TRADITIONAL/SUITE
STYLE HALLS
2016-17 Housing Contract Policies

Suite Style Halls: Knoll Residential Center | University Suites | Eastside Suites
City Campus Traditional Halls: Abel | Harper | Husker | Neihardt | Pound | Sandoz | Schramm | Selleck | Smith
East Campus Traditional Halls: Burr | Fedde | Love Memorial Co-op

University of Nebraska–Lincoln | housing.unl.edu
# Table of Contents

**Billing Plans Options**
- Advance Payment ................................................................. 23
- Billing Plans ................................................................. 21
- Centralized Billing ............................................................. 20
- Learning Centralized Billing ............................................... 23
- Payment Types (Cash, Credit Cards, Checks) ...................... 23
- Rates At A Glance ........................................................... 20

**Cancellation Policies**
- Application/Notification of Contract Cancellation Process ....... 11
- Cancel After Hall Opening ................................................. 11
- Cancel Before Hall Opening ............................................... 11
- Cancel Contract End Of Fall Semester ............................... 12
- Cancellation Adjustments/Exceptions/Variables .................. 12
- Cancellation Schedule ...................................................... 11
- Check-Out Procedure ...................................................... 12
- No-Shows ................................................................. 12
- Personal Property Remaining In The Room ......................... 12
- Late Closing/Check-out Fee ............................................. 13
- Reimbursements ......................................................... 13

**Contract Terms and Conditions**
- Billing Plans and Advance Payment ................................. 10
- Consolidation (If Your Roommate Leaves) ......................... 9
- Contract Changes ......................................................... 10
- Early Check-In ............................................................. 10
- Eligibility ................................................................. 9
- Fedex Singles ............................................................. 10
- Guest Meal Allowance .................................................. 9
- Husker Deferred Payment Plan ........................................ 10
- Housing Assignment Procedures and Policies .................... 9
- Landlord Tenant Act Does Not Apply ................................. 13
- Late Arrival ............................................................. 11
- Late Night Dining ......................................................... 9
- Meal Plan Changes ...................................................... 10
- Parking ................................................................. 11
- Returning Student Discount (RSD) Eligibility ..................... 10
- Room and Meal Plan ..................................................... 13
- Single Rooms ........................................................... 9
- Temporary Rooms ....................................................... 10
- Tobacco-Free Policy .................................................... 11

**Emergency Procedures**
- Fire Hazard Warning .................................................... 18
- Fire Safety Equipment ..................................................... 18
- Fire Safety Evacuation .................................................... 18
- Medical Emergencies .................................................... 18
- Severe Weather .......................................................... 18

**Floor Plans**
- Housing Calendar 2016-2017 ........................................... 23

**Meal Plan Changes – Contract Changes** ......................... 20

**Meal Plan Only**
- Billing for Meal Plan Only ............................................... 20
- Meal Plan Only Cancellation Schedule ............................ 20
- Off Campus Meal Plan Contract ..................................... 20

**On-Campus Residency Requirement** .............................. 22

**Residence Halls**
- Abel/Harper/Sandoz/Schramm/Smith ................................ 6
- Break Housing ........................................................... 6
- Bun/Fedde .............................................................. 6
- Husker ................................................................. 6
- Pound ................................................................. 6
- Suite-style (Eastside/Knoll/University Suites) .................... 6, 7, 8
- Love Memorial .......................................................... 6
- Selleck/Neihardt ......................................................... 6
- Lofts ................................................................. 6
- Recontracting for 2017-2018 ......................................... 6
- Room Furniture ......................................................... 6

**Residence Hall Facilities Information** ............................. 3

**Returning Student Discount (RSD)** .................................. 22

**Rights and Responsibilities As A Resident** ....................... 12
- Abandoned Property ..................................................... 14
- Accidents/Losses ......................................................... 14
- Alcohol Policy ........................................................... 14
- Candles, Appliances and Extension Cords ......................... 14
- Cars, Bicycles, Etc. ...................................................... 14
- Communications ......................................................... 14
- Computer/Network ...................................................... 14
- Consequences Of Inappropriate Behavior ......................... 13
- Damages ................................................................. 17
- Drug Policy ............................................................. 15
- Email, Phone, Mail or Campus Mail ................................. 15
- Facility Misuse/Cleanliness ............................................ 15
- Firearms/Weapons ....................................................... 15
- Gambling ............................................................... 15
- Guest/Host Responsibility ............................................. 15
- Hall Sports ............................................................. 16
- Harassment ............................................................. 16
- Holiday Decorations ..................................................... 16
- Laundry Facilities ......................................................... 16
- Meal Plans/Meal Ingredients ........................................ 16
- Noise ................................................................. 16
- Pets ................................................................. 16
- Pranks ................................................................. 16
- Room Entry, Inspection And Maintenance ....................... 16 & 17
- Room Furniture ......................................................... 17
- Quiet Hours ............................................................. 16
- Sales/Solicitations/Business .......................................... 17
- Self-Destructive Behavior Policy .................................... 17
- Serious Violations ......................................................... 14
- Space Reservations ...................................................... 17
- Theft/Property Loss ....................................................... 17
- Tobacco-Free Policy .................................................... 17
- Windows and Doors ...................................................... 17

**Safety and Security**
- Building Access With Your NCard ................................ 18
- Building Security ......................................................... 18
- NCard/Student ID ......................................................... 18
- Room Key or Room Card/Key ........................................ 18
- Unsafe Activities .......................................................... 18

**Step-By-Step Process Of The Behavioral, Alcohol and Drug Intervention Plan** ....................................................... 19

**Suites Style Halls (Eastside/Knoll/University Suites)**
- Access to Suite For Bathroom Cleaning ........................... 8
- Break Housing (Halls Open During UNL Breaks) ................ 7
- Carpet Care ............................................................. 8
- Consolidation Assignment Policy .................................... 7
- Eligibility ................................................................. 7
- Floor Plans ............................................................. 8
- Furniture And Walls .................................................... 8
- Moving Between Bedrooms/Suites ................................... 7
- Paper Products .......................................................... 8
- Returning Student Discount Does Not Apply .................... 7
- Satellite Television Dishes ............................................. 8
- Suite Condition, Repairs And Alterations ......................... 8
- Your Suite-Style Residence Hall Contract Includes ............. 7

**Tables and Charts**
- Contract Cancellation Schedule ....................................... 11
- Meal Plan ................................................................. 20
- Rates At A Glance ......................................................... 20

**University Housing Contact Information** ........................ 5 & Back Cover

**What’s New At University Housing** .................................... 3

**Who’s Who In The Halls** .................................................. 13

**Your Residence Hall Contract**
- Family Housing ........................................................... 5
- For Students Not Planning to Live On Campus .................. 5
- If You Are Under 18 ....................................................... 5
- Introduction To Your Residence Hall ............................... 5
- Learning Community Deadline ........................................ 5
- Residency Compliance Office Contact Information ............ 5
- Students With Disabilities .............................................. 5
- University Housing Contract Information ......................... 5
- Your Residence Hall Contract Includes ............................ 5
WHAT'S NEW AT UNIVERSITY HOUSING

LATE NIGHT DINING:
Anyone with a 5- or 7-day unlimited meal plan will have the option to add Late Night Dining. Late Night Dining will be open Sunday through Thursday evenings from 9:00 p.m. to midnight at Husker Hoagies located in Abel/Sandoz. The menu will include limited offerings. Visit http://go.unl.edu/lndining for more information.

GUEST MEAL ALLOWANCE:
Anyone with a 5- or 7-day unlimited meal plan may bring a guest free of charge up to three times each semester. The guest allowance is good for all meals except the Holiday meal in December. This guest allowance is designed to include family, friends, faculty or other guests in your living and learning experience with UNL Housing.

DINING APP:
Download our new dining app to get instant access to dining

RESIDENCE HALL FACILITIES INFORMATION

Kaufmann Residential Center: Students participating in the Jeffrey S. Raikes School of Computer Science and Management will receive a separate email.

The Courtyards and The Village: Upperclass students wishing to reside in these apartment-style units may visit our website for more information: housing.unl.edu.

Kauffman Residential Center: Students participating in the Jeffrey S. Raikes School of Computer Science and Management will receive a separate email.

The Courtyards and The Village: Upperclass students wishing to reside in these apartment-style units may visit our website for more information: housing.unl.edu.
FLOOR PLANS

Hall complexes include: special study rooms, 24-hour study areas, computer labs with Internet access, TV lounge, gameroom, laundry facility and air conditioning. Refer to Billing Plan Charts and hall descriptions. Dimensions are approximate.

ABEL/SANDOZ/HARPER/SCHRAMM/SMITH

BURR/FEDDE

SUITE-STYLE

NEIHARDT HALL

HUSKER HALL

POUND HALL

POUND HALL

(rooms to end with 01, 10, 11, 30)

(rooms vary in size)

(rooms have 21 and 43. HSS room end with 13 and 27)

(Rooms vary in size)

(Rooms have 13 and 27)

(Rooms have 13 and 27)
YOUR RESIDENCE HALL CONTRACT

The Residence Hall Contract covers the entire academic year (fall and spring semesters) or that portion thereof which remains when a student contracts to enter the residence halls after the fall opening date of August 18, 2016. This contract is legally binding for the entire academic year, and it can only be cancelled as stipulated under the Contract Cancellation Schedule.

The online Residence Hall Contract is adopted and incorporated as if fully set forth herein.

YOUR RESIDENCE HALL CONTRACT INCLUDES:

- Room (including utilities/furnishings)
- Meal plan
- Basic cable TV service
- Ethernet (wired) and wireless Internet access
- Membership in the Residence Hall Association (RHA)
- Refrigerator (see Residence Hall Facilities information)

FAMILY HOUSING

Students who are married and/or have custody of children, please contact Family Housing at (402) 472-3753 or (800) 742-8800 ext. 3753. Family living is not allowed in the residence halls.

INTRODUCTION TO YOUR RESIDENCE HALL

Floor plans and a chart with details on each residence hall are located on pages 3 and 4.

Each residence hall complex offers a unique living experience. Although most halls are on City Campus, you might be interested in accommodations on East Campus. Burr Hall is open to all students, and Fedde offers single room to graduate and upperclass students. Husker Hall and Love Memorial Co-op provide truly unique living arrangements. Information about each hall is on the Housing website: http://go.unl.edu/yourhall.

All requested preferences made on the Residence Hall Contract, including requests for single rooms, are subject to availability and University Housing Contract Policies and Procedures.

STUDENTS WITH DISABILITIES

UNL Housing is committed to providing accommodation to students with disabilities in the residence halls. Students who require reasonable accommodation must have an accommodation plan issued by the Services for Students with Disabilities Office. In order to ensure that appropriate arrangements can be made, students with disabilities who need reasonable accommodation in the residence halls must contact the Director of Services for Students with Disabilities at (402) 472-3787 by May 15 (for the fall semester) or October 15 (for spring semester).

IF YOU ARE UNDER AGE 18 WHEN YOU COMPLETE YOUR CONTRACT

A parent or guardian must co-sign as a guarantor. By affixing his/her signature as a co-signer and guarantor, the parent or guardian acknowledges responsibility for payment of room, meal plan, and other fees under the conditions of this contract should the student default on payment.

FOR STUDENTS NOT PLANNING TO LIVE ON CAMPUS

On-Campus Residency Requirement: The University of Nebraska-Lincoln requires all unmarried students with less than 27 credit hours and who are under 19 years of age prior to the first day of classes for the fall semester to live in University-approved housing for the entire academic year.

Residency Compliance Office Contact Information
University of Nebraska-Lincoln
402-472-3885
Fax: 402-817-4973
Website: housing.unl.edu/residency-requirements
Email: residency-compliance@unl.edu

UNIVERSITY HOUSING CONTACT INFORMATION

LEARNING COMMUNITIES AND HONORS PROGRAM

- First Year and Transfer Learning Communities: (800) 742-8800, ext 7128 or 402-472-7128 or http://learncom.unl.edu
- Honors Program (resides in Neihardt): (402) 472-5425

GENERAL HOUSING INFORMATION

University of Nebraska–Lincoln
Division of University Housing
1115 N. 16th Street | PO Box 880622 | Lincoln, NE 68588-0622
(402) 472-3561 | (800) 742-8800 | TTY: (402) 472-1497
Fax: (402) 817-4952
email: housing@unl.edu | Web: http://housing.unl.edu

When contacting us be sure to indicate:
- A subject
- Your name and eight digit NU ID number.
UNL Housing responds to all emails. If you do not receive a response, the email has not been received by our office.

