out 24 hours in advance with a staff member.
2. Review, complete, sign, and return the Room Condition Form (RCF). When you check in, you will be given an RCF which was initially filled out by your RA. You are responsible for reviewing, completing, signing, and returning the RCF with all damages in your room listed. It is *extremely* important to accurately review and complete the inventory. It will serve as the basis for check-out charges if damages occur.

Check-Out

You must follow the proper check-out procedures when changing rooms or vacating the premises such as, withdrawing or transferring from NCTA, moving off-campus, etc. Failure to check out properly will result in a minimum of a \$50 improper check-out fee. In addition if keys are not returned, an appropriate fee will be assessed. Please follow the guidelines below to ensure proper check-out:

1. Please make arrangements to check out 24 hours in advance with a staff member.
2. Clean your room prior to check-out appointment.
3. Return keys to staff member.
4. Sign your RCF. Upon checking out a staff member will accompany you to your room to assess the condition of your room.
5. If there are any damages, they must be paid for.
6. Fill out a forwarding address card. Failure to do so may result in not receiving your mail at your new address.

Any damages that have occurred will be recorded on the RCF. You are responsible for damages listed on this form. Students are not charged for damages that were initially recorded during check-in.

If you change rooms or vacate the residence halls without following the above guidelines, you will be assessed the improper check-out fee and appropriate fee for lost keys, as

well as charges for any cleaning that may be needed in your room.

Abandoned Property

Any personal property with an estimated value of \$250 or more that is abandoned on the premises of NCTA (i.e. left behind in the residence halls or elsewhere on campus) will be subject to the following:

1. A notice will be mailed to the student at the student's most recent address on record.
2. The notice will be sent within six months of the end of the contract between NCTA and the student.
3. The notice will describe the abandoned property, the location where it can be claimed, an NCTA contact person, and the date by which the property must be claimed. This date will be no later than 14 days from the postmark date of the notice.
4. If the property has not been claimed by the specified date, the property will become the property of NCTA, and will be subject to NCTA's policy on transfer/disposal of surplus property.

Notice is not required to be mailed to the student for abandoned property with an estimated value of less than \$250. Upon determination that the estimated value is less than \$250, a 14 day waiting period will ensue at the end of which ownership shall immediately transfer to NCTA, and will be subject to NCTA's policy on transfer/disposal of surplus property. Inquiries regarding the abandonment of student property should be directed to the Residence Life Manager at (308)-367-5247.

Housing Deposit

Each student who resides in one of the on-campus residence halls is required to pay a \$250 deposit at the time they submit their housing contract. This deposit is used to reserve the students spot in the on-campus housing. The deposit will also be used to pay for any charges for damages caused by the student within the room they are assigned and to pay for any damages caused to the common areas of the residence halls when the individual (s) who caused the damage cannot be identified. The housing deposit will only be returned to the students who:

1. Do not have any holds on their students accounts
2. The student has correctly followed the check-in/check-out procedures
3. Has fulfilled the terms outlined in the Housing Terms & Conditions Book and the Residence Life Manual.

The housing deposit can be carried over from year to year for as long as the student resides on campus. Student who leave to go on an internship may apply for an exemption to have their deposit refunded to them.

Room Changes

By federal law and University policy, room assignments and room changes cannot be made on the basis of race, color,

religion, disability, national or ethnic origin, or sexual orientation. NO room changes may be made the first two weeks or the last week of each semester. If you desire a room or a roommate change you must request the change with the Residence Life Manager. If you change rooms or halls without proper authorization, you may be required to move back to your original room and will be charged \$50 for an improper move.

Room Consolidation

The consolidation process begins the third week of classes and continues for four weeks of each semester. Students whose roommates move out or make changes should also check with the Residence Life Manager to see if their billing status has changed. In these cases, it is important to realize that unless a single room is being paid for, a roommate may be assigned to you, you may be assigned to live in another room with a roommate, or you may be automatically billed for a single room (per Consolidation Policy). In such an event, you will be notified of your options. It is important to follow the directions of that notification. Please note that a private room is not guaranteed if a roommate moves out.

