

Chadron State College Student Handbook



**CHADRON
STATE COLLEGE**

2022-2023

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Student Handbook Purpose and Overview

The Chadron State College Student Handbook is available online to provide students with a guide to current policies, practices, and activities of the campus. The handbook is not meant to serve as the ultimate authority concerning these matters, as Nebraska State College System Board of Trustees policies are updated on a continual basis, and practices and activities are reassessed periodically.

Please refer to the Board of Trustees Policy Manual online at <https://www.nscs.edu/policy-manual> or CSC's Dean of Student Affairs, for clarification of any material found in the Chadron State College Student Handbook.

Chadron State College Mission, Vision, and Values

Mission Statement

Chadron State College delivers experiences that foster knowledge and engage leaders and citizens to enrich the High Plains region and beyond.

Vision Statement

Chadron State College aspires to continue as a learner-centered institution. We are committed to students through our focus on continuous improvement and excellence in teaching, applied scholarship, and service.

Values

- Accessible and affordable education
- Collaboration
- Diversity and inclusion in people and thought
- Impactful experiences and outcomes
- Innovation
- Integrity
- Student engagement and learning

President's Welcome

Dear Student,

From the moment you first set foot on campus as a freshman, until you toss your cap into the air after you graduate, you will be surrounded by people dedicated to making your time at Chadron State College both rewarding and enjoyable.

Our dedicated and passionate faculty will prepare you to excel, as evidenced by the frequent recognition and awards our graduates receive in their fields. Our alumni around the country speak highly of the quality of the education they received at Chadron State and of their experiences here. Each fall, many of our alums return for homecoming to renew old acquaintances, and to recall a very special time in their lives.

Many of our students reside on our beautiful campus and enjoy the traditional college experience and many others come to us through our comprehensive distance learning opportunities from their homes around the state and country.

We recognize the college experience is more than a classroom. Our beautiful campus, located in northwestern Nebraska, is set among splendid buttes, pine-covered hills and grassy plains, and is steeped in the small-town atmosphere of Chadron, Nebraska. A host of extracurricular activities are designed to challenge and enrich your life and your college experience. Our many athletic programs, including NCAA Division II sports in the Rocky Mountain Athletic Conference, intramurals, and club sports provide you with an avenue to participate if you aspire to be a student athlete or a welcome diversion from your studies as you cheer from the stands with your friends.

If I had to pick one word to describe Chadron State College, it would be vibrant—the academic programs, the faculty, the support staff, the athletic programs, the campus life and our alumni are all vibrant. Welcome to Chadron State College!

Dr. Randy Rhine
President, Chadron State College

Chadron State Chadron Administration

Randy Rhine, President
Sparks Hall 218
308-432-6201
rrhine@csc.edu

James Powell, Vice President for Academic Affairs
Sparks Hall 223
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Kari Gaswick, Vice President for Administration & Finance
Sparks Hall 226
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Ann Burk, Chief Information Officer
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Tami Selby, Vice President for Enrollment Management
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James Margetts, Dean – Essential Studies and the School of the Liberal Arts
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Wendy Waugh, Dean – Graduate Studies and the School of Business, Mathematics, and Science
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Alaric Williams, Dean – Accreditation & Curriculum and the School of Professional Studies & Applied Sciences
Miller Hall 218
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Tara Hart, Dean of Student Affairs
Crites Hall 335
308-432-6078
thart@csc.edu

Equal Opportunity Statement

Chadron State College is an equal opportunity institution. Chadron State College does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. Colleges receiving federal funding, like CSC, are required by Title IX of the Education Amendments of 1972 and 34 CFR Part 106 to not discriminate on the basis of sex in their educational programs or activities, including admission and employment. Inquiries about the application of Title IX or 34 CFR Part 106 may be referred to the College's Title IX Coordinator or to the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights, who can be contacted at 1-800-421-3481 and ocr@ed.gov.