MAY 1 DEADLINE DATE TO BE ELIGIBLE FOR LEARNING COMMUNITY
RESIDENCE HALLS

All halls are coed except Love Memorial Cooperative. Floors in other halls are designated all female or all male, except Abel Hall, which has separated coed floors. All residents in a suite-style unit will be of the same biological sex.

ROOM FURNITURE

Furniture in rooms may not be removed or stored.

ABEL/SANDOZ/HARPER/SCHRARM/SMITH

Abel/Sandoz/Harper/Schramm/Smith residence halls have been fully renovated. Amenities include updated energy efficient heating/cooling equipment in resident rooms and renovated bathrooms, lounges, and other common areas. Resident rooms include a loftable/adjustable bed for each student, computer-friendly desktops, a 4.8 cubic ft. refrigerator/freezer, a dry erase board on each door and a full-length mirror. A limited number of Super Double rooms are available in the larger end rooms. These rooms cannot be converted to a single room contract.

BURR/FEDDE

Burr/Fedde rooms include one loftable/adjustable bed and one extra long twin bed, desk, chair, dresser, dry erase board on each door and a full-length mirror. Burr has a 4.8 cubic ft. refrigerator/freezer in one unit. Fedde has a 4.8 cubic ft. refrigerator/freezer.

HUSKER HALL

Husker Hall, located at 23rd and Vine Street, is designed for upperclass, nontraditional and graduate students. Rooms include a 16.0 cubic ft. refrigerator/freezer, a dry erase board on each door and a full-length mirror.

LOFTABLE BEDS, GUARDRAILS AND BED ENDS

Bed ends are intentionally designed to be used as ladders to get into and out of your bed. If you do not feel comfortable using bed ends this way, UNL Housing can provide you with a special ladder which attaches to the side of your bed. Guardrails are also available which may help you avoid rolling out of bed.

By lofting your bed, you understand there is some risk of injury and you voluntarily choose to assume this risk.

To request a bed ladder, guardrail installation or lofting option, log into MyRed and submit a maintenance request in the Housing Portal under the “Fixit” tab. Choose “Category” then “Furniture” to make a request. If you no longer wish to use the equipment or change bed height, submit a maintenance request for removal or reconfiguration by UNL Housing staff. If any part of your bed or assembly breaks, or appears faulty, you no longer wish to use the equipment or change bed height, submit a maintenance request for repair. Students may not modify their beds beyond what the beds are designed to accommodate.

LOFTABLE BEDS, GUARDRAILS AND BED ENDS

Abel, Harper, Neihardt, Sandoz, Schramm, Selleck, Smith Halls and suite-style halls are furnished with a loftable/adjustable bed in each room for each student. Burr Hall will be furnished with one loftable/adjustable bed and one regular bed in each room Husker Hall will be furnished with one adjustable bed adjustable to captain’s height. Fedde Hall will be furnished with one regular bed. Students are not allowed to bring their own lofts. UNL Housing can set your bed configuration at one of the following heights – regular, captain or lofted.

Bed ends are intentionally designed to be used as ladders to get into and out of your bed. If you do not feel comfortable using bed ends this way, UNL Housing can provide you with a special ladder which attaches to the side of your bed. Guardrails are also available which may help you avoid rolling out of bed.

By lofting your bed, you understand there is some risk of injury and you voluntarily choose to assume this risk.

To request a bed ladder, guardrail installation or lofting option, log into MyRed and submit a maintenance request in the Housing Portal under the “Fixit” tab. Choose “Category” then “Furniture” to make a request. If you no longer wish to use the equipment or change bed height, submit a maintenance request for removal or reconfiguration by UNL Housing staff. If any part of your bed or assembly breaks, or appears faulty, submit a maintenance request for repair. Students may not modify their beds beyond what the beds are designed to accommodate.
SUITE-STYLE (ROBERT E. EASTSIDE/KNOLL/UNIVERSITY SUITES)

Suite-style halls are the latest addition to residence hall living at the University of Nebraska–Lincoln. These facilities are home to both new freshmen and upperclass students in a combination of four-person, double-bedroom suites (shared bedroom) and four-person, single-bedroom suites (individual bedroom). A limited number of private suites are also available for upperclass students.

Suite-style halls feature numerous TV/social and study lounges and a laundry room on each floor. All halls have game rooms and share a convenience store and continental breakfast area. Suite-style halls are connected to each other.

All suites will be single-sex (that is, all-female, or all-male), and each floor may include a mixture of male and female suites.

YOUR RESIDENCE HALL CONTRACT IN SUITE-STYLE HALLS INCLUDES:

- Room with a dresser, desk, chair and loftable/adjustable bed
- Choice of 5- or 7-day unlimited meal plan
- A continental grab ‘n go breakfast, available Monday-Friday
- A shared living room area with a sofa, easy chair and entertainment stand
- A shared snack prep area with a refrigerator and microwave
- Suite bathroom areas with two sinks, separate toilet area and shower
- Suite bathrooms cleaned by Housing staff every other week
- Upright vacuum and initial limited supply general purpose cleaner provided for use in the suite
- Ethernet (wired) and wireless Internet access
- Basic cable TV service
- Membership in the Residence Hall Association

Contract terms and conditions that apply to the traditional residence halls (Abel, Sandoz, Neihardt, Harper, Schramm, Smith, Selleck, Pound, Burr, and Fedde) also apply to Knoll, Eastside, and University Suites (suite-style halls.)

ELIGIBILITY

New freshmen will be:

- Eligible to live in the four-person, double-bedroom suites (shared bedroom)
- Will not be permitted to move into the four person, single-bedroom suites during their first year on campus.

The four-person, single-bedroom suites (individual bedrooms) and a limited number of four-person, double-bedroom suites (shared bedroom) are reserved for upper-class students, or non-traditional freshmen ready for a more independent living environment.

To qualify for the upper-class suites (single bedrooms) a student must:

- Have previously lived in a UNL Residence hall, or
- Be a newly admitted transfer student, or
- Be a non-traditional student

BREAK HOUSING

Suite-style halls (Knoll, Eastside and University Suites) will be open during University break periods at Thanksgiving, semester break and spring break. No meals are served during these break times. In addition, some services such as suite bathroom cleaning and hall front desk hours will be limited or unavailable during these times.

RETURNING STUDENT DISCOUNT DOES NOT APPLY

The Returning Student Discount (RSD) program does not apply for students living in the suite-style halls. Occupancy in these halls does count, however, for purposes of calculating eligibility for the Returning Student Discount in traditional halls. For example, if a student lives in suite-style halls their freshman year then moves to a traditional hall (Abel, Sandoz, Neihardt, Harper, Schramm, Smith, Selleck, Pound, Burr, and Fedde) for their sophomore year, they are eligible for the RSD the second year. For more information refer to Contract Terms and Conditions RSD eligibility in this booklet.

MOVING BETWEEN BEDROOMS OR SUITES

Suites have either two or four bedrooms marked ‘A’, ‘B’, ‘C’, or ‘D’ to which each resident is assigned. Residents must reside in their assigned bedroom and suite.

Before hall opening, residents can request a bedroom switch or suite switch by having all parties involved email the Housing office (housing@unl.edu) with their requests.

After hall opening, residents can request a bedroom switch or unit switch if the moves are coordinated in advance with the Residence Director. If such moves occur without the proper authorization from the Residence Director, a $50 administration fee will be charged to each student involved.

CONSOLIDATION ASSIGNMENT POLICY

Room consolidation is a procedure through which University Housing provides the maximum amount of space to students in the residence halls. The process affects students who live alone in a double occupancy room/bedroom, which occurs when a roommate does not arrive or a roommate moves out of the room. While students are being afforded the opportunity to select their living space, University Housing reserves the right to relocate and consolidate students to maximize occupancy. The consolidation process ensures fairness to all residents and helps us be cost efficient in our use of space. The specifics of this policy implementation vary from hall to hall (i.e. no singles in super doubles, overflow housing). Consult with your RD.

Before the halls open

If your roommate leaves before you move into the residence halls, a student will assign themselves to the vacant spot in the room/unit or UNL Housing will assign a student to the vacant spot in the room/unit. Continue to check your UNL Housing Portal for updates to roommates.

After the halls open

If your roommate leaves during the semester (after you have moved in), you will be contacted by your Residence Director (RD) to review the choices available to you. These options may include:

- Choosing a different roommate
- Consolidating with someone who also has a space in their room/unit
- Allowing Housing to place a new roommate if one is available
- Housing moving you to a new room/unit

Students in traditional residence halls may also have the option to change their contract to a single room status (if not residing in a super double and if space is available). See Billing Plans for single room rates. If you refuse to choose one of the above listed choices, your RD will select the option that best suits your situation.

NOTE for students living in traditional and suite-style halls:

A current resident occupying a double room alone will need to keep one side of the room “move-in ready.” This means that the room is adequately prepared for someone to move in at any given moment. This includes keeping all items off and away from the desk, bed, and closet space until the end of the first week of classes of the semester in case a roommate is assigned on short notice.

- After that time, a roommate may be assigned with 24 hours’ notice (if possible) to allow the current occupant time to prepare to receive a new roommate.
- Housing and Residence Life staff will conduct regular checks to make sure that these spaces are open. If the room is not deemed “move-in ready” and available to receive the new roommate, the occupant will be billed a $50 inconvenience fee. A student who refuses to prepare the room for a new roommate may be subject to other action, which could include being moved to another room or having his/her contract converted to a single room contract.
MISCELLANEOUS POLICIES FOR SUITE-STYLE HALLS

ACCESS TO SUITE FOR BATHROOM CLEANING
University Housing Facilities staff will enter each suite every other week to maintain/clean the bathroom areas. Students living in suite-style halls agree to scheduled access for this purpose. Residents who fail to maintain their bathrooms and keep them accessible for facilities staff may be charged a deep-cleaning service fee.

PAPER PRODUCTS
Students are responsible for providing their own paper products, such as paper towels and toilet paper.

SUITE CONDITION, REPAIRS AND ALTERATIONS
Residents are to maintain suites in a good, clean, safe and sanitary condition.

Except in the event of an emergency, requests for repairs or services must be submitted online to University Housing. The maintenance request form is available at fixit.unl.edu. In case of malfunction of utilities or damage by fire, water, or similar cause, notify Housing staff immediately. Emergency phone numbers can be found at fixit.unl.edu. Notify Housing staff promptly of: water leaks, electrical problems, carpet holes, broken glass, broken locks or latches, malfunction in heating, air conditioning or other equipment, and any condition which poses a material hazard to health or safety. Once the notice is received, University Housing staff will act with reasonable diligence in making repairs and reconnections.

Housing will provide normal maintenance and repairs within the suite without additional charge to residents. The cost of significant repairs or misuse of the suite and for property by residents or their guest(s) will be borne by the resident(s). Residents are not permitted to make any alterations or improvements to the suite or property.

FURNITURE AND WALLS
Each suite and bedroom comes fully furnished, and residents will not be permitted to remove or store furniture out of the suite. Picture rails are provided in living rooms and bedrooms for your use; hangers to use with the rails will be provided at no cost to residents. You are also permitted to use “3M” tabs for lighter-weight posters, pictures, etc.

You are not permitted to use nails, screws or “Plasti-Tak” (or other similar products) because those items cause permanent damage to painted or finished surfaces. If you have questions about specific products that you may want to use within your unit, please check with the Facilities/Maintenance Operations office before installation of such items.

CARPET CARE
An upright vacuum cleaner is included and must remain within your suite. To reduce damage and preserve the appearance of your carpet, you should vacuum at least weekly. If a food or beverage spill occurs, immediately clean it up with a cold, wet cloth. Be sure to contact the Facilities/Operations office right away if you have difficulty removing the stain. Promptly reporting any spills or stains will help minimize the likelihood of permanent damage and the charges billed to the student.

SATELLITE TELEVISION DISHES
Satellite television dishes are not permitted.
CONTRACT TERMS AND CONDITIONS

The following terms and conditions do not apply to the apartment-style units (The Courtyards and The Village) or the Esther L. Kauffman Academic Residential Center. See the UNL Housing website for more information about The Courtyards and The Village. A separate informational email will be sent to students enrolled in the Jeffrey S. Raikes School of Computer Science and Management for the Kauffman Residential Center. See pages 7 and 8 for additional information and contract terms for suite-style housing.

ELIGIBILITY
To be eligible to live in the residence halls, a student must be enrolled for at least six semester credit hours (not to include extension or correspondence courses). Application for waiver of this condition may be made in writing to the Assistant Director of Housing for Contracts and Student Services. No students 16 years of age or younger are allowed to reside in the residence halls without prior approval by the Housing Director.

