



nebraskachristiancollege
A CAMPUS OF HOPE INTERNATIONAL UNIVERSITY

HOUSING GUIDE



2017-2018

Housing Guide



CONTENTS

Residence Life Coordinators (RLC) 3

Resident Assistants (RA) 3

Contacting a Resident Assistant 3

When to Contact a Resident Assistant 3

Dorm Meetings..... 3

Room Checks 3

Paying Fines..... 4

Overnight Guests..... 4

Moving In/ Moving Out..... 4

Setting Up your Dorm Room..... 4

What to Bring/ What Not to Bring..... 5

Extended Break Check Outs 6

2017-2018 Dorm Closures and Opening Dates and Times 6

Meal Plan..... 7

Cancellation of the Housing Contract 7

Individual Safety..... 7

Student Responsibility 7

Communications 8

Student Affairs Department Location and Contact Information 8

Crime Reporting 8

Daily Crime Log..... 9

Emergency Campus Communications 9

Signing up for Emergency SMS Texts: 9

Emergency Notification Procedure 10

Information: Fire, Blizzards, Thunderstorms and Tornadoes 10

Fire/ Evacuation 10

Blizzards (Heavy Snow, Strong Winds, and Ice)..... 11

Thunderstorms and Tornadoes 11

Emergency Information: Lockout, Lockdown, Evacuation, Shelter 12

Lockout: Secure the Perimeter 12

Lockdown: Locks, Lights, Out of Sight 12

Evacuate: (Give Direction Order)..... 12

Shelter: (Give Direction Order)..... 12

Acting as a Responder 12



Welcome to NCC Campus Housing!

There are a few things for you to know as you become a member of the NCC campus housing community. Please use this guide as basic information for living on campus.

Residence Life Coordinators (RLC)

Residence Life Coordinators are live in administrators that are in charge of campus housing and dormitory life. They work under the supervision of the Dean of Students to foster a Christ-Centered Community on campus. Their daily tasks involve building relationships with students, handling questions and concerns related to housing, handling housing conflicts (i.e. supervising resident assistants, monitoring dorm safety, breeches in student conduct code, reporting major incidents) and acting as a first responder in emergency situations.

Resident Assistants (RA)

Resident Assistants are live in peer administrators in charge of managing dormitory life. They work under the supervision of the Residence Life Coordinators and ultimately the Dean of Students. They work in conjunction with the RLC's to build community within campus housing. Resident Assistant's weekly duties include: conducting room checks, managing student activities and behaviors in the dormitory, monitoring over-night guest requests, programming keycards, managing dorm safety, helping with student questions, and helping in emergency situations.

Contacting a Resident Assistant

There is a Resident Assistant on duty every day. Their contact information is recorded by the RA desk for any students who may have an issue during the night.

When to Contact a Resident Assistant

Resident Assistants are here to help. Essentially they are able to help at any time. They are able to help with minor issues like broken key cards, first aid, or letting in students who are locked out of the dorm. They also help with major issues like anxiety, CPR, and emergency situations. Contact an RA if you have any questions about dorm life, needing to report a part of campus needing maintenance, or if there is a threat (potential or occurring) to campus or an emergency situation.

Dorm Meetings

Dorm Meeting are held 2-3 times a semester and exist to give out important information to students regarding campus events, upcoming policies, clarifying policies, answering student questions. Some dorm meetings are mandatory which mean every resident is required to be in attendance. Even if the meeting is mandatory we usually have something fun going on as well like late night waffles. Students who do not attend mandatory meetings are fined.

Room Checks

Weekly room checks occur to ensure that students are living in an environment that is healthy. Students are required to clean and sanitize their rooms, bathrooms, living areas, study areas, wash dishes, and to take out trash. Requirements for room checks are given at the start of the semester. [A cleaning expectation checklist list is provided in every suite.](#)



Paying Fines

When you owe money to the college through charges like room check fines, extra meals that were eaten, failing to check out of the dorm, etc.; please pay the receptionist during business hours. You will receive an invoice from people like the Resident Assistants, Resident Life Coordinators, the Operations Department, or the Dean of Students. **Fines are added to your student account until they are paid and can prevent a student from receiving transcripts, registering for classes, or receiving your full dorm deposit at the end of the school year.** If fines are not paid they are deducted from your dorm deposit at the end of the school year. Invoices for the school year include:

Extra Meals	\$6.00/ meal	Room Check Fines	Amount Varies (check receipt from RA)
Parking Fines	\$10.00/ Fine	Room Damages	Amount Varies (check invoice from Operations)
Vehicle Towing	Paid to Tow Company	Missing Mandatory Meetings	\$25.00/ occurrence
Improper Move In/ Move Out Fine	\$50.00/ occurrence	Improper Check Out Fine	\$50.00/ occurrence

Overnight Guests

Guests of the same sex are allowed to stay overnight with the approval of all room occupants. Guest must be registered with the on-duty RA by 10:00pm. No individual is allowed to be a guest on campus for more than two nights per semester without special approval by the RLC. A resident that is found to be hosting guests outside these guidelines will be subject to disciplinary action. Residents are responsible for the behavior of their guests. Guests should be hosted at all times and not left alone in the residence hall without supervision. Keys and ID cards are not to be loaned to a guest at any time. Any resident hosting an individual that is restricted or prohibited from the Residence Halls is subject to disciplinary action.

Moving In/ Moving Out

Moving In and Moving Out refers to starting and ending a housing contract. Housing contracts last for a full academic year unless a student opts to move at semester. Moving in and Moving out instructions are sent out to students at designated times of the year to help with the process.

Setting Up your Dorm Room

Our campus features suite style housing. Each suite has two bedrooms (11x11), one living room (11x16), two study areas, and two bathrooms. Each suite is approximately 800 square feet and each study room has a built in desk and bookshelves with three upholstered desk chairs. Each bathroom has a stand-up shower and toilet with a sink, mirror, and cabinet on wall outside the bathroom. Storage rooms will not be available. Please bring only what you can fit into your room. Students will NOT be allowed to bring additional furniture or microwaves. Students will also NOT be allowed to nail items onto the walls. Any hanging items must be secured with 3M or Command Picture Hanging Strips (these brands do not damage the walls). in

The following list is what you need to bring and what you should NOT bring to campus. Some are necessities*; others are optional.



What to Bring/ What Not to Bring

WHAT TO BRING

- Bedding for a twin bed*
- Toiletries*
- Towels and washcloths*
- Clothing for both warm and cold weather*
- Alarm clock*
- School materials*
- Hangers*
- Surge protector
- 3m strips for pictures/posters
- Appropriate Pictures, posters, and other decoration items
- Laundry basket, detergent, cleaning supplies.
- Iron
- Desktop or laptop computer
- Study lamp
- Bicycle and secure lock
- Desk supplies
- Small refrigerator (approx. 3-4 cu. ft)
- T.V., DVD player
- Wastebasket
- Telephone/cell phone
- Area rug
- Sport/ Small recreational equipment
- Coffee Pot

Check with your roommate to make sure you're not both bringing the big items.

WHAT NOT TO BRING

- Animals
- Extension cords (Fire Marshall rule)
- Nails or screws to hang items on walls
- Candles, lanterns, incense burners, smoking devices, or other fire hazardous items.
- Fireworks
- Microwave
- Food Preparation Appliances: kitchenettes are supplied with appliances needed for food preparation. (Coffee pots and Small Dorm-Sized Refrigerator are permitted in dorm rooms).
- Furniture
- Halogen lamps
- Firearms, knives, or other weapons including but not limited to: Paintball, airsoft, potato guns, pellet guns, nerf guns, and water balloon launchers (there will be a fine if these are found in the residence hall).

Please reference the Student Handbook found on the NCC Website under Student Life for further clarifying information to any of the above mentioned items.



Extended Break Check Outs

The dormitory closes during extended breaks over the academic year. Each student is required to Check Out with an RA before leaving campus. Students are not allowed to stay in campus housing over these breaks. Alternative housing should be found by if the student is staying in the local community for work or residency requirements. Information on this process including dates and times of dorm closures are published and sent out to students at the start of each semester. Students who do not check out properly are issued a fine.

2017-2018 Dorm Closures and Opening Dates and Times

Occasion	Closing Date & Time	Opening Date & Time
Pre-Season Soccer	x	August 8 rd @ 4pm
RA Training	x	August 7 th @ 10am
New Student Orientation Move In	x	August 11 th @ 1pm
Early Intensive Week Student Move In	x	August 13 th @ 1pm
Traditional Class Move In	x	August 19 th @ Noon-1pm
Thanksgiving Break	November 18 th @ 8am	November 26 th @ 2pm
Christmas Break	December 22 nd @ 8am	
Christmas Break Move In (New Students & Early Intensive Week Students)	X	January 6 th @ 1pm
Christmas Break Move In (Traditional Class Students)	x	January 13 th @ 2pm
Spring Break	March 10 th @ 8am	March 18 th @ 2pm
Summer Break	May 19 th @ 2pm	x



Meal Plan

NCC commits to provide a healthy environment, therefore the NCC housing contract includes a required meal plan for the cafeteria. The NCC cafeteria is open during the traditional Fall and Spring semesters; except for any college closures or scheduled breaks, including but not limited to: Thanksgiving, Christmas, Spring break. The cafeteria hours are available in the Student Handbook and available at the cafeteria entrance. Requests to reduce or eliminate the meal plan requirement for extenuating circumstances must be made with the NCC Housing Office and/or the Dean of Students. Modification requests submitted after the fourth week of the semester, are not guaranteed for approval during the current semester and will be reviewed on a case by case basis.

