KAUFFMAN
2018-19 Housing Contract Policies
Esther L. Kauffman Academic Residential Center
Jeffrey S. Raikes School of Computer Science & Management
University of Nebraska–Lincoln  |  housing.unl.edu
WELCOME TO THE ESTHER L. KAUFFMAN ACADEMIC RESIDENTIAL CENTER

Thanks to the generous donation of C. Edward and Carole L. McVaney, the Esther L. Kauffman Academic Residential Center is home to the University of Nebraska’s Jeffrey S. Raikes School of Computer Science and Management. We know that you will be pleased with the unique environment that has been designed to support this program. The Kauffman Academic Residential Center is named after Esther L. Kauffman, the mother of Carole McVaney. Mrs. Kauffman is a Nebraska native who had five children, all of whom attended the University of Nebraska.

Within the following pages, you will find more information about the amenities found at the Esther L. Kauffman Academic Residential Center along with contractual and other information you will need in order to complete the 2018-2019 Kauffman Center Housing Contract.

Again, welcome. If you have any questions, please contact:
University Housing  I  530 N. 17th Street  I  PO Box 880622  I  Lincoln, NE 68588-0622
Toll-free (800) 742-8800  I  Phone: (402) 472-3561  I  Fax (402) 817-4952  I  Email: housing@unl.edu  I  www.housing.unl.edu

IF YOU ARE UNDER AGE 18
1. 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.

2. 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. This policy is in effect for the entire academic year.

3. If you are planning to live with parents/guardians and are within the allowable commuting distance, the Residency Requirement Form must be signed and returned to University Housing. To request a form, you may call (402) 472-3885 or visit http://housing.unl.edu/reslife.

Besides living in UNL Residence Halls, the following options are available to students:
- A student may reside in other University-approved housing. This includes approved fraternities, sororities, or co-ops.
- A student may live with his or her parent(s) or legal guardian(s) and commute from home, provided that this residence is within 30 miles of the UNL campus and the residency form has been returned to UNL Housing verifying your place of residence.
- A student may live with a close relative (grandparent, brother, sister, aunt, or uncle) provided the relative is over 19 years of age, and the residence is within 30 miles of the UNL campus.

WHO’S WHO IN THE KAUFFMAN CENTER

The Housing staff is committed to providing safe, clean and comfortable housing that encourages opportunities for diverse and meaningful learning experiences outside of the classroom.

ASSISTANT DIRECTOR FOR RESIDENCE LIFE (ADRL)
The Assistant Director for Residence Life supervises the Residence Directors and the Residence Life Services Supervisor. He/she is responsible for a variety of administrative and programming functions, and serves as a resource and referral agent for all complex residents. If you need assistance, your ADRL is another staff member available to help you.

RESIDENT ASSISTANT (RA)
Resident Assistants are upperclass students who live on each Kauffman Center wing. 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 Kauffman Center. Your RD provides personal counseling, advises hall government, coordinates major hall activities, administers room changes, enforces university policy, is a campus judicial officer who adjudicates on-campus student conduct and supervises the RA staff.

RESIDENCE LIFE SERVICES SUPERVISOR (RLSS)
The Residence Life Services Supervisor coordinates the administrative functions of the halls. The RLSS will be happy to help you with questions concerning your contract, or any of the other administrative components of the complex.

DESK ASSISTANT (DA)
The front desk staff is here to assist and provide you with services to make your new home a comfortable place to live. These services include: answering questions, sorting mail, selling stamps, providing change, checking out keys, making copies, monitoring building security, signing in overnight guests, etc. Kauffman residents utilize desk services at the Selleck Hall front desk.

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 at the Kauffman front desk and residents should check in with them as they enter the building.

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.

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.
Kauffman living quarters include housing for undergraduate students. The residential component of the hall has been designed to foster a sense of community among program participants, and increase opportunities for contact with participating executives, government policymakers and researchers.

