Nebraska College of Technical Agriculture

Residence Life

Housing Terms & Conditions Book
Dear Students, Parents and Families,

Welcome to the University of Nebraska - Nebraska College of Technical Agriculture! I want to thank you for taking the time to explore residence life and the opportunity to serve you! We encourage you to learn more about the opportunities and benefits that are in store for you when you decide to live on campus.

Why should you live on campus? Studies have shown that students who live on campus are more likely to have a higher graduation persistence rate and grade point average. Residence hall communities are safe, convenient, and engaging with social and educational opportunities. Our current and past students will say that living on campus made adjusting to the Aggie experience easier and set them up for success. Residents make life-long friends, and have easier access to campus without the hassles of commuting. From academic to educational and recreational events, we encourage you to participate and take advantage of the opportunities within our residence halls.

I encourage you to explore the information in this booklet and the information we have on our website to see what we have to offer our students.

We hope you will choose to come and live, learn and play with us here at NCTA.

Sincerely,

Judi Graser
Senior Resident Assistant

2015/2016 Housing Rates (prices shown are per semester)

<table>
<thead>
<tr>
<th>Option</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggie Central</td>
<td></td>
</tr>
<tr>
<td>Four Person Suite</td>
<td>$1,579</td>
</tr>
<tr>
<td>Two Person Suite</td>
<td>$2,451</td>
</tr>
<tr>
<td>West Traditional Hall</td>
<td></td>
</tr>
<tr>
<td>Double Room</td>
<td>$1,103</td>
</tr>
<tr>
<td>Single Room</td>
<td>$1,654</td>
</tr>
</tbody>
</table>

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
- Plants
- Printer
- Computer
- Refrigerator (no larger than 4.5 cubic feet)
- TV/VCR/DVD
- Stereo/CD’s
- Shower tote
- Hangers
- Backpack
- Personal emergency kit
- Flashlight
- 3M command strips

Not permitted in the residence halls:

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

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.
Terms and Conditions of the Housing Contract

Student Responsibility
The student must read all the housing information provided before signing the housing contract. If the student is under 19 years of age, a parent or guardian must also read all the housing information provided before signing the housing contract. By signing the contract, the student/parent or guardian understands and is obligated to abide by the terms.

Changes or Corrections
NCTA has made every reasonable attempt to make sure the information contained herein is accurate at the time of publication. However, we reserve the right to make corrections as necessary. The Office of Residence Life tries to respond quickly to student concerns and to facilitate the best possible housing program. We reserve the right to make changes in operations as needed. Every effort will be made to provide students notice.

Contract Period
The contract covers the entire academic year (fall and spring semesters) or that portion which remains when a student contracts to enter the residence halls after the fall opening date. The student's right to occupy the space begins no earlier than 10:00 am on the designated date of opening and will terminate at 10:00 am on the day following Spring Commencement. Rooms may be occupied only by the students to whom they are assigned.

Housing / Damage Deposit
All students must pay a $250 housing/damage deposit with the Housing Contract before processing will occur. The contract is binding from the time it is accepted by NCTA through the end of the academic year. The deposit will be refunded to students when the student completes the Housing Contract. The deposit may be carried over if the student plans to return to the residence halls the following year.

On-Campus Residency Policy
All unmarried students who are enrolled for 12 or more credit hours and who are under the age of 21, have fewer than 30 credit hours of post-secondary education or have 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 on-campus housing.

Temporary Rooms
In an effort to accommodate our students, it may be necessary to assign students to "temporary rooms". As soon as a space becomes available, students are assigned to a regular double room. The temporary spaces may not be equipped with all the furnishings of a regular room. If you are going to be assigned to a temporary assignment, you will be notified prior to your arrival on campus. The Office of Residence Life reserves the right:
• To "triple" students in large rooms not designated or furnished for permanent triple occupancy.
• Assign students to converted lounges.

Room Consolidation
In an effort to ensure fairness and consistency with all students, the following room consolidation criteria are kept on NCTA property.

Tobacco Policy
Tobacco products may be used in facilities or vehicles of the University of Nebraska-Lincoln College of Technical Agriculture (NCTA). This includes electronic cigarettes and other forms of electronic smoking. Use of tobacco products on the grounds of any NCTA site is allowed only as long as use is not within close proximity or within 10 feet of any building perimeter. In addition, NCTA will attempt to aid persons who wish to stop smoking by providing remedial mechanisms authorized by the University’s benefits program. Faculty and staff may contact the Employee Assistance Program (EAP) at 402-472-3107 or eap@unl.edu and students may contact Health Education at 402-472-5000. Facilities Management coordinates signage reflecting this policy, and tobacco waste receptacles are placed. Noncompliance with these provisions will be managed in accordance with existing human resource guidelines with regard to faculty and staff, and existing Student Affairs guidelines as far as student concerns.

