

IMPORTANT PHONE NUMBERS:

Director of Residence Life – 402.562.1209
Residence Life Coordinator—402.562.1438

Security (24-Hour) – 402-910-6665

*RA on Call**

South Hall – 402-562-3000

West Hall – 402-562-3010

**RAs on Call can be reached at the above numbers between
6 PM – 12 AM*

Welcome to Central Community College—Columbus Campus! I'm so excited that you have chosen to live in our residence halls and become part of our campus community.

I strongly believe that you will find living on campus an enjoyable and rewarding experience. The residence halls are a positive and supportive community that evolves each year, and it wouldn't be possible without your involvement! Whether it is getting involved in a club, intramurals, the Rowdy Raiders student section at games, becoming a Resident Assistant, getting to know others living on campus, or developing lifelong friendships with your roommates, it all comes down to you.

This handbook serves as a guide and reference for living on campus. If you ever have any questions about living on campus, I strongly encourage you to refer to it. You are very likely to find the answer to your question in this handbook.

There are so many faculty and staff members who are here to help you along your Raider Journey. If you have questions or difficulties, please contact your RA, Residence Life staff, advisor, instructor, coach, or anyone who works for the college.

Sincerely,



Susan Dudley
Associate Dean of Student Success and Enrollment Management
Columbus Campus

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RESIDENTIAL COMMUNITY:

MEET THE STAFF

Students living in a residence hall will discover that it differs from living at home. Your actions have the ability to affect many other people in your community, as their actions may affect you. If you experience difficulty adjusting to living in the residence halls, we encourage you to reach out to a Residence Life staff member.

Resident Assistants (RA)...are returning students with experience living in the residence halls. They receive extensive training each semester. You can always find an RA on duty each evening. When they aren't conducting rounds, they will be available at the front desk of their hall. RAs are usually the first responders to hall emergencies. If you ever have questions, comments, or concerns about your residential experience, RAs are a great resource and an excellent first step in seeking answers.

Residence Life Coordinator (RCL)...is a professional staff who provides evening and weekend late night response in the residence halls. They supervise the RAs and manage residential operations in their buildings. If an RA ever runs into a serious challenge, they will reach out to their RLC for direction and support. RLCs are excellent resources if you're interested in residential leadership or becoming an RA yourself!

Administrative Professional (AP)...works in the Student Center, coordinating administrative processes, supervising student assistants, and managing the incoming and outgoing mail in the residence halls.

Director of Residence Life and Student Activities...lives in South Hall, works in the Student Center, supervises the department, and is responsible for the residential community at CCC Columbus.

RESIDENCE HALLS:

CCC-Columbus boasts two residence halls, each with different living options.

Common Residence Hall Amenities:

Both halls offer basic cable, Wi-Fi internet, free laundry, vending, a computer lab with printing, study room, lounge and a kitchen.

South Hall...is a two-level condominium-style structure located on the south side of campus. The 100-bed coed residence hall is adjacent to the campus Student Center and Resource Center. The air-conditioned, carpeted rooms are designed for two people in a room and four people in a suite with one bathroom. Furnishings include built-in closets and desk spaces, chairs, three-drawer chests, and extra-long twin beds that may be bunked if desired. A computer lab, study room, and central lounge area are located on the hall's lower level. Kitchenette facilities are next to the lounge, as are laundry facilities and vending machines.

West Hall...is located west of the Student Center and provides space for up to 54 students. This hall has 18 bedrooms, each with a bathroom and vanity area, for 3 students per room. The carpeted rooms feature individual heating/air-conditioning units and are furnished with wardrobes, desks, chairs, and extra-long twin beds that may be bunked if desired. The lobby area offers a TV lounge and a computer lab. Next to the lobby are kitchen facilities, vending machines, a study room, and laundry facilities.

LIVING ON CAMPUS AMENITIES:

Student Center:

The Student Center is open 7 AM – 10 PM Monday - Friday and 10 AM - 10 PM Saturday and Sunday. The Student Center houses the dining hall, game room, Student Development Office, Academic Success Center, Residence Life/Student Activities, Career & Employment Services, TRIO, Disability Services, Bookstore, and Student Engagement Center.

Chartwells Dining:

Chartwells provides dining services on all three campuses at Central Community College. The dining hall can be used with a meal plan or by paying at the door. All students who live on campus receive a meal plan. While classes are in session, meals are served in the dining hall at the following times:

Monday-Friday:

Breakfast: 7:30 AM – 9:00 AM (Continental 9:00 AM – 9:30 AM)

Lunch: 11:30 AM – 1:00 PM

Dinner: 5:00 PM – 7:00 PM (Monday – Thursday)

4:30 PM - 5:30 PM (Friday)

Saturday and Sunday:

Brunch: 11:30 AM – 12:30 PM

Dinner: 4:30 PM – 5:30 PM

Breaks:

Closed.

Physical Education Center (Gym):

Exercise/Weight Room is located in the Physical Education Center. The exercise/weight room offers a variety of fitness equipment, including elliptical machines, treadmills, and free weights.

Current students may use the exercise/weight room free of charge once they have completed the Central Community College Exercise, Weight Room/Open Gym waiver, expectations, and release form.

General Hours:

Monday – Thursday: 8:00 AM – 9:00 PM

Friday: 8:00 AM – 5:00 PM

Saturday – Sunday: 1:00 PM – 5:00 PM

Open Gym Hours:

Scheduled by the Athletic Director

Hours are posted outside of Room 843 and are subject to change based on scheduled Physical Education classes and special events.

Academic Success Center (ASC):

The ASC offers free tutoring, writing coach services, study skills resources, computer/printer access, areas for you to study, as well as "brain break" activities such as games, puzzles, and coloring pages. The ASC is open year-round from 8:00 AM – 5:00 PM with extended evening hours usually offered on certain weekdays during the fall and spring semesters.

Mail:

Residence Life provides mail service for residents. Students can pick up their mail from the Residence Life office (8:00 AM – 5:00 PM) or from the RA On Call each night. Outgoing mail service for letters is provided, but package service is not.

