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**WELCOME TO
Josie's Village**

**CAMPUS HOUSING
HANDBOOK
2010-2011**

*A Guide to On-Campus Living
At
Nebraska Methodist College*

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August 2010

Welcome to Josie's Village! Living on-campus serves an important role in the growth and education of students at Nebraska Methodist College (NMC). Student housing promotes the core values of NMC, and in turn, this experience will promote your personal growth and allow you to develop new relationships. This handbook contains information about student and community development, as well as the policies and procedures of Josie's Village.

Being a resident of Josie's Village will facilitate your growth and development. It will assist you in the recognition of your self-responsibility and accountability in a community and an awareness and appreciation for the world around you. Living on-campus will also provide you with an exciting source of new relationships, learning opportunities, and memories that will last a lifetime.

You are entering an exciting time in your life as a college student at Nebraska Methodist College. I hope this handbook is helpful to you. If you have any questions, please feel free to stop by my office or call me at (402) 354-7212. I look forward to meeting you soon.

Sincerely,

Melissa Hoffman, PhD.
Dean of Students

CAMPUS HOUSING POLICY

While living on-campus is not required at Nebraska Methodist College (NMC), there are many opportunities and benefits available for those who do choose to live at Josie's Village. The residence life program at NMC is an integral part of the overall academic environment offered by the College. Living at Josie's Village provides students with a dynamic living/learning environment that enhances individual growth and development. The Housing Coordinator (HC) is responsible for facilitating the development of a residential environment that contributes to the student's personal, social, and intellectual growth. The HC also encourages the growth of a positive community, develops policies and procedures which foster student learning, and supports the College's mission, goals, and core values.

Students must meet the following criteria in order to live at Josie's Village at NMC:

- * Students must be accepted into an academic program of study and registered for at least one class in that program in each semester/term they reside at Josie's Village;
- * Students who are working in the Omaha area in the summer may reside on-campus without being enrolled in summer classes as long as they are pre-registered for fall classes;
- * Students must be in good standing (i.e., students on academic suspension may not live on-campus).

Before the beginning of each academic term and again after the last date to drop/add a course, the HC verifies the enrollment status of all residents with the Registrar. Students who are ineligible to live on-campus will be expected to vacate their apartment within 48 hours of being notified by the HC. Students who express an interest in on-campus housing either by noting so on their application for admission or by calling the housing office will receive a student housing contract from the HC. These forms must be returned along with a \$150.00 deposit to reserve an apartment at Josie's Village. Unless the Contract is cancelled prior to the established deadlines in the following chart, the Contract may not be terminated without approval from the Housing Coordinator. In the event of termination of occupancy without College approval, the obligation to pay rent will continue for the length of the contract. If the resident does not enroll in classes at Nebraska Methodist College, the contract will be cancelled, and the deposit will be forfeited after the following dates.

FALL/SPRING CONTRACTS	SPRING ONLY CONTRACT	SUMMER CONTRACT
Prior to May 1 – Cancellation with no penalty. \$150 deposit is forfeited.	Prior to November 1 – Cancellation with no penalty. \$150 deposit is forfeited.	Prior to May 1 – Cancellation with no penalty. \$150 deposit is forfeited.
After May 1 – Student is assessed \$500 cancellation fee. \$150 deposit is forfeited.	After November 1 – Student is assessed \$500 cancellation fee. \$150 deposit is forfeited.	After May 1 – Student is assessed \$500 cancellation fee. \$150 deposit is forfeited.

In cases when the student housing is full and the student does not want to be placed on a waiting list for a room, the deposit will be refunded by the HC. One-bedroom apartment requests are honored, as space is available throughout the year.

HOUSING CALENDAR

Fall 2010 August 23 - December 17

Aug 18	New and returning residents move in
Aug 19-20	Orientation for freshmen residents
Aug 23	Classes begin
Aug 27	Last day to add or register Resident's enrollment verified
Sep 6-7	Labor Day Holiday
Oct 11-15	Fall Break
Nov 24- 26	Thanksgiving Holiday
Dec 10	Last day of classes
Dec 13-17	Finals/Commencement Non-returning residents move out
Dec 18 - Jan 16	Semester Break

Spring 2011: January 17 - May 6

Jan 15-16	New and returning residents move in
Jan 17	Classes begin
Jan 21	Last day to add or register Resident's enrollment verified
Jan 17	RA applications available
Jan 24	RA applications due
Jan 24-28	RA interviews
Mar 14-18	Spring Break
Apr 4-8	Housing Sign-up - Summer/Fall/Spring
Apr 11	Housing Council Election
Apr 29	Last day of classes
May 2-6	Finals
May 6	Commencement
May 7-8	Non-returning residents move out

HOUSING SIGN-UP

Housing sign-up for current residents occurs in mid-April for the summer and upcoming academic school year. Residents who wish to stay in the same apartment from year to year may exercise "squatters rights" on the first day of the scheduled sign-up period.