Temporary Rooms
In an effort to accommodate our students, it may be necessary to assign students to "temporary rooms". As soon as a space becomes available, students are assigned to a regular double room. The temporary spaces may not be equipped with all the furnishings of a regular room. If you are going to be assigned to a temporary assignment, you will be notified prior to your arrival on campus. The Office of Residence Life reserves the right:
• To "triple" students in large rooms not designated or furnished for permanent triple occupancy.
• Assign students to converted lounges.

The Office of Residence Life will require the student designated as the temporary assignee to move as soon as a space becomes available.

Checking Out
When changing rooms or vacating the premises, such as withdrawing or transferring from NCTA, moving off-campus, etc., please follow the guidelines listed in the Residence Life Handbook to ensure proper check-out. The student checks out of the halls before the end of the semester, the room and board rates will be prorated, and any charges for damages or cancellation charges will be subtracted from the refund amount. Failure to check out properly will result in a $50 improper check-out fee. In addition, if keys are not returned, replacement keys will be assessed.

Termination of Contract
Upon notice to the student, the Office of Residence Life may terminate the Housing Contract for any breach of contract by the student. The student will vacate the room in the specified time and pay all associated cancellation charges. Any student whose contract has been terminated for policy violations may be held responsible for full payment of contract. If the resident is found to be responsible for any of the following, contracts may be terminated:
• Is no longer enrolled as a full-time student;
• Fails to claim the room space assigned before 5:00 pm on the first day of classes each semester;
• Fails to attend classes for an extended period of time without consent of an authorized agent of NCTA;
• The behavior of the student is deemed not:
  • Acceptable in accordance with NCTA policies and procedures;
  • Willfully violates any NCTA policy or procedure;
  • Willfully fails to admit an officer/agent of NCTA for reasonable inspection or fails to comply with directions issued by the agent/office of NCTA;
  • Has displayed behaviors that are harmful, threatening and/or endangering to his/her own life and/or the well-being of others;
  • Is involved in tampering with fire protection systems;
  • Possesses a firearm or any other weapon on NCTA property;
  • Is involved in assault or bodily harm to another;
  • Is involved in the use, manufacture, possession, and/or sale of drugs on NCTA property;
  • Is involved in theft or possession of stolen property.

Room Consolidation
In an effort to ensure fairness and consistency with all students, the following room consolidation criteria are kept on NCTA property.

Liability/Disruption of Services
The Office of Residence Life is not responsible for the continuation of housing, food, mail, custodial, heating, electrical, maintenance or security service at normal levels in the event of disruptions of supplies and goods, a natural disaster, other emergencies, power, water, sewer interruptions from an off campus services or in the event of other casual events beyond the control or reasonable anticipation of the Residence Life Office.

Students with Disabilities
Students requiring special room accommodations due to a disability or medical condition need to contact the Senior Resident Assistant at 308-367-5247 a minimum of eight weeks prior to the desired move-in date. Early contact will allow for individual needs to be determined before the student arrives on campus.

Room Entry
NCTA reserves the right to enter a student room for the purpose of inspecting the premises when an authorized agent of NCTA has reason to believe, including but not limited to the following:
• Control of maintenance and/ or necessary repair is needed;
• Occupant is at risk;
• Damage is being done to NCTA property;
• NCTA policy as stated in the NCTA Catalog, Student Code of Conduct, Residence Life Handbook, subsequent notices, or local, state or federal laws are being violated.

Insurance
Students are encouraged to purchase personal property insurance coverage, as NCTA is not responsible for loss or damage to personal property kept on NCTA property.
Living with a Roommate

One of the first people you may be asked to get to know on campus is your roommate. If you are sharing a room with a roommate, you are responsible for knowing these rules and adhering to them at all times.

1. The rules and regulations of the State, Campus, and the residence halls you are responsible for following for the entire school year. Your and your roommate’s room and the common areas are to be kept neat and organized. All rules are designed to maintain a safe and healthy environment.

2. Attending floor meetings. You are responsible for all information discussed. If unable to attend, you should contact your Resident Advisor (RA).

General meetings of all residents are held in each residence hall during Fall and Spring semesters.

Cancelling Your Housing Contract

Before Hall Opening
You must contact the Senior Resident Assistant directly to cancel your contract. Mail or email your cancellation notice to:

NCTA Senior Resident Assistant
404 E. 7th St Curtis, NE 69025
E-mail: nctahousing@unl.edu

When contacting us, please be sure to indicate a subject and include your name and NU ID number. We will review your request and send you a confirmation email or phone call within 3-5 business days.

Cancelling Your Contract

After Hall Opening
Anyone wishing to cancel a contract after the official hall opening must contact the Residence Life Office. Students who are required to abide by the on-campus residence requirement must contact the Residence Life Office at least three weeks prior to their requested check-out date to obtain the application materials and complete the on-campus residency requirement.

No cancellation will be considered without the proper residence hall check-out form completed and signed by the student.

A student who cancels the academic year contract for spring must vacate his/her room prior to the last day of the finals week of fall semester. After hall opening, room and board daily charges through the last day of official occupancy will be charged in addition to the cancellation amount.