Your Mailing Address:

(Your First and Last Name)
CCC (West or South) Hall
4500 63rd St.
Columbus, NE 68601

Kitchen:

Each hall offers a fully equipped kitchen for residents to use: an oven, stovetop, fridge, and dish drainer. The RA on duty can also check out cookware.

When using the kitchen, please remember that you are sharing the space with every resident in the hall. Countertops, the oven, and the stovetop should all be thoroughly wiped down after use. Dishes should be cleaned and, after they are dry, returned to your room. Dirty dishes left in the sink for more than 24 hours will be disposed of.

If you have suggestions for equipment, please contact your Residence Life Coordinator or an RA.

Laundry:

Laundry machines are free to use and are in each residence hall. When washing your clothes, please set a timer and make sure to move your load along in a timeline manner. Please do not leave wet laundry in a washing machine.

If one of the machines breaks, contact your RA or Residence Life office.

Equipment:

Residence Life offers several items that residents can check out for their own use, including board games, cookware, and more. For a full list, please contact the RA on duty. Residents must leave their student ID with the RA on duty when checking out any equipment.

If you would like something to be made available for check-out, please speak with your RLC, and Residence Life will try to fulfill your request.

Custodial Services:

Custodians maintain the halls and clean the facilities regularly. They also clean common areas, such as lobbies, public restrooms, kitchens, and laundry rooms. However, the residents' bathrooms are private, so custodians do not provide bathroom cleaning services in those halls.

Internet and Cable:

High-speed internet is provided in every building on campus via CCC's wireless network. For instructions on connecting, please check WebCentral or visit the IT Service Center in the Resource Center. Basic cable is available in the residence halls.

Campus Security:

In addition to Residence Life staff and RAs on duty, campus security maintains a presence in the residence halls while classes are in session. At any time, one of the campus security officers can be found conducting rounds through the residence halls. Campus security officers are trained to respond to emergencies, violations of the conduct code, and provide support as needed. If you need to contact security, they can be reached **24/7 at 402-910-6665.**

Mattress Covers:

For added protection, every CCC mattress is enclosed in a bedbug-resistant cover. Residents are not required to provide their own mattress pad or cover, but some have reported that the bedbug cover can be uncomfortable. If you are concerned about the comfort of your mattress, you are welcome to provide your own cover or pad. Residence Life strongly encourages residents to buy new pads or covers to mitigate any risk of bedbugs.

Sustainability:

Sustainable living is one of Central Community College's core values. Some examples of sustainability in action include tray-less dining and reusable to-go containers in the dining hall. In the residence halls, we enact sustainability with our recycling program. Trash cans for recyclables are located next to every dumpster.

Recyclables

Paper – Remove any bindings.

Plastics – All sorts (1 – 7) accepted.

Metals

Paper, plastic, or metal with food cannot be recycled

For more information on CCC's sustainable practices, please visit <http://www.cccneb.edu/GreenToday/>. If you have ideas or suggestions for making our residence halls greener, please contact Residence Life.

Inclusivity:

Residence Life prides itself on offering a diverse and inclusive experience in the residential community at Central Community College. We hope that you will find your second home while living with us.

If you have ideas for multicultural educational events or experiences you would like to bring to our campus, please contact your RLC, and we will work with you to make your suggestion a reality!

If you believe you have been discriminated based on race, color, national origin, sex, gender identity, sexual orientation, disability, veteran status,

predisposing genetic characteristic, age, religion, or pregnancy status, or if you believe you have witnessed an incident in which this happened, please contact Residence Life, who will help you contact the Title IX Coordinator and the College will act to end the discrimination, prevent its recurrence, and remedy its effects on the complainant and the college community.

ADMINISTRATIVE PROCEDURES & GUIDELINES:

Email Communication:

Email is Central Community College's official form of communication, as outlined in the Student Handbook. To meet our obligations under the Family Educational Rights & Privacy Act (FERPA), Residence Life will communicate using only your @cccneb.edu email account. This ensures we are communicating with you and mitigates the risk of phishing.

Residents are expected to check their email at least once a day. Many of the emails Residence Life sends may be time sensitive. If a student misses a deadline because they neglected to check and read their emails, no extensions will be granted.

If you need help adding your @cccneb.edu account to your smartphone and/or setting up Outlook on your computer, please visit the Columbus Service Center in the Resource Center or call 308-398-7999.

Eligibility for Campus Housing and Residence Hall Standards of Progress:

Students must meet all the following criteria/standards to be eligible for campus housing:

- A completed Housing & Dining Contract must be on file in the Residence Life Office.
- A \$150 housing deposit must be paid to Student Accounts.
- Residents must maintain full time status (12 credit hours per semester).
- Residents must maintain a minimum 2.0 cumulative GPA and complete at least 67% of attempted credits.

Residential Probation:

Failure to meet either or both academic standards (GPA and attempted credits) may result in a resident being placed on residential probation. If a resident is placed on probation, Residence Life will notify them in writing, and the resident will have one semester to return to good standing, i.e., return to full-time status or raise their GPA to at least 2.0. If the resident still violates academic standards after one semester of probation, they may lose eligibility, and Residence Life may require them to move out immediately.

Exceptions & Appeals:

Students in exigent circumstances may request an exception. Appeals must be submitted via email to the Director of Residence Life. For more information or help with filing an appeal, please contact a Residence Life staff member.

Housing Sign-Up:

Housing sign-up for residents returning for the fall semester takes place each spring. Please submit your housing packet by the deadline to be eligible for “returner preference” when signing up.

Residence Life will begin posting information about housing sign-up early in the spring semester each year. Please make sure you’re checking your email for Residence Life communication if you plan to sign up for fall housing.

Returning students who miss the sign-up deadline may still request housing but forfeit their “returner preference.”

Spring Housing:

Housing assignments roll over from fall to spring, but some students may register for a spring start and need to move into the halls in January. If you are in this position, please work with the Admissions Office and Residence Life to sign up for housing.