All residents not staying in their apartment over the summer must also pay the \$150.00 room deposit to hold their room until they move back in the fall. Students who sign up for a room and decide they do not want to live on-campus will not receive their deposit. Students moving out of their apartment prior to the end of their contract will be expected to pay for the entire semester and will not receive their deposit. The College reserves the right to remove the privilege of squatter's rights at any time.

HOUSING ASSIGNMENTS

Every effort is made to honor each new student's preferences when making room and roommate assignments at NMC. Final decisions regarding such assignments are made by the HC. Preferences for roommates will be considered; however, no guarantees are made for a particular roommate assignment. Roommates will be expected to complete a Roommate Contract when they initially move in to avoid conflicts during the school year.

Most students living on campus have a roommate. However, a limited number of one-bedroom apartments are available each year. One-bedroom apartments are typically occupied by upper-class students who have made such requests during the housing sign-up conducted in the spring. Requests for one-bedroom apartments by new students are honored on a first come first-serve basis when space is available. At the beginning of each semester, residents interested in a one-bedroom apartment should contact the HC to have their names placed on a waiting list. If a College-assigned roommate (freshman/transfer) does not arrive or moves off campus, the remaining roommate will not be charged the one-bedroom apartment rate for the remainder of that semester. However, all such residents must agree to accept another compatible roommate or independently find a new roommate by the last day to drop/add a class for the upcoming academic term to avoid paying the private rate from then on.

HOUSING COSTS

The basic cost for living on-campus in a one-bedroom or two-bedroom apartment is determined by the College administration during the spring semester of each academic year. Current room rates are listed on the website or can be ascertained by calling the HC. Housing costs are calculated each semester by the Business Office; costs include rent, utilities, and wireless internet service.

HOUSING FACILITIES

Josie's Village is coed and houses 100 students. All units are apartment style with private bedrooms and are fully furnished.

Specific characteristics of Josie's Village are as follows:

- Dining rooms equipped with a table and chairs.
- Furnished living rooms with a couch, lounge chairs, a coffee and end table.
- Bedrooms contain a twin-size bed, dresser, night stand, desk and chair.
- Window blinds.
- Self-controlled heating & air-conditioning

Each of the buildings within Josie's Village includes:

- Secured access.
- Laundry facilities.
- Wireless Internet access.
- Cable ready (not included in rent)
- Easy access to the Josie Harper Campus computer lab, classrooms, library, student health center and the fitness center.

Students are expected to bring their own lamps, bedding, shower curtain, bath linens, vacuum cleaner, cooking utensils, dishes and wastebasket for their apartment.

HOUSING STAFF

The housing staff is committed to helping residents have a positive and rewarding experience at NMC. Each year three Resident Assistants (RA's) are available to respond to your personal needs, problems, and/or concerns in a professional and caring manner. Each RA is responsible for developing a sense of community by organizing meetings and activities with residents. Housing staff work to provide residents with a safe, clean, and dynamic living/learning environment that will not only enhance residents' personal growth and development but also help them succeed as students at NMC. As the "front line" leaders of the Housing community, the general responsibilities of each RA are as follows:

1. Role model appropriate attitudes and behaviors consistent with the mission statement, core values, policies, and regulations of the College and Josie's Village.
2. Confront inappropriate behaviors and administer discipline fairly and consistently when necessary.
3. Conduct monthly meetings with residents in their buildings to discuss current issues/concerns, assess needs/interests, and communicate administrative decisions/policies.
4. Maintain records of building meetings and report current issues, concerns,

- and interests at Housing Council meetings.
5. Organize activities that will encourage residents to get to know one another and develop a sense of respect for individual differences.
 6. Help residents resolve personal and/or academic issues in a confidential manner and make referrals as appropriate.
 7. Respond to crisis situations in a calm, caring, and professional manner.
 8. Serve as a liaison with maintenance, housekeeping, and security staff.
 9. Retain a master key to use for resident lockouts.
 10. Attend all staff and Housing Council meetings.
 11. Actively support and participate in all housing programs, activities, events, and special projects.
 12. Make additional contributions as needed.

To apply for an RA position, residents must retain a cumulative GPA of at least 2.5. The RA application and selection process is held during the spring semester of each academic year. Being an RA is an excellent opportunity to develop leadership and communication skills as well as significantly impact the functioning of Josie's Village. RA application packets may be obtained from the HC.

HOUSING GOVERNMENT

Self-government is an important part of the residential community at NMC. Josie's Village operates under its own constitution, within the guidelines of the policies and procedures of the College. The student apartments are governed by the Housing Council, which includes the housing staff, four elected officers, two freshmen representatives, a historian, building representatives and a recreation committee chairperson. Working with the HC, the Council is responsible for managing the housing finances, hearing judicial appeals, coordinating housing improvement projects, planning educational programs, and promoting community building events for the benefit of student housing as a whole. Housing Council meetings are scheduled on a regular basis each semester to conduct monthly business, plan projects and events, and discuss current issues and concerns affecting the housing community in general. Consequently, students who live on-campus have a great opportunity to interact with their peers, as well as the faculty, staff, and administrators of the College. The Council is committed to building and maintaining a positive atmosphere within Josie's Village by incorporating the College's core values of caring, excellence, holism, learning, and respect into the daily life of the residential community.