ROOM AND MEAL PLANS
The contract includes room and your choice of the following meal plans:

- 7-day plan (unlimited access Monday through Sunday, anytime the dining hall is open).
- 5-day plan (unlimited access Monday through Friday (no weekends), anytime the dining hall is open).

Both the 7- and 5-day unlimited access meal plans provide students the opportunity to select meal items from any of the residence hall dining services and the East Campus Union Cafe on an unlimited basis. The 7- and 5-day unlimited meal plans do not include purchases at the convenience store or student unions.

The student’s picture NCard is scanned at the residence hall dining center each time he/she eats. The NCard is not transferable and is to be used only by the person to whom it is issued.

Serving times and any changes to the serving times will be posted on the Housing website and at the dining halls. Full meal service begins August 22, 2016. Complimentary meals will be served beginning August 18, 2016. Check move-in details on the Housing website for more information.

A continental grab’ n go breakfast will be available Monday-Friday in Knoll Residential Center.

View the Dining FAQs on the Housing website http://go.unl.edu/diningFAQ for answers to questions such as missing a meal due to work or class; dietary needs; the reasons for the block on accessing the dining hall; guest meals, feeling sick and can’t make it to the dining center and much more.

UNL takes pride in meeting vegetarian, vegan, allergy-sensitive and other dietary needs. If you have a special dietary need, contact the Assistant Director of University Dining Services. See page 16 for more information about your meal plan.

LATE NIGHT DINING
Anyone with a 5- or 7-day unlimited meal plan will have the option to add Late Night Dining. Late Night Dining will be open Sunday through Thursday evenings from 9 p.m. to midnight at Husker Hoagies located in Abel/Sandoz. The menu will include limited offerings; visit go.unl.edu/Indining for more information. The charge to add Late Night Dining is $200 for the academic year. This feature may be added at any time during the first semester for the full $200 or added anytime during the second semester for $100. There will be no refunds for this option upon contract cancellation or meal plan cancellation.

GUEST MEAL ALLOWANCE
Anyone with a 5- or 7-day unlimited meal plan may bring a guest free of charge up to three times each semester to any one of the five Dining Centers. The guest allowance is good for all meals except the Holiday meal in December. The guest meal allowance is not applicable at any Grab ’n Go location or Late Night Dining venues. This guest allowance is designed to include family, friends, faculty or other guests in your living and learning experience with UNL Housing.

SINGLE ROOMS
Single room contracts will be honored for upper class students when space is available. Refer to sections on specific halls for policies on furniture.

After priority date University Housing will attempt to assign residence hall living accommodations to all students based upon the student’s residence hall request, although University Housing cannot always do so. Super double rooms cannot be converted to single rooms.

Note: Some scholarships cover only a double room. They may not cover the additional cost of a single room, super double, or break housing.

HOUSING ASSIGNMENT PROCEDURES AND POLICIES
University Housing reserves the right to assign students to a hall open for break housing, or any hall (East or City Campus), even if not requested by the student. Students will pay the additional cost of the assigned hall, if applicable. Students may request to be moved by contacting the Assistant Director of Housing for Contracts and Student Services before the halls open. After halls open, contact the Residence Director.

No rate adjustment will be made for those who have contracted for space as of a certain date and enter the residence hall at a later date.

A student’s room may not be used by anyone other than the resident to whom it is assigned. Subletting of one’s contract/room is not permitted.

University Housing reserves the right to alter room and hall assignments when deemed necessary. This includes the consolidation of those students with regular-room contracts who do not have roommates. (See section on “Consolidation”.)

University Housing reserves the right to move a student to another hall or to cancel a student’s contract if the student does not adhere to University Housing policies.

Contracts effective after August 18, 2016 (fall semester) and January 6, 2017 (spring semester), students must wait 24 hours after finalizing the contract to move into their assignment. This allows time for staff to inform current residents they will be getting a new roommate.

CONSOLIDATION (IF YOUR ROOMMATE LEAVES)
Room consolidation is a procedure through which University Housing provides the maximum amount of space to students in the residence halls. The process affects students who live alone in a double occupancy room/bedroom, which occurs when a roommate does not arrive or a roommate moves out of the room.

While students are being afforded the opportunity to select their living space, University Housing reserves the right to relocate and consolidate students to maximize occupancy.

The consolidation process ensures fairness to all residents and helps us be cost efficient in our use of space. The specifics of this policy implementation vary from hall to hall (i.e. no singles in super doubles, overflow housing), so consult with your RD.

Before the halls open
If your roommate leaves before you move into the residence halls, a student will assign themselves to the vacant spot in the room/unit or UNL Housing will assign a student to the vacant spot in the room/unit. Continue to check your UNL Housing Portal for updates to roommates.

After the halls open
If your roommate leaves during the semester (after you have moved in), you will be contacted by your Residence Director (RD) to review the options available to you. These options may include:

- Choosing a different roommate
- Consolidating with someone who also has a space in their room/unit
CONTRACT TERMS AND CONDITIONS (continued)

- Allowing Housing to place a new roommate if one is available
- Housing moving you to a new room/unit
Students in traditional residence halls may also have the option to change their contract to single room status (if not residing in a super double and if space is available). See Billing Plans for single room rates. If you refuse to choose one of the above listed choices, your RD will select the option that best suits your situation.

NOTE for students living in traditional and suite-style halls
A current resident occupying a double room alone will need to keep one side of the room “move-in ready.” This means that the room is adequately prepared for someone to move in at any given moment. This includes keeping all items off and away from the desk, bed, and closet space until the end of the first week of classes of the semester in case a roommate is assigned on short notice.

After that time, a roommate may be assigned with 24 hours’ notice (if possible) to allow the current occupant time to prepare to receive a new roommate.

Housing and Residence Life staff will conduct regular checks to make sure that these spaces are open. If the room is not deemed “move-in ready” and available to receive the new roommate, the occupant will be billed a $50 inconvenience fee. A student who refuses to prepare the room for a new roommate may be subject to other action, which could include being moved to another room or having his/her contract converted to a single room contract.

FEDDE SINGLES (UPPERCLASS STUDENTS)
Rooms in Fedde are assigned as singles. (Exceptions can be made for two people mutually requesting to be assigned to a room.) Should you have a double in one of these halls, and your roommate moves out, you have the following options:

1. Select your own new roommate.
2. Ask your RD to assign someone to your room.
3. You may be required to move to another floor to room with another student.
4. Convert your contract to single room status.

If, after a 30-day period, you are unable to find a roommate and your RD does not have someone to assign to your room, you will be required to contract for a single room or move to another residence hall.

CONTRACT (ROOM/HALL) CHANGES
If you wish to change your room status (Double/Single/Super Double) or hall you must get permission to do so from the Residence Director of your hall and the Residence Director of the hall to which you wish to move if changing halls. Charges will be reflected on the consolidated bill. Your UNL account must be up-to-date before converting to a single room. If you change from a single-room contract to a double-room contract, you will be required to have a roommate at the time of the change.

If your roommate moves out or you wish to change rooms, the Residence Director is the person to see. No room changes will be made during the first three to four weeks of school while everyone is getting settled. During this time period, students in temporary rooms are receiving permanent assignments.

Room changes may occur at any time during the academic year (subject to the above limitation). 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.

MEAL PLAN CHANGES
Before or on July 31, 2016 - Return to the UNL Housing portal and make the desired change on your housing contract.

After July 31, 2016 - Email the desired change to housing@unl.edu. Indicate your name, eight digit NU ID number and the specific change you are requesting. The contract change fee of $30 will be charged for each change and will be posted to your UNL centralized bill.

BILLING PLANS AND ADVANCE PAYMENT
Academic year billing rates are in the back section of this booklet. Housing bills are applied to the student’s UNL Centralized Student Bill.

The Billing Plan is in two installments (one installment each semester). An advance payment of $400 is due and must be paid prior to contract submission (refer to section on advance payments). This advance payment is applied to the second billing cycle of the contract in spring.

HUSKER DEFERRED PAYMENT PLAN
The Husker Deferred Payment Plan (HDPP) offers students and parents an alternative payment option to ease the burden of having to make one large payment each semester. Students can either pay the full amount of their semester bill on the semester’s first payment due date, or pay it in two or three monthly installments. The plan is available for the First and Second semesters to all enrolled UNL students and covers tuition, mandatory fees, and contracted Housing charges.

Go to http://studentaccounts.unl.edu/ for more information.

TEMPORARY ROOMS
In some cases it becomes necessary to assign students to temporary rooms, for example, a converted lounge or large end room. As soon as space becomes available, students are moved to a double room.

The temporary spaces may not be equipped with all of the furnishings of a regular room. If you are going to be assigned to a temporary arrangement, we will notify you before you arrive on campus.

UNIVERSITY HOUSING FURTHER RESERVES THE RIGHT:

- To convert single rooms to double room assignments in the reverse order of receipt of contracts by University Housing.
- To house three students in large end rooms not designated or furnished for permanent triple occupancy and assign to converted lounges University Housing will require the student designated as the temporary assignee to move to permanent space becomes available. Any student designated as the temporary assignee will be eligible for a reduction in his/her daily rate equal to the daily bond debt service charged. Students who are involuntarily residing in such temporary space after 5 p.m. on September 15, 2016, will be eligible for the reduction from that point on until offered a permanent space. Any expense incurred by the student moving from a temporary space to a permanent space will be borne by the student.

RETURNING STUDENT DISCOUNT (RSD) ELIGIBILITY
The returning student discount program reduces the cost for traditional residence hall room and meal plan. The returning student discount does not apply to suite-style and apartment style halls. To qualify for a returning student discount for the 2016/2017 academic year, you must meet the following conditions:

1. Live in the residence halls for the entire spring semester of the prior academic year, and
2. Live in the residence halls for the entire academic year represented by this contract.

The Returning Student Discount credit is associated with your assignment at the time the discount is posted. Returning Student Discounts will be applied to the centralized billing account in February. The RSD program is renewable by University Housing on an annual basis.

While the returning student discount does not apply to suite-style and apartment style halls, occupancy in that hall will count as a residency year in earning discounts to be applied to traditional hall rates in subsequent years.

EARLY CHECK-IN
Checking into the hall before the official opening day, Thursday,
August 18 at 8 a.m., is highly discouraged. However, if circumstances necessitate your need to move in before official opening, you must submit an early arrival request form two weeks prior to your requested move-in. Permission may be granted according to the hall and room assignment and move-in date.

The guest room rate will be charged. The current guest room rate, subject to change, is $32 per day. The same fee will be applied for storage and/or occupancy. These charges will be posted on your October bill.

PARKING
Check with Parking Services, (402)472-1800 or unlpts@unl.edu for parking arrangements during the academic year or early check-in (before official hall opening). If you do not have your room assignment when requesting parking, indicate the campus where you have requested to reside (East or City).

LATE ARRIVAL
If you are arriving later than the first day of classes you must inform University Housing. If you do not contact the Housing Office, your housing contract will be cancelled as a no-show, your room will be assigned to someone else and adjusted housing charges will be uploaded to your centralized bill.

TOBACCO-FREE POLICY
All UNL residence halls are tobacco-free. You will be asked to indicate on your contract form whether you are willing to share a room with someone who smokes. If you or your requested roommate are smokers, indicate your willingness to share a room with a smoker. Understand that while smoking is not permitted in the halls, individuals who do smoke may carry residual elements of smoking into their rooms (i.e. the smell of smoke, etc.). If you do not like the residual effect, indicate on your contract that you prefer a non-smoking roommate. See page 15 for more information about the Tobacco Policy.

APPLICATION/NOTIFICATION OF CONTRACT CANCELLATION PROCESS
We cannot take cancellations over the phone. You must contact the Housing Office directly to cancel your contract.

- Notifying Admissions or your advisor will NOT cancel your housing contract.
- Withdrawing, academic dismissal or suspension from school will not automatically cancel your contract.
- In any instance where you want to cancel your housing contract, you must contact the Housing Office directly by e-mail or mail. It is not possible for another UNL Department to cancel your contract.

CANCELLING BEFORE HALL OPENING
(I have NOT picked up my room key and/or have NOT checked into my assigned room/hall.)

Complete the cancellation form by returning to your contract via MyRed and choosing the “Cancel Contract” link.

You will receive confirmation (by email) that we have received your cancellation.

Students are held liable for room and meal plan charges until cancellation notification is acknowledged by UNL Housing. Students are also held liable for the cancellation amount shown in the contract cancellation schedule.

