

Clarkson College

# Residence Hall Handbook

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2017–18



Prepare to be the **best.**

## Clarkson College Mission Statement

The Mission of Clarkson College is to prepare students to professionally provide high quality, ethical and compassionate health care services.

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## Clarkson College Values

**Learning:** The lifelong process of education through both structured and unstructured experiences.

**Caring:** An empowering relationship through an attitude of empathy, compassion, and respect for those with whom we interact, serve and lead.

**Commitment:** Dedication and accountability to the shared mission of Clarkson College.

**Integrity:** Adherence to moral and ethical standards in personal, professional and organizational actions.

**Excellence:** A level of performance in which all individuals strive for extraordinary quality.

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## Residence Hall Mission Statement

The mission of the Clarkson College Residence Hall is to promote and support a living and learning environment that helps prepare our students to provide high quality, ethical and compassionate health care services.

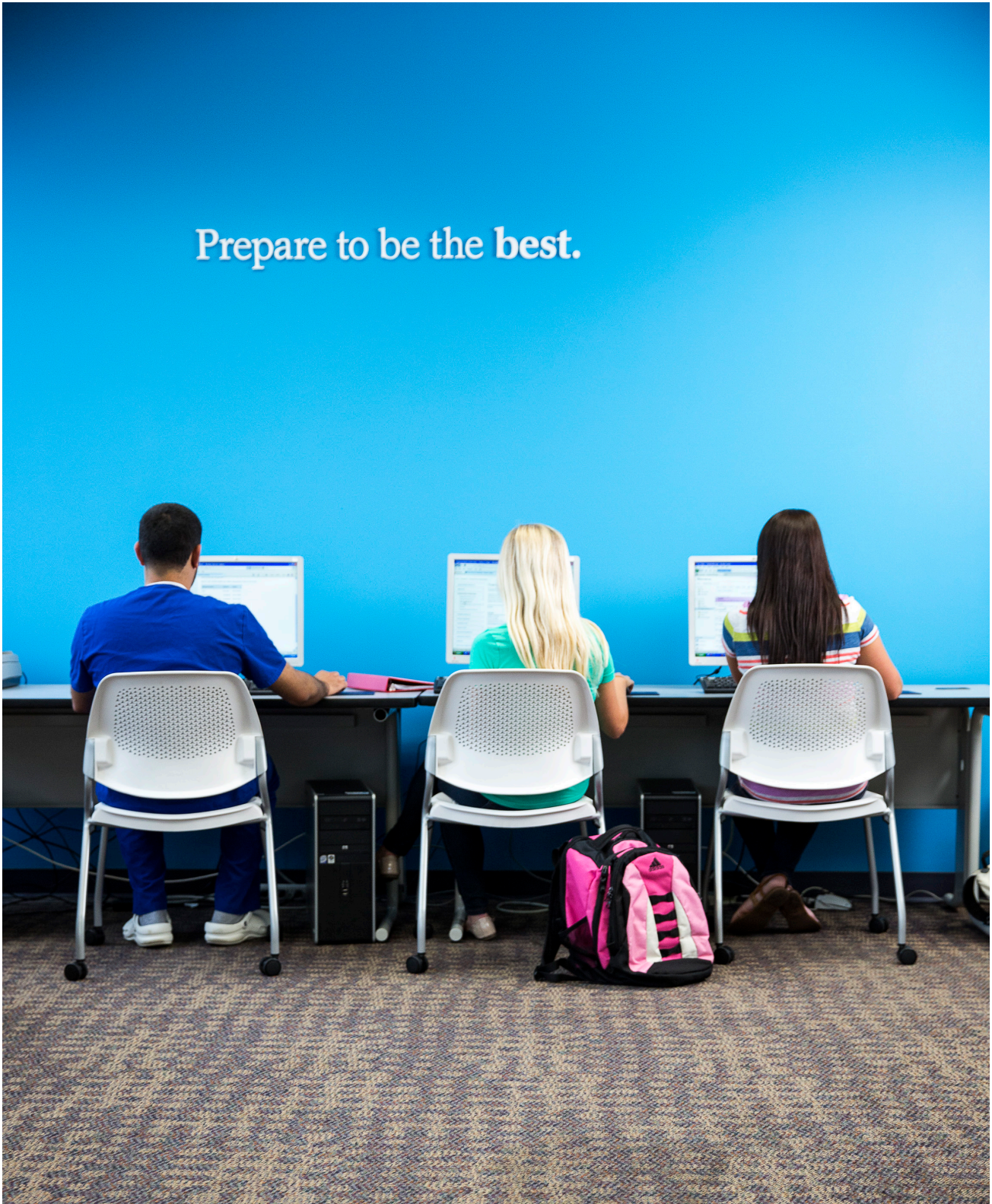
## Welcome!

Clarkson College welcomes you to your new home and is glad that you are going to be a member of the housing “community.” Community means that you are now a part of a group that will learn how to live independently yet converse and interact with peers with different backgrounds, views and social skills. By living in the Clarkson College Residence Hall, you enhance the opportunity to participate in life experiences, to learn problem solving skills and to build relationships.

Please read the following sections completely, as they will explain housing policies and Clarkson College expectations. The following sections contain valuable information that will make your living in the Residence Hall more delightful and rewarding. It is your responsibility to read and understand each stated policy in this handbook. You are expected to know, understand and follow each policy as a resident or guest in the Residence Hall. The Residence Life office supports and upholds all policies/procedures at Clarkson College.



Prepare to be the best.