The Housing Council Mission Statement is as follows:

"Josie's Village promotes a positive environment for a comprehensive educational experience that encourages the appreciation of individuality and a respect for diversity. Our overall mission is to develop and maintain a sense of community and social justice and to develop leadership skills and provide opportunities for serving others through the intentional efforts of a friendly, helpful, and competent staff."

Residents who are interested in leadership and communication skills, community service, and/or campus politics are encouraged to run for a position on the Housing Council during the spring semester of each academic year. A copy of the Housing Constitution may be obtained from the HC.

HOUSING INTRAMURAL & RECREATIONAL ACTIVITIES

Through a special arrangement with the University of Nebraska at Omaha (UNO), all NMC residents have access to a full range of intramural and recreation activities offered by the UNO during the fall and spring semesters. Residents who are interested in participating are encouraged to contact the Recreation Chairperson on the Housing Council. A recreation committee is formed early each semester to organize intramural teams, plan weekend events, and schedule a variety of other fun activities each month for all residents to enjoy.

HOUSING DIRECTORY

If you have any questions, please feel free to call any of the following numbers:

Housing Coordinator	Melissa Hoffman	402-354-7212
RA	Sarah Bell	402-706-4965
RA	Alyssa Evans	402-718-3504
RA	Nisha Wegner	402-720-5652
Housing Council President	Chris Wenzl	402-209-2938
Vice President	Kelsey Hackett	402-980-4698
Secretary	Danielle Brazzle	402-218-8789
Treasurer	Hanna Mensik	402-719-6637
Historian	Maggie Christensen	641-344-9154
Recreation Chair		

Dean of Students	402-354-7212
Student Developmental Services	402-354-7211
Safety	402-354-4048
Security	402-740-6368
Maintenance/Housekeeping	402-397-8665
School Closure Information	402-354-7222
Information Desk	402-354-7000

CHECK-IN & CHECK-OUT

Residents are responsible for the condition of their room from the time they check-in until they check-out. An apartment condition/inventory form must be completed and signed by each resident at move in. Repairs are charged directly to the residents of the apartment as they occur during the school year or at check-out time.

When students check out of their rooms, the Apartment condition/inventory form is used to ascertain any damages or losses to be charged to the resident's security/damage deposit. Charges in excess of the deposit will be billed through the Business Office. A list of charges for room damages and replacement costs is available from the HC. When checking out, please do the following:

1. Give at least two days notice to the HC.
2. Remove all personal possessions from your apartment.
3. Vacuum and dust your apartment.
4. Clean the bathroom.
5. Dispose of all trash.
6. Sign your apartment condition/inventory form.
7. Turn in your keys and update your address.

Residents who do not properly check out will be assessed a \$25 fee in addition to any charges for apartment cleaning, damages, and/or losses.

APARTMENT CHANGES

The College reserves the right to change housing assignments at any time. Student requests for apartment changes are not usually permitted during the first two weeks of a semester without extenuating circumstances. This period provides new residents with roommates the opportunity to get to know one another before rushing into a decision. A room change involving roommates will not be considered without a Roommate Contract on file, unless both roommates are willing to pay for a one-bedroom apartment, both roommates want to move into another vacant room, or a mutual agreement is reached among four residents who are interested in exchanging roommates only. All exceptions must be approved by the HC. Students who are granted permission to move will need to pay a \$100 room change fee. Additionally, students who would like to bring in their own bed may be subject to an additional \$40 bed removal fee. All room changes are subject to space availability. Residents who make unauthorized changes will be assessed a \$25 fee.

APARTMENT ALTERATIONS

Students wishing to make alterations to their room must seek permission from the HC in advance. The following guidelines will apply:

1. Nails, screws, fasteners, sticky adhesive and tacks may not be used on doors, woodwork, or furniture belonging to the College. Students may use

- small nails on the walls to hang pictures and other personal belongings.
2. Screens may not be removed from windows.
 3. Waterbeds are not allowed.
 4. Lofts are not allowed.
 5. Bicycles cannot be stored on patios or balconies.
 6. Window boxes, flower boxes, or other articles are not permitted on the sills or hung in or from the windows or balconies.
 7. Fences, signs, fixtures, awnings, antennas or similar devices which require defacing, drilling, attaching or alteration are not allowed.
 8. One small microwave is allowed per apartment.
 9. Additional furniture is not allowed. Students are allowed to bring a TV stand.
 10. Information and/or materials containing foul language, sexual innuendoes, racial slurs, alcohol, drugs, weapons, or otherwise unacceptable behavior must be kept from public view. If such materials are visible to the public, they will be removed and destroyed.
 11. Possession of stolen public property, e.g., street signs, is not allowed. Residents found with such property in their apartment will be required to return the item(s) with a written apology, and will be placed on housing probation.
 12. Room furnishings owned by the College are not to be removed from a student's apartment for any reason. Residents will be assessed the full replacement cost for any missing items at check-out time.

