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 facilities on your residence hall.

If you lose your NCard, report it immediately to the NCard Office. Affix keyless, standard key cards that allow a student access to their specific residence hall.

Affix cards cannot be used to access any other key such as for key replacement.

ROCKY KEY OR ROOM CARD/KEY

If you are a student, your NCard is assigned room/unit. Keys are for the sole use of the person for whom they are issued. It is a violation of the Student Code of Conduct to duplicate the key or loan it to anyone else.

If you are locked out of your room/unit, and you lose your key/card, a temporary lesser 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 lesser key/card, a $10 service fee will be charged prior to check out.

If you lose your room/key, you are expected to report this loss immediately to the hall complex. You will be billed the cost for key replacement, which is $10 for plastic key cards including automated lock reissue.

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.

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Require you to remedy a situation that is creating a hazard (remove a prohibited appliance from your room/unit, etc.).
Compelled to repair your room/unit, even if you do not agree.
Have your guests/visitors leave if they are causing a problem.
When confronted by a staff member for a possible policy violation, you are expected to:
- present a valid University ID card for identification purposes.
- inform University Housing and Residence Life personnel of your room/unit, door, and building number.
- identify potential witnesses, including your room/unit mate(s) and any other person(s) you believe were aware of the incident.
- follow directions given by University Housing and Residence Life personnel.
- cooperate and be honest with and respectful of the staff member responding. Failure to do so will result in more severe consequences.

The DISCIPLINARY PROCESS
The Office of Student Conduct and Community Standards has primary authority and responsibility for student conduct matters, including student involvement in conduct that occurs off of campus. In cooperation with the Office of Student Conduct and Community Standards, the Housing staff will work cooperatively with this office in the disposition of residence hall policy violations.

The following is a partial list of activities in which, under current guidelines, are subject to possible formal or informal disciplinary action. Student conduct officers have the responsibility to determine whether such activities are against University Housing and residence hall rules and regulations.

ACCIDENTS/LOSSES
Residents are required to immediately report any fires, accidents, injuries, and property damage occurring in their room/unit. This enables staff to promptly assist you, and in some cases, mitigate the extent of damage.

ALCOHOL POLICY
State law and University regulations state that the possession or consumption of alcohol is illegal on University grounds. Residents are strongly encouraged to drink responsibly.

The Housing staff is committed to creating an environment in which each student feels accountable for their actions. This includes:
- not only your life, but the lives of others in the building.
- anyone who fails to adhere to the policies and procedures in this booklet.
- if you are aware of anyone using alcohol or being disruptive in any area around the residence halls.
- for the purpose of rewarding the staff member responding.
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