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## Clarkson College Residence Life Staff



Jacy Thompson, Second Floor Resident Advisor



Mary Schalm, Third Floor Resident Advisor



Sarah Brown, Fourth Floor Resident Advisor



Susie Rand, Residence Hall Coordinator

# General Information

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## Residence Life Staff

### Director of Residence Life (Resident Director or RD)

- › Full-time professional employee
- › Manages Residence Hall facility
- › Supervises Residence Hall Coordinator and Resident Advisors

### Residence Hall Coordinator (RC)

- › Live-in, full-time professional employee
- › Bachelor's degree
- › Assists with residence life functions
- › Coordinates housing

### Resident Advisor (RA)

- › Live-in, para-professional employee
- › Undergraduate level
- › Mentors and advises residents, implements residential programs, enforces handbook policies
- › Fulfills after hours duty commitments as the Resident Advisor on Duty (RAOD)

## Maintenance Staff

- › Full-time
- › Responds to maintenance issues that may arise (repairs and replacements when necessary)
- › In order to put in a request, you need to fill out a Maintenance Request Form (located by the bulletin boards on each floor) and drop it in the request inbox outside the Residence Life Office (lobby of the Residence Hall). If it's an emergency, call the RAOD phone at 402.913.0465 . Emergencies will be handled within 24 hours.

## Custodial Staff

- › Full-time staff
- › Cleans common areas of the building only

## Important Numbers

College Main Line .....	402.552.3100 or 1.800.647.5500
College Bookstore .....	402.552.2737
College Faculty Secretary .....	402.552.6135 or 402.552.6217
College Financial Aid .....	402.552.2749
Residence Life Office .....	402.991.4825
RAOD (RA on-duty phone) .....	402.913.0465
College Human Resources .....	402.552.3609
College Library .....	402.552.3387
College Marketing .....	402.552.6114
College Registrar .....	402.552.2543
College Online Education .....	402.552.3039
College Weather Line .....	402.552.6110
Information Systems Help Desk .....	402.552.3911
Student Success Center .....	402.552.2694
Campus Security .....	402.559.5111
Parking .....	402.559.8580
Clarkson Hospital .....	402.552.2000
Student Health .....	402.552.3222
Counselor .....	402.552.2695
Testing Center .....	402.552.3034

## Mail

All residents will have a mailbox located in the Student Center. Mail services will vary and will be posted for student convenience. Your mailbox number is not the same as your apartment number and will be assigned to you upon move in. You may pick up packages on the first floor of the main building Monday through Friday from 8 a.m. to 4:30 p.m.

## Controlled Access

All Clarkson College residents will be issued an ID card that will allow Clarkson College residents access into the Residence Hall. ONLY Clarkson College residents may use the ID card. At NO time should a Clarkson College resident give their ID card to a non-resident. At NO time should a Clarkson College resident provide access to a non-resident that is unfamiliar to them. Located at major entrances is a security camera that will keep a visual record of who and what enters and leaves the building. Violation of this policy will have disciplinary consequences.

# Your Apartment & Roommates

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## Your Apartment & Roommates

### Your Apartment & Individual Bedroom

You are responsible for your room and any act that occurs within it at all times. This includes damages to College property by you or any invited or uninvited guests. By leaving your apartment/bedroom unlocked, you are making yourself responsible for any actions that take place by uninvited guests. When an apartment or bedroom is damaged or items are missing and responsibility cannot be determined, it is up to the Residence Life office to assess damages and divide damages between roommates or to an individual party. The Residence Life office expects each resident to pay for his or her portion of any fines assessed by the Residence Life office. Clarkson College and the Residence Life office assume no responsibility for any damage to or theft of the student's personal property. Insurance against damage or theft is left up to the individual student, but is highly encouraged by the College.

### Alterations to Your Apartment & Individual Bedroom

All apartments are furnished with a couch, a lounge chair, end table, coffee table, entertainment unit and four bar stools. Each individual bedroom is furnished with a bed, four stackable drawers, a computer desk, computer chair, a nightstand and closet. You may not remove any items from your apartment at any time or store in a different location. All apartments have smoke detectors,



sprinkler systems, phone and cable hookups, electrical outlets, and Internet access. You may add personal decorations as long as it does not damage or alter your apartment or bedroom. Do not block the heating or cooling vents. Do not block doors or windows. Do not damage pipes or pipe coverings or pour foreign substances (drain cleaners, grease or oil) into any drain. Do not abuse the garbage disposals—grease, rice, pasta, peels, non-food items, etc. do not belong in the disposal. Do not hang anything from the sprinkler heads.

Use caution when hanging material on your walls, doors, closets, appliances, ceilings, etc., because such material can cause damage and necessary repairs that will be billed to you. You may not paint the apartment or bedrooms. Any tape marks or holes of any kind will be charged as damage to the occupants of the apartment/bedroom. Waterbeds are not allowed. The removal of any College furniture from the apartment will also result in a fine to all occupants of the apartment/bedroom. Any College-owned furniture or appliance that was not originally assigned to an apartment/bedroom that is relocated to another place (on- or off-campus) would also result in a fine to all occupants of the apartment.

### Your Roommates

Having roommates is rewarding, but it can also be both a challenge and a learning experience. Respecting each other, understanding differences, gaining patience and being tolerant helps with developing character. The Residence Life office believes that some of the best lessons are learned not in the classroom but in your apartment. During the first week, we suggest that you share with your roommates individual habits including studying, sleeping, music, noise, eating, cleaning arrangements, when visitors are allowed, the use of each others possessions, etc. In order to achieve academic excellence, the Residence Life office upholds each roommates' right to study and to sleep and has precedence over all other activities.