The Board of Trustees of the Nebraska State Colleges is committed to providing an environment in which all students who participate in CSC programs and activities can work together in an atmosphere free from unlawful discrimination, including harassment, and/or Sexual Harassment. CSC will take appropriate action to prevent, correct, and discipline behavior that is found to violate Board policies and principles of equal opportunity and access.

The College has designated the individuals below to coordinate the College's non-discrimination efforts to comply with regulations implementing Title II of the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act, Title IX, of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act.

Inquiries regarding non-discrimination policies and practices and reports regarding discrimination or harassment may be directed to one of the Compliance Coordinators. Reports or inquiries regarding Title IX Sexual Harassment or Sex Discrimination may be directed to the Title IX Coordinator. Any person may report Sex Discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute Sex Discrimination or Sexual Harassment) in person, by mail, by telephone, by email, or any other means that results in the Title IX Coordinator receiving the person's written or verbal report. A report can be made at any time.

Human Resources

Title II, VI, VII, and Section 504 Compliance Coordinator

Chadron State College
1000 Main Street
Chadron, NE 69337
308-432-6079
humanresources@csc.edu

Title IX Coordinator

Chadron State College
1000 Main Street
Chadron, NE 69337
308-430-0980
titleixcoordinator@csc.edu

Board Policy 3020

Board Policy 3020 sets forth CSC's Grievance Policy and Procedures for addressing Sexual Harassment, including what students should do if they have been victims of Sexual Harassment, how a student, or others reporting on behalf of a student, may report or file a formal complaint of Sexual Harassment, and how CSC will respond.

Sexual Harassment is prohibited by law and by Board policy and CSC will not tolerate it in any form, including, but not limited to, Quid Pro Quo Harassment; Severe, Pervasive, and Objectively Offensive Unwelcome Conduct; Sexual Assault; Stalking; Dating Violence; and Domestic Violence. A student alleged to have committed Sexual Harassment can be disciplined under the Code of Student Conduct and or prosecuted under Nebraska criminal statutes. 3020 can be found at: [NSCS Board Policy 3020](#)

Board Policy 3021

Board Policy 3021 prohibits unlawful discrimination based on students' race, color, religion, national origin, disability, age or any other class protected by applicable federal, state or local law. A student alleged to have committed unlawful discrimination or harassment can be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies and Collective Bargaining Agreements also apply to employees alleged to have committed unlawful discrimination or harassment. Board Policy 3021 can be found at: [NSCS Board Policy 3021](#)

Board Policy 5007

Board Policy 5007 prohibits unlawful discrimination of employees, job applicants, or visitors by employees or students based on race, color, religion, sex, sexual orientation, gender identity, disability, age, marital-status, national origin and any other categories protected by federal, state, or local law. Additional Board Policies and Collective Bargaining Agreements also apply to employees alleged to have committed unlawful discrimination or harassment. Board Policy 5007 can be found at: [NSCS Board Policy 5007](#)

Board Policy 5011

Board Policy 5011 sets forth CSC's Grievance Policy and Procedures for addressing Sexual Harassment, including what employees should do if they have been victims of Sexual Harassment, how an employee, or others reporting on behalf of an employee, may report or file a formal complaint of Sexual Harassment, and how CSC will respond. An employee alleged to have committed Sexual Harassment can be disciplined and/or prosecuted under Nebraska criminal statutes. Additional Board Policies and Collective Bargaining Agreements, also apply to employees alleged to have committed Sexual Harassment. Board Policy 5011 can be found at: [NSCS Board Policy 5011](#)

Departmental Phone Directory

Admissions Office	308-432-6263
Athletics	308-432-6344
Business Office	308-432-6240
Housing and Residence Life	308-432-6466
Information Technology Help Desk	308-432-6311
Library	308-432-6271
Records Office	308-432-6221
START Office (Advising/Financial Aid)	308-432-6061

[Chadron State College Directory](#)

Community Resources

Chadron Police Department	308-432-0510
Chadron Community Hospital	308-432-5586
Chadron Medical Clinic	308-432-4441
National Domestic Violence Hotline www.thehotline.org	(800) 799-7233
Nebraska Suicide Hotline	9-8-8
National Suicide Prevention Hotline	(800) 273-8255
The DOVES Program www.dovesprogram.com/get-help	308-436-4357
Western Community Health Resources www.wchr.net	308-432-8979

Chadron State College Business Hours

Chadron State College is located within the Mountain Time Zone with operational business hours Monday through Friday from 7:30 a.m. to 4:30 p.m. excluding holidays or campus closures. Some CSC offices or departments have other operational hours to provide the needed services for students. These hours are noted in the Chadron State College Services and Resources section.