The Kauffman Center will house 116 residents, with different suite styles for Freshmen, Sophomores and Juniors/Seniors (as space is available.) After the first year, students will enjoy private bedrooms. All suites include private bath facilities that will be shared with just one other student. The floor plans to the right reflect approximate suite arrangements and furniture included in the suite.

All suites are fully carpeted, and window coverings are also provided. Other basics included in your room are a single “loftable” bed, mattress (extra long twin), mattress pad, desk, chair, 3-drawer chest of drawers, and a wastebasket. Single bedroom suites and double bedroom suites include a TV/DVD stand (identified as a “tall unit” in the drawings). Single bedroom suites with living room suites have a TV stand in the living area. Suites are equipped with a MicroFridge (microwave plus 6.5 cubic foot refrigerator in one unit.). A vacuum cleaner is included in the unit. In addition to conventional wired internet service in each student room, wireless internet services are also available. Students will need to register for wireless service once they arrive on campus. The Center also includes a 24-hour study area, TV game room, and laundry facilities.

**KEY THINGS TO BRING**

The following items are suggestions for you from some of our hall residents:

- Alarm clock
- Backpack
- Bedspread or comforter
- Coffee mug
- Circuit-protected multi-plug for computer
- Curling iron/hair dryer
- Extension cord
- Pillows/bean bag chair
- First aid kit
- Flashlight
- Hangers
- Laundry basket/soap
- Microwave
- Photos of family, pets and friends
- Pictures/posters
- School supplies
- Sewing kit
- Sheets/blankets (extra long twin)
- Shower tote and flip flops
- Sound system/iPod
- TV/DVD player
- Throw rugs
- Toiletries
- Towels and washcloths
- Umbrella
CONTRACT TERMS & CONDITIONS

All residents of the Esther L. Kauffman Academic Residential Center must complete a Kauffman Center contract. Your Esther L. Kauffman Academic Residential Center Contract includes:

- Room (including utilities/furnishings)
- Board (meals)
- Basic cable TV service
- Ethernet (wired) and wireless Internet access
- Membership in the Residence Hall Association (RHA)

The Kauffman Center contract covers the entire academic year (fall and spring semesters) or that portion thereof which remains when a student contracts to enter the Center after the fall opening date of August 16, 2018. This contract is legally binding for the entire academic year, and it can only be cancelled as stipulated under the Contract Cancellation Schedule.

Note: Your signature on the contract indicates that you have read, understand, and agree to the contract cancellation policy as outlined in the cancellation section.

STUDENTS WITH DISABILITIES

University 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 (fall semester) or Oct. 15 (spring semester).

ROOM AND MEAL PLAN

The Kauffman Center contract includes a suite unit and meal plan of your option based on your class standing. All incoming freshmen are required to have a suite and an All-Access meal plan contract valued at $10,900. Sophomores and higher class standing can select the Red 440 Meal Pack with their room valued at $9,850. Juniors and higher class standing can select the White 250 Meal Pack with their room valued at $8,850.

EARLY CHECK-IN (AUG. 9-15, 2018)

Checking into Kauffman Center before the official opening day, Thursday, August 16, at 8 a.m., is highly discouraged. However, if circumstances necessitate your having to move in before official opening, you must submit an Early Arrival Request form located in your MyRed account. Permission may be granted according to the room assignment and move-in date. The guest room rate, which is subject to change, is $36 per day. The same fee will be applied for storage and/or occupancy. The Jeffrey S. Raikes School of Computer Science and Management will not cover early check-in charges.

DINING SERVICES

When you come to college you might have to give up mom’s meatloaf and apple pie, but we hope you will find that the food is wonderful in the residence halls. Not only does it taste great, but you’ll have a variety and 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.