CANCELLING AFTER HALL OPENING
(I have picked up my room key and/or have checked into my assigned room/hall.)

ANYONE WISHING TO CANCEL THEIR CONTRACT AFTER THEY HAVE PICKED UP THEIR KEY AND/OR CHECKED INTO THEIR ASSIGNED ROOM MUST CONTACT THEIR RESIDENCE DIRECTOR (RD).

No cancellation will be considered without the proper residence hall check-out form completed and signed by the student. The social/hall government fee is non-refundable. A student who cancels the Academic Year contract for spring semester must vacate his/her room no later than the last day of finals week of the fall semester.

After hall opening, room and meal plan daily charges, through the last official occupancy (the day the proper check-out procedure and notification occurs), will be charged in addition to the cancellation amount shown in the contract cancellation schedule. Students who are required to abide by the On-Campus Residency Requirement should contact their RD at least three weeks prior to their requested checkout date to obtain application materials and complete the On-Campus Residency Requirement release process.

CANCELLING YOUR CONTRACT BECAUSE YOUR ROOMMATE HAS CANCELLED OR MOVED OUT OF YOUR ROOM WILL NOT REDUCE YOUR CANCELLATION FEE.
# Cancellation Adjustments/Exceptions/Variables

<table>
<thead>
<tr>
<th>Reason for Cancellation</th>
<th>Fee on Approval*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Program</strong> - Study Abroad, Exchange, Co-op, Internship and Student Teaching. (Student must provide UNL Documentation to be considered for cancellation fee reduction.)</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Cancellation of Registration/Withdrawal/Dismissal/Transfer</strong></td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>Graduation (December)</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Marriage</strong> (Student must provide valid marriage certificate and cancellation date must be no more than 30 days prior to the date of the marriage to be considered for cancellation reduction.)</td>
<td>$400.00</td>
</tr>
<tr>
<td><strong>Military</strong> (Student must provide draft notice or official documentation from the specific country requiring said service to be considered for cancellation reduction.)</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>2016-2017 Newly Admitted UNL Students</strong></td>
<td></td>
</tr>
<tr>
<td>Cancel prior to May 1, 2016</td>
<td>$200.00</td>
</tr>
<tr>
<td>Cancel May 1, 2016 through August 15, 2016</td>
<td>$400.00</td>
</tr>
<tr>
<td>Cancel August 16, 2016 through May 6, 2017</td>
<td>40% remaining balance</td>
</tr>
</tbody>
</table>

*Plus daily room and meal plan charges

## No-Shows
Any student who does not request cancellation in writing directly with University Housing and who is not occupying his/her room by 6 p.m. on the first day of classes shall be considered a no-show. The contract will be cancelled as of that time unless an official notification of delay of arrival has been filed (written notice submitted and accepted by University Housing) by 4 p.m. on the first day of classes.

Students considered no-shows will be assessed the cancellation fee as stipulated in the Contract Cancellation Schedule above plus the daily room charge. No-shows are required to be in compliance with the on-campus residency requirement. For information about the release process contact the Residence Life office at (402) 472-3885.

## Canceling Contract at End of Fall Semester
Students graduating or leaving campus at the end of the fall semester need to complete the appropriate notifications by November 15.

Notifications received after November 15 are subject to a $100 late processing fee. Your notification by the deadline will allow University Housing to work with the remaining roommates to arrange for a replacement resident in the unit.

The November 15 notification date can be waived only in cases of unanticipated or unavoidable late notice. For example, a late notice of an internship/study abroad opportunity. If graduation plans are only tentative (i.e. depends on performance in a specific class, and graduation may not occur), you must meet with a representative of the Housing Contracts Office by November 15 to discuss available options.

- Students cancelling under these special provisions in December must arrange to move out no later than the day of graduation in order to have the cancellation fee reduced. This allows Housing staff time to prepare the unit for a new resident. You may submit a request for approval of a limited extension of this date from your Residence Director (RD).
- Documentation of the approved cancellation reason will need to be filed with University Housing (at the time the contract is cancelled) in order for the cancellation fee to be reduced.

## Check-Out Procedures
The following procedures must be adhered to when checking out of room:

- Contact your Residence Director to receive permission.
- Once permission is granted, the student has 3 days in which to complete the move.

The RD will provide specific check-out instructions, some of which include:

- Contact your Resident Assistant (or any available RA) in advance to schedule a check-out time.
- Turn in your room key and mailbox key to the front desk.
- Enter your mail forwarding address in your housing student portal.
- Pay for any damages.
- Notify UNL Registration and Records of address and phone number change.

If the preceding steps are not followed by the student, an improper check-out fee of $50 will be posted to the student’s account. Students required to comply with the on-campus residency requirement who check out prior to completing the release process will be assessed an additional fee of $50. The student is still responsible for properly completing the release process.

**Students not living in the residence halls for the Spring Semester must check out of the hall by Sat., December 17 at 10 a.m.** If your circumstances necessitate a special late check-out (for halls open over break) and if it is approved by your hall Residence Director, you will be charged $100 processing fee plus the daily rate of $32 to be collected at the hall. These charges need to be paid in advance. Unapproved late checkouts will be charged an additional $100 processing fee.

## Personal Property Remaining in the Room
Any personal property remaining in the room after the resident vacates the premises shall be considered abandoned. Housing will bill the resident an improper check-out fee and any costs associated with removal and disposal of belongings left behind.
REINSTATMENTS
Cancelled contracts may be reinstated. A student who wishes to reinstate his/her contract will be required to submit $400 as advance payment with his/her new contract; the previously assessed cancellation fee will be credited, and a $100 reinstatement fee will be charged to the student’s account.

LATE CLOSING/CHECKOUT FEE
Students living in halls which are closed over break periods are required to leave by 10 a.m., and the final day and time to leave the halls at the end of the fall semester and academic year is Saturday at 10 a.m.
It is important to make transportation and other arrangements accordingly. If you need an exception due to participation in graduation ceremonies or have other reasons for requesting additional time, contact your hall residence director at least one week prior to the UNL break or scheduled move-out time.

WHO’S WHO IN THE HALLS
Assistant Director for Residence Life (ADRL): The Assistant Director for Residence Life supervises the Residence Directors and the Residence Life Services Supervisor. They are responsible for a variety of administrative and programming functions, and serve as a resource and referral agent for all complex residents. If you need assistance, your ADRL is another staff member available to help you.
Community Service Officer (CSO): Security personnel are assigned to each complex to ensure a safe living environment. They monitor building security at night, during which time they can be seen walking the floors of the complex. They can be contacted through the main desk in each complex from midnight to 6 a.m.
Desk Assistant (DA): The front desk staff is here to assist you and provide you with services to make your new home a comfortable place to live. These services include: answering questions, sorting mail, checking out keys, monitoring front door security, signing in overnight guests, etc.
Wellness Advocate: Wellness Advocates live on most floors and are members of the University Health Center staff. These students, trained in emergency procedures, can assist you with most minor illnesses or injuries and will call for professional medical attention when needed.
Night Clerk: Night clerks provide safety and security in each building by monitoring the activity and entryways into buildings, responding in crisis situations and answering questions. Night clerks are on duty from midnight to 8 a.m. daily.

Resident Assistant (RA): Residence Assistants are upperclass students who live throughout the residence halls. Your RA is available to answer any questions you might have, keep you informed, and help you get involved on campus.
Residence Director (RD): A full-time Residence Director lives in an apartment in your residence hall. Your RD provides personal guidance, advises hall government, coordinates major hall activities, administers room changes, serves as university hearing officer, and supervises the RA staff.

Residence Life Services Supervisor (RLSS): The Residence Life Services Supervisor coordinates the administrative functions of the halls, including supervising the hall desk operations. The RLSS will be happy to help you with questions concerning desk services, or any of the other administrative aspects of the complex.
Residence Hall Association (RHA): The student government of the halls/complexes and the Residence Hall Association are given an allotment of money per person, per semester for overall government activities. This amount is included in the room and meal plan total. You may contact RHA at (402) 472-1095.

RIGHTS AND RESPONSIBILITIES AS A RESIDENT
As with any community, there are policies that must be followed so that all residents can live together cooperatively and maintain a positive living-learning environment. The residence halls allow students a great deal of independence, responsibility and freedom.
This living space requires that students possess the life skills that are needed to live in an independent living environment. Residents are expected to exhibit mature and responsible behavior. We expect you to read this information because you are held accountable for your behavior and the choices you make. When there are large groups of people live together, there is a need for community standards so everyone has the same opportunities and everyone is treated with respect.
University Housing reserves the right to deny or cancel a housing application or contract if UNL Housing, in its reasonable discretion, determines that a student’s past/current behavior or a student’s criminal convictions indicate a possible risk to the safety, health or life of any person, or a possible risk to the safety and security of any property, or presents a serious disruption to the UNL Housing community or living-learning environment.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR
As a member of a residence hall community, it is your responsibility to let others know if you think they are violating your rights, just as someone may let you know if you violate their rights. Staff members will also address inappropriate behavior.

We view discipline as another part of the learning process. Students who choose to violate University or Housing policy will be referred to the Residence Director or to the Office of the Dean of Students.
Possible sanctions include:
• Verbal warning • University probation or warning
• Behavior requirement • Educational requirement
• Contract relocation • Suspension
• Expulsion • Restitution
• Contract termination (regular cancellation fees will apply)

While we hope you will not find yourself involved in such a hearing, should you need more information refer to the Student Code of Conduct (http://stuafs.unl.edu/ja/) found in the Undergraduate Bulletin, which addresses sanctions and the appeal process.
ABANDONED PROPERTY

Any personal property with an estimated value of $250 or more that is abandoned on the premises of University Housing will be subject to the following:

- A notice will be mailed to the student at the student’s most recent address on record. A housing staff member will also attempt to contact the student on their cell phone.
- The notice will be sent within one week of the end of the contract between the individual and UNL Housing.
- The notice will describe the abandoned property, a contact person and phone number, the location where the property can be claimed, and date by which the property must be claimed. This date will be no later than 14 days from the postmark date of the notice.
- If the property has not been claimed, by the specified date, the property will become the property of UNL and will be subject to UNL’s policy on surplus property.

Notice is not required to be mailed to the student for abandoned property with an estimated value of less than $250. If the property is determined to have an estimated value of less than $250, a 14-day waiting period will ensue at the end of which ownership shall immediately transfer to UNL, and will be subject to UNL’s policy on surplus property.

ALCOHOL POLICY

State law and University regulations state that the possession or consumption of alcohol in any University residence hall is prohibited, regardless of the student’s age. In addition, it is a University policy violation to be in a room where alcohol is present.

- Possession or display of containers with residues that held or were intended to hold alcoholic beverages is also not permitted.
- Alcohol-related conduct that infringes upon the rights of the others to a quiet, orderly living environment or that poses danger to self or others is not acceptable under any circumstances.
- University Police and residence hall staff reserve the right to dispose of alcohol.
- Residents in violation of this policy are subject to: - Mandatory attendance in an alcohol education class as well as conduct probation, discretionary sanctions, alcohol evaluation, relocation, contract cancellation (should such an action occur, full cancellation fees will apply), suspension, expulsion, arrest and/or prosecution.
- University Housing staff reserve the right to contact parents/guardians about any resident who is transported to detox or the hospital for acute alcohol intoxication.

SERIOUS VIOLATIONS

Certain regulations have been developed to assist in protecting your rights and the rights of other community members. Many policies are a matter of courtesy. Inappropriate behavior or unlawful activities may result in immediate termination of your residence hall contract (regular cancellation fees will apply), your relocation to another hall and/or referral to the Office of the Dean of Students or the appropriate law enforcement body. Such violations include, but are not limited to the following:

- Possessing, using, or selling drugs (including alcohol, marijuana, narcotics, or prescription drugs intended for use by another individual)
- Arson or tampering with fire equipment (i.e. fire extinguishers, alarms, exit signs, smoke detectors, sprinkler systems, speaker system, strobe lights, etc.)
- Abuse (physical or verbal) and/or battery of a resident or staff member
- Possession of firearms or weapons, possession of explosives (including fireworks). Throwing or dropping objects out of windows
- Trespassing in residence hall rooms or opposite sex bathrooms
- Possession of stolen property
- Tampering with the mail or mailboxes
- Other inappropriate behavior deemed so by Housing personnel

- Your guests are subject to this policy; residents will be held similarly accountable for the actions of their guests.
- Additionally, individuals responsible for secondary hosting of a gathering at which alcohol is present are also in violation of University policy. Secondary hosting is defined as awareness or knowledge of such a gathering in one’s own room with the resident taking no steps to discourage its occurrence. Refer to the “Step by Step Process of the Behavioral, Alcohol and Drug Intervention Plan.”