Limited storage space in the laundry room is available for residents. Any personal items found in public areas of the apartment, or left behind after checking out of Josie's Village, will be disposed of. Students may sign up to bring in their own bed. A \$40 bed removal fee will be added to the student account. Students may only bring in their bed during scheduled moving days ONLY.

APPLIANCES

Dishwasher: All items to be cleaned in the dishwasher should be rinsed well first. Food particles can become lodged in valves causing overflowing and/or appliance damage. Only powder dishwasher detergents should be used. The dishwasher must never be left running unattended. Problems with dishwashers should be reported to Maintenance immediately. Any damage that occurs due to an overflow of an unattended dishwasher will be charged to that Resident.

Disposal: Food wastes should not be put into disposal section until water is running and disposal is on. COLD water should be running before disposal is turned on, and left running for one minute after grinding. Such items as grease, bones, husks, cobs, celery and carrot tops should not be placed in the disposal as they will result in blockage and/or damage to the disposal. Caustic drain cleaners should not be put in the disposal as they will deteriorate the disposal seal.

Ranges - Self-Clean Ovens: Burner chrome rings should never be cleaned in self-clean ovens. Commercial oven cleaners should never be used on or around self-clean ovens. Aluminum foil should never be placed on the bottom of the oven as it can melt and fuse the bake unit causing damage. The oven door should be left locked for two hours after cleaning time is up. If the door is unlocked before the oven is properly cooled after the cleaning cycle has been in operation, it will damage the solenoid.

Ranges-Continuous-Clean Ovens: Commercial oven cleaners will damage a continuous clean oven surface. The only cleaning materials which can be utilized are nylon tufted scouring pads and full strength liquid household cleaner.

Refrigerators: Sharp instruments should never be used when defrosting a refrigerator as it can result in puncture of the freon line. Heavy weighted items should not be placed on plastic crisper covers. Dust and lint should be periodically cleaned from behind the grill at the front of the refrigerator at floor level. Abrasive cleansers should never be used on any appliance surfaces.

ROOMMATE RELATIONS

Enjoyment of life at Josie's Village will depend, to a large degree, on the thoughtful consideration that residents demonstrate toward one another. The following "Roommate Bill of Rights" is a reminder to each resident of his/her responsibility to his/her roommate:

- * The RIGHT to read and study free from undue interference in one's room. Undue noise and other distractions inhibit this right.
- * The RIGHT to sleep without undue disturbance from noise, guests, etc.
- * The RIGHT to expect that roommates will respect each other's personal belongings.
- * The RIGHT to a clean environment in which to live.
- * The RIGHT to free access to one's room and facilities without pressure from a roommate.
- * The RIGHT to host guests with the expectation that guests are to respect the rights of your roommate and other residents.
- * The RIGHT to address grievances. Housing staff are available for consultation in settling conflicts.
- * The RIGHT to be free from fear of intimidation, physical, and/or emotional harm.
- * The RIGHT to personal privacy.

Each resident is entitled to the above noted rights. Personal responsibility is required to assure such rights are enjoyed. Consideration, adaptability, and flexibility will allow the relationship between roommates to grow in a positive direction.

COMMUNITY RELATIONS

Nebraska Methodist College is a community of students, faculty, staff, and administrators dedicated to personal and academic excellence. As a member of this "learning" community, it is expected that everyone will commit to the mission and core values of the College. These core values are Caring, Excellence, Holism, Learning, and Respect.

In order for the residential community to run effectively, efficiently, and safely, policies and procedures have been developed by students and staff to safeguard the rights and property of all residents and to maintain the condition of Josie's Village. Residence Life is committed to building and maintaining a positive and dynamic living/learning environment at NMC.

COMMUNITY LIVING AGREEMENT

All residents are required to sign a Community Living Agreement when they move into Josie's Village, stating that they agree to support the College core values and adhere to all Housing and College policies. All residents are expected to make a positive contribution to the community through their input and behaviors.

Residents are responsible for reading and understanding all of the policies and procedures in this handbook, as well as the College Catalog and Student Handbook. These publications contain general policies related to student health, drugs and alcohol, equal opportunity and non-discrimination, harassment, non-academic suspensions and dismissals, personal conduct, release of information, privacy of records, sexual misconduct, discipline and non-academic student appeals, complaints, student responsibilities, and unauthorized access. Specific housing policies include, but are not limited to, the following:

1. **Alcohol & Other Drugs:** The use and/or possession of alcohol/alcohol containers, as well as the manufacture, sale, distribution, use and/or possession of illegal drugs/drug paraphernalia is prohibited on campus. The consequences for each resident involved in an alcohol-related violation are as follows:

1st Incident - All guests escorted out of Josie's Village; an alcohol awareness session with a College counselor and 10 hours of community service.