Chadron State College Services and Resources

Office of Academic Success

Includes- Learning Lab, Peer Tutoring, Peer Mentoring, Back on Track, and Supplemental Instruction
Phone: (308) 432-6382

Learning Lab- Library Commons Area

Appointments can be made here: [Learning Lab - Learning Lab - Chadron State College \(csc.edu\)](#)

Learning Lab Hours of Operation:

Monday – Thursday	8:00 am – 9:00pm
Friday	8:00 am – 6:00 pm
Saturday	By Appointment
Sunday	By Appointment

The Learning Lab is part of an ongoing commitment to the quality of student academic success at Chadron State College. Its mission is to help build a foundation for all students through a variety of services that promote academic, social and personal development to enhance the overall educational experience. The Learning Lab programs are provided by the college at no additional cost to all CSC students. For further information about the Learning Center, please access the website.

Peer Mentoring

Peer Mentors are available in the Learning Lab to help students succeed at college. A Peer Mentor can help students with getting organized, finding motivation, or is someone to chat with about life at college. Peer Mentors are here for students, and an appointment can be easily made through the Learning Lab.

Peer Tutoring

Chadron State College's nationally-certified Peer Tutor program is designed to enrich a student's academic and personal experience at CSC and is a proven and highly-effective way of improving student success. Students are highly encouraged to use the program early to gain the greatest benefit. Students can receive peer tutoring services on a walk-in basis or by scheduling an appointment. Assistance in several academic subjects is available.

PASS (Peer Assisted Study Session) Leaders

PASS sessions are a series of weekly review sessions for students taking historically challenging, or other student focused courses. PASS sessions are provided for all students who want to improve their understanding of course material and improve their grades and provides an opportunity to work together with peers in classes to compare notes, discuss important concepts, develop strategies for studying the subject, and to test knowledge before the instructor does. Each session is guided by a PASS leader who has previously taken the course.

Writing Services

Writing Services are available to all students at various stages of the writing process. In a writing session, tutors encourage students to discuss ways to improve their writing. Tutors help students clarify their thinking and develop their ideas. Tutors also help students find strategies for improving organization, sentence structure, grammar and punctuation.

Bookstore (online-only) & CSC Official Apparel

Student Center

308-432-7171

Chadron State College's book provider is MBS Direct. For course material needs, [visit the online bookstore](#). The online bookstore will buy and sell new and used books and ship directly to a student's home or on-campus address. Packages shipped on campus will need to be picked up at the Maintenance Facilities building.

For official CSC apparel and gifts on-campus, the Eagle Game Day store is located in the Student Center or order [online](#).

Business Office

Crites Hall

308-432-6240

Business Hours: 8:00 a.m. to 4:00 p.m. Monday – Friday

In the Business Office students can obtain billing information, payment and refund information, make payments using cash, check, or money order, and pick up student refund checks, parking stickers, etc. Students are able to make payments online through their MyCSC Portal using MasterCard, Visa, American Express, Discover, or electronic check. All domestic debit/credit card payments are subject to a 2.75% convenience fee and all international debit/credit card payments are subject to a 4.25% convenience fee. There are no convenience fees associated with the use of electronic check payments. Additional information is available on the [CSC website](#).

CARE Team

Chadron State College's CARE Team is a multi-disciplinary body of stakeholders from across the College which receives referrals pertaining to students of concern, collects additional information, and then identifies and enacts appropriate strategies for addressing the situation.