Active Duty Service Members:

If you are called up for duty, please contact the Office of Residence Life, and we will make arrangements to accommodate your housing needs.

ROOM ACCOMODATIONS:

Roommate Assignments:

Roommates are assigned using the Roommate Questionnaire. Priority is given to roommate requests only if all roommates request each other. Residents will be emailed roommate contact information during the summer. Due to space limitations, we encourage you to coordinate larger items (e.g. TVs) with your roommates before moving in.

Roommate Agreements:

At the beginning of the semester, Residence Life will work with each room to develop a roommate agreement between the occupants. This agreement is a tool to assist residents as they discuss and agree on standards and expectations for their room.

Roommate Change Requests:

Roommate changes (and room moves) are restricted the first two weeks of class, while Residence Life takes census in the halls. If you and your roommate(s) are experiencing difficulties, we encourage you to contact an RA or RLC to try mediating the disagreement. If mediation fails, a room or hall transfer will be an option.

Some of our residents make the decision to move halls or rooms during the year. If you find yourself in this position, please make sure to follow these steps:

1. Inform your roommate of your plans.
2. Contact the Residence Life office regarding your request. You will work with the RLC to schedule a day and time to complete the transfer.
3. Completing the transfer includes reviewing all room condition reports, as directed by the RLC.

The Director of Residence Life and Student Engagement may authorize emergency transfers in exigent circumstances. Depending on the situation, these transfers may be permanent or temporary.

The College reserves the right to assign/reassign residential space based on housing needs as determined by the Director of Residence Life. This includes the consolidation of rooms that are below occupancy, i.e. a single resident in a double room or two residents in a triple room.

Residence Hall Waiting List:

- Residence Life will establish a waiting list if the residence halls fill beyond capacity.
- Your place on the list will be determined by the date you submit a housing application, contract, meningitis form, and deposit.
- Residence Life will contact students on the waiting list via CCC email as vacancies become available. Residence Life will offer the vacancy to the next person in line if a student does not reply to their waiting list email within 48 hours.

Residents who prefer not to be consolidated and wish to reserve the space for themselves should contact the Director of Residence Life and Student Engagement. Private rooms are billed at a higher rate, and their availability varies by semester.

Room Inspections & Moving Out of the Residence Halls:

Residence Life will provide instructions to residents moving out at the end of the academic year. If a resident chooses to move out before the end of the academic year and contract period, the following steps should be taken:

1. At least 24 hours before moving out, the resident must contact a Residence Life staff member to schedule a check-out time.
2. At the scheduled check-out time, a staff member will meet the resident at the campus Residence Life Office and accompany them to their room.
3. The staff member and resident will complete the inspection paperwork, which includes an assessment of the room or

suite condition. ***Inspection paperwork cannot be completed unless the resident has removed all their belongings from the living area.***

4. The resident may be assessed damage or cleaning fees based on the condition of the room.
5. As outlined in the housing contract, residents who terminate early and move out before the end of the academic year will not receive their housing deposit, nor will their housing fee for the semester be refunded. They will receive a pro-rated refund for their meal plan. ***The pro-rate is determined by the date that the resident completes the check-out process.***

Room & Board Rates:

Residents must contract for both room and board before moving into the residence halls. Meal plans are available at 200 or 300 meals per week.

2024 – 2025 Room and Meal Plan Rates

Occupancy	Meal Plan	Cost
Double/Triple	200 Block Meal Plan	\$3,540
Double/Triple	300 Block Meal Plan	\$3,860

Students with either the 200 or 300 Block Meal Plan can eat in the cafeteria at their convenience, choosing from breakfast, lunch, and dinner on weekdays and brunch and dinner on weekends. Meals are available during operating hours, and students can utilize their meal plan allocation accordingly.

Deposits & Refunds:

Residents who elect to move out of campus housing prior to the end of the contract period must contact their RLC to schedule a clearance time.

Prior to the second Friday of classes, residents who withdraw academically and clear from the residence halls will receive a full housing

and meal plan refund, minus the first 4 weeks. Residents who choose to move off campus but stay enrolled are not eligible for a housing refund.

After the second Friday of classes, residents who withdraw academically or choose to move off campus and clear from the residence halls will receive no housing refund, but their meal plan will be refunded, minus the first 4 weeks.

After the fourth week, residents who clear will receive a pro-rated refund of their meal plan, dated to the end of the current week.

Deposits will be refunded if a student cancels their contract prior to June 1st (for fall semester) or December 1st (spring semester). Cancellations after the deadline will forfeit the deposit, including residents who clear after moving into their room.

Room & Board Payment:

Payment arrangements for Room/Board are due on the first day of class. If the resident has not contacted Student Accounts and worked with them to develop a payment plan within 2 weeks of moving into the residence halls, the College may terminate the contract and require the resident to clear out of the halls within 48 hours. For questions on payment plans, Veterans benefits, or other payment issues, please contact the Student Accounts Office located on your campus.

Accommodations:

Residence Life strives to meet all our students' needs. If you need an accommodation that has not been met, please contact the Director of Disability Services in the Student Center. Residence Life will collaborate with you and DDS to provide effective residential accommodations and meet your needs. (Disability Services can also help arrange academic accommodations.)

If you would like to request an accommodation that does not fall under ADA or FHA regulations, please contact Residence Life, and we will work with you to find a suitable solution or compromise. Requests for

exceptions to specific conduct policies may be considered for spiritual or religious reasons, but these exceptions must be arranged beforehand.

Disability Services

Location: Student Center

Hours: Monday-Friday, 8:00 AM – 5:00 PM

Email: colynnpaprocki@cccneb.edu

Phone: 402-562-1240

ID Cards:

All College personnel have the authority to ask students to show their current campus ID. Students should be prepared to present their ID upon request. Your ID card is not transferable at any time for any reason. ID cards are required to use campus printers.

If students lose their ID card, they must notify Residence Life immediately.