Summer Housing

Generally, one residence hall is open for summer student housing. Applications for summer housing are available at the Office of Residence Life in the mid-spring semester of each year.

HALL POLICIES DURING BREAK PERIODS

Break Schedule

As is outlined in the housing application/contract, students are entitled to and must abide by the Terms of Agreement. According to those terms the halls will be closed at the following times:

Thanksgiving Break:

Wednesday, November 23, 2016 at 10:00 a.m. through Sunday, November 27, 2016 at 10:00 a.m.

Winter Break:

Friday, December 16, 2016 at 10:00 a.m. through Sunday, January 8, 2017 at 10:00 a.m.

Spring Break:

Friday, March 17, 2017 at 5:00 p.m. through Sunday, March 26, 2017 at 10:00 a.m.

BREAK HOUSING

The Office of Residence Life will offer Break Housing during official University breaks for those students who have a function to perform for the campus. Students not performing campus functions (watching after/caring for farm animals) will be charged a fee of \$30 per night. Break Housing will be offered on a first come basis where spaces are available.

RESIDENCE HALL SERVICES

Cable Service

Your room and many hall lounges in the residence halls have expanded basic cable access, which is included in the room fee.

Equipment Services

Each hall maintains equipment for you to check out.

Equipment may include tools, sports equipment, vacuum cleaners, and more! A photo ID card is required upon check-out. You must be a resident of that hall to check out equipment from the desk. Items available at the desk will vary.

Dining Service

The goal of the food service staff is to make dining an enjoyable part of each day. Menus are designed and information is distributed to assist you in healthy eating habits. The personnel at the Dining Services office can answer any questions or address any concern you may have regarding food services. They may be contacted in the East Hall located in the basement or at phone number (308) 367-5294.

MEAL PLANS MAY ONLY BE CHANGED THROUGH THE FIRST WEEK OF CLASSES WITH THE RESIDENCE LIFE MANAGER.

Hall/Floor Community Facilities

Most hall floors have study or TV lounges, and every hall has a kitchen. You are responsible for picking up any personal trash, as well as removing your pizza boxes and other food or drink containers used in the facilities. If the custodian needs to spend an excessive amount of time cleaning the lounges and kitchens, a cleaning charge may be assessed.

Laundry Rooms

Laundry is provided at no charge to NCTA residents.

Automatic washers and dryers are located in each residence hall. Due to limited numbers of washers and dryers, non-residents cannot use these facilities. NCTA is not responsible for damaged or stolen laundry. Clothing left in laundry rooms for an extended period of time may be placed in a designated lost & found.

Mail Service

Mail is delivered daily, except weekends and holidays, to the hall mailroom area. You are assigned a mailbox according to your room number. To help the distribution of mail go more quickly, please have your mail addressed in the following manner:

***Resident Name
Hall & Room #
404 E 7th St
Curtis, NE 69025***

Off-campus groups or businesses wishing to send materials through U.S. Mail must send them to specific room addresses. When you receive a package, you will receive a notice in your mailbox. To pick up your package, you will need to bring an ID, plus the package slip, to your RA.

Painting of Rooms

All painting requests are to be made by filling out a work request. Painting will be done on an as-needed basis by the Facilities Staff. Painting is not to be done by the student.

Refrigerators

You may bring your own small refrigerator, maximum size of 4.5 cubic feet. Only one refrigerator per resident is allowed. Refrigerators are furnished in all the hall kitchens; however, the department of Residence Life cannot be held responsible for any food left in these or your personal refrigerators at any time including during breaks.

SAFETY AND SECURITY IN THE RESIDENCE HALLS

Specific guidelines have been established by NCTA and the University to create a secure residence hall environment. The Residence Life staff and the Frontier County Sheriff's Office attempt to provide a quick response to crisis. The Residence Life staff provide an "on duty" RA in each hall every night and weekend for assistance with any problem. Also, the Residence Life staff provide activities or programs throughout the year in an effort to increase student awareness of the safety needs of the community. Each student is responsible for his or her own behavior and should be concerned about the actions of other members of their community. Violations of safety and security policies or any suspicious activity should be reported to staff immediately.