### Roommate Agreement

All residents are required to visit with each roommate in their apartment about different living issues the apartment may encounter. Some of the discussion topics include but are not limited to: kitchen area, living room area, use of personal property, visitation/guests, social behavior, study habits, how to handle differences, etc. In the first few weeks of the fall semester, all of the roommates must work together to fill out a Roommate Agreement. The Resident Advisors assist in this process and can act as a mediator if necessary. If conflict arises, the RAs will refer back to the agreement when attempting mediation with a room.

### Emotional Support Animal

It is Clarkson College policy to afford individuals with disabilities, who require the assistance of a Service Animal or Emotional Support Animal, with equal opportunity to access Clarkson College property, courses, programs, and activities. Students must speak to the Residence Hall Coordinator regarding an Emotional Support Animal or Service Animal in order to arrange approval.

## Privacy

**Each resident is entitled, for the most part, to the right of privacy. However, Clarkson College holds the right to conduct searches of your apartment/bedroom without just cause.**

Listed below are some of the reasons why Clarkson College would need to enter an apartment:

- › Maintenance repair
- › Health and safety checks
- › Check-out
- › Improvements to the apartment
- › To ensure the safety of the residents
- › Fire safety
- › Knowledge of misconduct that is against Clarkson College policy or state law

Clarkson College reserves the right to enter an apartment, with or without prior notice, during the year to ensure the safety of the residents and the property. If damages are documented, the residents of the apartment/bedroom will be notified that a disciplinary meeting will be held. It is the responsibility of Clarkson College residents to cooperate with Clarkson College officials in this process.

## Roommate Conflicts

Roommate conflicts can be stressful and evolve around many issues. When conflicts cannot be resolved between the disagreeing parties, the Residence Life Staff can help mediate. Resident Advisors can be mediators and help create an environment that all parties can express the disagreement and work jointly to resolve the issue. **It is not the responsibility of the Residence Life Staff to provide a resolution; that is the responsibility of the roommates.** There are always instances when resolution cannot be reached through negotiation. When this occurs, it is up to the Residence Life Staff whether or not to proceed with disciplinary actions, removal from Residence Hall or change of apartment. All residents are to abide by Clarkson College policies at all times as stated in the Student Handbook. The Residence Life office has the right to intervene when conflict arises.

## What I Should Bring

Clarkson College would like to encourage residents to bring the following items:

- › Bedding
- › Towels
- › Toiletries
- › TV
- › Stereo
- › Clothing
- › Shower curtain
- › Kitchen supplies
- › Computer
- › School supplies
- › Cleaning supplies

## What Not to Bring

Clarkson College would like to protect the safety of all students and, in doing so, does not allow the following items:

- › Halogen lamps without a grill on top
- › Any open coiled appliance, including toasters or toaster ovens
- › Alcohol
- › Weapons
- › Furniture
- › Any pets (fish are the only exception. Aquariums may not exceed 20 gallons in size and must be mutually acceptable to all roommates)
- › Drugs/drug paraphernalia, including e-cigs or vaporizers
- › Candles

## Checkout Items

Residents are able to check out the following items from the Housing office (402.991.4825) or by calling the RAOD (402.913.0465):

- › Vacuum
- › Broom & dust pan

Please be respectful of the items you check out. All items must be returned within a 24-hour period unless otherwise permitted.



# Safety & Security

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## Safety & Security

### Procedures

All safety and security procedures can be found on the back of your apartment door.

### Fire Safety

Clarkson College would like to ensure the well-being of all students and visitors. There are more and more campus fires occurring each year taking the lives and livelihood of residents. The most effective way to avoid harm in a fire is to be prepared before it happens. At the beginning of the year, a Residence Life staff member will explain emergency procedures for the facility including fire, tornado, flood, bomb threat, etc. The explanation will include where all exits and stairwells, fire extinguishers, and alarm pull stations are located. It is **IMPORTANT** that all residents treat all alarms as the real thing and follow the appropriate guidelines established by Clarkson College. Elevators are not in operation for some emergencies and stairs must be used. Failure to follow any emergency procedure can result in a fine and possible disciplinary action. If you are physically challenged or become physically challenged (some examples are: sprained ankle, broken leg or injury that requires crutches) at any time during your stay, notify a Residence Life Staff member immediately. You will be put on the Mobility Impaired List that is kept in the Residence Life office.

**If you see or smell fire in the facility:** On your way out of the building, pull the fire alarm pull (only if it is on your way out) and evacuate the building immediately! Never attempt to put out a fire on your own.

**If you hear a fire alarm sound:** Immediately leave your bedroom and apartment, and follow the fire emergency route outlined by the Residence Life office by using the stairs and exiting the building. Once evacuated from the building, stand away from the exits and building so the appropriate personnel can enter and residents exit.

**If you are trapped in your apartment or bedroom:** Move to the closest window and wave brightly colored clothing or a light out an opened window to alert rescue team members to your location. If possible, write your room number on a piece of paper and place it in the window. If possible, place wet towels along the bottom of the door.