Key Cards:

Your student ID is your key card to access your hall and room. **College policy prohibits duplication or loaning of student IDs to other persons.**

Residents must always keep their student ID on them. If you lock yourself out, an RA, RLC, or campus security can let you into your room. Although lockouts are free, repeated lockouts may result in a service fee. College staff will only key room occupants into their room – if you have locked yourself out, please be ready to provide photo ID when you are keyed into your room.

Lost student IDs must be reported to the Residence Life Office immediately. A temporary key card will be assigned, and you will have 48 hours to replace your student ID at the IT Service Center in the Resource Center and return the temporary card to Residence Life. Temporary key cards that are lost or not returned to Residence Life will result in a \$10 replacement fee.

Bedbugs:

Residence Life takes preventative steps to prevent/mitigate bedbugs in the residence halls, but our efforts are only as strong as the efforts reciprocated by our residents. If you believe that your room has bedbugs, please contact the Director of Residence Life immediately.

Central Community College will incur the cost of the initial treatment. Please follow the directions given by the College; doing so will help to ensure a successful treatment. If a resident chooses not to follow the directions, and bedbugs recur, the resident may be billed for continued treatment.

Please help us prevent bedbugs by taking the following steps:

1. Keep your floor and bed clear of clutter. Although bedbugs aren't attracted to mess, clutter offers valuable hiding spaces for them, giving them the opportunity to inhabit a room for longer periods of time before noticed.
2. Keep the bedbug covers on the mattresses.
3. When staying at a hotel, pull up the sheets and inspect the mattresses along the seams.
4. Leave stuffed furniture at home. Futons and loveseats can transport bedbugs into the halls. If a clean piece of furniture becomes inhabited by bedbugs in the hall, they will likely need to be disposed. Leaving stuffed furniture at home lowers the risk of bedbugs and saves you the potential cost of losing the furniture. We also encourage residents to inspect their new furniture before unboxing it as a preventative measure.

For more information about bedbugs, please visit the UNL Extension Office site at <http://lancaster.unl.edu/pest/resources/bedbug263.shtml>.

BREAK PROCEDURES:

Break Closures:

During the school year, the residence halls shut down for various breaks. Residents may register to remain in the halls for fall break, Thanksgiving break, winter break (February), and spring break. However, between the fall and spring semesters, campus shuts down, and residents may not remain in the halls.

Break Dates 2024 – 2025

Break	Halls Close at 5pm	Halls Open at 12pm (Noon)
Thanksgiving	Wednesday Nov. 27 th , 2024	Sunday December 1 st , 2024
Semester Break	Friday December 13 th , 2024	Sunday January 12 th , 2025
Spring Break	Friday March 7 th , 2025	Sunday March 16 th , 2025

Break Check-Out:

Residents are required to ensure their room is clean and to check out of the residence halls each break. Please watch for emails from Residence Life and postings before each break, which will outline check-out and cleanliness requirements. Failure to follow check-out guidelines may result in fees charged to the responsible individual's student account.

Break Extensions:

Except for semester break, residents may register to remain in the residence halls during other breaks.

To register, please watch for instructions emailed by Residence Life before each break. Students with a conduct history or who are otherwise not in good standing with the residential community may not be eligible for break extensions.

Room Searches:

Our residents' right to privacy is observed in the residence hall, but a room may be entered for the following reasons:

1. By law enforcement officers in performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
2. By authorized Central Community College personnel (Residence Life staff, campus security, Facilities staff, College administration) in the event there is reason to believe there is a violation. The College reserves the right to confiscate alcoholic beverages, illegal drugs, and drug paraphernalia found in a student's room and to suspend the student from the residence hall if the administration believes immediate action is necessary.
3. By authorized Central Community College personnel in emergency situations and/or to protect the health and welfare of the students.
4. By authorized Central Community College personnel and the State Fire Marshal to ensure the health, fire, and safety regulations are being maintained.
5. By authorized Central Community College personnel or agents to make improvements and repairs.

Personal Property:

The College does not assume responsibility for theft, damage, loss of money, valuables, or personal items of any resident or guest. Residents are encouraged to mark all personal items with permanent identification and to record the serial numbers of any personal electronics. Room doors should always be locked during any absence. All losses and/or theft should be reported to campus security immediately at 402.910.6665. Residence Life strongly encourages residents to acquire renter's insurance or determine if their family's homeowner's insurance will cover their personal property.

Personal Vehicle Maintenance:

Resident vehicles must be properly registered with the Residence Life office, and parking permits must be clearly visible inside the vehicle. Residents may do general maintenance on their personal vehicles in the

designated parking spaces; however, residents are not permitted to do maintenance underneath their vehicles or maintenance requiring parts to remain outside the vehicle for longer than two hours.

Abandoned Property:

Any belongings a resident leaves after vacating their room will be considered abandoned property. Residence Life will notify the former resident by phone and/or CCC email. It is the resident's responsibility to schedule a time with Residence Life staff to collect their belongings. Residence Life will dispose of the abandoned property if the occupant does not respond to the email or phone call within 48 hours.

Depending on the amount of property left behind, as well as the staff needed to collect and store the property, a storage fee of \$25 or greater may be assessed, payable to Student Accounts.

Hall Meetings:

Residence Life holds a meeting each semester and may schedule more as needed. These meetings are not mandatory, but valuable information is shared, and we strongly encourage you to attend. Residents who miss a hall meeting can follow up with their Residence Life Coordinator or RA to find out what information they missed.

If you would like to share information at a meeting, please contact your Residence Life Coordinator. At their discretion, the RLC may add the information to the agenda.

Registered Sex Offenders:

Central Community College is committed to providing an atmosphere that encourages learning, the exchange of ideas, and interacting with one another in a safe environment. In the interest of safety, security, and welfare of CCC residents, any person required by the State of Nebraska to register as a sex offender will not be permitted to reside in any CCC residence hall.