Cancellation of the Housing Contract

The housing contract, when signed, is binding and in effect for the entire indicated academic year; unless terminated or cancelled under the terms of the housing contract. To request a release from the contact, the resident must completely fill out the "Housing Exemption" form and any additionally requested documents to the NCC Housing Office. Completion of the "Housing Exemption" form does not constitute approval.

Upon approval of the "Housing Exemption" form, the resident's financial account shall be credited for **both housing and meal plan** in accordance with the refund schedule listed below.

- 100% for requests approved prior to the 1st day of the semester
- 90% for requests approved during the first calendar week of the semester
- 60% for requests approved prior to the end of the third week of the semester
- 30% for requests approved prior to the end of the fifth week of the semester
- 0% for requests submitted after the fifth week of the semester.

The resident acknowledges, understands and agrees that any such refund, the resident may be entitled, shall be credited to the student's account at NCC. The student will only be eligible for a payment from NCC, if funds remain after the resident's financial obligations to NCC have been fulfilled; therefore, resulting in a credit balance.

If a resident moves out of the resident hall without properly cancelling his/her housing contact, the financial obligation remains. In addition, the student will be charged an "Improper Move Out Fine" and his/her institutional scholarship including but not limited to: Institute and Sentinel scholarships; are subject to cancellation.

Individual Safety

Student Responsibility

The cooperation, involvement, and personal support of students in campus safety are crucial to the overall safety of the campus. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking, simple common sense precautions. The students' awareness of their environment and their surroundings is the best place to start.

- Residence Halls:
- Do not prop open the exterior door of any residence hall.
- Always lock your door; even if you leave for a few minutes.
- Close and lock your windows when you leave.
- Take care of your key cards. Don't loan them out or give anyone a chance to take them from your room.
- Don't leave your valuables, like your wallet, credit cards, or jewelry, in open view.
- Close your blinds or shades in the evening.



- Engrave electronic items and record serial numbers of expensive items.
- Look out for your fellow students.
- Report any suspicious activity and crimes to Student Affairs.
- While traveling on and off campus:
 - Be aware of your surroundings. Park in well-lit, heavily populated areas. Trust your instincts. If something doesn't feel right, find another place to park.
 - If you have a cell phone, have it accessible.
 - Do not leave valuable items visible in your vehicle.
 - Always roll up your windows and lock your doors before leaving your vehicle.
 - Walk with others to your vehicle whenever possible.
 - Carry your keys in hand when you approach your vehicle.
 - Look around and check the back seat of your vehicle before entering.
 - Upon entering your vehicle immediately lock all doors.
 - If you are involved in a minor collision in an isolated area, you may want to drive to a well-lit and populated area before stopping to assess your damage.
 - Never pick up hitchhikers.
 - While driving, if you notice that you are being followed drive to the nearest open store, service station, police station, etc. Blow your horn to draw attention to yourself. Try to get a description of the car following you and its license plate number.

Communications

Student Affairs Department Location and Contact Information.

The Student Affairs Office is located in Office # 162 in the administrative offices. Office hours are Monday through Friday, 8:00 AM to 5:00 PM, except holidays. The offices can be reached by phone at 402-935-9400 (ext. 9423). After hours, please contact the Residential Life Coordinators at 402-935-9600 or the Resident Assistant on duty. The Resident Assistant cell phone number can be found at the RA Desk located in the A1 Lobby.

Crime Reporting

It is the policy of Nebraska Christian to encourage the accurate and prompt reporting of all crimes to the Student Affairs Office and the appropriate law enforcement agency (Sarpy County Sherriff's Department). Crimes, suspicious activities, and emergencies should first be reported to the emergency response system by dialing 911. Secondly, call the Student Affairs Office to report the incident. All crimes will be recorded in the annual crime statistics on a confidential basis.