The CARE Team focuses on student behaviors of concern, either because they are out of character or persistent even after being addressed. Individuals can submit a referral form through Eagles 360 or the web based [referral form](#).

The CARE Team is not for emergencies. If there is an immediate threat to a student (either through self-harm or interpersonal violence) or the campus community, please call 911 or (9) 911 if using an on-campus phone.

If a student needs immediate psychological help, call CSC Counseling Service for a consultation or to report the incident at (308) 432-6232.

Career & Academic Planning

King Library

Phone: (308) 432-6467

Career and Academic Planning Services provide typical career services, facilitate academic internships, and conduct career and major exploration activities. Specifically, the following services are available:

- Resume and cover letter writing assistance
- Interviewing and Job-seeking techniques
- Posted vacancies for internship and career opportunities
- Facilitation and monitoring of for-credit, academic internships
- Career fairs and hiring events
- Frequent programs for student development
- Career and major exploration tools and activities

Childcare

Burkhiser

Phone: (308) 432-6379

The CSC Child Development Center Laboratory has been in existence since 1972 on the Chadron State College campus. The Laboratory serves as an educational program for the purpose of “educating educators” who care for and about young children.

The Laboratory provides a high quality, developmentally appropriate, active learning experience for families with children between the ages of 2 and 9, of all ability levels.

All children are eligible to attend the Laboratory regardless of income status, race, religion, origin, cultural background, gender, residence, ability or family status. The Laboratory is state licensed by the Nebraska Department of Health and Human Services, and nationally accredited by the National Association for the Education of Young Children.

College Relations

Sparks & Crites Hall

College Relations’ mission is to promote and maintain the quality and integrity of CSC through consistent communication and positive marketing in print, video, audio, graphic design, and web-based initiatives. College Relations preserves Chadron State College’s Identify Standards, brand management, and emergency/crisis situation communication. Services include: college news, media relations, graphic design for publications, promotional photos/videos/audio productions, and full-service print shop.

Computing and Technology

Information Technology Help Desk - Library Learning Commons

Phone: (308) 432-6311

The Chadron State College Department of Information Technology provides and maintains technology resources across campus. Resources include high-speed Internet access over wired ports in residence hall rooms, wireless access campus-wide, general and specialized computer labs, wireless printing, EagleCard services, the CSC Online learning management system, and video conferencing services.

General-use computer labs are dedicated to all currently enrolled students and provide standard software such as Word, Excel, Power Point, and Internet access, as well as printers.

Refer to the [Computer Lab Directory](#) on the Information Technology Services web site for a list of labs, locations and number of computers.

Wireless Accessibility

Students may connect their personal, wireless-ready device(s) to CSC's public network. Each student may connect up to three (3) devices on the network.

Electronic Library Resources

The King Library provides convenient access to an electronic database of books and reference materials available from Nebraska state colleges and universities. Access to the catalogs can be obtained via www.csc.edu.

Policies Related to Technology

Refer to [NSCS Board Policy 7003](#) for a complete listing of Information Technology policies.

Conferencing

Student Center

308-432-6380

Work with students, student organizations and their advisor(s) with reserving rooms (also set-up), technology, and catering needs. Campus events open to the public will be published on the campus calendar and may be advertised on the digital sign at the entrance of campus near Memorial Hall.

Counseling Services

Crites Hall

Phone: (308) 432-6232

Counseling services – free of charge and confidential – are available to all CSC students through the Health Services office located on the third floor of Crites Hall. Licensed counselors are available to help students with mental health problems such as anxiety and depression, and difficult life situations such as relationship problems, loss and grief, making important decisions, and making positive behavior changes. Counseling can build self-understanding and self-esteem and enhance one's ability to make wise and responsible life choices. Counselors also provide education classes for students who have been caught in violation of the College's policies regarding alcohol and other drugs.

Students can access counseling services by contacting the Health Services office. Walk-ins are welcome; however, the counselors have scheduled commitments and may not have availability. In the case of a life-threatening emergency, call 9-911 (from on-campus phones) or 911 (from off-campus phones).

Project Strive/TRIO also provides a counselor for their student group. Please refer to the Project Strive/TRIO section for this information.