ACCIDENTS/LOSSES

Residents are required to immediately report any fires, accidents, injuries, and property damage occurring in the unit. This enables us to promptly assist you, and in some cases, minimize the extent of damages.

CANDLES

For safety reasons candles, incense and other flame-emitting articles are prohibited for use in UNL Housing properties. Only candle warmer or potpourri burner with an enclosed heating element and an automatic shut off are allowed.

APPLIANCES FOR TRADITIONAL HALLS AND SUITES

UL approved appliances with fully enclosed heating elements and/or electrical wiring are permitted. In addition to this the following items have been approved for use in our traditional halls, suites and apartments, toasters; toaster oven, coffee makers (10 cup or less)/Keurigs; microwave ovens (750 watts or less) and small hand held appliances.

EXTENSION CORDS

All extension cords must be UL approved. Multiple outlet plugs must be in good working order and contain a circuit breaker or surge protector.

CARS, BICYCLES, ETC.

Parking permits for many areas of campus (e.g. Area R) can be obtained by contacting University Parking Services, located in the Stadium Drive Parking Garage at 402-472-1800. If you apply by the Parking Services deadline, you may receive the permit at the time you check in at your hall. Parking permits (Area M only) for the Husker Hall parking lot can be obtained from the Family Housing Office located at 1115 N. 16th Street Bicycle racks are located outside each hall. You may also store your bike in your room or in other designated indoor areas. You will need to bring a lock for your bicycle. Mopeds, motorcycles and electric/gasoline-powered scooters may not be stored in rooms/buildings.

COMMUNICATIONS

Housing staff may contact you by phone, mail or email about a variety of issues such as your maintenance request, plans for holiday breaks, safety issues, etc. Help us provide you with quality service by responding in a timely manner.

You are responsible for checking your mailbox frequently. Any notices to a resident shall be deemed received by residents on the date delivered to the resident’s unit or mailbox.

COMPUTER/NETWORK

The University of Nebraska is committed to providing the best network and service connections possible to all residence hall students. Students connecting their personal computer to the University network are responsible for following all of the guidelines and regulations of the UNL Computer Use Policies and ResNet, available on the UNL home page at http://resnet.unl.edu/wireless_network.shtml.

Personally-owned wireless routers are not permitted in the residence halls. If a student is found to be in violation of any UNL Computer Use Policies/ResNet policy, or fails to provide reasonable security precautions, updated anti-virus protection, or required system patches, his/her room computer port may be deactivated. If a room computer port has been deactivated for policy or system maintenance violations, a fee may be required to re-certify
the computer and re-activate the port. Information Services staff (402-472-3535) are available to provide assistance by answering technical questions and making recommendations for personal computer maintenance.

**DRUG POLICY**

State law and University regulations prohibit possession, use, and/or distribution of illegal drugs, drug paraphernalia and/or controlled substances (including marijuana, narcotics, or prescription drugs intended for use by another individual) in any University residence hall. In addition, it is a University Housing policy violation to be in a room where drugs are present or being used.

University conduct hearing offices will use preponderance of evidence as the basis for their conduct decision. Any of the following evidence could provide a preponderance of evidence, indicating that the student charged with the drug violation more than likely engaged in the alleged misconduct.

Examples of preponderance of evidence include, but are not limited to:

- Identification of the smell of marijuana or other illegal drugs by law enforcement personnel or other credible person.
- Concealment activities such as, but not limited to: covering the room smoke detector or otherwise interfering with the operation of the smoke detector; fan in the window blowing air out of the room; open window when temperatures are very cold or very hot; rug or similar barrier under the room door; smell of air freshener/perfume/cologne; burning incense or candles; use of dryer sheets, etc.
- Comments overheard from the parties in the room related to possession or use of marijuana or other illegal drugs and/or the concealment of its possession or use.
- Presence of drug paraphernalia: glass pipes, bongs, tobacco pipe, toilet paper/paper towel rolls with dryer sheets, rolling papers.
- Signed incident reports from third parties such as roommates or floor mates.

Residents in violation of this policy are subject to:

- Mandatory attendance in a drug education class as well as conduct probation, discretionary sanctions, drug use evaluation, relocation, full contract cancellation (should such an action occur, full cancellation fees will apply), suspension, expulsion, arrest, and/or prosecution.
- University Housing staff reserves the right to contact parents/guardians about any resident who is in violation of this policy or is transported to detox or the hospital for drug use health concerns.

Your guests are likewise subject to this policy, and residents will be held similarly accountable for the actions of their guests.

See the chart on “Step by Step Process of the Behavioral, Alcohol, and Drug Intervention Plan.”

**EMAIL, PHONE, MAIL OR CAMPUS MAIL**

Housing staff may contact you by phone, mail or email. University Housing has established email as an official and primary means of communication to all of its residents.

We will use the email address indicated on your current contract to send you announcements and important Housing information.

Students are responsible for reading all information sent to them via this email account. Electronic communications sent by University Housing will be deemed received on the next University business day after the day the email was sent. University Housing is not responsible for email communications blocked due to spam filters or blacklist restrictions imposed by the recipient’s mail service.

Students are expected to check their residence hall mailbox daily. Any notices to a student shall be deemed received by residents on the date delivered to the resident’s room/unit or mailbox.

**FACILITY MISUSE/CLEANLINESS**

You and your roommate are responsible for the condition of your room and its contents and will be charged for any damages beyond normal wear and tear. The condition of the common areas (lounges, bathrooms, hallways, elevators) is also the responsibility of the floor residents.

Students who damage or misuse any hall facility will be responsible for the cost of repairs and may be subject to disciplinary action. Floor residents may also be held accountable for damages to the common areas should those responsible not come forward. In addition, cleanliness and sanitation are a necessity of community living. We provide clean common areas and restrooms. You will be expected to clean your room and dispose of trash properly and on a regular basis. If you are responsible for unsanitary conditions that have an effect on your room or others, you may be assessed a cleaning fee and sanctions may result from your disrupting the community. Contact Facilities in your assigned hall if you require a “Sharps” container.

**FIREARMS/WEAPONS**

Firearms, ammunition, martial arts weapons, knives, explosives, and other weapons are not allowed in the halls. A locked storage area is provided in the UNL Police department for firearms.

**GAMBLING**

Gambling, involving any exchange of money or anything of value, is not permitted.

**GUEST/HOST RESPONSIBILITY**

These regulations apply to the residents of all residence halls, regardless of room type.

Guests are defined as family members, friends, or other persons related to or affiliated in any way with the resident.

- In every residence hall/living unit, you are responsible for informing your guests of residence hall policies, and for the behavior and actions of your guest(s), up to and including being charged for policies that your guests violate.
- All guests must have an escort, which means the resident host is responsible for escorting and being with the guest to and from the room, as well as any other areas in the building at all times.
- Guests may visit your room at any time. After the fall term commences, any floor may vote to create a “no visitation” time block each day if two-thirds of the occupants of that floor agree.
- Bathroom facilities in residence halls are designated either for men or women. Persons may only use bathrooms in the residence halls that are designated for their biological sex.
- Residents are not permitted to host guests who have any active trespass restrictions.
- Overnight guests: Residents may have same-sex overnight guests in their room subject to the limitations listed below:
  - Overnight guests are only allowed with the consent of other roommates. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates.
  - The stay of the overnight guest(s) may not exceed four days (96 hours) in one month and such guests may not disturb roommates or other residents.
  - University staff reserves the right to require a guest to leave if university policies and/or residence hall policies are violated or if complaints are received from members of the floor/hall community.
  - Violation of any of these policies may lead to the limitation of guests visiting the resident(s) involved, nonresidents being charged with trespassing and residents (both guest and host) having their housing contract status reviewed.
  - The privilege of having guests may be revoked if the privilege is abused or residence hall or University policy violations occur involving the guests.
  - Same-sex overnight guests must be registered at the front desk and must carry some form of Photo I.D.
  - No opposite-sex guests are permitted to sleep in a room overnight.
HALL SPORTS
The residence halls are not designed for athletic events or horseplay. It is important to keep hallways intact and maintain safety and minimize disruption of the sleep/study atmosphere, because of the risk of injuries, accidents and potential property damage. Sporting activities, including but not limited to, skateboarding, scooters, bicycle riding, soccer, playing Frisbee, golf, hockey, rollerblading, throwing or bouncing balls, etc., in the hallways or public areas of the residence halls are prohibited. Violations can result in confiscation of equipment, as well as disciplinary sanctions and/or restitution for damages.

HARASSMENT
The Housing staff is committed to creating an environment in which each student feels safe living in the residence halls and is free from harm and unreasonable interference. Therefore, students who engage in acts or communications that are intended to threaten, intimidate, or harass a particular student and to cause that student to fear for his or her safety, are in violation of the harassment policy and will be subject to severe disciplinary action.

HOLIDAY DECORATIONS
Combustible decorations present a fire hazard in a residence hall room, therefore, prudent use of such decorations is strongly encouraged. Cut greenery, trees or branches are NOT permitted in rooms, and light strings are not allowed in hallways.

LAUNDRY FACILITIES
Laundry facilities are for hall residents only. Residents are solely responsible for unattended laundry. Most laundry facilities are operated with coinless laundry machines. The front load washing machines require HE (high efficiency) soap in order to minimize sudsing, which can damage a machine.

MEAL PLANS
Meals at Training Table, Husker Hoagies, Husker Heroes, East Campus and sack meals: Students choosing a sack meal or lunch at Training Table, East Campus Deli, Knoll Grab ‘n Go, Husker Hoagies, Huskers on the Go or Husker Heroes will not be able to enter a dining center during the same meal period. For additional procedures refer to http://go.unl.edu/diningfaq.

Missed meals policy: Both the 5- and 7-day plan permit great flexibility in dining times and locations and presuppose occasional absenteeism, so no refunds will be granted for missed meals. In the case of prolonged illness, a credit (applied against future payments) may be given for days in excess of the first fourteen days of illness. All requests for meal refunds due to prolonged illness must be applied for within two weeks of the end of the illness, be in writing along with a letter from a doctor, and sent to the Assistant Director of Housing for Contracts and Student Services. In such cases, all meal plan costs, except that portion of the meal plan charge determined by University Housing associated with bond debt service will be credited to your account.

MEAL INGREDIENTS
UNL takes pride in meeting vegetarian, vegan, allergy-sensitive and other dietary needs. If you have a special dietary need, please contact the Assistant Director of University Dining Services.

We make every effort to label the menu items being served and identify the ingredients. At times, however, the ingredients of menu items will not be posted, and the possibility also exists that the ingredients and/or nutritional content may vary from what is posted. Manufacturers may change the formulation of the food without our knowledge and accurate nutritional information for certain product(s) may not be available. Any customers concerned about food ingredients should be aware of these risks and proactive about their food choices. It is ultimately the responsibility of the customer to decide whether to eat certain foods. The University will not assume any liability for adverse reactions to foods consumed or to items one may come into contact with while eating at a University establishment. For questions regarding the ingredients of the menu items or any other questions about food contents, please consult a member of the dining center’s management team at any time. If you believe you may have disability-related food allergies or other dietary needs related to a disability, please contact Veva Cheney, Director of Services for Students with Disabilities, at (402) 472-3787.

NOISE
Residents are expected to use discretion where noise is concerned both in and around the residential areas. Therefore, excessive noise is prohibited at all times. Courtesy hours are always in effect, and students are asked to be considerate of others’ rights to study and sleep, see section on Quiet Hours.

If stereo or other electronics are played out of windows, or are a problem in any area around the residence halls, owners risk removal of the equipment from the residence hall and may be held accountable for the expense of having their equipment boxed and shipped off campus. Due to the nature of these musical instruments, drums and amplified guitars cannot be played in any on-campus housing.

If a resident has a problem with noise, the first step is to talk to the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, your Resident Assistant (RA) should be contacted. If that RA is not available, contact the RA on duty for that building/area During final examinations and dead week each semester, 24-hour quiet hours will be enforced.

PERSONAL PROPERTY REMAINING IN THE ROOM
Any personal property remaining in the room after the resident vacates the premises shall be considered abandoned. Housing will bill the resident an improper checkout fee and any costs associated with removal and disposal of belongings left behind.

PETS
Non-dangerous fish which live completely underwater are the only pets permitted in the halls. No cats, dogs, gerbils, snakes, birds, crabs, turtles, frogs, spiders, etc; only fish are allowed. Aquariums may be no larger than 25 gallons. Aquarium gravel must not be disposed in toilets or drains.