Without your support, a safety and security program is limited. You are issued outdoor keys for your convenience and community safety. Outside doors of all buildings are locked 24 hours a day. Locking outside doors provides security for you.

PLEASE DO NOT PROP DOORS OPEN - OPEN DOORS COMPROMISE SECURITY AND SAFETY OF RESIDENTS.

If you observe propped doors, please un-prop them. Also please report suspicious persons entering the hall to a staff member. One act of carelessness can victimize every student in your community. You are also advised to lock your room doors when you are not present or are sleeping.

Keys

To ensure that your belongings are secure, you are urged to lock your room at all times. It is against policy for you to loan or duplicate keys. Loss of your keys will result in an assessment of \$10 for the room key or \$30 for the entry key

to replace the key and a \$20 charge for an automatic re-core of your room.

Lost Keys

1. In the event a key is temporarily misplaced (e.g. locked in a room, left at home) you should contact a staff member. You must use a photo ID card to identify yourself.
2. In the event that a key is lost, you must see the Residence Life Manager for a replacement key. A partial refund for recovered keys may be issued. A deposit may be required for a loaner key. If the loaner key is not returned within 7 days the room will be re-cored, the deposit kept, and the student will be charged for the re-core and a new key.

Harassing Phone Calls

If you receive harassing phone calls, it should be reported to an RA, the Residence Life Manager or the Frontier County Sheriff.

EMERGENCY POLICIES AND PROCEDURES

Accident or Illness

You should report any illness or accident to your RA. If illness or accident prevents your return to the residence hall after a weekend or other period away from campus, your RA or the Residence Life Manager should be notified.

In Case of Emergency

In case of life-threatening emergencies, call 911. If possible, also contact the staff member on duty. For non life-threatening emergency situations please contact a Residence Life staff member and the Frontier County Sheriff's Office.

Fire Alarms

State law, as well as residence hall policy, requires that all students leave their room and/or public areas when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to NCTA disciplinary action and/or civil action. If the fire alarm sounds, take the following action:

1. Leave lights on.
2. Wear a coat or blanket and hard soled shoes.
3. Leave room, close and lock the door.
4. Go to the exit. Walk swiftly and do not run or push.
5. Assemble outside of the hall at a safe distance from the building (in extreme weather conditions, waiting in the lobby of the nearest hall).
6. Do not return to the hall until an all-clear signal has been given by a campus official.

Smoke Detectors

Smoke detectors are provided for your safety in each room and should not be tampered with or disconnected.

1. Smoke detectors become activated when too many combustible particles accumulate in the air.

2. A loud, high pitched noise will alert you to evacuate.
3. If you determine that there is no fire or danger, air out your room/apartment by opening a window and fanning the smoke detector to stop the alarm. Do not open your door to the hall, as it could set off the fire alarm for the whole building. It is important that you be aware that the smoke detector does not automatically alert the fire department.
4. If your smoke detector goes off repeatedly when there is no fire or makes other unusual noises, please fill out a work request form.
5. It is a serious violation to disconnect or tamper with a smoke detector. Disciplinary action will be taken if detectors are found damaged or removed due to vandalism.

3. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contacts they have listed.
- B. Procedures for notification that a student is missing
1. Any individual who believes a residential student may be a missing must notify either the Office of Residence Life at 308-367-5247, or the Frontier County Sheriff's Office at 308- 367-4411, as soon as possible.
 2. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local Law Enforcement. All campus departments will work with these agencies to assist them in their investigation.
 3. The Office of Residence Life or the Frontier Count Sheriff's Office will work together to gather all essential information about the residential student to determine the validity and credibility of the report.
 4. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction) the Frontier County Sheriff's Office will report the missing person to the National Crime Information Center of the Department of Justice and contact the appropriate law enforcement agency to report the student as a missing person and request their assistance as the lead investigating agency on the case.
 5. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for the students. In addition, the parent/guardian for the students under the age of 18 will be contacted.
 6. The Universities Administrative and Emergency Operation Teams will also be notified at this time.

- C. Campus communications about missing students
- The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the universities Office of Residence Life. All inquiries to the University regarding the missing student's case, or information provided to any individual about a missing student, shall be referred to the Office of the Dean. Services who shall refer such inquiries and information to the lead investigating agency.