MEAL PLAN OPTIONS

Options are based on your class standing. The contract includes room and the following meal plan/block options:

- All-Access meal plan required for freshman students and available to students of higher class standing. This plan provides unlimited access to the residence hall dining centers or once per lunch period access to a sandwich shop or Lewis Training Table
- Red 440 Meal Pack – meal scans available to sophomores or higher class standing (220 meal scans each semester)
- White 250 Meal Pack - meal scans available to juniors or higher class standing (125 meal scans each semester)
- Herbie 25 – Meal Pack scans may be added to the 440 or 250 Meal Pack once the meal pack is depleted.

All incoming new freshman are required to purchase the All-Access meal plan.

GUEST MEAL ALLOWANCE

Students have the option of eating at any of the residence hall dining services and the East Campus Union Cafe on an unlimited basis. Full meal service begins on August 20, 2018. Complimentary meals will be served beginning August 16, 2018. Check the University Housing website for details. The meal plan does not include purchases at the convenience stores or unions.

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

Students choosing a sack meal or lunch at Lewis Training Table, East Campus Deli, Husker Heroes (CPN), Husker Hoagies (Abel/Sandoz Dining Center) or Huskers On-The-Go (Selleck) will not be able to enter another dining center during the same meal period. For additional policies refer to http://housing.unl.edu/dining/faq.shtml.

Meal Blocks (Red 440 or White 250):

- Options are based on class standing at the start of fall semester.
- Will be divided in half for the two semesters.

- Unused scans will not be transferred to the next semester.
- Unused scans will not be refunded.
- September 15 is the DEADLINE for all fall semester meal block changes. January 20 is the DEADLINE for all spring semester meal block changes.
- A $30 fee will be charged for every change made to a meal account after the semester DEADLINE date listed above. Fees will be posted to the student’s centralized bill.
- There is no limit to the scans per day unless your account has been blocked.*
- Requests to add the Herbie 25 meal pack to an existing Red or White meal pack may be made through the University Housing portal. This action is subject to the $30 change fee.

ADDITIONAL OPTIONS

If you have a class or work conflict with the dining center schedules, we will be happy to make special arrangements for you. If you’re not feeling well, the resident assistant on your floor will help you arrange to have meals brought to your room. University Dining Services 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.

SPECIAL MEALS AND EVENTS

Food can be fun. Dining Services staff go all out to organize special meals and events like picnics, midnight breakfasts, holiday dinners, and wellness activities.

GUEST MEAL ALLOWANCE

Anyone with an All-Access 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 locations. This guest allowance is designed to include family, friends, faculty or other guests in your living and learning experience with University Housing.

OTHER DINING SERVICES OPERATIONS

One of University Housing’s convenience stores is located on the lower level of Selleck residence hall and is open late evening hours. You’ll find fast and friendly service providing a variety of items for those “on-the-go” needs.
OPTIONS AND SERVICES

CENTRALIZED BILLING
The University of Nebraska–Lincoln has a centralized billing system. Any charges incurred for tuition and fees, University Housing, N Card purchases, service charges from the University Health Center, Campus Recreation, University Libraries, Lewis Training Table, and/or Parking Services will appear on one statement. Payments will be made to the Bursar’s Office, 121 Canfield Administration Building, Lincoln NE 68588-0412.

The UNL Student Accounts Office will post your statement on your UNL MyRed account every month. This information will include a summary page and details regarding the specific charges and contacts if you have any questions about those charges. The Student Accounts Office is located in 124 Canfield Administration Building, or you may call 402-472-2887.

The Office of Scholarships and Financial Aid will credit all awards (including the Jeffrey S. Raikes School of Computer Science and Management scholarship) to your UNL Student Account to be applied against your tuition, fees, housing, and other institutional charges you have incurred. For questions you may have regarding the disbursement of awards, please contact the Office of Scholarships and Financial Aid, 12 Canfield Administration Building, or call 402-472-2030.