PRANKS
Practical jokes and pranks may damage property, injure other students, and can also increase the noise level and disturb noninvolved residents. Students who engage in practical jokes and pranks will be held responsible for damages and disciplinary action may be taken. Because of the danger to others, dropping or throwing any object out of, or into the residence halls is strictly prohibited. Violators will be referred for disciplinary action.

QUIET HOURS
Residents of your hall floor establish study hours that are monitored by the residents with staff assistance. Since everyone has the right to sleep and study, it is expected that everyone be considerate and keep noise to a minimum. Stereos, TVs, etc., can be a source of enjoyment to the listener; however, if played too loudly, they can also disrupt others’ activities.

You share the responsibility with staff members to ask others to be quiet, turn down stereos, turn off alarm clocks, etc., if you are being disturbed. At the same time, you will be expected to use your own stereo and other electronics in such a way that no one will be disturbed.

Each semester, during dead week and finals week, quiet hours are in effect 24 hours each day.

ROOM ENTRY, INSPECTION AND MAINTENANCE
The right to privacy, guaranteed by federal and state laws, applies to your residence hall room. Entry to student rooms is limited to emergency or repair circumstances as deemed necessary by complex staff, or as may be legally required.

In order to maintain its property and a safe environment for students, University Housing reserves the right to have authorized personnel wearing identification enter and inspect residence hall rooms at

RIGHTS AND RESPONSIBILITIES AS A RESIDENT (continued)
rightS and responsibilities as a resident (continued)

reasonable times, as deemed necessary. University personnel may enter a room after first knocking on the room door and announcing a request to enter. Reasonable time will be given for occupants to respond before entry occurs. If residents are not in the room, a room entry report will be left to notify residents of such an entrance.

Staff may enter a residence hall room for reasons including, but not limited to, the following:

- In order to protect and preserve UNL property and enforce University Housing policies;
- At invitation or agreement by an occupant;
- To respond to a complaint of a disturbance, which includes hearing unreasonably loud or continuing sound from a room with the occupants failing to respond;
- To complete repairs to previously reported damaged items;
- Whenever someone moves out of a room, for check-out purposes;
- To respond to health and safety issues, to ensure the safety of people and facilities, and for any emergency reason (e.g. spray for insects, fire or broken pipes, etc.)

room furniture
All furniture must remain in the room at all times.

sales/solicitation/business
Canvassing or solicitation of funds, votes, memberships, literature, signatures, sales or subscriptions, or operating a business, is not permitted in the residence halls. All non-student groups, agencies, and on-campus organizations, except the Residence Hall Association (RHA) and the Association of Students of the University of Nebraska (ASUN), must seek permission from the hall government, or the Associate Director for Residence Life at University Housing for approval of solicitations. If you have a solicitor at your door, contact the front desk, RA or RD. United States census staff conducting the American Community Survey (ACS) have permission to be in the residence halls. If you have census questions, see your Residence Director (RD).

self-destructive behavior policy
The University has a clear and distinct interest in maintaining a safe and educational environment in the residence halls. Residential communities and individual residents are seriously disrupted by self-destructive behavior. Among the most disruptive forms of misconduct are intentional attempts or threats to seriously injure oneself, and reckless behavior which puts oneself or others in physical danger. Students who become incapacitated as a result of their own actions, and students who deliberately injure themselves, are subject to University action.

In light of the impact of self-destructive behavior upon the residential community, affected individuals are encouraged to utilize counseling resources provided to students free of charge. Residents interested in learning more about referral resources available in University Housing or on campus are welcome to call the Residence Life Office (472-3885), or Counseling and Psychological Services (CAPS) at the University Health Center (472-7450). All inquiries are confidential.

Based upon the offense, residents who engage in self-destructive behavior must accept responsibility for their actions and are subject to disciplinary sanctions under residence hall disciplinary policy and the University of Nebraska–Lincoln Code of Student Conduct. In the event a resident with a recognized mental disorder engages in self-destructive behavior; before determining a response, the University will take into consideration the resident’s medical diagnosis, the gravity of the injury, the impact of the behavior upon fellow residents, the appropriateness of reasonable accommodations, and other pertinent factors. When a severe act of self-destructive behavior or an apparent threat of serious harm occurs University Housing reserves the right to notify the resident’s parent or guardian.

space reservations
Recognized, non-residential student organizations, including campus religious groups, may reserve space on a week-to-week basis in multipurpose space in the halls for organization activities. Contact the Residence Life Services Supervisor of the complex in which you desire to reserve space.

theft/property loss
UNL assumes no responsibility for students’ personal belongings. Coverage through home-owners’ insurance or from an independent insurance agent is strongly recommended. Keeping your room door locked at all times is highly encouraged.

Responsible living requires you to take reasonable action in the security of your possessions. Help protect your property by making a list of serial numbers, by locking your door when you leave the room, and not leaving items in public areas. The University does not provide personal property insurance. Your family’s household insurance may cover your property while you live in the hall. Discuss this with your family’s insurance carrier.

Tobacco-free policy
All UNL residence halls are tobacco-free. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, are prohibited at all times.

Smoking areas are located outside each residence hall. Residents and their guests must dispose of tobacco materials in the receptacles provided. Smoking is not permitted within ten feet of building perimeters, including entrances.

Windows and doors
For safety reasons, windows and doorways may not be obstructed. Screens may not be removed by residents. No reflective film or other materials are to be applied to windows.

Do not leave windows or doors open during inclement weather.

damages
Residents will be liable for storage of dangerous materials, chemicals, gas, poisons and to damage the unit, including paint, walls, cabinets, carpets, floors, furniture, and appliances resulting from failure to exercise reasonable care.
SAFETY AND SECURITY

Your personal safety and the protection of your possessions require a joint effort between you and the University. Any behavior that jeopardizes the safety of residents or staff is prohibited. In order to make residence hall living at UNL a safe and pleasant experience, please adhere to the following policies.

BUILDING ACCESS WITH YOUR NCARD

- Residence halls are locked 24 hours a day (with a few exceptions).
- Each resident will be issued NCard access rights to their residence hall’s exterior entry doors, which will allow access to get into the building. From midnight to 6:30 a.m., residents must stop at the desk to show their NCard to the Night Clerk.
- Each resident will be issued NCard access rights to other residence halls (not including Burr, Fedde, Love Memorial, Husker or Kauffman), which allows access from 6:30 a.m. - midnight daily.

BUILDING SECURITY

- Residence halls are only as safe and secure as residents help to keep them.
- All residence halls are locked 24 hours a day (with a few exceptions).
- To protect the safety and security of all residents, do not prop open an outside door to a residence hall. Jeopardizing residence hall security in any way is prohibited (e.g. propping outside doors open, holding doors open for strangers, vandalizing security cameras).
- Any unsafe situations you cannot correct, such as lights out in a stairwell, safety hazards, etc., should be reported to a building staff member as soon as possible.
- You are responsible for the actions of your guests. While they are in the residence hall; guests must be escorted at all times.

NCARD/STUDENT ID

- Students are required to carry their NCard at all times. Failure to carry your NCard, giving false information to a staff member and failure to show the NCard to a staff member as requested are all violations of the Student Code of Conduct and Housing policies.
- According to the State Fire Marshal, the residence halls at UNL are not equipped with fire sprinklers. Each resident is responsible for the use and maintenance of fire safety equipment. Failure to show the NCard to a staff member as requested are all violations of the Student Code of Conduct and Housing policies.
- Allowing another person to use your NCard for any reason is a violation of the Student Code of Conduct. The NCard is not transferable and is to be used only by the person to whom it is issued.
- Your campus NCard is required to gain access to the dining centers.
- If you lose your NCard, report it immediately to the NCard Office.
- Affiliate key cards are short-term loaner cards that allow a student access to their specific residence hall. Affiliate cards cannot be used to access dining or any other service.
- If you lose the affiliate key card you will be billed $30 for the cost of key replacement.

ROOM KEY OR ROOM CARD/KEY

- Each resident will be issued a key/card to his/her assigned room. Keys are for the sole use of the person to whom they are issued. It is a violation of the Student Code of Conduct and University Housing policies to duplicate this key or loan it to anyone else.
- If you are locked out of your room or lose your key/card, a temporary loaner key/card may be checked out from the complex main desk three times. After the third time, or in the case of late return of the loaner key/card, a $10 service fee will be charged per check out.
- If you lose your room key/card, you are expected to report this loss immediately to the hall/complex desk. You will be billed for the cost of key replacement, which is:
  - $30 for brass keys (which includes physical door lock recore).
  - $10 for plastic key cards (includes automated lock recore).

UNSAFE ACTIVITIES

Any activity deemed by Housing staff to be a threat to the health and safety of residents is strictly prohibited. Prohibited activities include, but are not limited to: sitting on balcony railings, throwing anything off of a balcony, physical assault, or threat of physical altercation.

EMERGENCY PROCEDURES

Familiarize yourself with the emergency procedures in your hall.

- Contact your RA, RD, Wellness Advocate, or University Police if you need emergency assistance.

FIRE HAZARD WARNING

DO NOT store any items in the furnace closet area of your suite or block air intake vents outside of the furnace closet area. Failure to comply can result in a fire that endangers not only your life, but the lives of others in the building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages. No storage of flammable materials in the units is allowed.

FIRE SAFETY EQUIPMENT

As a member of the residence hall community, you are relied upon and held responsible for keeping fire safety equipment in good working order. Therefore, you may not render the smoke detector(s) in your room/unit inoperable, and you should report any malfunctions or inoperable smoke detector(s) to the facilities staff as soon as possible.

- According to the State Fire Marshal, the residence halls at UNL meet, and in many cases exceed, the state fire and life safety codes. Halls are equipped with safety equipment including smoke detectors and sprinklers in each room in most halls.
- Any person who misuses fire safety equipment (including, but not limited to the following: misuse of smoke detectors, tampering with the sprinkler system, etc.) will be subject to severe disciplinary action and/or arrest. If you are aware of anyone who misuses fire safety equipment, report this to the staff and you may receive a cash reward provided by the Residence Hall Association.
- Objects are not to be hung on or within 18 inches of the sprinkler heads. Any sprinkler head discharge will lead to the immediate dispatch of the fire department, evacuation of the affected areas, and a prompt and thorough investigation.
- Anyone who fails to adhere to this policy will be held responsible for any resulting damages.
- Fire regulations state that hallways shall not be used for storage of any personal property at any time.

FIRE SAFETY EVACUATION

- Everyone must evacuate the hall immediately when a fire alarm sounds. Follow posted procedures for fire evacuation.
- You are expected to participate in hall drills to familiarize yourself with building evacuation procedures.

MEDICAL EMERGENCIES

Should a situation occur in which medical attention appears needed, University staff may summon emergency medical assistance. The cost of such assistance will be borne by the student/parents.

SEVERE WEATHER

- Everyone must evacuate to the designated tornado shelter immediately when directed by announcement/bells/sirens. Follow posted procedures for tornado evacuation.
- You are expected to participate in hall drills to familiarize yourself with building evacuation procedures and shelter areas.
**STEP-BY-STEP PROCESS OF THE BEHAVIORAL, ALCOHOL AND DRUG INTERVENTION PLAN**

Discretionary responses will be applied according to displayed attitude, cooperation level and severity of violation. Failure to comply with the sanctions will result in a hold being placed on your future registration and may result in termination of your Housing Contract. Any deviations from the sanctions must have prior approval from the Associate Director of University Housing for Residence Life. Initial response by the University includes an administrative hearing with a student judicial office. Documentation regarding all sanctions will be recorded in the University of Nebraska–Lincoln Office of the Dean of Students or with the Office of Residence Life.

We expect you to read this information because you are held accountable for your behavior and the choices you make. When there are large groups of people living together, there is a need for community standards so everyone has the same opportunities and everyone is treated with respect. University Housing reserves the right to alter your room assignment or cancel your contract if, in the University’s opinion, you are unable to adjust to the community standards necessary for a group living environment.