### Smoke Detectors

Smoke detectors are provided in every apartment to help prevent personal injury. When the smoke detector sounds:

1. If there is a fire, exit the room and close the door so the fire cannot escape, pull the alarm, exit the building and notify Security and the Residence Advisor on Duty (RAOD).
2. If there is not a fire, extinguish heat or smoke sources, open windows and doors and tell

other residents that there is no fire. Call a Residence Life staff member immediately to notify them of the false alarm. If the alarm does not stop, call a Residence Life staff member for maintenance help. If you hear a smoke detector from another apartment, knock on the door. If there is no response and the detector has not stopped sounding, call a Residence Life Staff member to investigate the situation.

It is against Clarkson College policy to tamper with or render one's smoke detector ineffective. Sprinkler heads are also not to be tampered with at any time including hanging personal items from its fixture. If a resident tampers with a sprinkler head or smoke detector at any time, a fine can be assessed and disciplinary action can be taken.

### Power Failures

If a power failure occurs, emergency lights will activate. Remain calm and do not use candles or other flames. Keep all hallways and exits clear from obstruction. Call the RAOD.

### Halogen Lamps

The only halogen lamp allowed in apartments must include a protective grill covering. Halogen lamps get extremely hot because of their high temperatures. Never leave a halogen lamp unattended. Never drape anything over the top. Never put a halogen lamp close to drapes/curtains. All halogen lamps must be: (a) UL approved; (b) adhere to UL Standard 153, revised as of Feb. 5, 1997; and (c) have a factory-installed shield or cover above the bowl of the lamp.

### Smoking

The entire Clarkson College campus is smoke free as of March 2011. Smoking in the apartment is considered a safety concern. Smoking is strictly prohibited inside and outside any building on campus (includes common areas, hallways, stairwells, apartments, bedrooms, courtyard, parking lots, etc.). Any student who violates this policy will have disciplinary actions taken against them.

### Open Flames

Open flames are not permitted inside the Residence Hall (includes common areas, hallways, stairwells, apartments, bedrooms, etc.). This includes open flames such as candles, incense, potpourri, cigarette lighters, pipes or flammable materials, etc.

### Holiday Safety

Only Underwriter’s Laboratory-approved electrical cords and lights may be used to add additional electricity to your apartment. The same electrical cords can be used on fake Christmas trees, wreaths or any other décor. Live Christmas trees, wreaths or other types of greenery are prohibited in the apartment/bedroom. Only non-flammable Christmas decor is allowed in the apartments. Any seasonal or other décor that is affixed to the outside of the apartment door or wall must be removed prior to the break between the fall and spring semesters.

### Upholding a Safe Environment

In order to uphold a safe environment, you are responsible for keeping both the apartment and individual bedrooms clean. An unclean and unsafe apartment may cause the College to take disciplinary action. Clarkson College reserves the right to inspect rooms without prior notice and assess fines if necessary. As part of our effort to provide a safe environment, Clarkson College will schedule health and safety checks throughout the year.

All residents of Clarkson College must take responsibility for their environment both inside the apartment/bedroom and in the Residence Hall, including the hallways, study areas, laundry facilities and public areas. Any resident who intentionally or unintentionally creates a mess in the Residence Hall will be responsible for cleaning up the area and may be assessed fines or subject to disciplinary action.

Only Clarkson College residents can gain access into the Residence Hall from the Student Center using their ID card. Non-residents can gain access through the main lobby entrance of the Clarkson College Residence Hall with a Clarkson College resident escorting him or her. For everyone’s safety, DO NOT let people into the building who you do not know. If you see anyone suspicious, call Security or the RAOD.

### Health & Safety Requirements

All Clarkson College residents must have current vaccinations on record with the College as defined by Admissions policies. The Meningococcal Disease Education Requirement is for all newly enrolled students in postsecondary educational institutions that will reside in on-campus housing. The Nebraska Unicameral passed this law during the 2003 session.

### Weapons Possession Policy

Weapons are prohibited in the Residence Hall and on campus. As a condition of living in the Clarkson College Residence Hall, all students agree to not possess or use any weapons in such areas, to voluntarily waive any legal rights related to the possession of weapons and acknowledge that weapons are prohibited. This waiver applies to all students, even if they have a lawful permit to carry a concealed firearm. Any possession or use of any weapon on Clarkson College property may result in disciplinary procedures.

- › Students may not bring firearms or other weapons (hunting knives, archery, fencing, paintball guns, pellet guns, taser guns, air soft guns, martial arts equipment, slingshot, any item that is a reasonable likeness, etc.) into the Residence Hall.
- › Firearms, weapons or explosives of any nature (including fireworks and flammable liquids) are strictly prohibited in the Residence Hall.
- › Exotic weapons (such as swords, nunchucks, etc.) are not permitted on Clarkson College property.

### Illegal or Controlled Substance Policy

**Possession of marijuana or other controlled substances results in immediate eviction.**

#### **Marijuana**

Marijuana is an illegal substance in Nebraska and is prohibited in the Clarkson College Residence Hall. Any resident who is found to be in possession of, in the presence of or using marijuana will face disciplinary action and possible criminal charges.

Should an RA suspect the possession of marijuana, the RA will notify Campus Security, who will search the premises. If substances are found, Campus Security will notify the Omaha Police Department.

#### **Other Controlled Substances**

The possession or use of narcotics and/or other controlled substances without a valid prescription, or misuse of prescribed medication is prohibited in the Residence Hall. Residents are expected to obey Federal and Nebraska state laws regarding the use, possession, sale and distribution of controlled substances.

Should the abuse of a controlled substance be suspected, the resident will face disciplinary action and possible criminal charges.





# Visitation & Guest Policy

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## Visitation & Guest Policy

### Non-Residents Entering the Clarkson College Residence Hall

Residents of the Clarkson College Residence Hall must escort all non-residents, at all times, while they are in the Residence Hall or Student Center.