COMPUTER LABS AND HIGH-SPEED INTERNET ACCESS
University Housing residence halls have unlimited internet access provided in every room through high-speed ethernet connections and there is no monthly fee (to be compatible with campus internet connections, your computer must be equipped with an Ethernet card). Free email accounts are available to all students through UNL Information Services.

In addition to conventional wired internet service in each student room, wireless internet service is also available. Students will need to register for wireless service once they arrive on campus.

HOUSING ASSIGNMENT
Incoming Freshmen – in June you will have the opportunity to meet other Kauffman candidates and decide who you would like to request as a roommate. Upon your decision, you will email your request to the Kauffman Residence Director. Room assignment notification will be available approximately at the end of July.

Current Kauffman Residents – Contracts must be submitted by early available approximately at the end of July. The UNL Student Accounts Office will post your statement on your UNL MyRed account every month. This information will include a summary page and details regarding the specific charges and contacts if you have any questions about those charges. The Student Accounts Office is located in 124 Canfield Administration Building, or you may call 402-472-2887.

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CONSOLIDATION (IF YOUR ROOMMATE LEAVES)
All suites must have two occupants. If you are in a suite alone, your available choices will include:

1. Selecting your own new suitemate,
2. Moving to another room with another student with the same suite type,
3. Housing will assign you a suitemate.

ROOM CHANGES
If your suitemate moves or you wish to change rooms, the Residence Director is the person to see. No suite changes will be made during the first three to four weeks of school while everyone is getting settled. Suite changes may occur at any time during the academic year (subject to the above limitation.) By federal law and University policy, suite/room assignments and changes cannot be made on the basis of race, color, religion, handicap, national or ethnic origin, or sexual orientation.

CONTRACT CANCELLATION FEES
Contract cancellation fees are the responsibility of the student and will not be paid by the Jeffrey S. Raikes School of Computer Science and Management.
CONTRACT CANCELLATION POLICIES

YOU MUST CONTACT THE HOUSING DEPARTMENT DIRECTLY TO CANCEL YOUR CONTRACT. Notifying Admissions or your advisor will NOT cancel your housing contract.

CONTRACT CANCELLATION SCHEDULE

<table>
<thead>
<tr>
<th>Cancellation Date</th>
<th>Room Cancellation Amount</th>
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<tbody>
<tr>
<td><strong>Academic year</strong></td>
<td></td>
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<tr>
<td>Prior to May 1, 2018</td>
<td>$400</td>
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<tr>
<td>May 1, 2018–Aug. 15, 2018</td>
<td>$1500</td>
</tr>
<tr>
<td>Aug. 16, 2018–May 4, 2019</td>
<td>40% of remaining balance of contract*</td>
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<tr>
<td><strong>New spring semester entrants</strong></td>
<td></td>
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<tr>
<td>Prior to Jan. 4, 2019</td>
<td>$400</td>
</tr>
<tr>
<td>Jan. 4, 2019–May 4, 2019</td>
<td>40% of remaining balance of contract*</td>
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*If the 40% cancellation fee is less than $500 then the minimum cancellation fee of $500 will be charged to your account.

If contract cancellation occurs during the last two weeks of the semester, there will be no credit issued for the remaining days left in the semester.

University policy requires all unmarried students who have not reached the age of 19 prior to the first day of classes for the fall semester of the current academic year and who have less than 27 credit hours to abide by the on-campus residency requirement by living in the university-approved housing. University Housing must adhere to this policy when addressing cancellations. This policy applied to both fall and spring semester entrants.

APPLICATION/NOTIFICATION OF CONTRACT CANCELLATION PROCESS

We cannot take cancellations over the phone. You must contact the University Housing Office directly to cancel your contract.

- Notifying Admissions or your advisor will NOT cancel your housing contract.
- Withdrawing 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 University 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 in the Housing portal in MyRed.

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 University 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.
NO-SHOWS
Any student who does not request cancellation in writing directly with University Housing and who is not occupying the 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 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. This policy applies to both Fall and Spring semester entrants.