**VIOLATION**

<table>
<thead>
<tr>
<th><strong>A. First Offense - Alcohol</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Possession or in the presence of alcohol</td>
</tr>
<tr>
<td>• Noise violation associated with alcohol</td>
</tr>
<tr>
<td>• Disruption to the community due to alcohol possession or use.</td>
</tr>
</tbody>
</table>

| **CONSEQUENCE**
| Minimum Response |
| Motivational interviewing session with Residence Director (RD) or Residence Manager (RM); |
| Warning; |
| Discretionary sanctions* for 24 hours; |
| Educational Requirement: Mandatory participation in Alcohol Awareness Program (AAP) and follow through on recommendations. |

| Discretionary Response |
| Additional discretionary sanctions* for 25-50 hours; |
| An attempt at parental notification will occur if the student is taken to detox or the hospital for acute alcohol poisoning (to solicit their assistance as appropriate); |
| Residence hall relocation. |

<table>
<thead>
<tr>
<th><strong>B. First Offense - Marijuana</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Possession or in the presence of marijuana</td>
</tr>
<tr>
<td>• Possession or in the presence of drug paraphernalia</td>
</tr>
<tr>
<td>• Disruption to the community due to drug possession or use.</td>
</tr>
</tbody>
</table>

| **Minimum Response** |
| Motivational interviewing session with Residence Director (RD) or Residence Manager (RM); |
| Probation (for one calendar year); |
| Discretionary sanctions* for 24 hours; |
| Educational Requirement: Mandatory participation in Marijuana Education Counseling (MEC) and follow through on recommendations. |

| **Discretionary Response** |
| Additional discretionary sanctions* for 25-50 hours; |
| Residence hall relocation. |

**C. Second Offense - Marijuana**

| • Possession or in the presence of marijuana |
| • Possession or in the presence of drug paraphernalia |
| • Disruption to the community due to drug possession or use. |

| **Minimum Response** |
| Residence hall suspension or residence hall expulsion (regular cancellation fees will apply); |
| Attempt at parental notification will occur. |

| **Additional Consequence** |
| University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., possession of a controlled substance**. |

**D. Any Subsequent Violation of Offense Listed Under “A” OR**

**E. Any of the following behaviors demonstrated while under the influence:**

1. Harassment |
2. Vandalism |
3. Drunken and disorderly conduct |
4. Obstructing a university official |
5. Violence (behavior determined to be less severe than behaviors identified in section F) |

| **Minimum Response** |
| Educational Requirement: Mandatory participation in Brief Alcohol Skills Intervention for College Students (BASICS) and follow through on recommendations, if not assessed on first offense; |
| Probation (for one calendar year); |
| Discretionary sanctions* for 30-60 hours. |

| **Discretionary Response** |
| Attempt at parental notification (to solicit their assistance as appropriate); |
| Residence hall relocation; |
| Substance Abuse Evaluation and follow through on recommendations; |
| Residence hall suspension or residence hall expulsion (regular cancellation fees will apply). |

**F. Dangerous Behavior Not Tolerated In Approved Housing**

| • First offense possession or in the presence of illicit drug(s) other than marijuana |
| • Acute alcohol intoxication |
| • Dangerous conduct to self |
| • Repeated episodes of intoxication |
| • Drug dealing, distribution, and sale of illicit drugs |
| • Threatening physical harm to the life and safety of another e.g., sexual assault, battery, intention to commit assault with a weapon |
| • Tampering with fire safety equipment |

| **Minimum Response** |
| Educational Requirement: Mandatory participation in Brief Alcohol Skills Intervention for College Students (BASICS) and Drug Education, and follow through on recommendations, if not assessed for prior violation(s); |
| Probation (for one calendar year) |
| Referral to Office of the Dean of Students; |
| Attempt at parental notification (to solicit their assistance as appropriate). |

| **Discretionary Response** |
| Substance abuse evaluation and follow through on recommendations; |
| Residence hall suspension or residence hall expulsion (regular cancellation fees will apply); |
| Residence hall relocation. |

| **Additional Consequence** |
| University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., Minor in Possession (MIP), Minor in Consumption (MIPC) procuring for a minor, possession of a controlled substance**. |

*The determination of Discretionary Sanctions will consider the severity and type of violation as well as the academic and co-curricular goals of the student. Such sanctions typically include, but are not limited to: service to the campus or Lincoln community; apology to residents and custodians affected; reflection essay on decision-making; collaboration with hall staff to create and implement a social/educational program; or participation in specific campus events.

**Controlled substances include the use of prescription drugs without the appropriate prescription.

Questions? If you have questions concerning any of your rights or responsibilities as a residence hall student or the conduct of other residents, we strongly encourage you to contact your Resident Assistant or Residence Director/Residence Manager.
RATES AT A GLANCE

<table>
<thead>
<tr>
<th>TRADITIONAL HALLS</th>
<th>5-Day Plan, Double Room</th>
<th>7-Day Plan, Double Room</th>
<th>SUITE-STYLE (Break Housing)</th>
<th>5-Day Plan</th>
<th>7-Day Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abel Hall</td>
<td>$10,585.00</td>
<td>$10,670.00</td>
<td>Double Bedroom</td>
<td>$11,119.00</td>
<td>$11,204.00</td>
</tr>
<tr>
<td>Sandoz Hall</td>
<td>$10,585.00</td>
<td>$10,670.00</td>
<td>Single Bedroom</td>
<td>$11,419.00</td>
<td>$11,504.00</td>
</tr>
<tr>
<td>Pound Hall (Break housing*)</td>
<td>$10,091.00</td>
<td>$10,176.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Neihardt Hall</td>
<td>$10,372.00</td>
<td>$10,457.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Harper Hall</td>
<td>$10,585.00</td>
<td>$10,670.00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Schramm Hall</td>
<td>$10,585.00</td>
<td>$10,670.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Smith Hall</td>
<td>$10,585.00</td>
<td>$10,670.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selleck (Break housing*)</td>
<td>$10,572.00</td>
<td>$10,657.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burr Hall</td>
<td>$9,891.00</td>
<td>$9,976.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fedde (Break housing*)</td>
<td>$10,091.00</td>
<td>$10,176.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BILLING PLAN FOR MEAL PLAN ONLY

BILLING PLAN (TWO INSTALLMENTS)

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Contract Amount</th>
<th>Due Sept</th>
<th>Balance</th>
<th>Less Advance Payment</th>
<th>Due February</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-day Meals (M-F, no weekends)</td>
<td>$4,215.00</td>
<td>$2,145.82</td>
<td>$2,069.18</td>
<td>$400.00</td>
<td>$1669.18</td>
</tr>
<tr>
<td>7-day Meals (Monday-Sunday)</td>
<td>$4,300.00</td>
<td>$2,189.09</td>
<td>$2,110.91</td>
<td>$400.00</td>
<td>$1710.91</td>
</tr>
</tbody>
</table>

MEAL PLAN CANCELLATION SCHEDULE

FIRST SEMESTER
Prior to Sept. 1, 2016.................................................................$30
Sept. 1-Dec. 17, 2016.....40% of remaining balance of the contract*

SECOND SEMESTER
If you currently have a meal contract, prior to Dec. 15, 2016.....$30
Dec. 15, 2016-May 6, 2017.....40% of remaining balance of the contract*

NOTE: The total advance payment will be applied to the last billing cycle of the spring semester. The advance payment will be applied to the centralized billing account and may be applied to University charges other than Housing charges.

CENTRALIZED BILLING
The University of Nebraska–Lincoln has a centralized billing system. You can access your bill via the MyRed page. Any charges incurred for tuition and fees, University Housing, telephone charges, NCard purchases, service charges from the University Health Center, Campus Recreation, University Libraries, Lewis Training Table, and Parking Services will appear on one statement. After your advance payment has been sent to University Housing, your remaining payments will be made to the Bursar’s Office.

Do not send cash through the mail. For further information on receipt of your payments (excluding advance payment), contact the Bursar’s Office at (402) 472-1734. Payments made for University Housing are transferable to other charges on the centralized bill, which will have a summary page detailing the specific charges and telephone numbers to call if you have questions about those charges. Unpaid bills are subject to late fees.

The Office of Scholarships and Financial Aid will credit all awards to your UNL Student Account to be applied against your tuition, fees, housing, and other institutional charges you have incurred. For further information on disbursement of refunds, contact the Office of Student Accounts, 124 Canfield Administration Building, PO Box 880413, Lincoln NE 68588-0413, or contact Student Accounts at (402) 472-2887.
BILLING PLAN (Two installments)

The 5-day meal plan is Monday through Friday (no weekends). The 7-day meal plan is Monday through Sunday. (Charges for early check-in due in October are not listed below.)

<table>
<thead>
<tr>
<th>Traditional Halls (Non-Break Housing)</th>
<th>Amount</th>
<th>Due Sept</th>
<th>Balance</th>
<th>Less Adv. Payment</th>
<th>Due Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double/5 day</td>
<td>$9,891.00</td>
<td>$5,045.78</td>
<td>$4,845.22</td>
<td>$400.00</td>
<td>$4,445.22</td>
</tr>
<tr>
<td>Double/7 day</td>
<td>$9,976.00</td>
<td>$5,089.05</td>
<td>$4,886.95</td>
<td>$400.00</td>
<td>$4,486.95</td>
</tr>
<tr>
<td>Single/5 day</td>
<td>$10,491.00</td>
<td>$5,352.33</td>
<td>$5,138.67</td>
<td>$400.00</td>
<td>$4,738.67</td>
</tr>
<tr>
<td>Single/7 day</td>
<td>$10,576.00</td>
<td>$5,395.60</td>
<td>$5,180.40</td>
<td>$400.00</td>
<td>$4,780.40</td>
</tr>
<tr>
<td>Neihardt</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double/5 day</td>
<td>$10,372.00</td>
<td>$5,291.53</td>
<td>$5,080.47</td>
<td>$400.00</td>
<td>$4,680.47</td>
</tr>
<tr>
<td>Double/7 day</td>
<td>$10,457.00</td>
<td>$5,334.82</td>
<td>$5,122.18</td>
<td>$400.00</td>
<td>$4,722.18</td>
</tr>
<tr>
<td>Single/5 day</td>
<td>$10,972.00</td>
<td>$5,598.08</td>
<td>$5,373.92</td>
<td>$400.00</td>
<td>$4,973.92</td>
</tr>
<tr>
<td>Single/7 day</td>
<td>$11,057.00</td>
<td>$5,641.35</td>
<td>$5,415.65</td>
<td>$400.00</td>
<td>$5,015.65</td>
</tr>
<tr>
<td>Abel/Sandoz/Harper/Smith/Schramm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double/5 day</td>
<td>$10,585.00</td>
<td>$5,400.36</td>
<td>$5,184.64</td>
<td>$400.00</td>
<td>$4,784.64</td>
</tr>
<tr>
<td>Double/7 day</td>
<td>$10,670.00</td>
<td>$5,443.63</td>
<td>$5,226.37</td>
<td>$400.00</td>
<td>$4,826.37</td>
</tr>
<tr>
<td>SuprDbl/5 day</td>
<td>$10,885.00</td>
<td>$5,553.37</td>
<td>$5,331.37</td>
<td>$400.00</td>
<td>$4,931.37</td>
</tr>
<tr>
<td>SuprDbl/7 day</td>
<td>$10,970.00</td>
<td>$5,596.90</td>
<td>$5,373.10</td>
<td>$400.00</td>
<td>$4,973.10</td>
</tr>
<tr>
<td>Single/5 day</td>
<td>$11,185.00</td>
<td>$5,706.91</td>
<td>$5,478.09</td>
<td>$400.00</td>
<td>$5,078.09</td>
</tr>
<tr>
<td>Single/7 day</td>
<td>$11,270.00</td>
<td>$5,750.18</td>
<td>$5,519.82</td>
<td>$400.00</td>
<td>$5,119.82</td>
</tr>
<tr>
<td>Love Memorial (Cooperative)*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double room</td>
<td>$3,682.00</td>
<td>$1,881.19</td>
<td>$1,800.81</td>
<td>$400.00</td>
<td>$1,400.81</td>
</tr>
<tr>
<td>Single room</td>
<td>$4,282.00</td>
<td>$2,187.74</td>
<td>$2,094.26</td>
<td>$400.00</td>
<td>$1,694.26</td>
</tr>
</tbody>
</table>

* Plus a separate food allowance of approx. $1,000

Traditional Halls (Break Housing)
The halls are open during UNL breaks (Thanksgiving, semester, and spring break).
The 5-day meal plan is Monday through Friday (no weekends). The 7-day meal plan is Monday through Sunday. (Charges for early check-in due in October are not listed below.)