### Visitation

Any visitor of same or opposite gender is allowed in the building daily unless otherwise specified in the Roommate Agreement. The resident is responsible for escorting their guest(s) at all times while they are in the Residence Hall or Student Center. At no point should a non-resident have possession of a resident's keys or key card. All violations of this policy will result in disciplinary action. Clarkson College and the Residence Life office are not responsible for any injury, illness, or personal accident sustained or caused by residents or guests of residents. Clarkson College and the Residence Life Staff have the right to ban and bar any guest from the campus if deemed necessary. The resident is liable for any damages caused by their guest.

### Overnight Guests

Residents are allowed to have overnight guests for no more than two consecutive nights in a row per week. Guests in the facility are responsible for abiding by all policies and procedures outlined in this handbook and the agreements outlined in the Roommate Agreement. The resident is responsible for escorting their guest(s) at all times while they are in the Residence Hall or Student Center. All violations will result in disciplinary action. Clarkson College and the Residence Life office are not responsible for any injury, illness or personal accident sustained or caused by residents or guests of residents.

### Children on Campus

All primary school students must have prior approval from a parent or guardian as well as approval from the Residence Life office to stay overnight. The resident is responsible for escorting the guest(s) at all times while they are in the Residence Hall or Student Center. All violations will result in disciplinary action. Clarkson College and the Residence Life office are not responsible for any injury, illness or personal accident sustained or caused by residents or guests of residents.



## Keys

When you check into the Residence Hall, you will be issued two keys; one will unlock your apartment door, and one will unlock your bedroom door. If you lose either key, it will be necessary to change the lock to ensure that your apartment is secure. The cost to change locks and issue new keys is the responsibility of you and your roommates. Once the process is completed, you will be contacted to pick up your new keys.

You will also be issued a mailbox key. If you lose your mailbox key, a new key will need to be ordered at a cost to you. If you break a room or mailbox key, bring both portions of the broken key to a Residence Life Staff member. A new key will be ordered at a cost to you. If you notice that your key is bent, bring it to the Residence Life office and it will be replaced at no charge to you.

It is important to notify a Residence Life Staff member within 48 hours if your key(s) are lost, stolen or broken. This can greatly reduce the amount of time you need to wait for a replacement key. All charges cover the exact cost of lock and/or key replacement.

## Lock Outs

If you lock yourself out of your bedroom, apartment or the building, you need to call the RAOD at 402.913.0465. **After two lockouts, you will be charged a \$5 lock out fee by the RAOD.** If you call Security, the officer will contact the RAOD first to verify you are a resident, and you will still be charged a fee after the second lock out.

Remember to always lock your doors and keep your keys with you at all times. You should never leave your apartment/bedroom unlocked even for a few minutes. Any student who is responsible for the unauthorized possession or use of College keys will be subject to serious disciplinary actions.

## ID Cards

All residents will be issued an ID Card that will allow only residents into the Residence Hall. If a resident should lose their ID Card or their ID Card is damaged, a new card will be issued at a cost to the resident (cost based on current price of ID cards). At no time is a non-resident student allowed to use a resident ID Card to enter the Residence Hall. Disciplinary action will result to all those violating policy.

## Security

A theft from apartments almost always occurs when the residents of the apartment leave their door(s) unlocked or open. You can greatly reduce the potential for theft if you follow the advice listed below:

1. Engrave personal property.
2. Write down name brands, purchase prices and serial numbers of all valuables as well as the name, account number and expiration date of all credit cards.
3. Report any lost or stolen items to the Residence Life office immediately.
4. Report immediately any suspicious persons or activities you see by calling a Residence Life Staff member or Security.
5. Check your family's or your own insurance policy to ensure that your personal belongings are protected against loss. Clarkson College does not assume responsibility for damage to student property due to theft, fire, water or other causes. The Residence Life Staff encourages all residents to take valuable personal belongings with them during breaks and holidays.



# Community Rules

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## Community Rules

### Your Community

By choosing to live in campus housing, you are choosing to live and learn among your peers. The Residence Life office hopes that all residents take pride in where they live and with whom they share their apartment. While at Clarkson College, we hope that you will meet students with different backgrounds, beliefs, talents and degrees. We hope that you are challenged to work and live together as a community and demonstrate mutual respect and concern for others. Clarkson College is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, sexual orientation, creed or disability in the administration of its educational policies, financial aid or other school administered programs. Financial aid programs are subject to change as required or as the donor of Clarkson College deems appropriate. The statements contained herein are not to be regarded as an offer or contract. The Clarkson College Residence Hall is designed for the traditional student. At this time, there is no housing for married couples or individuals with children that would need to live on campus.

### Common Areas

Out of respect for the building and those living in the building, we hope you take care of the common areas (hallways, study areas, laundry facilities and public areas). Individual(s) who intentionally or accidentally damage College property or resident property shall be held responsible. Decorations put up by the Residence Life Staff are there for the enjoyment of all the residents and are therefore considered the property of the Residence Hall. If decorations are damaged or stolen, disciplinary action will be taken. The Residence Life office and Clarkson College are not responsible for any stolen, tampered with or lost items in the building.

Laundry services are free to all residents. To ensure equal use of the laundry facility, residents are expected to remove all articles of clothing from the machines promptly after each load of laundry is complete. Be respectful of each other's belongings, and do not put clothes on the floor, move them to other machines or scatter piles around the laundry room. Please keep in mind this free service is a privilege for our residents and we ask that it not be abused. Guests, friends, family members, etc. are not allowed to use the laundry room. If any clothing is not claimed by the end of the semester, it will be donated to charity.