Room & Community Damages:

When checking into a new room, residents are required to complete a room condition report with their RA detailing any existing damage. If any damage occurs during occupancy, please notify Residence Life staff or submit a work order with Facilities through WebCentral.

When a resident checks out of a room, Residence Life staff will assess the room for damages and cleanliness, comparing the current state to the room condition report from check-in. Any unusual cleaning or damage beyond normal wear and tear may be billed to all room occupants. Charges for damages and cleaning are based on actual repair, replacement, and labor costs.

Residents may not make repairs to avoid damages. This policy has been established to control the quality of craftsmanship in living areas.

The charge will be reallocated only if the person(s) responsible contact Residence Life and take full responsibility for the costs.

The cost of damages and/or cleaning will be deducted from the deposit refund. Fees in excess of the deposit amount (\$150) will be assessed to the individual's student account.

In rare instances, damages in a hall common area may be billed to residents assigned to that hall, unless the responsible individual(s) come forward.

RESIDENTIAL LIVING STANDARDS:

Central Community College finds great value in the residential experience. Living in residence halls enhances our students' time in college and provides a diversity of opportunities to meet new people, make new friends, and get involved in the community.

For many of our residents, living in the halls may be the first time they have shared a room or lived in a community as large as a residence hall. CCC Residence Life makes every effort to create a vibrant, healthy

community, and we can achieve this only through partnership with our residential students.

These responsibilities and rights broadly outline Residence Life's value and goals for the residential community. For specifics, please refer to the Student Handbook, Code of Conduct, and other sections of Residence Hall Handbook.

Rights of the Resident:

1. The right to live in an academic community free of harassment or intimidation of any kind.
2. The right to privacy and respect for your personal property.
3. The right to live in an academic community free of alcohol, tobacco, and other drugs.
4. The right to live in an academic community free of unreasonable disruption.
5. The right to live in clean, well-maintained residence halls.

Responsibility of the Resident:

1. To treat members of the CCC community with respect.
2. To comply with the directives of Residence Life and Campus Security staff.
3. To familiarize yourself and comply with the policies and guidelines of the Student Code of Conduct, Student Handbook, and Residence Hall Handbook.
4. To accept responsibility for your choices and behavior, and to assume responsibility for the choices and behavior of any guests whom you host.
5. To treat the campus facilities with respect and to refrain from causing any damage or tampering with fire safety equipment.

Conduct Process:

Sometimes, a resident makes poor choices and violates our Student Code of Conduct or College policy. If this behavior takes place in the residence

halls, the incident and/or situation will be documented and referred to a conduct officer.

Serious violations, e.g. illegal drugs or harassment will be heard by a professional staff member. Community violations may be heard by a professional staff member or the Judicial Board, a panel of students who consider alleged conduct violations, determine responsibility, and assess appropriate sanctions. For more information on the Judicial Board, please visit their webpage at www.cccneb.edu or refer to the Student Handbook.

Notifications and communication regarding conduct proceedings will be sent via CCC email. Please make sure you are checking your email on a regular basis in order to avoid missing any important deadlines.

Guest Visitation Policy:

The residence halls at Central Community College have a visitation policy for daytime and overnight guests, which establishes the hours of visitation and expectations of guests in any residence hall.

Residence Life and Campus Security enforce visitation policy.

1. Residence halls are always locked, and access is limited to those entrances with card swipes.
2. A guest is any person who does not reside in the room or residence hall they are visiting. Guests must be able to provide photo ID on request.
3. Visitation hours for all residence hall rooms are 8:00AM-midnight. Guests who plan to stay in their host's room past midnight must register as an overnight guest as outlined in the next section.
4. Lobby and other common areas close at 2:00AM.

It is the host's responsibility to adhere to visitation policy and ensure their guest is doing the same. Violation of the visitation policy will be documented and may result in disciplinary action.

Individuals who have been restricted from the residence halls due to behavioral issues or conduct violations forfeit all guest privileges and may not visit the residence halls.

Overnight Guest Visitation Policy:

Residents are permitted overnight guests, but prior permission of all roommates is required and will be enforced. Residents are limited to one guest at a time. "Overnight" is defined as any guest planning to stay in their host's room past visitation hours, which end at midnight.

Residents are permitted to host guests up to 5 nights a month, whether an individual guest stays 5 nights or multiple guests add up to 5 nights. The host resident will be billed \$5 per night. Residents can host guests up to 5 nights a month AND be guests up to 5 nights a month.

Hosts who do not register their guest, or who host more than 5 nights in a month, will be charged an overnight fee of \$30. Repeat offenders may be referred to the student disciplinary process.

Overnight guests, including ones who reside on campus, must register at the front desk of the hall they are visiting if they plan to stay in their host's room past midnight. Guests must present photo ID when they register.

Residents who are hosting a guest may not leave their guest unattended in the residence halls. Guests cannot have in their possession any residence hall keys or key cards and must be accompanied by their host when entering the building.

Residents and guests must adhere to the regulations of the hall and posted visitation hours. Regulations include the Student Handbook, Residence Hall Handbook, and Student Code of Conduct.

Residents and guests must maintain behavior that considers the personal rights of roommates and other residents and does not violate college policy or civil law. Residents and/or guests are responsible for any damages incurred.

Every resident has the right to safety and comfort in their residence hall room and suite. Guests are a privilege, not a right. If a resident has concerns about their roommate's guest(s), we encourage them to discuss the matter with their roommate or to contact a Residence Life staff member for assistance and guidance. Any exceptions to the overnight guest policy are at the discretion of the Director of Residence Life.

Smoking:

CCC is committed to providing a safe and healthy environment for its employees, students, and visitors.

No smoking products are allowed on campus. Central Community College prohibits the use of all smoke and smokeless tobacco/nicotine or any other smokeable products in all building, facilities, and vehicles. **This includes e-cigarettes and vape pens.** This action is in compliance with Nebraska R.S.S. 28-1327 and 28-1328 and rule 58 and 59 of the State Department of Health.