Prior to providing any information about a missing student, university employees shall consult with the Office of the Dean and investigating law enforcement authorities to ensure that communications do not hinder the investigation.

Tornado Alarms and Shelters

When you hear the continuous siren, you should go to the tornado safety area of your hall or nearest area of cover. Seek shelter at the lowest available floor, clear of all windows. Do not use elevators. Tune your radio to the local station for updated weather information. The following is a list of the shelter areas in the residence halls:
 Aggie Central..... 1st Floor inner hallway
 Aggie West..... Communal shower areas
 East Traditional Hall.... Basement
 West Traditional Hall.. Basement

NCTA Missing Person Policy
Revised: 02/28/13

The purpose of this policy is to establish procedures for the Nebraska College of Technical Agriculture to respond to and assist with reports of missing students. This policy applies to students who reside in campus housing.

For purposes of this policy, a student may be deemed a "missing person" if the university is notified a person is missing for more than 24 hours without any known reason, or which is contrary to his/her usual behavioral pattern, or within the 24 hour period if there is unusual circumstances.

- A. Procedures for designation of an emergency contact
1. Students will be given the opportunity yearly during the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. This individual will further be updated as to the progress of the investigation into the missing person. This designated emergency contact will remain in effect until changed or revoked by the student.
 2. If a student decided to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at 308-367-5247, or at their office located on the first floor of Ag Hall.

MAINTAINING THE RESIDENCE HALLS: A COOPERATIVE EFFORT

Student Rooms

You are responsible for keeping individual rooms clean. Your cooperation is asked in maintaining a high standard of cleanliness and keeping maintenance repairs at a minimum. You will need to provide the necessary cleaning supplies. Mops, buckets, brooms and vacuums are available in each hall. You are responsible for emptying your own trash in the dumpsters provided outside the building.

You are encouraged to decorate and personalize your rooms to the extent that it does not damage the room or its contents. You are permitted to move the furniture within your room but not out of your room. The use of decorations to personalize your room is encouraged. Some simple guidelines apply; within the room, posters must **not** be placed edge to edge so that a continuous path of fuel is established in the event of fire; decorations should also be mounted in a way that does not damage walls or leave "tape scars or excessive tack/pin holes." Nails, screws and permanent adhesive hooks are not to be used to mount decorations of any kind. Window decorations should not be visible from the exterior of the buildings unless it is NCTA related.

Public Areas

The custodians are responsible for maintaining the public areas such as public bathrooms, laundry rooms, lounges, stairwells, hallways, building entrances/exits and kitchens. Custodians are not expected to clean up personal messes or dispose of personal trash. Excessive messes may result in the community being charged.

Health and Safety Inspections

Periodic health and safety inspections are conducted by the Residence Life staff. The intent of these inspections is for preventative and corrective action. You will be given a 24-hour notice prior to the inspections. If your room does not meet minimal health and safety standards, you will be given 24 hours to correct the problem. Items found that may be illegal or in violation of Residence Hall policy will be confiscated (see Confiscation policy).

Maintenance Requests

Fill out the online Work Order Request Form at

- Please be detailed in the description of the issue

Heating/Plumbing Concerns

For heating/air or plumbing emergencies requiring immediate attention, contact a staff member in addition to filling out a work order.

Lockouts

If you are locked out of your room and require assistance, report to your RA. You will be required to provide proof of your identity with a picture ID. Once your identity has been verified, you will be granted access to your room.

Damages

All residents of a room will be responsible for damages, loss, and custodial or maintenance work that is due to student negligence and not admitted to by any one individual in the room. NCTA recognizes that some allowances must be made for normal wear and tear usage.

While custodial and maintenance services are provided, residents share responsibilities for general maintenance and upkeep of their community living environment. This environment includes student rooms, living areas, hallways, stairwells, rest rooms, public areas, and exterior grounds facilities.