## Quiet & Courtesy Hours

Clarkson College values the right to sleep and study at all times. Therefore, we respect the request for quiet and that request surpasses another student's right to be loud or disruptive. "Quiet" means music, voices or any other noises that can be heard by neighbors, in the hallway or any apartment located side by side, above or below, when a resident's door is closed. The Quiet Hours policy is as follows:

1. First noise complaint: Room or individual receives a warning
2. Second noise complaint: Room or individual is written up and documented in personal files
3. Third noise complaint: All residents involved are fined \$10 each

If a room or individuals repeatedly violate this policy, further disciplinary action will be taken.

The Residence Life office at Clarkson College requires that a quiet environment be respected, by maintaining quiet during the following hours:

Quiet Hours:	Sunday through Thursday 10 p.m. to 10 a.m.	Friday, Saturday & Holidays 11 p.m. to 10 a.m.
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During exam periods, quiet hours are extended to 24 hours a day. In some cases, the Residence Life office may impose extended quiet hours for a specific timeframe if deemed necessary for the floor and community.

Courtesy hours are in effect 24 hours a day, 7 days a week. It is the responsibility of the resident to first speak to the person(s) making the noise and request that he/she be quieter. If the request is denied, please call the Resident Advisor On Duty (RAOD). Be prepared to give information regarding the situation and identify yourself in order to be contacted for further information regarding the matter. The RAOD enforces the Quiet Hours policy, as stated above.

## Solicitation

Clarkson College prohibits any selling within the Residence Hall by students or commercial salespersons. No advertisements, flyers, coupons, giveaways, etc. may be placed on bulletin boards, on resident doors, under resident doors or on cars parked in any campus lot. If you witness a solicitor in the facility at any time, it is your responsibility to contact a Residence Life Staff member. In some cases, permission may be granted to a student, student group or a commercial salesperson that are limited to conduct a sale or promotion in an approved area. In these cases, permission must be given in advance from the Resident Director as well as in some cases, Student Services.



# Housing Assignment Information

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## Housing Assignment Information

### Apartment Assignments

The Residence Life office will hold complete authority to place all residents in appropriate units or terminate their occupancy. The Residence Life office will try to accommodate all roommate requests in the order received. Clarkson College is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, sexual orientation, creed or disability in the administration of its educational policies, financial aid or other school administered programs. All financial aid programs are subject to change as required or as the donor or Clarkson College deems appropriate. The statements contained herein are not to be regarded as an offer or contract. Only students who are assigned by the Residence Life office are allowed to occupy a given apartment and may live only in that apartment.

### Apartment/Bedroom Change & Apartment/Bedroom Freeze

To accommodate all residents living in the Residence Hall, to determine available space, and/or to help roommates learn to live together, the Residence Life office issues an “apartment/bedroom freeze” at the beginning of each semester (fall, spring and summer). An “apartment/bedroom freeze” normally lasts for two weeks, and during that time, no resident is allowed to switch apartments or bedrooms. If you wish to change apartments or bedrooms, after the “apartment/bedroom freeze” has ended, you must contact the Residence Life office and be able to show that you have exhausted all other possibilities. If approved and if space is available, you will obtain official information for processing your apartment or bedroom change. Typically, room changes will occur at semester breaks to avoid causing unnecessary stress on persons involved.

You should not expect a staff member to approve requests for apartment or bedroom changes that are based on:

- › Consideration of race, color, national origin, or religious preference, age, marital status, sexual orientation; or
- › Conflicts between individuals related to lifestyle preferences or personal habit, which, in the judgment of staff, are resolvable.

The Residence Life office reserves the right to accept or deny any apartment or bedroom change requests. On occasion, the Residence Life office will accept an apartment or bedroom change due to unresolved differences or serious conflicts. However, NO resident is allowed to change apartments or bedrooms without the approval of the Residence Life office.



### If an Apartment is Not Assigned

Occasionally, residents will not have the four-occupant limit in their apartment. In that case, the “extra” bedroom(s) will be locked and unusable to the current residents living in the apartment. During an “apartment/bedroom freeze,” new residents may be assigned to apartments that are not fully occupied without prior notification. The Residence Life office will make every effort to notify the residents of an apartment getting a new roommate if this situation occurs but cannot guarantee it.

After an “apartment/bedroom freeze,” the Residence Life office will notify those residents that have apartments that are not fully occupied of their option to (a) consolidate with other residents, (b) be prepared to have another resident assigned to your apartment without prior notice, or (c) take the extra bedroom(s) as private and the charge for that apartment will be divvied equally among roommates or one roommate’s sole responsibility. Option (c) is available for a limited time span, and residents that qualify will be notified.

Residents are given four working days to choose from the available options. After the time expires, the resident forfeits their rights, and the Residence Life office will assume that option (b) was chosen. All open spaces will be placed in a pool of openings for students requesting housing assignments. The willingness of the current roommates to welcome a new resident will help ease the transition for all involved. Should your apartment not be prepared to welcome a new resident, you may be subject to possible disciplinary actions from the Residence Life office.