2nd Incident -20 hours of community service; guest privileges restricted for two weeks and an alcohol evaluation

3rd Incident – Eviction from Josie's Village without any refund of rent or deposits paid.

The consequences for each person involved in an illegal drug related violation at Josie's Village will include the following:

- * Automatic eviction of the resident(s) from Josie's Village, without any refund of

rent or deposits paid; and

- * All names referred to College and local authorities where additional College, local, state, and federal sanctions may apply.

Sanctions for either type of violation may also include the immediate dismissal of a student from the College.

2. **Smoking:** Josie's Village is designated as a "tobacco-free" environment. Smoking is prohibited in all public and private areas of Josie's Village. The consequences for each resident involved in a smoking- related violation are as follows:

1st Incident - Verbal warning.

2nd Incident – 10 hours of community service; guest privileges restricted for two weeks; and a presentation to the on-campus community on the health hazards related to smoking.

3rd Incident – Eviction from Josie's Village without any refund of rent or deposits paid.

3. **Noise & Quiet Hours:** Physical activities that may cause a public disturbance and/or damage in the apartments, such as water fights, wrestling, and/or the use of athletic equipment, are prohibited. Sound equipment, such as stereos and TVs may be played in student apartments as long as they do not infringe on the rights of other residents. The volume on such equipment must be turned down upon request at any time. Noise control is the ongoing responsibility of all residents and a certain amount of noise can be expected in a group living environment. However, if the noise is interfering with a resident's personal rights, the following steps may be taken:

1st - Express concerns directly to those who are being too noisy.

2nd - If excessive noise continues, report the situation to a RA. The HC may also be contacted. If the HC and none of the RA's are available, security may also be contacted.

By taking an active role in controlling the noise, life at Josie's Village will be a more enjoyable experience for all residents. Common courtesy is expected from all residents - both inside and outside of the apartments - at all times. To ensure that an atmosphere conducive to study and/or to sleep is maintained for all residents, the following "quiet hours" have been established:

Sunday through Thursday – 10:00 p.m. to 10:00 a.m.

Friday through Saturday – 12:00 a.m. to 10:00 a.m.

The consequences for each resident involved in an excessive noise or quiet hours violation at Josie's Village are as follows:

1st Incident - Verbal warning.

2nd Incident - Two hours of community service at NMC.

3rd incident – Five hours of community service at NMC and residents may be placed on probation.

Residents will also be responsible for the cost of any repairs and/or clean up related to a public area disturbance, misuse of equipment or facilities, or vandalism of College property.

4. **Visitation:** Residents are responsible for their guests at all times and will be held accountable for their actions and behaviors while on-campus. Residents may have no more than 5 people in their apartment at any time. Residents do NOT need to sign their guest in.

Residents may have an overnight guest Sunday through Thursday up to six times/month and unlimited times on weekend nights (Friday and Saturday). To avoid conflicts, however, residents with a roommate should not assume it is "ok" to have an overnight guest. Overnight guests must be mutually agreed upon in advance between roommates, as a roommate has the right to say "no" at any time to such a guest visit. Residents may only have one overnight guest per night.

The following visitation hours apply:

Open Hours - 7:00 a.m. to 11:45 p.m.

Overnight - 12:00 a.m. to 7:00 a.m.

The consequences for residents who exceed the monthly overnight guest limit or fail to sign their guests in properly, will be as follows:

1st Incident - Verbal warning.

2nd Incident - 5 hours of community service at NMC and no privileges for overnight guests.

3rd Incident – 10 hours of community service at NMC and no guest privileges at any time and probation.

Special permission must be granted by the HC for guests who wish to stay more than two nights in a row. Residents with guests staying more than two nights in a row will be charged \$20/night.

For emergency and liability purposes, minors who are not documented relatives of a resident host may not stay overnight at Josie's Village for any reason. The College considers anyone who is less than 18 years of age a minor. **Babysitting at Josie's Village is prohibited.**

5. **Soliciting:** Soliciting by anyone other than a NMC student, staff, or faculty member

is strictly prohibited. Soliciting for charity or business reasons on campus by a student organization must be approved in advance by the Dean of Student Services. If you should encounter an unauthorized solicitor, please contact security immediately. Anyone who is soliciting without permission will be escorted from the premises directly.

6. **Assault:** Residents involved in the physical assault of another student on-campus will be evicted from Josie's Village immediately. Residents who are evicted are not eligible for any housing refunds and may face additional sanctions or disciplinary actions.
7. **Theft:** Residents involved in the theft or misappropriation of College property, another student's property, and/or the property of anyone else on the College premises, will be evicted from Josie's Village immediately. Residents who are evicted are not eligible for any housing refunds and may face additional sanctions or disciplinary actions.
8. **Gambling:** Gambling is prohibited at Josie's Village. Violation of this policy will result in a resident being placed on probation and may be cause for eviction from Josie's Village.