Residence Hall Damage Charges

Damage charges for furnishings in the residence halls are subject to change, but currently are as follows:

Lights

Fluorescent bulbs -----	\$25.00
Fluorescent light covers -----	\$35.00
Overhead -----	\$27.00
Globes -----	\$10.00-25.00
Round Corridor -----	\$13.00
Overhead in suites -----	\$27.00
Exit lights -----	\$65.00- 120.00
Emergency lights -----	\$47.00

Mirror

Bathroom-----	\$50.00
Above sink-----	\$25.00

Lounge Furniture

Cushion (foam & structure) -----	\$75.00
Fabric cushion cover -----	\$50.00
Burn or break determined at time	
Removal from lounge -----	\$10.00 per day/item
Couch-----	\$800.00
Loveseat -----	\$700.00
Chair -----	\$420.00
Study table-----	\$450.00
Study room chairs-----	\$125.00- 325.00
End & coffee tables-----	\$175.00- 325.00

Windows, Screens & Treatments.

Draperies -----	\$75.00-125.00
Drapery cleaning -----	\$45.00
Drapery Rods	
Traverse-(4' length) -----	\$32.00
I Beam -----	\$20.00
Blinds-----	\$35.00-125.00
Screen -----	\$30.00
Broken screen frame -----	\$20.00

Re-install screen	\$15.00
Holes in screen	\$30.00
Window glass	\$40 - \$150.00
Window handle/crank	\$20.00/ \$ 40.00

Room Furnishings

Mattress	\$80.00
Mattress pad/cover	\$18.00
Bed Frame	\$150.00
Bed wood ends	\$100.00(each)
Desk chairs	\$140.00
Desks	\$400.00
Desk shelf	\$225.00
Dresser	\$450.00
Trash Can	\$5.00-\$10.00

Door

Solid core	\$500.00
Hollow core	\$120.00
Refinish one side of door	\$50.00
Cabinet doors (bathroom & kitchen)	\$20.00
Cabinet drawers	\$15.00
Door signs (rest room, etc.)	\$17.50
Door reinforcer	\$17.00
Peepholes	\$10.00
Dart holes in door	\$2.00 each or refinish

Cleaning / Maintenance

Trash or mess clean-up	\$10.00 min. (at general rate of \$25.00/hr.)
Floor waxing	\$50.00

Bulletin Boards

2' X 3'	\$17.00
3' X 4'	\$25.00

Locks and Keys

Door lock	\$150.00
Key replacement based on function	\$10.00
Re-core	\$20.00
Strike plate	\$30.00
Service Call	\$120.00

Electrical & Fire Safety Equipment

Fire bells or horns	\$155.00
Fire pull station	\$100.00
Smoke detector	\$120.00
Sensors	\$100.00
Fire extinguisher refill	\$50.00
Glass in door	\$25.00
Thermostat	\$50.00
Switch/outlet plate/cable	\$10.00
Cable Jacks	\$100.00
Phone Jacks	\$25.00
Ethernet Jacks	\$50.00

Bathrooms & Kitchens

Faucet	\$75.00
Toilet	75.00
Water closet	\$55.00-\$175

Toilet seat	\$25.00
Ceramic tile (each piece)	\$5.00
Shower head	\$25.00
Sink (broken)	\$125.00
Shower curtains	\$25.00
Sink stopper	\$10.00
Soap dispensers	\$25.00
Soap tray	\$25.00
Towel bar	\$25.00
Paper towel dispenser	\$35.00
Toilet paper holder	\$30.00
Shower Curtain	\$10.00

Walls

Paint one wall or ceiling (defacing/stains)	\$50.00 min.
Tape/adhesive marks	\$2.00 each
Nail/pin/tack holes in walls	\$5.00 min. ea.
Up to 1/2" hole/dent	\$10.00 each
Scratches/gouges	\$10.00 each
1/2" - 3" hole/dent	\$40.00 each
Larger than 3" hole/dent	\$60.00 each

Ceilings and Floors

Burn on carpet	determined at time
Ceiling or floor tile (marked or broken)	\$2.00-6.00 each
Small marks	\$1.00 each

NCTA RESIDENTIAL ROOM ENTRY POLICY

The Office of Residence Life reserves the right to enter a Student's room for the purpose of inspecting the premises when an authorized agent of NCTA has the reason to believe, including but not limited to the following:

1. housekeeping, or maintenance is necessary;
2. occupant is at risk;
3. damage is being done to NCTA property;
4. a policy of the NCTA Student Code of Conduct, or Residence Life policy is being violated.