CHECK-OUT PROCEDURES
The following check-out procedures must be adhered to when checking out of your 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 mail box key to the front desk.
- Complete the web-based mail forwarding address process by accessing the Housing portal in your MyRed account.
- Pay for any damages.
- Sign and receive a copy of the Check-in/Check-out form.
- 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 Saturday, December 15 at 10 a.m. If your circumstances necessitate a special late check-out (for halls open over break) and if it is approved by the Residence Director, you will be charged a $100 processing fee plus the daily rate of $35 to be collected at the hall. Payment must be cash paid in advance.

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.

LATE CLOSING/CHECKOUT FEE
Students living in halls which are closed over break periods are required to leave by 10 a.m. The final day and time to leave the halls at the end of the fall semester and academic year is Saturday at 10 AM. 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, please contact your residence hall director at least a week prior to the UNL break or schedule move-out time.

In cases of inclement weather, University Housing will monitor travel conditions and, if warranted, will announce extended closing times. Because unapproved late closing and checkout can adversely affect hall staff travel arrangements and cleaning schedules, students who do not clear the premises by the announced schedule date/time will be charged an improper check-out fee of $50 for the first hour and late fees of $50 for each additional hour thereafter.

APPLICATION NOTIFICATION OF CONTRACT CANCELLATION PROCESS

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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 officer. Documentation regarding all sanctions will be recorded in the University of Nebraska–Lincoln Office of the Student Conduct and Community Standards 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.

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>CONSEQUENCE</th>
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<tbody>
<tr>
<td><strong>A. First Offense - Alcohol</strong></td>
<td><strong>Minimum Response</strong> - Motivational interviewing session with Residence Director (RD) or Residence Manager (RM); University warning; Behavioral Requirement* for 24 hours; Educational Requirement: Mandatory participation in Alcohol Skills Training Program (ASTP) and follow through on recommendations.</td>
</tr>
<tr>
<td><strong>B. First Offense - Marijuana</strong></td>
<td><strong>Minimum Response</strong> - Motivational interviewing session with Residence Director (RD) or Residence Manager (RM); Conduct probation (for one year); Behavioral Requirement* for 24 hours; An attempt at parental notification will occur; Educational Requirement: Mandatory participation in Marijuana Education Counseling (MEC) and follow through on recommendations.</td>
</tr>
<tr>
<td><strong>C. Second Offense - Marijuana</strong></td>
<td><strong>Minimum Response</strong> - Housing Contract cancellation (regular cancellation fees will apply); Attempt at parental notification will occur.</td>
</tr>
<tr>
<td><strong>D. Any Subsequent Violation of Offense Listed Under &quot;A&quot; OR</strong></td>
<td><strong>Minimum Response</strong> - Educational Requirement: Mandatory participation in Brief Alcohol Skills Intervention for College Students (BASICS) and follow through on recommendations, if not assessed on first offense; Conduct probation; Behavioral Requirement* for 30-60 hours.</td>
</tr>
<tr>
<td><strong>E. Any of the following behaviors demonstrated while under the influence:</strong></td>
<td><strong>Minimum Response</strong> - 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); Conduct probation; Referral to Office of the Dean of Students; At attempt at parental notification (to solicit their assistance as appropriate).</td>
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*Behavioral or Educational Requirements should fit the violation in terms of kind and severity; e.g., shadow duty RA’s apologize to residents and custodians affected; spend a Friday night monitoring intake at Cornhusker Place Detoxification Center, accompany the on-call custodian for clean-up in hall bathrooms, floors, and stairwells, work with staff to do community education program, or various assigned responsibilities.

**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/Community Resident Assistant or Residence Director/Residence Manager.
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 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 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 the university’s or University Housing’s policy will be referred to the Residence Director or to the Office of the Dean of Students.