### Checking Out

Immediately prior to your move out, a Residence Life Staff member will compare the condition of your apartment and bedroom with the Room Inventory Form (RIF) that was completed at the time you moved in. Apart from reasonable wear and tear, you and your roommates may be responsible to pay for damages acquired during your stay. These charges include but are not limited to, damages, losses, deficiencies or any special services incurred while you were an occupant of the room. Often exact amounts for charges and fines are not available at the time of check out. The Residence Life office will assess all damages and will bill you accordingly. Any damage to the common area (group study, laundry room, hallways, etc.) may also be assessed prior to check out.

Whenever a resident is preparing for checkout, the following needs to be completed:

1. Emptied your apartment and hallway of all personal belongings.
2. Cleared your apartment and hallway of all trash and debris and swept/vacuumed bedroom and hallway; dusted all surfaces.
3. Removed all personal belongings off walls, ceilings, desks, counters, drawers, cupboards, storage areas, etc. Clarkson College is not responsible for any personal belongings that are left behind. If personal belongings are found, Clarkson College will throw items away after a 24-hour time period.

4. Submitted any maintenance request forms for burnt out lights, clogged drains, paint, etc.
  5. Removed all nails, pins, tape, etc. from walls. Please do not fill holes. Fill out a maintenance request form, and they will be taken care of for you.
  6. Cleaned bathroom and vanity area, including toilet, shower and sinks.
  7. Cleaned living room, common areas and kitchen, including refrigerator, microwave, oven, cabinets, etc.
  8. Clean out your refrigerator, including the crisper bins.
  9. Close and lock all windows.
  10. Left Clarkson College furniture and room accessories from your apartment inside your apartment. Reposition furniture as it was on arrival.
  11. Left your dresser in the closet space.
  12. Turn off all lights.
  13. Left your AC/Heating unit at 72 degrees.
  14. Schedule an appointment with a staff member to go over condition of apartment.
  15. Turn in all keys and key cards.
  16. Fill out change of address form via e-mail or hard copy.
- \* Failure to complete any or all of the tasks listed above will result in an improper checkout and fines of \$25 or more will be assessed to the responsible parties.
- \* Residents may not follow these guidelines for holidays or breaks. Residents will follow different procedures at that time.
- \* Any unexplained departure of 10 days or more may be considered a cancellation and departure from the College and damages for removal of belongings, cleaning and damages will be assessed and charged to responsible parties.

### Breaking a Lease

In those cases where a lease needs to be broken, the resident is responsible for an incomplete checkout and a \$500 fine will be issued. Notifying the Residence Life office immediately will make the process easier for all parties. However, you will not be fined if you decide (within an acceptable amount of time) to live elsewhere before the beginning of the semester or if you are dismissed from the College.



Imagine someone **caring**  
who values **honesty**  
& the well-being of others.

Now factor in **intellect**,  
**integrity** & **perseverance**.

To us, this defines **the best**.  
This defines you.



# Personal Items

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## Personal Items

### Motorized or Manual Vehicles

All residents who own a motorized vehicle or any device needing fuel can create a possible fire hazard. Due to the nature of motorized vehicles, they cannot be stored in the Residence Hall. Motorized vehicles may not be ridden in the Residence Hall at any time. Fines will be assessed to all responsible parties for removal and storage of such items.

Any manual vehicles may be stored in the Residence Hall if they are not bicycles. All owners of bicycles can store them in the designated bike racks located around campus or on the second floor of the Residence Hall. Manual vehicles may not be ridden in the Residence Hall at any time. Fines will be assessed to all responsible parties for breaking the policy and confiscation can occur. Bike racks are also available in the designated bike rack areas within the Residence Hall.

### In Hall Sports

Riding bicycles, skateboards, scooters, roller blades, skates, throwing objects (Frisbees, balls of any kind (water or dry) or other projectiles) are not permitted in the Residence Hall at any time. Likewise, residents are not allowed to play sports (golf, baseball, football, basketball, hockey, soccer, water fight, etc.) or “rough house” in the Residence Hall at any time.

### Windows, Ledges & Roofs

At no time shall a resident exit an apartment through a window unless in a documented emergency. If personal property or Clarkson College items are ejected from any window, disciplinary action will take place. If responsible residents are not identified, charges will be given to the entire apartment or complex. Windows must remain closed when air conditioning is on. All screens must stay on all windows as a safety precaution. Any resident that removes the screen from a window will be assessed a fine and possible disciplinary action can be taken. To maintain the appearance of the Residence Hall, no objects or paraphernalia can be displayed on any ledges or hung from the windows.

- \* At no time shall a resident or object be on the roof or any ledges. If a resident or object is found on the roof or a ledge, responsible parties will be assessed a fine and possible disciplinary action will be taken.

# Hall Violation Policies

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## Hall Violation Policies

The Residence Life Staff at Clarkson College is dedicated to providing a safe, enjoyable environment for its residents and visitors. This means community living that is quiet, comfortable and supportive to both academic and social growth. The Residence Life Staff would like to educate residents to be responsible members of the Clarkson College community in and outside of the classroom. The Residence Life Staff expects its residents to meet certain standards outlined in this handbook. If expectations are not met, the Residence Life Staff expects residents to take responsibility and consequences for his/her actions.

All Clarkson College students and guests shall abide by the following policies and agreements:

- › Roommate Agreements.
- › The terms outlined in the Community Standards Agreement.
- › The terms and agreement outlined in the Housing Handbook.
- › College rules and polices found in the Clarkson College Student Handbook.
- › Federal, state and local laws.