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 notwithstanding. 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. 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 clean up. 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 are permitted in the residence halls. The aquarium size may be no larger than 5 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.

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 - 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. Smoking

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 ten (10) feet or beyond the buildings, including entrances.

Smoking through a Hookah device is considered smoking and

is not allowed indoors.

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 FINANCIALLY 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.

RESIDENCE LIFE DISCIPLINARY PROCESS

Any time individuals of varying life-styles come together to live in a community environment such as a residence hall, rules and regulations such as those previously described become necessary. When violations of these rules and regulations occur, the Residence Life staff is responsible for determining if action should be taken to protect the welfare of the community and/or the physical maintenance of the residence halls. The process by which action is taken comprises the Residence Life disciplinary process.

Resident Advisors and all other staff members must address every violation of which they become aware. Do not expect or ask staff members to ignore policy violations. Be aware that the staff is dealing with an alleged violation of student responsibility, and this is not an indication of feelings about the student as an individual.

How The Residence Life Disciplinary Process Works

"Documented" is the term used by the NCTA community when a residence hall staff member witnesses and reports a violation of a University policy. In most cases, when a student is observed violating NCTA policy, a residence hall staff

member will identify him/herself, communicate which regulation has been violated, and request identification (if they are unfamiliar with those involved). If you find yourself in such a position, you should remember two things:

1. **Don't panic** -- the discipline system is part of the total educational process and is protective of your rights.
2. **Always cooperate** -- produce your ID immediately upon being asked (failure to cooperate will only complicate your situation).

Disciplinary Sanctions

The purpose of a sanction, in addition to protecting others, is primarily to educate the individual by increasing his/her awareness of the consequences of conduct violations and the importance of responsibility to the NCTA community for one's actions. This will ordinarily be the guiding force behind imposition of sanctions. In some instances, however, the community's need to properly function outweighs the University's ability to educate an individual. In such a case, for the benefit of both the student and the residence community, suspension or expulsion from the residence halls may result.

Sanctions

The following sanctions may be imposed upon any individual student found to be "in violation" of NCTA or Residence Life Conduct Rules and Regulations.

- A. **Warning:** An oral or written notice that the student is violating, or has violated, one or more NCTA or Residence Life Conduct Rules and Regulations and that a continuance of the misconduct may lead to additional disciplinary action.
- B. **Probation:** A formal, written reprimand for a student's violation(s) of specified NCTA or Residence Life Conduct Rules and Regulations. This probation, including strict campus conduct guidelines, is for a designated period of time and may remain in effect for the remainder of a student's NCTA career. It includes the NCTA or Residence Life Conduct Rules and Regulations during the probationary period.
- C. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- D. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary, and/or material replacement.
- E. **Referral:** Mandatory appointment(s) with on or off-campus services. The student must complete all follow-up recommended from the referred office(s). Any costs or further actions associated with the referral are a responsibility of the student.
- F. **Discretionary Sanctions:** In accordance with the goal of education and assisting students with conduct problems, this may include work assignments, educational requirements, service to the NCTA community, parental notification, NCTA suspension/expulsion, or other related discretionary assignments or sanctions. Any costs associated with the assignment or sanction are the

responsibility of the student.

- G. **Residence Hall Relocation:** Moving a student from one residence hall to another.
- H. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- I. **Residence Hall Expulsion:** Permanent removal of the student from any and all of the residence halls. Student may not re-enter the residence halls, under any conditions, even as a visitor. Students expelled from the residence halls remain liable for all Residence Life costs and meal plan fees and are not eligible for refunds for the full occupancy period of the NCTA Housing Contract. Depending on the seriousness of the violation a referral may be made to the NCTA Conduct Officer.

- * A student may be removed from the residence halls upon being found responsible of one or more violations of NCTA or Residence Life Rules and Regulations.

Termination of a student's right to tenancy is not considered denial of the individual's right to an education.