Possible sanctions include:
- Verbal warning
- Behavior requirement
- Contract relocation
- Suspension
- 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/docs/code found in the Undergraduate Bulletin, which addresses sanctions and the appeal process.

DAMAGES

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

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 gender bathrooms
- Possession of stolen property
- Tampering with the mail or mail boxes
- Other inappropriate behavior deemed so by Housing personnel.

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 contract between the individual and University 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 residue 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, behavioral requirements, 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.
- 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.

See the chart, “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.
RIGHTS AND RESPONSIBILITIES AS A RESIDENT (continued)

**BULLYING**
Behaviors with the purpose to bully, intimidate, harass, and/or physically harm a potential roommate either in-person, verbally, or through electronic medium (including but not limited to social media websites, texts, email, and/or instant messaging) may result in assignment to a different room and/or residence hall and/or cancellation of the housing contract. Cancellation of your contract by the Division does not relieve you of any fees and/or charges owed under this contract.

**MEAL PLANS**
Same meal period policy: Students choosing a sack meal or lunch at Lewis Training Table, East Campus Deli, Husker Heroes, Huskers-On-The-Go, or Husker Hoagies will not be able to enter another dining center during the same meal period. For additional procedures please refer to http://housing.unl.edu/dining/faq.shtml.

Missed meals policy: The All-Access meal plan allows for 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**
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 the Director of Services for Students with Disabilities, at (402) 472-3787.

**CANDLES**
For safety reasons candles, incense and other flame-emitting articles are prohibited for use in University 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 U.L. approved. Multiple outlet plugs must be in good working order and contain a circuit breaker or surge protector.

**CARPET CARE**
An upright vacuum cleaner is included. To reduce damage and preserve the appearance of carpet, should vacuum at least weekly. If a food or beverage spill occurs, immediately clean it up with a cold, wet cloth. 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.

**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. 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.

**COMMUNICATION**
Housing staff may contact you by phone, mail or e-mail 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 ResNet 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 and/or wireless access may be deactivated. If a room computer port and/or wireless access have 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.

- Residents in violation of this policy are subject to:
  - Mandatory attendance in a drug education class as well as conduct probation, behavioral requirements, drug use evaluation, relocation, contract cancellation (should such an action occur, full contract 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 in violation of this policy or is transported to detox or the hospital for drug use health concerns.

- Possession or use of prescription drugs belonging to others is unlawful and therefore prohibited.
• Your guests are likewise subject to this policy and residents will be held similarly accountable for the actions of their guests. See the chart, “Step by Step Process of the Behavioral, Alcohol and Drug Intervention Plan.”

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

University 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 filter 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**

As some of the student suites on the Kauffman Center second floor open onto a restricted area, residents must be aware that only in the case of an emergency, such as fire, are students allowed to exit through the windows on the roof area. Anyone found upon the restricted roof area (other than an emergency situation) may face severe student conduct sanctions up to and including expulsion from the Kauffman Center, the Jeffrey S. Raikes School of Computer Science and Management and/or the university.

You and your suitemate 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 imposed by the recipient’s mail service.

**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 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 gender.

• Residents are not permitted to host guests who have any active trespass restrictions.

• Overnight guests: Residents may have same-gender 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.
  - No opposite-gender 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, 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 their 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.

**HOVERBOARDS**

The use, possession, or storage of hoverboards or similar devices is not permitted in any University of Nebraska-Lincoln residence hall, dining facility or apartment building. Any such device is subject to confiscation.

**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...
RIGHTS AND RESPONSIBILITIES AS A RESIDENT (continued)

require HE (high efficiency) soap in order to minimize sudsing, which can damage a machine.

**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.

**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 stereos 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.

**PAPER PRODUCTS**
Paper products are not provided in the Kauffman Residential Center. Students are responsible for providing their own toilet paper, paper towels, etc.