INCIDENT REPORTS

Violations of policies at Josie's Village are documented on Incident Report Forms by the Housing staff. Within five working days of an incident, the HC will arrange an individual meeting with each person involved in an incident. After discussing the incident with those involved, the HC will assess the appropriate sanctions.

Community service hours must be completed within a specific time period. Residents placed on probation will receive a formal letter explaining the consequences of any further misbehavior at Josie's Village. Residents evicted from Josie's Village will receive a formal letter from the HC terminating their housing contract and will be required to vacate the premises within five working days. Students evicted from Josie's Village may file a petition to move back on-campus with the Vice President of Student Affairs at the beginning of the next academic term.

APPEALS

All violations are considered according to the individual circumstances and may be reviewed within the guidelines set for non-academic appeals. The right to appeal an incident is waived, however, if a resident fails to meet with the HC and sign the incident report. All appeals, along with a brief rationale for its request, must be submitted in writing to the HC within five working days of meeting with the HC about an incident. Appeals are processed in accordance with the steps outlined in the College Catalog.

CAMPUS SECURITY

Access to Josie's Village is restricted to residents and their guests by an electronic security system 24 hours a day, 7 days a week. Card readers are located in the entryway of each building at Josie's Village. Students living on-campus have access to the building they live in. Security is available 24 hours a day, 7 days a week. At the Josie Harper Campus and at Josie's Village, you will find blue emergency lights with phones in both parking lots. The phones ring directly to Methodist Hospital Security dispatch. These are to be used in case of an emergency only.

Certain precautions regarding the safety and security of residents and their personal property should be taken. Security guidelines are as follows:

- A. Label and make a list of all personal property, including serial numbers and manufacturer names.
- B. Check family insurance policy for coverage related to the damage, theft, or loss of personal property. The College is not liable for damage, theft, or loss of personal property.
- C. Record account numbers, telephone numbers, and addresses for all credit card and checking accounts.
- D. Keep money and valuables in a secure place. Do not keep large amounts of cash in your apartment.
- E. Be alert to the presence of strangers in and around Josie's Village, including solicitors.
- F. Keep room locked.
- G. Do **NOT** loan out room key or ID card to anyone.

Additional locks are prohibited from being placed on any door by residents.

CAMPUS PARKING

There are four well-lit and free parking lots available for all residents to use. The security officer on duty will escort residents to their car at night upon request.

All students living on campus must register their motor vehicle(s) with Security when they check into Josie's Village. This is done so that Residence Life and Security staff can identify vehicles that need to be moved in the event of emergencies, bad weather, snow removal, maintenance, or other special events.

Full-time residents who have their motor vehicle(s) registered in another county can purchase a Douglas County Wheel Tax Exemption sticker at the Information Desk for \$5. Part-time residents who have their vehicle(s) registered in another county will be required to pay the city wheel tax. Part-time residents should contact the Douglas County Treasurer's Office to register their vehicle. Failure to do so may result in a fine and/or the vehicle being towed to the police impound lot at the vehicle owner's expense.

HEALTH & SAFETY POLICIES

Health and safety policies of Josie's Village are in accordance with state and local codes. Residents are accountable for knowing the following policies and procedures:

- A. **Firearms, Weapons, & Explosives:** The possession and/or use of firearms, weapons, and explosives is prohibited on campus. Firearms and weapons include the following hunting and non-hunting items: knives, bow and arrows, rifles, shotguns, and handguns. Items that can be considered dangerous instruments, but not identified as a weapon, such as BB guns, paint guns, and high-powered water guns are also not allowed on campus. Explosives include, but are not limited to, ammunition, fireworks, and chemicals that are explosive in nature. All such items will be confiscated, and depending on the circumstances, may or may not be returned at the end of the academic year. Depending on circumstances, violation of this policy will result in either housing probation or immediate eviction from Josie's Village, suspension, and/or expulsion from the College.
- B. **Appropriate Attire:** In accordance with public health departmental regulations, shoes must be worn in all public areas of the College. While Josie's Village is "home" for residents, please remember it is a coed facility and dress appropriately. When in other areas of the College, residents are required to wear street clothes and shoes, excluding pajamas and slippers.
- C. **Food:** Non-perishable/perishable foods may be kept in resident's rooms if they are stored in closed containers or a refrigerator. Exposed food will attract insects and/or other rodents which may affect the health and welfare of all residents. Residents will be held accountable for keeping their rooms clean at all times. Residents with an insect or rodent problem should report the situation immediately to the HC so that the "pests" can be exterminated before they spread to other apartments.
- D. **Pets:** Pets, with the exception of fish, are not allowed. Residents found with unauthorized pets in their apartments will be given notice to remove them within a given time limit by the HC. If pets are not removed as requested, they will be confiscated immediately. Residents who violate this policy will be placed on housing probation.
- E. **Fire Drills:** A minimum of one unannounced fire drill will be held at Josie's Village each semester. The College is required by law to ensure all residents be present at the time of a fire drill and participate in it. Therefore, rooms are checked for occupancy by housing staff during drills. When the fire alarm is sounded, the following procedures are to be taken:
 - * Close all windows
 - * Leave the lights on
 - * Take a wet towel or cloth and place it over your face if there is smoke