Dear Student,

Beginning with school year 2003-2004, each postsecondary educational institution is required by Legislative Bill 513 to provide each student who will reside in on-campus housing and the student's parent or guardian with (a) detailed information on the risks associated with the potential fatal meningococcal disease; (b) discuss the availability and the effectiveness of a vaccine against the disease; (c) recommend that each student receive the meningococcal vaccination; and (d) offer information on the availability of an indigent patient fund to assist qualified persons with the cost of the vaccine. Each postsecondary educational institution shall request a confirmation signed by the student, parent, or guardian that the information provided had been received and reviewed.

The University of Nebraska - College of Technical Agriculture is dedicated to the welfare of our students. We want our students and their parents to know that meningococcal meningitis is caused by bacteria which invade the lining surrounding the brain (the meninges). It is called meningococcal septicemia or meningococcemia when it enters the blood stream, destroying organs and tissue in a matter of hours. The following statistics were shared on the National Meningitis Association webpage (www.nmaus.org):

- Nearly one-third of the 2,000 to 3,000 annual cases in the U.S. result in fatalities or severe disabilities such as limb amputations and organ damage.
- Students have shown a recent increase in the number of adolescent cases and deaths in the 1990's.
- Students in residence hall environments are at increased risk.
- There is a safe, approved vaccine, which can help prevent the majority of adolescent cases. The Menomune Vaccine lasts for 3-5 years and is 85-95% effective against serogroups A, C, Y, and W-135.

There are two major divisions of meningitis—viral (caused by virus) and bacterial (caused by one of the several types and strains of bacteria residing in the throat on nasal passages). The bacterial form of meningitis is extremely dangerous, fast-moving, and has the most potential for being fatal. For many survivors the long-term effects also can be debilitating, recurrent, and include multiple amputations. Many (but not all) types of bacterial meningitis can be prevented by vaccination. Viral meningitis has similar symptoms to bacterial meningitis, but is neither as deadly nor as debilitating for the most part. There is no vaccine protection against viral meningitis.

Meningitis is spread through close contact where saliva is transmitted such as coughing, sneezing, kissing or sharing drinks or cigarettes. The bacteria cannot live outside the body for very long, so the disease is not as easily transmitted as a cold virus. Ways to help prevent spreading the disease include following good hygiene practices such as washing hands, not sharing water bottles or other drinks, avoiding cigarettes, and generally not transmitting or sharing items that have been in one's mouth. The University of Nebraska - College of Technical Agriculture encourages all students planning to live in the Residence Halls to get the meningitis vaccination. Contact your local hospital and doctors office and inquire if they have the vaccine available or find locations offering the vaccination by going on-line to www.nmaus.org, clicking on the bottom "Finding the Vaccine". You may also wish to contact your local hospitals, doctors' offices, or Health and Human Service Agencies about the availability of payment assistance or indigent patient funds to assist qualified persons with the cost of the vaccine.

University of Nebraska–College of Technical Agriculture

On-campus Residency Requirement Policy



Students who live on campus are more likely to earn better grades, become involved on campus, interact with faculty, and are much more likely to graduate. Due to the significant link between academic retention and on-campus living, the Board of Regents and the University of Nebraska - College of Technical Agriculture adopted the following On-campus Residency Requirement:

All unmarried students who are enrolled for 12 or more credit hours, and who are under the age of 21, has fewer than 30 credit hours of post-secondary education or has a cumulative GPA of less than 2.0 as of the first day of the fall semester of the current academic year, are required to reside in on-campus housing. This policy is in effect for the entire academic year.

The on-campus residency requirement is administered with the following options to students:

- Option 1: A student may reside in the residence halls at the University of Nebraska–College of Technical Agriculture.
- Option 2: A student may live with his/her parent(s) or legal guardian(s) and commute* from that home.
- Option 3: An "emancipated minor" who has previously established a residence independent from his/her parent(s) may commute* from that home. Emancipated minors must provide legal documentation verifying emancipated status.
- Option 4: A student may live with a "close" relative and commute* from that home. A "close relative" is defined as a grandparent, brother, sister, aunt or uncle. All relatives must be adults 21 year of age or older.
- Option 5: A student may live at the site of employment or internship as a requirement of the position and commute* from that location. (Documentation must be attached).