Disability Services

Phone: (308) 432-6467

King Library

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and amendments, Chadron State College is committed to providing learning and other opportunities for all students so they may achieve their academic goals. Through the Disability Services office, the College seeks to ensure equal access to the education, programs, and services of the College for all students. Reasonable accommodations may be provided to enable students with disabilities to learn, to receive information, to demonstrate learned information, and to benefit from the programs and services of the College.

Students requesting reasonable accommodations must submit to the Disability Services office (Library Learning Commons, Office 201) documentation from a qualified professional that verifies the student's disability. To support the student's request for accommodations, documentation must include: 1) a clear statement of diagnosis, 2) a description of the effect of the disability on the student's academic (or other) performance, and 3) recommended accommodations. The College reserves the right to have the student's documentation reviewed by appropriate professionals and to request additional documentation or evaluation in order to verify the student's need for reasonable accommodations.

The accommodation process is interactive and requires the student's full participation. When the student's disability is adequately documented, the Disability Services office will prepare official memos about the student's need for reasonable accommodations and give them to the student. The student will then deliver the memos to his or her professors or other College officials and discuss with them how best to implement the accommodations.

Specialized Software for Individuals with Text-Related Disabilities

A computer system is available on the first floor of the King Library Learning Commons for use by students with text-related disabilities or difficulties. Software includes Kurzweil 3000, which allows students to create audio files of printed material.

Chadron State College does not discriminate on the basis of a disability. Students are encouraged to visit with the College's disability compliance coordinator should the need arise. (Equal Employment Opportunity Policy) or contact:

Human Resources, Chadron State College
1000 Main Street
Chadron, NE 69337
(308) 432-6079

Or

Dean of Student Affairs, Chadron State College
1000 Main Street
Chadron, NE 69337
(308) 432-6078

Accommodations for Lactation or Breast-Feeding

CSC is committed to supporting students who are breast-feeding or expressing breast milk and will provide students with the necessary accommodations to ensure they have equal access to education while breast-feeding or expressing breast milk.

Any student may request a reasonable accommodation with respect to breast-feeding/expressing breast milk needs. CSC has designated two rooms on campus for breast-feeding/expressing breast milk

- Burkhiser 224 is available during building hours: 6:30 a.m. – 10:00 p.m. Monday through Friday
- Crites Hall 010 is available during building hours: 7:30 a.m. – 5:00 p.m. Monday through Friday

Both are clean, secure, and private rooms with:

- Comfortable seating
- Electrical outlets near chairs
- Refrigerator to store breast milk while on campus

Each individual is responsible for proper storage of milk using the refrigerator provided or a personal storage cooler. When storing milk in the refrigerator, mothers should label all milk with their name and the date it was collected, so it will not be inadvertently confused with another person's milk. Milk must be removed from the refrigerator before leaving campus each day. Each individual utilizing Burkhiser 224 or Crites Hall 010 must bring all supplies needed (e.g., breast pump, storage bags, cleaning supplies).

Requests for room scheduling and/or accommodations should be directed to the Disability Services Coordinator (308-432-6467).

Emergency Services

Contacting Campus Security

The Security Office is located in the Physical Facilities building in the southwest corner of campus. If students need assistance, security can be contacted at this address or by calling 308-432-6037 or 308-360-1887.

If students need additional assistance with reporting a crime, students may call the Chadron Police Department at 432-0510.

In cases of EMERGENCY call 9-911 (from on-campus phones) or 911 (from off-campus phones).

Campus Emergency Alert System

To receive text messages, students should do the following:

- Sign into [MyCSC](#)
- Click on the 'Profile' tab
- On the left-hand side click on 'Update Phone Number'
- The number next to 'Cell' will be the number any alerts are sent

ATTEMPTED SUICIDE PROTOCOL

Attempted Suicide – If a student is discovered with a self-inflicted wound, drug overdose, or ingestion of a potentially lethal substance.