- * Go to the nearest exit in single -file –
- * Stay to the right side of the hallway
- * Walk swiftly - **Do Not Push or Run**
- * Assemble outside at a safe distance from the building in a pre-designated area
- * Stay clear of fire lanes and fire equipment
- * Wait for an official "all-clear, from security or the fire department - **Do not re-enter the building during the drill**

Individuals who misuse fire equipment are subject to both State and College disciplinary action. The minimum fine for the misuse of a fire extinguisher or false fire alarm is \$100. Any repairs and/or replacement costs are also the responsibility of individuals involved in such incidents. The following policies also apply to fire safety and prevention:

1. Blocking fire doors open is prohibited.
2. Hallways and exits must be kept clear of all objects.
3. All exit door windows must be kept clear.
4. Live cut greenery, i.e. a Christmas tree, is prohibited.
5. The burning of incense is prohibited.
6. The burning of a candle is prohibited.
7. Tampering with smoke detectors is prohibited.
8. Sun/heat lamps, space heaters, window air-conditioners, and cooking skillets are prohibited.
9. All electrical appliances must be UL approved.
10. Electrical extension cords and adapters are not authorized.
11. Lamps must be kept clear of clothes, wall hangings, curtains, and/or any other flammable materials.
12. Window screens are not to be removed, and all roof areas are strictly off-limits.

Fire extinguishers are located in each hallway in all of the buildings at Josie's Village.

In response to actual smoke or fire, think R.A.C.E.:

R =Rescue those in immediate danger.

A =Activate the alarm (shout Code Red, pull the nearest fire alarm station, and dial 911).

C =Confine the fire by closing all doors and windows.

E =Extinguish the fire if possible, or Evacuate if the fire is endangering lives.

If you do fight a fire with a fire extinguisher, think P.A.S.S.:

P = Pull the pin.

A = Aim low at the base of the fire.

S = Squeeze the handle.

S = Sweep from side to side.

LOCK OUTS

Residents who are locked out of their rooms may ask the RA's or a security officer to open their door with a master key. Depending on their schedules and availability, however, residents may have to wait to be let into their room.

SEVERE WEATHER

In the event of a tornado watch, residents should do the following:

- * Turn on a radio or TV for weather announcements
- * Close windows and drapes
- * Prepare an emergency pack - include a flashlight, portable radio, blanket, shoes, and your room key

If a tornado warning is declared:

- * The Omaha sirens will sound
- * Information Desk staff, housing staff, and/or Security staff will alert residents and their guests to seek shelter
- * Take immediate shelter - go to the lower level with your emergency pack
- * Avoid glassed-in areas - be prepared to cover yourself with a blanket
- * Remain in the shelter area until an official "All-Clear" is sounded

If nursing students are called to the Hospital to help move patients after a tornado, they should report directly to the person responsible for Hospital Coordination.

The decision to cancel classes due to bad weather is made by the College President. However, the ultimate decision concerning personal safety during severe weather conditions is the responsibility of the individual student. If a student is unable to report for class due to weather conditions, please notify the faculty member(s) of such classes affected.

Students can call 354-7222 for school closure information during bad weather.

PRIVACY

NMC respects and seeks to insure that residents' rights of privacy are observed and recognizes the importance of maintaining a comfortable and secure living environment. In keeping with this philosophy, housing staff will not honor any unauthorized requests to enter another resident's apartment or conduct any arbitrary room searches. Residents will be notified in writing if their room is entered without their presence. Rooms may be entered by authorized NMC/NMHS personnel (housing staff, administrators, safety and security, maintenance, and housekeeping) and designated local officials (fire and police) for the following reasons:

1. By authorized local officials performing statutory duties in accordance with legal search and seizures.

2. By NMC/NMHS personnel in the event there is "reason to believe" a College policy regarding drugs, alcohol, weapons, and/or theft is/or has been violated. The College reserves the right to confiscate any alcohol containers (full or empty), illegal drugs or drug paraphernalia, weapons, stolen property, and/or unapproved College property found in a student's apartment. The College also reserves the right to suspend the student from Josie's Village if immediate action is deemed necessary. Under such conditions, a dated and signed Room Search Form must accompany those conducting the search. It must include a description of the item(s) being sought and the signatures of at least one housing staff member and one other authorized College staff member. A reasonable effort will be made to contact the resident(s) of the room to have them present during the search. If it is deemed necessary to open drawers, wardrobes, refrigerators, etc., the occupant(s) of the room will be asked to do so first. The resident(s) of the room will be asked to sign the form, which verifies their awareness of the search and anything that may have been confiscated from the room. In the absence of any resident of the room, the room search form will be filed with the Vice President of Student Affairs by the Housing Coordinator within one class day of the occurrence.