* A reasonable commuting distance is defined as being within a 45-mile radius of the NCTA Campus. (Additionally, financial aid award budgets will be adjusted to reflect that the student will be commuting.) Mileage is determined by NCTA.

For students under 21 years of age, the following situations qualify for an application to be exempted:

(Students who are requesting an exemption must complete the attached form and submit the specific documentation noted)

- A. Married student – proof of marriage is required (marriage certificate).
- B. Student with children – proof of birth is required (birth certificate).
- C. Student who has lived in University –approved housing for 2 or more semesters, (excluding summer sessions) at NCTA or another institution or who have completed or transferred 30 or more semester hours of post-secondary education.
- D. Students who have withdrawn from classes at the University of Nebraska–College of Technical Agriculture.

Special Circumstances:

To request an exemption for special circumstances please submit the attached form with a DETAILED summary of your circumstances.

Students under age 21 who wish to request an exemption for reasons other than those noted above may apply for a Special Circumstances exemption. To request a Special Circumstances exemption, the student must submit the attached form plus a DETAILED information summary explaining their circumstances to be reviewed by the Residency Compliance Committee.

Release from residency requirement is NOT guaranteed.

Students who do not comply may have their University records placed on hold or face other judicial sanctions.
Please allow two to three weeks for a final response.

Please only return this form if you plan to not live in on-campus housing.

For all options listed above, return completed request forms with accompanying documentation to:

Residence Life Manager
University of Nebraska–College of Technical Agriculture
404 E. 7th St
Curtis, NE 69025
Phone: (308) 367-5247 / Fax (308) 367-5203

University of Nebraska—College of Technical Agriculture
**On-campus Residency Requirement Policy
 Compliance/Exemption Request**



INFORMATION IN HIGHLIGHTED AREAS MUST BE COMPLETED.

Name: _____			Student ID# _____		
Last	First	Middle	Cell phone # () _____		
Date of birth: _____			Email address: _____		
Current address: _____			Permanent address: _____		
_____	_____	_____	_____	_____	_____
City	State	Zip	City	State	Zip
Are you currently living in the NCTA residence halls? <input type="checkbox"/> yes <input type="checkbox"/> no			If yes, what hall/room#: _____		
Registering for (check one): Fall semester 20____(year) OR			Spring semester 20____(year)		

I request to comply with the live-in policy in the following way:

- ____ Option 1: Commuting from the home of a parent or guardian
 Commuting distance is defined as being within a 45-mile radius of the NCTA campus
- ____ Option 2: Commuting from home as an emancipated minor
 Documentation which verifies legal emancipated status must be attached
- ____ Option 3: Commuting from the home of a close relative: _____
 (See list of acceptable relatives on cover page) Relative's name (print)
- Address of relative's home: _____ Relationship to student: _____
 _____ Relative's date of birth: _____
- ____ Option 4: Commuting from the site of employment/internship
 Documentation verifying condition of employment/internship must be attached.

Printed name of parent/guardian: _____		Phone number where parent/guardian can be reached: _____			
Printed address of parent/guardian: _____					
		Street	City	State	Zip
Signature of student _____		Signature of parent/guardian _____		Date _____	

For students under 21 years of age, the following situations qualify for an application to be exempted:

- ____ Option A: Married student requesting an exemption. Copy of marriage license attached.
- ____ Option B: Student with child requesting an exemption. Copy of child's birth certificate attached.
- ____ Option C: I have lived in university-approved housing for two or more semesters or have earned 30 or more credits.
- ____ Option D: I am withdrawing from NCTA and/or am no longer a student. Date of withdrawal: _____
- Registrar signature: _____ Date: _____

____ Special Circumstances – to request a Special Circumstances exemption please submit this form along with a DETAILED summary of your circumstances. Release from the residency requirement is not guaranteed.

ALL COPIES of forms must be completed, returned, and approved, PRIOR to making other arrangements or hall check out.

FOR OFFICE USE ONLY: Date received: _____ Approved: Yes No

Reason (If not Approved): _____

Date approved/initials: _____ Date Emailed/Initial: _____

The University of Nebraska—College of Technical Agriculture is an equal opportunity educator and employer



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