Off-campus Incident

Immediate Response:

- Call 911.
- One person contacts emergency services and stays on the phone with them until emergency personnel arrives and/or emergency services ends the call.
- One person remains with the student to provide updates to the person in contact with emergency services.
- Individuals may administer First Aid, CPR, etc. if they choose to do so or are asked to do so from emergency services.

Point of Contact: Emergency Personnel

On-campus Incident

Immediate Response:

- Call 911 or 9-911 (from a campus phone).
- One person contacts emergency services and stays on the phone with them until emergency personnel arrives and/or emergency services ends the call.
- One person remains with the student to provide updates to the person in contact with emergency services.
- Individuals may administer First Aid, CPR, etc. if they choose to do so or are asked to do so from emergency services.

Point of Contact: Housing Professional Staff or Dean of Student Affairs or Campus Security

Secondary Response:

- If the attempt takes place in a residence hall, contact the nearest on-duty Housing and Residence Life professional staff member. On-duty phone numbers are posted at each main entrance of the building, as well as the front desk of each residence hall. If calling from a cell phone, call the number directly. If calling from a campus phone dial “9” followed by the phone number.
- If the attempt takes place outside a residence hall, contact Campus Security by dialing “9” extension (6037) from a campus phone or 1-308-432-6037 from a cell phone. Campus Security can also be contacted by dialing the CSC Safety Escort number at 1-308-360-1887. If calling from a campus phone dial “9” followed by the phone number.

Follow Up Measures to Off-campus or On-campus Incidents:

- Appropriate CSC personnel (Campus Security, Dean of Student Affairs, or Housing and Residence Life professional staff member) will contact the on-call Licensed Counselor who will work with emergency personnel as appropriate to assess the student situation utilizing the Columbia-Suicide Severity Rating Scale (C-SSRS) and their professional judgement. The Licensed Student Counselor will inform the Dean of Student Affairs and/or their supervisor the course of action with the student.
- College staff may be present at the hospital to support the student and keep the College informed of developments as appropriate. The Dean of Student Affairs or designee may contact the student’s emergency contact. The student will remain in the hospital until hospital staff or

Chadron Police Department determine an appropriate release time and treatment plan.

- If the attempt takes place on campus or in the residence halls, Campus Security Staff and/or Housing and Residence Life staff will complete an incident report.
- Internal Coordination Meeting: A coordinating meeting may be scheduled as needed. This meeting may include a Licensed Student Counselor, Dean of Student Affairs, Housing Professional Staff, and/or members of the CARE team. The objective of the meeting is to review information from the incident and establish a plan of action/response for the student and the campus community.

Follow-Up Responsibilities – Students and CSC Staff

- A Safety Plan will be completed and signed with copies distributed to the student, Licensed Student Counselors, and any community health professional directly involved.
- The student seeks counseling/therapy if advised by the Licensed Student Counselor.
- The student signs Release of Information (ROI) allowing communication and/or records between individuals listed on the ROI.

Please note: In the event of a suicide, refer to Chadron State College's Emergency Action Plan.

Lock-Out

There is an announcement if a threat exists close to campus or on campus. This threat could include a dangerous animal, “wanted” person(s) known to be in the area, and/or an active event in the area potentially impacting CSC. When the announcement occurs, all building exterior doors are to be locked. No one is allowed in during a lock-out, and individuals are encouraged to not leave the building. Building activities can continue as normal while waiting for the ‘all clear’ announcement.

Secure

There is an announcement when a threat is entering or has already entered a campus building. Upon this announcement, everyone is to secure themselves in a safe room in the building they are currently residing. Lock the room door, secure the door with anything, and barricade the door with items in the room. Think about how to defend oneself. Look for possible weapons. For those who can safely exit the building, do so.

Fire

The first person to observe a fire in a campus building must activate the building fire alarm through the nearest box and call 9-911 from campus phone or 911 from cell. Do not try to put it out. Leave the building using the nearest evacuation route. Buildings are to be reentered only after the appropriate campus officials have indicated there is no longer an emergency. Turning in a false alarm or tampering with alarm equipment, in addition to being a state violation, is interpreted as endangering the lives of others and may result in suspension from the college and/or civil court action.