**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.

**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.

**ROOM 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. Maintenance requests should be submitted through MyRed/Housing Portal/Fix It. In case of malfunction of utilities or damage by fire, water, or similar cause, notify Housing staff immediately. Emergency phone numbers can be found in MyRed/Housing Portal/Fix It. Notify University 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 room/suite or property.

**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 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, and 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. United States Census conducting the American Community Survey (ACS) have permission to be in the residence halls. If you have census questions, see your residence director.

**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
RIGHTS AND RESPONSIBILITIES AS A RESIDENT (continued)

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 at 402-472-3885, or Counseling and Psychological Services (CAPS) or the University Health Center 402-472-7450. 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.

SEVERE WEATHER

• Everyone is expected to 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.

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.

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 anytime.

FIRE SAFETY EVACUATION

• Everyone is expected to 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.
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 8 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 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, 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 University 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 card 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 the 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 per semester. 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 $30 for the cost of key replacement.

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: throwing anything out of a window, physical assault, or threat of physical altercation.

LANDLORD TENANT ACT DOES NOT APPLY
In accordance with Neb. Rev. Stat. §76-1408 (1) Reissue 1996, 2002 Cum. Supp.) as amended, student is entering into this contract for a residence at an institution, which is incidental to the provision of education services, and therefore, this contract is not subject to the Nebraska Uniform Residential Landlord and Tenant Act.

The University has made every reasonable attempt to make sure the information contained herein is accurate at time of publication. However, we reserve the right to make corrections when necessary. Also, because University Housing tries to respond quickly to student concerns and to facilitate the best possible housing and dining program, we further reserve the right to make changes in operations as needed. Such changes may include, but are not limited to, location and availability of certain special interest housing, changes in dining service hours and location of break housing halls. Please refer to the housing website for changes and updates.
## HOUSING CALENDAR 2018-19

### FALL SEMESTER

To expedite your move-in process, please complete the “Pre-arrival Check-in Form” found in your MyRed account after April 1.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Halls open</td>
<td>Thurs., Aug. 16</td>
<td>8 a.m.</td>
</tr>
<tr>
<td>First meal of semester</td>
<td>Mon., Aug. 20</td>
<td>Breakfast***</td>
</tr>
<tr>
<td>Last meal before Thanksgiving</td>
<td>Tues., Nov. 20</td>
<td>Lunch***</td>
</tr>
<tr>
<td>Halls close for Thanksgiving</td>
<td>Wed., Nov. 21</td>
<td>10 a.m.*</td>
</tr>
<tr>
<td>Halls open after Thanksgiving</td>
<td>Sun., Nov. 25</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>First meal after Thanksgiving</td>
<td>Sun., Nov. 25</td>
<td>Dinner***</td>
</tr>
<tr>
<td>Last meal of semester</td>
<td>Fri., Dec. 14</td>
<td>Lunch***</td>
</tr>
<tr>
<td>Halls close for fall semester</td>
<td>Sat., Dec. 15</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., Jan. 4</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>First meal of semester</td>
<td>Sun., Jan. 7</td>
<td>Dinner***</td>
</tr>
<tr>
<td>Last meal before Spring Break</td>
<td>Fri., March 16</td>
<td>Lunch***</td>
</tr>
<tr>
<td>Halls close for Spring Break</td>
<td>Sat., March 16</td>
<td>10 a.m.*</td>
</tr>
<tr>
<td>Halls open after Spring Break</td>
<td>Sun., March 24</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>First meal after Spring Break</td>
<td>Sun., March 24</td>
<td>Dinner***</td>
</tr>
<tr>
<td>Last meal of semester</td>
<td>Fri., May 3</td>
<td>Lunch***</td>
</tr>
</tbody>
</table>
| Halls close for spring semester       | Sat., May 4  | Non-Summer Halls 10 a.m.
|                                      |             | Summer Halls 8 a.m.* |

* Except for Husker, Selleck, Massengale Residential Center 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.

- 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.