An "all-apartment" search is considered an emergency and will occur only if absolutely necessary when speed and consistency are required. Attempts to contact residents will not be made due to the magnitude of the search, and residents may be asked to remain in specified areas, or escorted in and out of apartment building, during the search. If additional violations are observed during a room or all-apartment search, residents will be held accountable for them as well.

3. By authorized NMC/NMHS personnel and local officials in emergencies to protect the health and welfare of students, e.g., a medical emergency, fire, or flood.
4. By authorized NMC/NMHS personnel or approved agents to make room improvements and/or repairs.

INFORMATION DESK

The "front" Information Desk, located on the first floor of both the Clark and Riley-Leinart Centers are an excellent resource for students. Front desk staff are willing to listen and share information regarding upcoming events and activities on campus.

Students may also cash personal checks up to \$10 at the Bookstore. Students are responsible for any and all fees charged for a returned check. After the second incident of a returned check, a student's check cashing privilege will be revoked. Students from out of town are strongly encouraged to open a local banking account. Refunds for money lost in vending machines are also obtained from front desk staff.

Resident mailboxes are located in the entryway of each building; outgoing mail may be left at the Information Desk in the Clark Center. Stamps may be purchased the College Bookstore.

FITNESS CENTER

The fitness center, located on the 1st level of the Clark Center, is an un-staffed facility which requires prior approval before being authorized to use. This process includes the signing of a release of liability form and an informed consent form. Signature of parent or legal guardian is required for students 19 years or younger. You will be able to gain access to the fitness center with your student ID card after approval has been granted.

COMMUNITY ROOM

The community room is located in building 563 apartment 2A. At the time of check in, students will be issued a key to utilize this space. The purpose of the community room is to provide students living on campus with a gathering place to study, make meals or relax with your friends. Cable TV is available and students are responsible for cleaning up after they use the room.

VOLLEYBALL COURT

A volleyball court is available to students residing in Josie's Village. The court is located to the west of the Josie's Village complex. Students can check balls out at the Clark Center information desk.

SWIMMING POOL

The following pool rules were created and established by Nebraska State Law and must be strictly enforced and adhered to for the safety of all our residents. Violation may result in expulsion from the pool and/or termination from Josie's Village. The pool hours are from 10am until 8pm.

Rules:

1. Warning: NO LIFEGUARD ON DUTY!!
2. No children allowed in the pool area under the age of 16 unless accompanied by a parent or legal guardian 19 years of age or older.
3. Guests must be accompanied by a resident. Limit of 2 (two) guests per apartment!
4. "Buddy System." There must be 2 or more people present.
5. No oils or lotions containing oil are permitted as oils and lotions will plug the filters. This may cause the pool to be closed for several days to clean the filtering system.

6. All swimmers must use the toilet and take a soapy shower before using the pool as body oil can also cause the pool to close for cleaning.
7. No one with an open cut or any type of infection may use the pool.
8. No spitting, blowing your nose or any similar activity is permitted.
9. No running, diving or rough play.
10. No bare feet or wet swimsuits in the upper level of the clubhouse.
11. Proper swimwear is required. No T-shirts or cut-offs!
12. No food, alcoholic beverages, glass, frisbees, toys, balls, air mattresses, rafts, or any other like items allowed in the pool area.
13. Do not tamper with the life-saving equipment. It must be available in case of an emergency.
14. Management has the authority to ask you or your guests to leave the pool area or to close the pool.

HOUSEKEEPING & MAINTENANCE

The public areas used by residents of Josie's Village (i.e. hallways and laundry rooms) are cleaned and maintained by College personnel. Residents are expected to clean their own rooms. Residents with maintenance concerns/ needs (e.g., plumbing, heating, cooling, and/or lighting) should contact maintenance at (402) 397-8665 as soon as possible.

Response to maintenance requests takes place Monday through Friday between 9am and 5 pm. Before entering a student's apartment, Maintenance staff will take the following steps to give notice of their arrival:

1. Call the student in advance.
2. Knock on the room door twice upon arrival.
3. If there is no answer, a verbal announcement will be given before entering the room.
4. If the resident is not home, a room entry form will be completed and left in the room.
5. The room door will remain open at all times while Maintenance staff are working in a student's room.

Personal trash may be deposited in the trash dumpsters at Josie's Village. Trash bags that can be tied securely should be used.

WAIVER OF LIABILITY & DISCLAIMER

Nebraska Methodist College is not liable for the damage, theft, or loss of personal property. Students are strongly encouraged to check personal family household insurance policies for such coverage.

This publication is not to be considered a contract between NMC and any student. The College reserves the right to make changes in costs, requirements, regulations, policies, procedures, and curriculum without notice.

This handbook was reviewed and revised August 2010.

ACKNOWLEDGEMENT OF RECEIVING THE CAMPUS HOUSING HANDBOOK

I received the campus housing handbook upon my arrival to Nebraska Methodist College and understand its contents.

Signature of resident _____ Date _____

Witness _____ Date _____