Students, employees, visitors, and guests who choose to use smoke or smokeless tobacco/nicotine products are asked to use them off campus.

Use of any tobacco/nicotine or any other smokeless or smokeable products in the residence halls will be documented and referred for disciplinary action.

Alcohol & Other Drugs:

In accordance with Nebraska state statute 53-186, possession of alcoholic beverages on Central Community College property is prohibited, including empty or full alcoholic beverage containers and advertisements. Likewise, illegal drugs, drug paraphernalia, and drug advertisements are also prohibited on College property, including illegal use and/or storage of prescription medication.

Alcohol and/or illegal drug use will be documented and referred for disciplinary action. CCC will interpret the presence of alcohol, illegal drugs, and/or alcohol or drug containers as actual possession. Any students or guests determined to be in a location and/or in proximity

where an alcohol or drug violation is taking place may be referred for disciplinary action.

Violations of alcohol and/or drug laws may result in significant sanctions, including attendance in an alcohol/drug education class, behavioral requirements, community service, contract cancellation, fines, probation, suspension, expulsion, arrest, and prosecution.

Gambling:

Gambling in any form that involves an exchange of money is not permitted in any residence hall.

Hall Sports:

Hall sports are prohibited in the residence halls, including dart boards, snowball fights, skateboards/roller blades, dodgeball, chair races, Nerf projectile launchers, Nerf projectiles, snowball/shaving cream/water balloon fights, and any other exuberant activity that may result in damage to hall facilities.

Bicycles are allowed on campus but may not be ridden indoors or stored inside the residence halls. Please secure your bicycle at one of the bicycles stands when not in use.

FIRE SAFETY:

Flammable Material:

Fire codes prohibit the use of candles, incense burners, and any open flame in the residence halls. Outlet plug-ins with heating elements, e.g. halogen bulbs lamps, are not allowed. Plug-ins that do not rely on heating elements, e.g. Wallflowers, Glade, or similar products, are allowed, as are essential oil diffusers. Only candles that have never been burnt or that have had their wick removed are permitted in residence hall rooms.

If Residence Life discovers any items in the room that are prohibited from the dorms, Residence Life Staff will confiscate the items until such a time that residents are able to take those items off campus. Residents will be given two (2) weeks to take those items off campus unless given special

permission from Residence Life Staff. If the resident does not remove the item in a timely manner, CCC reserves the right to dispose of the property.

Gasoline, ether, and other highly flammable products including spray paint may not be used or stored in students' rooms or anywhere inside the residence halls.

Fire Safety Equipment:

The State Fire Marshall requires fire safety equipment in the residence halls. Misuse of or tampering with fire safety equipment is subject to suspension from campus housing, additional disciplinary action, and possible arrest. Students found misusing or tampering with fire safety equipment will be held responsible for all damages resulting from their actions. Covering, disconnecting, or otherwise interfering with smoke detectors, sprinkler heads, fire extinguishers, pull stations, alarm panels, and fire doors in the residence halls will be documented as misuse of fire safety equipment and referred for disciplinary action.

Fire Drills:

Periodic fire drills will be conducted in all residence halls. Participation is mandatory. Refusal and/or failure to comply will be documented, and the resident referred for disciplinary action. Residents are responsible for knowing and following the correct procedure for evacuating their residence hall.

For more information on fire emergencies, please see the [Emergency Procedures](#) section of this handbook.

Fire Hazards:

In order to mitigate the risk of fire, CCC enforces the NFPA Life Safety Code, which prohibits any devices being used to prop/block doors open. This includes, but is not limited to, outside doors, bathroom doors, room doors, and suite/section doors. Tampering that prevents a door from latching shut, including the use of magnets, rocks, and tape, is considered a violation of the Code of Conduct and will be referred for disciplinary action.

While preparing food and/or using a microwave or oven range in the residence halls, residents may not leave the appliance unattended. Failure to do so will be documented and referred for disciplinary action. If the unattended microwave or oven range triggers a fire alarm, any resident found responsible for leaving the appliance unattended may be held liable for any costs associated with the emergency response or damage to physical plant.

If you notice a fire hazard in the residence halls that has not been included here, please contact Residence Life immediately, and a staff member will assess the situation.

Appliances:

Appliances with heating elements may not be used in any resident's room, including (but not limited to) air fryers, irons, coffee makers, hot pots or slow cookers, George Forman Grills, electric fry pans, ovens, and toasters. These items may only be stored in a resident's room when cool to the touch. Cooking and ironing should be done only in the designated areas of each hall.

Some appliances with enclosed heating elements and UL approved power cords are allowed in the residence halls, such as hair dryers. If you are unsure whether your appliance is approved, please contact Residence Life.

Hot plates, portable heaters, clamp lights, halogen lights, and electric blankets are **not** allowed in the residence halls.

Microwaves:

Personal microwaves with a maximum wattage of 900W are allowed only in the common area of sections/suites. Personal microwaves are not allowed in residents' bedrooms. Microwaves must be plugged directly into a wall socket; they may not be connected using a power strip or extension cord.

Refrigerators:

Rented or personally owned refrigerators are allowed in the residence halls, but must be UL approved and may not exceed the following specifications:

Power – 115 volts, 60 cycle AC

Watts – 50

Amps – 6.0

Size – 5.2 cubic feet

Refrigerators must be plugged directly into a wall socket; they may not be connected using a power strip or extension cord.

The College is not responsible for damage to the refrigerator or spoilage of the contents caused by electrical power failure or equipment malfunction.

Grills:

Propane and natural gas grills may not be used in or around the residence halls, except when authorized by the Director of Residence Life.

Charcoal grills may be used no closer than 20 feet away from the building.

When not in use, charcoal grills, charcoal, and any light fluid must be stored in the owner's vehicle or off campus. Storage of these items in the residence halls is not allowed and may result in disciplinary action.

FURNITURE:

Furniture may not be rearranged to prop doors open, block hallways or entries, or block PTac (HVAC) units.

Windows serve as a second means of egress during an emergency.