<table>
<thead>
<tr>
<th>Traditional Halls (Break Housing)</th>
<th>Amount</th>
<th>Due Sept</th>
<th>Balance</th>
<th>Less Adv. Payment</th>
<th>Due Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selleck</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double/5 day</td>
<td>$10,572.00</td>
<td>$5,393.72</td>
<td>$5,178.28</td>
<td>$400.00</td>
<td>$4,778.28</td>
</tr>
<tr>
<td>Double/7 day</td>
<td>$10,657.00</td>
<td>$5,436.99</td>
<td>$5,220.01</td>
<td>$400.00</td>
<td>$4,820.01</td>
</tr>
<tr>
<td>Single/5 day</td>
<td>$11,172.00</td>
<td>$5,700.27</td>
<td>$5,471.73</td>
<td>$400.00</td>
<td>$5,071.73</td>
</tr>
<tr>
<td>Single/7 day</td>
<td>$11,257.00</td>
<td>$5,743.54</td>
<td>$5,513.46</td>
<td>$400.00</td>
<td>$5,113.46</td>
</tr>
<tr>
<td>Fedde/Pound</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double/5 day</td>
<td>$10,091.00</td>
<td>$5,147.97</td>
<td>$4,943.03</td>
<td>$400.00</td>
<td>$4,543.03</td>
</tr>
<tr>
<td>Double/7 day</td>
<td>$10,176.00</td>
<td>$5,191.24</td>
<td>$4,984.76</td>
<td>$400.00</td>
<td>$4,584.76</td>
</tr>
<tr>
<td>Single/5 day</td>
<td>$10,691.00</td>
<td>$5,454.52</td>
<td>$5,236.48</td>
<td>$400.00</td>
<td>$4,836.48</td>
</tr>
<tr>
<td>Single/7 day</td>
<td>$10,776.00</td>
<td>$5,497.79</td>
<td>$5,278.21</td>
<td>$400.00</td>
<td>$4,878.21</td>
</tr>
<tr>
<td>Husker</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Room</td>
<td>$6,511.00</td>
<td>$3,326.58</td>
<td>$3,184.42</td>
<td>$400.00</td>
<td>$2,784.42</td>
</tr>
</tbody>
</table>

Suite-Style (Break Housing)
The Returning Student Discount does not apply to suite-style halls.

<table>
<thead>
<tr>
<th>Eastside/Knoll/University Suites</th>
<th>Amount</th>
<th>Due Sept</th>
<th>Balance</th>
<th>Less Adv. Payment</th>
<th>Due Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double/5 day</td>
<td>$11,119.00</td>
<td>$5,673.19</td>
<td>$5,445.81</td>
<td>$400.00</td>
<td>$5,045.81</td>
</tr>
<tr>
<td>Double/7 day</td>
<td>$11,204.00</td>
<td>$5,716.46</td>
<td>$5,487.54</td>
<td>$400.00</td>
<td>$5,087.54</td>
</tr>
<tr>
<td>Single/5 day</td>
<td>$11,419.00</td>
<td>$5,826.46</td>
<td>$5,592.54</td>
<td>$400.00</td>
<td>$5,192.54</td>
</tr>
<tr>
<td>Single/7 day</td>
<td>$11,504.00</td>
<td>$5,869.73</td>
<td>$5,634.27</td>
<td>$400.00</td>
<td>$5,234.27</td>
</tr>
<tr>
<td>Private/5 day</td>
<td>$11,719.00</td>
<td>$5,979.74</td>
<td>$5,739.26</td>
<td>$400.00</td>
<td>$5,339.26</td>
</tr>
<tr>
<td>Private/7 day</td>
<td>$11,804.00</td>
<td>$6,023.01</td>
<td>$5,780.99</td>
<td>$400.00</td>
<td>$5,380.99</td>
</tr>
</tbody>
</table>
**RETURNING STUDENT DISCOUNT**

The Returning Student Discount program reduces the cost for traditional residence hall room and board. The Returning Student Discount does not apply to suite-style or apartment-style halls.

To qualify for a returning student discount for the 2016-2017 academic year you must meet the following two conditions:

1. Live in the residence halls for the spring semester of the prior academic year, and
2. Live in the residence halls for the entire academic year represented by this contract.

The Returning Student Discount credit is associated with your assignment at the time the discount is posted. Returning Student Discounts will be applied to the centralized billing account in February. The Returning Student Discount program is renewable by University Housing on an annual basis.

<table>
<thead>
<tr>
<th>Residency</th>
<th>Abel/Sandoz/Schramm</th>
<th>Burr</th>
<th>Fedde/P mass</th>
<th>Neihardt</th>
<th>Selleck</th>
<th>Husker Hall</th>
<th>Love/Memorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd year</td>
<td>$360.00</td>
<td>$336.00</td>
<td>$336.00</td>
<td>$353.00</td>
<td>$353.00</td>
<td>$219.00</td>
<td>$124.00</td>
</tr>
<tr>
<td>3rd year</td>
<td>$709.00</td>
<td>$662.00</td>
<td>$662.00</td>
<td>$695.00</td>
<td>$695.00</td>
<td>$432.00</td>
<td>$244.00</td>
</tr>
<tr>
<td>4th year</td>
<td>$1,138.00</td>
<td>$1,064.00</td>
<td>$1,147.00</td>
<td>$1,116.00</td>
<td>$1,083.00</td>
<td>$694.00</td>
<td>$392.00</td>
</tr>
<tr>
<td>5th year</td>
<td>$1,548.00</td>
<td>$1,451.00</td>
<td>$1,539.00</td>
<td>$1,506.00</td>
<td>$1,483.00</td>
<td>$947.00</td>
<td>$535.00</td>
</tr>
</tbody>
</table>

**NOTE:** Your residency must be in consecutive academic years to be considered for a returning student discount.

**ON-CAMPUS RESIDENCY REQUIREMENT**

All unmarried students who are enrolled for seven or more credit hours, and are under the age of 19, or who have not completed or transferred 27 or more accepted semester hours of post-secondary education, prior the first day of fall semester classes (Aug. 22, 2016) are required to live in University-approved on-campus housing. This policy is effect for the entire academic year.

The University of Nebraska–Lincoln has adopted this On-campus Residency Requirement because there is a significant link between academic retention and on-campus living. 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 from the University.

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–Lincoln.

**Option 2.** A student may reside in other university-approved housing. This includes approved fraternities, sororities and approved co-operatives.

**Option 3.** A student may live with his/her parent(s) or legal guardian(s) and commute from that home if it is within 30 miles of the UNL campus. “Living with” is defined as residing with them at their physical home address for the entire academic year.

Parental signature confirms residence location and responsibility for the student.

**Option 4.** An “emancipated minor” who has previously established a residence independent from his/her parent(s) may commute from that home if it is within 30 miles of the UNL campus. Emancipated minors must provide legal documentation verifying emancipated status.

**Option 5.** A student may live with a “close” relative and commute from that home if it is within 30 miles of the UNL campus. A “close relative” is defined as a grandparent, brother, sister, aunt or uncle. All relatives must be adults 19 years of age or older.

**Option 6.** A student may live at the site of employment or internship as a requirement of the position and commute from that location if it is within 30 miles of the UNL campus. Documentation must be provided.

If you are planning to live in any location other than the University Residence Halls you must file a request for exemption from the On-Campus Residency Requirement with the Campus Residency Compliance Office. The specific form to request exemption from the residency policy can be found at: [http://go.unl.edu/unresidency](http://go.unl.edu/unresidency). Students who plan to live in university-approved fraternities or sororities should contact Greek Affairs to make arrangements (http://www.unl.edu/greek/).

The On-Campus Residency Requirement form MUST be fully completed, signed by the student and their parent(s), and returned to the Residency Compliance office for approval by August 15, 2016. Approval is not guaranteed. Students who do not comply will have their University records (including financial and academic records for registration and transfer) placed on hold or face other judicial sanctions. Please allow four weeks for a final response.

Additional detailed information can be found at [http://go.unl.edu/unresidency](http://go.unl.edu/unresidency).

Questions may also be directed to the Residency Compliance Office at 402-472-3885 or 800-742-8800 or via email: residency-compliance@unl.edu
**HOUSING CALENDAR 2016-2017**

### FALL SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halls open</td>
<td>Thurs., Aug. 18</td>
<td>8 a.m.</td>
</tr>
<tr>
<td>First meal of semester</td>
<td>Mon., Aug. 22</td>
<td>Breakfast***</td>
</tr>
<tr>
<td>Last meal before Thanksgiving</td>
<td>Tues., Nov. 22</td>
<td>Lunch***</td>
</tr>
<tr>
<td>Halls close for Thanksgiving</td>
<td>Wed., Nov. 23</td>
<td>10 a.m.*</td>
</tr>
<tr>
<td>Halls open after Thanksgiving</td>
<td>Sun., Nov. 27</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>First meal after Thanksgiving</td>
<td>Mon., Nov. 28</td>
<td>Breakfast***</td>
</tr>
<tr>
<td>Last meal of semester</td>
<td>Fri., Dec. 16</td>
<td>Lunch***</td>
</tr>
<tr>
<td>Halls close for fall semester</td>
<td>Sat., Dec. 17</td>
<td>10 a.m.*</td>
</tr>
</tbody>
</table>

### SPRING SEMESTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halls open</td>
<td>Fri., January 6</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>First meal of semester</td>
<td>Mon., January 9</td>
<td>Breakfast***</td>
</tr>
<tr>
<td>Last meal before Spring Break</td>
<td>Fri., March 17</td>
<td>Lunch***</td>
</tr>
<tr>
<td>Halls close for Spring Break</td>
<td>Sat., March 18</td>
<td>10 a.m.*</td>
</tr>
<tr>
<td>Halls open after Spring Break</td>
<td>Sun., March 26</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>First meal after Spring Break</td>
<td>Mon., March 27</td>
<td>Breakfast***</td>
</tr>
<tr>
<td>Last meal of semester</td>
<td>Fri., May 5</td>
<td>Lunch***</td>
</tr>
<tr>
<td>Halls close for spring semester</td>
<td>Sat., May 6</td>
<td>10 a.m.</td>
</tr>
<tr>
<td></td>
<td>Non-Summer Halls</td>
<td>Summer Halls</td>
</tr>
</tbody>
</table>

* *Except for Fedde, Husker, Pound, Selleck and suite-style halls.
** Subject to exceptions due to University requirements
*** For specific meal times at each complex, please check serving hours posted in the dining halls and on the housing website

Spring semester requests for cancellation or moves must be completed in accordance with the Residence Director’s letter as distributed during fall semester. If you have not received a letter by December 1, you must notify your Residence Director by December 3, or your transfer request may be denied.

- Your signature on the contract indicates that you have read, understand, and agree to the contract policies and contract cancellation policies outlined within the University Housing Contract Policies booklet.
- Athletes: Do not turn in a housing contract unless you meet NCAA and Big Ten initial eligibility requirements. Once you have qualified, as defined by the NCAA and the Big Ten, you should submit your Residence Hall Contract. If you do not attend UNL for any reason, you will be personally liable for the applicable cancellation fees.

### ADVANCE PAYMENT

A $400 non-refundable advance payment must be paid with all housing contracts.

You may elect to pay the entire advance payment of $400 when submitting your contract or:

- **Before May 1**, you may submit a non-refundable $200 installment with your contract. The remaining non-refundable balance of $200 is due by May 1.
- **After May 1**, the entire non-refundable $400 must be submitted with the contract. This includes students starting in the spring. Failure to pay the second installment does not cancel your contract.

**TO PAY BY CREDIT/DEBIT CARD OR E-CHECK:**

1. Log in to MyRED.
3. Click “Contract” in the red bar across the top of the page.
4. Select the term “2016/2017 Academic Year” and click “Save and Continue”.
5. Pay the non-refundable $400 advance payment.

**TO PAY WITH CASH:**

- Do not mail cash.
- You may bring the exact amount to the Housing office during business hours.
- Do not include any money for future Housing room and meal plan payments.

**TO PAY WITH PERSONAL CHECK:**

- Complete and sign contract. Indicate “mail-in payment.”
- Make checks payable to “University of Nebraska-Lincoln Housing.” Do not include payment for other UNL Departments.
- Include student name and eight digit NU ID number on the check.
- Pay the exact amount of your advance payment only. Do not include any money for future Housing room and meal plan payments.
- Mail the check to: University Housing, University of Nebraska-Lincoln, PO Box 880622, Lincoln, NE 68588-0622.

### LEARNING COMMUNITY PARTICIPANTS

Your September bill will have a one-time $95 charge for your Learning Community.
The University of Nebraska-Lincoln (UNL) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. UNL is dedicated to creating an environment where everyone feels valued, respected and included. UNL does not discriminate on the basis of race, ethnicity, color, national origin, sex (including pregnancy), religion, age, disability, sexual orientation, gender identity, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities and employment. UNL complies with all local, state and federal laws prohibiting discrimination, including Title IX, which prohibits discrimination on the basis of sex.