Sarpy County Sherriff's Department:

Daytime Non-Emergency- 402-593-2288

After Hours Non-Emergency- 402-593-4111

Emergency- 911



Daily Crime Log

The Student Affairs Office maintains a daily log. The log contains any reported incidents and crimes. The most recent 60-day period of the log is available to the public upon request during normal business hours – Monday through Friday, 8:00 AM to 5:00 PM, except holidays. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

Emergency Campus Communications

It is the policy of NCC to issue emergency notification alerts in an effort to notify NCC community members about certain crimes in and around our community in a timely manner. For the purposes of this policy, “timely manner” means that upon confirmation by college administrators, the campus community will be immediately notified of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. Warnings may only be withheld if they would compromise efforts to contain the emergency. NCC complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as mandated by the Department of Education. The NCC emergency notification system will only be used in significant emergency or dangerous situations involving an immediate threat. Frequent, non-emergency use of this system might compromise its effectiveness in a serious emergency situation. The emergency will be used to provide instructions and information to all or an affected segment of the student population before, during, and after a situation where student health and safety may be compromised due to a natural disaster, criminal activity, and/or public health threat.

A recommendation for activation of the emergency notification system will come through the Associate Vice-President of Operations, the Academic Dean, the Dean of Students, or their designees when they are unavailable. The above personnel, upon consultation with appropriate campus and community emergency personnel, will activate the emergency notification system. In some emergency situations, however, there may not be time for extensive consultation. In these cases, the campus administrators or their designees will make the most appropriate decision given the information available at the time.

Signing up for Emergency SMS Texts:

Every year we update our Emergency SMS texting system. SMS is the fastest way to communicate with students, faculty, and staff. We use this system to communicate about inclement weather, campus closings, or threats to campus. Specifically, we use this system for dangerous weather warnings (e.g; blizzards, tornadoes, floods, power outages, etc.), unexpected school closings, timely warnings, evacuations, hazmat hazard warnings, lock out, and lock down warnings.

For those interested in receiving SMS Emergency texts we are asking you to fill out an online form (even if you have done so last year). This gives us permission to use your phone number; notifying you by text of the events listed above. Keep in mind we will also test this system once or twice a year to make sure it is functional.

Please fill out the following form by clicking on the link provided here:

https://docs.google.com/forms/d/1BhZ5KrUGmF688vwUNru-T7yiv8s1v_YW-hsR86k7CYE/viewform

If you do not wish to receive SMS emergency texts, please do not fill out a form. Emergency notifications are also sent through email. While we are prompt in our notice, SMS groups will receive information prior to communications being sent out over email.

Emergency Notification Procedure

The preparedness of this campus in case of an emergency incident is a high priority issue. Any change in the national threat level will be closely monitored as well as any specific threats to the safety of the NCC community. Information concerning the safety and security of this campus will be disseminated to the community through all available avenues of campus communication (emails, text messages, etc.) and if applicable, any recommended campus actions will be detailed.

The NCC administration implements response protocols in cooperation with local law enforcement based upon the current threat level at the national and local level to mitigate risk at this institution. These response protocols activate different levels of operational activities undertaken by the college staff to provide enhanced services to the community and to engage the community in a collaborative state of vigilance against threatening state of activities. The NCC administration would like to make you aware of the impact that a heightened state of alert has to the campus community by providing general information about the institutional response the campus can expect and what is expected of community members during these uncertain times.

The NCC administration continually reviews and revises procedures that are needed to implement the state of preparedness policy during critical incidents that occur on campus.

For the duration of any heightened threat condition, NCC personnel will engage in the following activities on a daily basis to augment normal safety and security activities:

- Maintaining an institutional liaison with local, state, and federal agencies to facilitate information sharing with the campus community; and
- Providing increased personnel visibility at designated areas and during campus special events.

Information: Fire, Blizzards, Thunderstorms and Tornadoes

Each dorm and lobby room has an emergency evacuation plan located on the back of the entrance door. These infographics display multiple escape routes should students need to evacuate their rooms or lobby areas of the dorm.

Fire/ Evacuation (*Imminent Danger*)

1. Always be aware of two exits. Identify one exit as the primary exit and have a contingency plan for evacuating.
2. Evacuation plans should be posted in each building. The dormitory has plans on each suite door.
3. Commonly, we report to the parking lots for evacuations. If there is a change or the area isn't safe, Command will notify you of a new location.
4. Use common sense, if you have not received notification establish a meeting place with those you are around and communicate to Command when you are safe.
5. Help any disabled person evacuate. If you are unable to help, notify a first responder of the person's location and that they need help.
6. Take attendance and be prepared to report your status to command.
7. Do not tamper with the alarm box. The fire department will handle this aspect and use the information to determine where the threat is and if it still exists.