Furniture may not be rearranged to block windows.

Residents assume responsibility for any damages to furniture or the facilities when moving/rearranging furniture.

College Furniture:

This section refers to College-owned furniture. Furniture may not be moved from room to room, nor may it be removed from common areas. At the beginning of the year, Residence Life completes an inventory of residential furniture; any furniture found missing or dismantled when a resident checks out will be billed to the room's occupants, unless the individual responsible is identified.

Beds may not be bunked or debunked without permission: Residents who would like the beds to set differently must submit a work order. Work orders to bunk and debunk will be processed only during the first three weeks of the semester. The College is not liable for any accidents or injuries that may occur due to improper furniture arrangements.

Personal Furniture:

The College does not restrict the type or amount of personal furniture that residents may bring with them; however, because College furniture may not be removed from the room, space is limited. For large items, Residence Life strongly encourages residents to make plans with their roommates before moving the futon or other large item into the room. In order to mitigate the risk of bedbugs, Residence Life also strongly discourages residents from bringing padded or stuffed furniture into their residence hall.

Residents assume responsibility for any damage to the facilities that results from personal furniture they bring into the residence hall.

Waterbeds are not allowed in the residence halls. Personal mattresses will be allowed only as an accommodation. If you plan to bring your personal mattress, please contact the Director of Disability Services to arrange an accommodation.

Quiet & Courtesy Hours:

The residence halls observe established quiet hours for the studying and comfort of our residents. Quiet hours begin at 10:00PM each night and end at 8:00AM. Residence Life expects all residents to let each other know if they are violating quiet hours. If a room or individual continues to violate quiet hours after you have informed them, please contact the RA on Duty. Violations of quiet hours may be documented and referred for disciplinary action.

Courtesy Hours:

Courtesy Hours are always in effect. It is every resident's responsibility to act in a responsible manner and always respect the rights of others. If a

resident is informed that their noise/volume is bothering others, Residence Life expects the resident to comply and reduce the noise of their activity to a courteous level. Depending on the severity, violations of courtesy hours may be documented and referred for disciplinary action.

Lobby Hours:

Residence hall lobbies and other common areas close at 2:00AM every night. Residents and guests in the lobbies and common areas are expected to abide by quiet/courtesy hours and other standards of behavior, or they will be asked to leave.

Loitering:

Campus Security will investigate anyone loitering or congregating on college grounds after 1:30AM. Security personnel may check identification as necessary and appropriate, and direct individuals to leave the campus or, if a resident, to return to their hall.

Soliciting:

Soliciting is defined by CCC as advertising of any kind, including in person, with posters, or leaflets/flyers.

For-profit solicitation by students, CCC employees, non-CCC individuals, groups, businesses, or other entities is prohibited in the residence halls out of respect for our residents' privacy and comfort.

Non-profit solicitation in the residence halls with print by students, CCC employees, non-CCC individuals, groups, businesses, or other entities must be approved by the Associate Dean of Students or Director of Residence Life. Non-profit solicitation in person by students, CCC employees, non-CCC individuals, groups, businesses, or other entities is prohibited in the residence halls.

RESIDENTIAL LIVING STANDARDS:

Firearms:

Possession of firearms, ammunition, fireworks, air rifles, bows, crossbows, sling shots, box cutters, knives with serrated blades and/or longer than 3", stun guns, paintball guns, or other similar devices, materials, explosives,

or chemicals which may reasonably be presumed to endanger the health and safety of the campus community and/or facilities or in connection with any College sponsored activity is strictly forbidden.

Any person or persons having possession or control of such devices will be subject to College disciplinary procedures as well as possible criminal sanctions. Permitted exceptions include the use in conjunction with approved instructional demonstrations or by peace officers, or members of the armed forces under orders.

Concealed Handgun Permit Holders:

In accordance with Nebraska Revised State Statute 69-2441, concealed handguns are prohibited on Central Community College property, including all grounds and facilities.

If a permit holder is driving onto campus, they are required to take the following steps:

69-2441 (3) A permitholder carrying a concealed handgun in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public, used by any location listed in subdivision (1)(a) of this section, does not violate this section if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle. This subsection does not apply to any parking area used by such location when the carrying of a concealed handgun into or onto such parking area is prohibited by federal law.

Pets:

No pets are allowed in the residence halls, with the exception of freshwater fish. Residents may keep fish in an aquarium no larger than 10 gallons, and no more than one aquarium is allowed in each room. Fighting fish, e.g. beta fish, are not allowed to be kept as pets.

If you have need for a service or assistance animal, please see the Accommodations section or contact the Director of Disability Services.

DEVICE APP INFORMATION:

CCC Smartphone App:

The Central Community College smartphone app helps you stay connected to your higher education experience like never before. You'll have access to great features that make your college experience more effective, more efficient, and more fun.

Just some of Central Community College's features include:

- Student Planning/Register – Manage your courses on the go. See your academic future.
- Courses — Manage your courses on the go by accessing your course schedule and links to helpful resources.
- Grades — Check your midterm and final grades on the go.
- Student Financials – Quickly see your balance and past payments.
- My Assignments – See and manage your official course assignments.
- Notifications — Stay informed announcements delivered right to your device from Central Community College.
- RAVE Alerts – See urgent emergency notifications anytime, anywhere on your device.
- Employee Directory – See contact information for CCC employees. (Must be an active CCC student.)
- CCC Maps — Know all of our campuses and centers like the back of your hand.
- Important Numbers — Easily find all the contact information for all our locations.
- CCC Twitter – Stay up to date on current events through our twitter page.
- CCC Facebook – Keep up with us on our Facebook Page.
- CCC Videos on Demand – Watch our pre-recorded classes. (Must be an active CCC Student.)

- CCC YouTube – Watch our latest YouTube videos through your device.

Android Play Store Link:

<https://play.google.com/store/apps/details?id=edu.cccneb.mobileapp>

iTunes Store Link: <https://itunes.apple.com/us/app/central-community-college/id1177111142?mt=8>

* Please contact our Service Desk for assistance with login.