If a violation occurs, an incident report is written to document what occurred. Names and phone numbers are needed, and all parties shall give their correct information, as well as show an ID confirming who they are. All incident reports, letters and other documentations are on file in the Residence Life office. Every document in a resident's file is available for the said resident to read. Otherwise, all documented information is confidential and restricted. All files remain active until the resident has graduated or is withdrawn from the College. Every Clarkson College resident is responsible for knowing all policies and regulations.

### Confronting a Policy Violation

A Residence Life Staff member shall confront any situation that is in violation of the policies set forth in the Clarkson College Residence Hall Handbook or Clarkson College Student Handbook. If a Resident Advisor knocks on your apartment door and announces their presence, the resident must come to the door immediately. It is the right of the resident to refuse entry to the Resident Advisor, but if this happens, the Director of Residence Life or Residence Hall Coordinator will be called to assist in the situation.

All Clarkson College students and visitors are expected to cooperate and assist the Residence Life Staff member in confrontational situations. Failure to cooperate, give false information, or use verbal or physical abuse will result in stricter disciplinary actions.



It is also the right of the resident to refuse to allow the Resident Advisor to search their apartment. Again, if this happens, the Director of Residence Life or Residence Hall Coordinator will be called to conduct the search. Following any policy violation, an incident report will be written and the Director of Residence Life will meet individually with each resident involved to discuss the situation and appropriate consequences.

At this time, it is also the responsibility of Clarkson College students or visitors to inform the Director of Residence Life of any concern about a Resident Advisor's action during the documentation process. Please note, anything found in a common area of the apartment that violates policy is the responsibility of all the residents in the apartment and each resident is subject to consequences (i.e. living room, kitchen, refrigerator, trash, bathrooms, etc.).

### Incident Reports

When a Clarkson College student or visitor is involved in a policy violation, any Residence Life Staff member, College official or Security officer can document the incident. Not every incident documented is a policy violation. Some documentation includes emergency concerns, theft, loss, equipment damages or illnesses. All incident reports are written objectively, and it is extremely important that all information given is accurate. The Director of Residence Life reviews all incident reports and may set up meetings in order to receive more information.

### Policy Violations (not limited to)

- › Alcohol in the building and/or on campus
- › Assault
- › Disturbance to community
- › Drugs
- › Hall sports
- › Harassment
- › Keeping pets of any kind in the apartments for any duration of time. The only exception is fish.
- › Noise
- › Smoking in the building and/or around Clarkson College facilities
- › Vandalism
- › Visitation
- › Weapons/firearms
- › Open flames in Residence Hall

### Disciplinary Actions (based on the seriousness of the incident)

- › Discipline warning
- › Discipline suspension
- › Discipline reprimand
- › Discipline eviction
- › Discipline probation

### Residence Hall Pet Policy

If any kind of pet is found in the apartment (only exception is fish), the resident will be expected to pay a \$30 fine and will be financially responsible for any damages caused by the animal.

### Clarkson College Alcohol Policy

#### **First offense:**

- › Required student completion of an alcohol use evaluation survey.
- › Completion of the Alcohol Skills Training Program (ASTP).
- › A fine of \$50.

#### **Second offense:**

- › Required student completion of an alcohol use evaluation survey.
- › Completion of Brief Alcohol Screening and Intervention for College Students (BASICS) through four sessions with the Licensed Alcohol and Drug Addiction Counselor (LADAC), Provisional Licensed Alcohol and Drug Addiction Counselor (PLADAC) or Certified Master Addiction Counselor (CMAC).
- › A fine of \$75.

#### **Third offense:**

- › The student will undergo Formal Evaluation for Substance Abuse by a LADAC, PLADAC or CMAC with any and all fees to be incurred by the student. The counselor will provide documentation back to the College that the student is progressing with recommended treatment options.
- › Student will be placed on housing probation.
- › A fine of \$150.

#### **Fourth offense:**

- › Immediate eviction from the Clarkson College Residence Hall.
- › Cannot return to College classes and activities without documentation of a monitoring plan from a certified Drug and Alcohol counselor. Decisions will be made based on the monitoring plan.

### Apartment/Bedroom Search with Resident Not Present

Clarkson College and the Residence Life office has the right to conduct an apartment/room search without resident(s) present if pertinent information is given. The Residence Life office shall notify the resident(s) if such occurrence happens by written notification. The resident(s) shall be given a copy of the documented list of items confiscated as well as which staff members were present. The Residence Life office or a College official will contact the resident(s) to discuss the incident in further detail.

### Apartment/Bedroom Search with Resident Present

Clarkson College and the Residence Life office has the right to conduct an apartment/room search with resident(s) present if pertinent information is given. It is the responsibility of the resident(s) to cooperate with all staff members and give accurate information. At the end of the search, the resident(s) will be given a copy of items confiscated as well as which staff members were present. The Residence Life office or a College official will get in contact with the resident(s) to discuss the incident in further details.

### Appeals

If at any time a Clarkson College student or visitor feels they were wrongly documented for an incident, it is the Clarkson College student's or visitor's right to appeal. In order to appeal, the Clarkson College student or visitor must fill out the appeal paperwork and set up a meeting with the Vice President of Operations.

### Disciplinary Sanctions (not limited to)

- › Alcohol education
- › Apology
- › Community service
- › Counseling
- › Drug education
- › Failure to complete
- › Failure to comply
- › Fine
- › Notification to parents
- › Research papers
- › Restitution
- › Student health
- › Video research
- › Work off fine
- › Other

**Clarkson College Residence Hall**  
120 S. 41st Street Omaha, Nebraska 68131  
TF 402 991 4825 [housing@clarksoncollege.edu](mailto:housing@clarksoncollege.edu)