The Housing Reservation and Damage Deposit will not be refunded to students who do not fulfill their Housing Contract.
Residence Life FAQs

Do I have to pay anything before I move in?
A $250 refundable Housing Reservation and Damage 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.

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 Reservation and Damage 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 working with the Senior Resident Assistant.

NOTE: By federal law and University of Nebraska policy, room assignments and room changes cannot be made on the basis of race, color, religion, handicap, 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 you will receive with your Housing Contract. Both roommates should request each other.

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 roommate’s (if you have one) permission as a courtesy.

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

Can I change my meal plan at any time?
Meal plans can only be changed during the first week of classes each semester. Changes are to be made with the Senior Resident Assistant.

If I live on campus, will my personal property be insured?
No. Your personal property should be covered by your parent's 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 Senior Resident Assistant, who may be able to loan you a temporary replacement key(s). A lost key charge will apply.

What is the size of my room?
Room sizes vary. To see a more complete room dimension chart, please look at each Residence Hall's information page.

Which residence halls are air conditioned?
Aggie Central and Aggie West are air conditioned.

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 Senior Resident Assistant at 308-347-5247.

What if I need something done in my room like a light bulb changed?
• Go to http://ncitaresidentialworkorder.info and fill out the fields.
• When filling out the description of the issue section, please be as detailed as possible.
  "If a light bulb is burnt out do not put “a light bulb is burnt out” please put “the light above the mirror in the bathroom is burnt out”.
This will help us get to issue faster and get the matter resolved with the least amount of interruption to your personal living space.

The rooms offer the choice of either having a private bathroom or using the communal shower. Aggie West also has a game room, TV lounges, study lounges, a computer lab and two kitchenettes, and two courtyards.

Room Specifications:
• Room size: varies throughout building
• Bed size: 39 in x 80 in (Twin XL linens required)
• All rooms include private toilets and sinks

What do you like most about living on campus?
I like living on campus because it puts you close to everything. It’s just a short walk to all the buildings. If you have time in between classes, it only takes a few minutes to get back to your room if you need something.

Cory Walters
1st Year Student
West Traditional Residence Hall

The rooms in West Hall feature double individual closets with a vanity. A large ground floor lounge, recreation room, kitchen facility, a computer lab, TV lounges, laundry room, computer lab and study lounges add to the particularly close community atmosphere in the hall.

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

Please note that Window Air Conditioners are only allowed in traditional halls as the other residence halls have air conditioning.

What do you like most about living on campus?
I enjoy living on campus because I am able to associate with many people in my own residence hall as well as others. I appreciate being able to have free laundry. Living on campus allows me to be able to walk to classes since all the buildings are fairly close together. I also feel that I have made many life long friends.

Evey Choat
1st Year Student

Aggie Central Residence Hall

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

What do you like most about living on campus?
I like living on campus because I am close to all my classes and close to my friends.

Amy Pawlus
1st Year Student
Food Service
NCTA’s food services is located in two locations on campus. The first location is Aggie Dining located in East Residence Hall. You and your friends can sit down and enjoy a hot lunch and finish with an ice cream treat. If you are on the run to class, you can stop by The Deli located in “The Barn” and grab a quick sandwich or pizza and a drink on your way to class. Changes can be made to meal plans through the first week of classes each semester with the Senior Resident Assistant.
Food Services are closed during holiday breaks and spring break. Students living in the residence halls must have a meal plan.

2015/2016 Meal Plan Rates
(prices shown are per semester)
14 meals/week - - - $1,470
18 meals/week - - - $1,890
21 meals/week - - - $2,205

2015/2016 Housing Calendar

Fall 2015 Semester
Saturday, August 22nd—10:00 am Residence Halls Open for Fall Semester
Monday, August 24th—8:00 am Fall Semester Classes Begin
Monday, October 19th Fall Break, Residence Halls Open
Tuesday, October 20th Fall Break, Residence Halls Open
Wednesday, November 25th—12:00 pm Residence Halls Closed for Thanksgiving
Sunday, November 29th—10:00 am Residence Halls Open
Friday, December 18th—10:00 am Residence Halls Closed for Winter Break

Spring 2015 Semester
Sunday, January 10th—10:00 am Residence Halls Open for Spring Semester
Monday, January 11th—8:00 am Spring Classes Begin
Friday, March 18th—5:00 pm Residence Halls Closed for Spring Break
Sunday, March 27th—10:00 am Residence Halls Open
Friday, May 6th—10:00 am Residence Halls Closed for Summer

Residence Hall Comparison Information

<table>
<thead>
<tr>
<th></th>
<th>Aggie Central</th>
<th>Aggie West</th>
<th>West Traditional Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spaces</td>
<td>80</td>
<td>68</td>
<td>71</td>
</tr>
<tr>
<td>PC Lab</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Wireless Internet</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Dish TV</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Air Conditioning</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Suite Style Layout</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Game Lounge</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Single Room Options</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

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 Senior Resident Assistant.

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.
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 - 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 - 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.