<http://www.cccneb.edu/Home/>

GENERAL INFORMATION:

Student Complaint Procedure:

A formal complaint is a request for the resolution of a problem, conflict, concern or issue that negatively impacts a student(s). Student formal complaints may include (but are not limited to) issues regarding classroom instruction, college policies, procedures, services and offices. Students are encouraged to review CCC's formal complaint procedures prior to submitting a complaint: <http://cccneb.edu/StudentComplaintProcess/>

Infectious Diseases:

Students who have or suspect they have an infectious disease are expected to report this information to the Associate Dean of Student Success and Enrollment Management.

Please refer to the Student Handbook for more information concerning infectious disease procedures.

EMERGENCY PROCEDURES:

CCC Alerts:

CCC Alerts is the college's emergency notification system for students, staff and faculty at our Columbus, Grand Island and Hastings campuses and Holdrege, Kearney and Lexington centers.

The system will give emergency direction and notification upon the college's confirmation of a significant emergency or dangerous situation, and campus or center closings. The system is capable of delivering messages to your college e-mail account and personal e-mail accounts as well as text and voice messages to your cell phone and home phone.

Students are automatically subscribed to emergency text messages and can view/edit their cell phone number at <http://www.getrave.com/login/cccneb>.

- Your username and password is the same as your WebCentral login information.
- The Website allows you to add additional e-mail address voice lines and mobile phone numbers. (The use of CCC e-mail addresses ensures that only members of the CCC community can sign up for the notifications.)
- Registration is completely free; the only charge for users would be any cost they incur from their carrier for receiving a text message.

Central Community College will conduct periodic tests of the “CCC Alerts.”

Fire Emergencies:

If the fire alarm sounds, please treat it as a genuine emergency and immediately exit the building. Gathering areas for each residence and academic hall are listed on “Emergency Procedures” posters in each building.

When you have exited the building and reached the gathering area, please make contact with the nearest RA, RCL, or Director of Residence Life who will be taking roll to ensure a complete evacuation. Residents will be allowed to return to the residence hall as soon as the fire department has declared the building safe.

Failure to comply with a fire alarm and evacuate will be documented and referred for disciplinary action.

Severe Weather – Tornado:

If the tornado siren sounds, residents are strongly encouraged to head to the nearest severe weather shelter in the building. Shelter areas are identified by a “Severe Weather Shelter” sign. The RCL or Director of Residence Life will inform residents and guests when the warning has passed.

Severe Weather – Blizzard/Snow:

While classes are in session, the residence halls will always remain open, including when campus is closed due to severe weather. Residence Life will work with Chartwells to ensure meals continue to be provided.

In the event of severe weather closure, please check your CCC email and watch for posters in the residence halls, which will provide information on meal service and parking lot clearance schedules.

If power is interrupted, please make your way to the hall lobby, and the Director of Residence Life will provide instructions and information.

Medical Emergencies:

During a medical emergency, please respect the privacy of the resident(s) involved and comply with all instructions from Residence Life staff. Failure to comply with staff instruction will be documented and referred for disciplinary action.

If you are unclear whether emergency medical services are required, please contact Residence Life or Campus Security immediately, and staff will assess the situation to determine the need for EMS.

If you or a friend is experiencing a medical emergency, please call 911 immediately (9-911 from a campus phone).

Harassment & Bullying:

Central Community College prohibits harassment of an individual or group of individuals. Bullying, verbal, physical, psychological and sexual harassment will not be tolerated.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal, written, or physical conduct of sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's or participation in class or other College activity, (2) submission to such conduct by a student is used as a basis for decisions affecting the student in the College setting, or (3) such conduct has the purpose or effect of unreasonable interfering with a student's performance or participation in College activities or creates an intimidating, hostile, or offensive environment.

Sexual harassment is a form of illegal discrimination which undermines the integrity of the relationship between students and/or between CCC employees and students.

Any student who believes they have been the subject of any form of harassment or bullying is encouraged to: (1) inform the offender that such behavior is inappropriate and is to stop, (2) keep a written record of dates, times, places, witnesses, and nature of the incident(s), and (3) report the incident to a counselor, Residence Life staff, or designated campus representatives.

For more information on Title IX policy at CCC, please visit <http://www.cccneb.edu/What-is-Title-IX/>.

DISCLAIMER:

Residents are expected to read, understand, and follow the guidelines in the Residence Hall Handbook. Applying for and accepting a housing assignment will be considered acknowledgement and agreement with this handbook, but this publication should not be considered as a contract between Central Community College and any student. CCC reserves the right to make changes to costs, admission regulations, curriculum, and procedures/guidelines without notice or obligation.

RESIDENTIAL CALENDAR**FALL SESSION 2024**

Students Move In	Saturday, August 17 th , 2024
Classes Begin	Monday, August 19 th , 2024
Labor Break - College Closed	Monday, September 2 nd , 2024
Fall Break – No Classes	Friday-Tuesday, October 11 th -15 th , 2024
Thanksgiving Break - Residence Halls Close	Wednesday, November 27 th , 2024 at 5pm
Thanksgiving Break - Residence Halls Open	Sunday, December 1 st , 2024 at 12pm
Classes End	Friday, December 13 th , 2024
Residence Halls Close	Friday, December 15 th , 2024 at 5pm

SPRING SESSION 2024

Residence Halls Open	Sunday, January 12 th , 2025 at 12pm
Classes Begin	Monday, January 13 th , 2025
Martin Luther King Jr. Day – College Closed	Monday, January 20 th , 2025
Student Winter Break – No Classes	Friday, February 14 th , 2025
Spring Break - Residence Halls Close	Friday, March 7 th , 2025 at 5pm
Residence Halls Open	Sunday, March 16 th , 2025 at 12pm
Classes End	Thursday, May 8 th , 2025
Residence Halls Close	Friday, May 9 th , 2025 at 5pm
Commencement	Friday, May 9 th , 2025 at 7pm