Blizzards *(Heavy Snow, Strong Winds, and Ice)*

1. On occasion blizzards produce enough snow and ice to knock out power to campus. It is recommended to keep bottles of drinking water and few nonperishable food items in your room during winter months.
2. Resident Assistants and Resident Life Coordinators will be initially responsible for responding to this event on a weeknight or weekend that there are students in the dormitory. The Dean of Students will assist as able.
3. The Associate Vice President of Business and Operations will be responsible for conducting office procedures during inclement weather during the work week.

Thunderstorms and Tornadoes *(a moving, destructive vortex of violently rotating winds having the appearance of a funnel-shaped cloud and advancing beneath a large storm system.)*

1. Be on alert for hazardous outdoor conditions. Although not always the case, tornadoes are commonly produced in the spring and summer months when there is humidity and thunderstorms. Tornadoes can be produced without warning. During rain or thunderstorms be vigilant of the outdoor conditions.
2. A Thunderstorm Watch indicates that conditions exist to produce a rain storm with thunder and lightning. It is typically okay to continue your regular business (e.g. going to class, driving to work, running errands, or shopping). It is highly recommended to stay indoors if there is lightning.
3. A Thunderstorm Warning is an elevated weather storm threat involving intense rain, hail, wind, thunder, and lightning. Visibility during thunderstorm warnings is limited and driving is not advisable. Staying indoors is advised. Thunderstorm warnings often turn into a Tornado Watch.
4. A Tornado Watch indicates that there are conditions present for producing a tornado. Resume normal activities. Be aware there is inclement weather in your area that can produce a tornado. Be aware of your shelter location should the Tornado Watch turn into a Tornado Warning.
5. A Tornado Warning indicates that a tornado has been sighted or detected on radar. You should take shelter immediately. NCC's tornado shelter is located in the Lecture Hall. Please do not wait for correspondence from the college to move to the shelter. Once a Tornado Warning is issued by the local weather service or you believe the weather is violent enough to need shelter, or you see a funnel cloud; immediately make your way to the lowest level possible and innermost room (avoid windows). A Tornado Warning will describe the tornado's location, speed, and direction of movement.
6. All students, faculty, staff, and other personnel should report to the Lecture Hall of the dorm.
7. If you are unable to reach the Lecture Hall, seek shelter on the lowest possible floor, in the inner most room, hallway, or closet of your location. Cover your body with available items like a blanket, bedspread, or mattress.
8. Tornado and Weather Information:
 - a. Watch TV: Weather Channel 362, Local Channels 3,6,7
 - b. Listen to Radio: KQKQ 98.5, KQBW 96.1, KGBI 100.7, KFAB 1110 AM.
 - c. We are located: Papillion, Nebraska in Sarpy County (Surrounding counties include: Douglas, Cass, and Saunders)



Emergency Information: Lockout, Lockdown, Evacuation, Shelter

Threats and hazards to campus fall into four categories that indicate the action to take place for the incident.

Lockout: Secure the Perimeter

A lockout command is issued when there is a threat to campus outside the building(s). Examples include a dangerous animal, criminal activity, or civil disobedience. Initiating the lockout includes having campus persons go inside campus buildings and securing outside access points (windows and doors) as necessary.

Lockdown: Locks, Lights, Out of Sight

A lockdown command is issued when there is a threat to the campus community inside a campus building. Examples can include: domestic violence, intruders, or active shooters. Lockdown procedures emphasize creating barriers between room occupants and the threat.

Evacuate: (Give Direction Order)

An evacuation command is issued when students and staff need to move from one location to another. Examples include: fire, hazmat spills, gas leaks, etc. A direction order will also be issued as to where people are to relocate. Additional instructions may be given by first responders asking people to cover mouth and nose or crawl.

Shelter: (Give Direction Order)

A shelter command is issued when there is a need for personal protection. Directions should follow a shelter command indicating what type of shelter is required for the incident. Examples include: hazmat, flood, earthquakes, tornados, etc.

Acting as a Responder

Incidents often happen quickly and without warning. Each person should act as a *responder* to any incident on campus. Responders should work to accomplish the following things no matter their position, title, or location on campus:

1. Life Safety
2. Incident Stabilization
3. Property Preservation

All persons are considered capable adults to think through incidents and make decisions that make sense for the situation they are in. In incidents where there is potential for loss of life prioritize all efforts for life safety.

Campus specific training takes places during the school year to help education and train campus for specific events involving the four incident commands.