Tornado Information

Tornado watches and warnings are issued by the National Weather Service when the possibility of a tornado exists. Watches are generally used for wide areas exposed to a rapidly developing threat. The time period covered will normally be several hours. Not every watch will result in severe thunderstorms

or a tornado, but one may result in some part of the watch area. *During a tornado watch*, students should be aware of changing weather conditions and should be prepared to move to a safe place. *Tornado warnings* are issued for much smaller areas and for shorter periods of time than watches.

When a warning is issued, seek shelter or move to a safe area immediately.

If indoors....

- Move immediately from a classroom, work area, or residence room to an interior place of greater safety, closing doors as traveling to the most-interior place.
- Seek shelter in areas designated in all buildings or the lowest level of the building.
- In multi-story buildings or residence halls, move to the basement or interior hallway on lower floors. Upper stories of buildings are unsafe.
- Close draperies and move away from exterior windows or glass.
- In classrooms or work areas move to the basement, interior hallways, stairwells, or other areas which are directly supported and are free from exterior windows and glass.
- Stay close to the floor, cover head with a jacket, blanket, pillow, etc., and shield body from flying debris by staying under heavy furniture.
- If time permits move to a shelter, take a flashlight and a battery powered transistor radio to receive accurate information.
- Avoid: a) top floors of buildings, b) elevators (power may fail), c) food service areas and d) auditoriums, gymnasiums or other places with wide, free span roofs.

If you are outdoors....

- Seek indoor shelter if possible (Parked motor vehicles are unsafe.)
- If you cannot get indoors, lie flat in a ditch or low spot.
- If you are on flat ground and caught in the path of a tornado, always move at right angles from the path of the storm.

Remain in a place of shelter until the clear signal sounds or until the tornadic weather has passed. For more information on tornado safety contact the Region 23 Emergency Management Agency at (308) 432-2251.

Severe Weather Cancellation

Please check the [Chadron State College](#) website for news regarding weather delays and cancellations. Students will receive emails for any campus closure, and they may receive text messages from the campus emergency alert system. Campus community can also tune into one of the following stations for information in the event of severe weather:

KCSR - AM 610, Chadron, NE

KQSK - FM 97.5, Chadron, NE

Evacuation

There will be an announcement for events such as fire, gas leak, bomb threat, etc. in which an announcement will be sent requiring all to leave the building and potentially campus quickly and safely. Do not touch or pick up anything.

Campus Food Service

Chadron State College is proud to contract with Aladdin for campus food service and catering. All students living in the residence halls are required to participate in the food service program by purchasing a meal plan.

Dining Room Café

The Dining Room is the primary dining location on campus located in the Student Center. Students living off-campus, staff, faculty, and community members are welcome to enjoy the Café or Eagle Market by using cash or card, or by purchasing a meal plan through the Housing Office in Crites 102. Café hours are subject to change.

Dining Room Hours:

Monday – Friday	Hot Breakfast	7:00 a.m. – 9:30 a.m.
Monday – Friday	Lunch	10:30 a.m. – 1:30 p.m.
Monday – Friday	Dinner	4:30 p.m. – 7:00 p.m.
Saturday - Sunday	Brunch	10:30 a.m. – 1:30 p.m.
Saturday - Sunday	Dinner	4:30 p.m. – 7:30 p.m.

Eagle Market

The Eagle Market offers a variety of quick food options in a comfortable, relaxed atmosphere for meeting friends and peers. The Market also boasts a barista-style Starbucks! Eagle Market hours are subject to change.

Eagle Market Hours:

Lunch/Dinner Items	Monday – Friday	11 a.m. - 8p.m.
Starbucks	Monday – Friday	7:30a.m. - 7:30p.m

Eagle To-Go

Located in High Rise lobby area, offering grab and go sandwiches, salads, wraps, and other pre-packaged options. Please know Eagle To-Go hours are subject to change.

Eagle To-Go – Hours:

Every Day	8 p.m. to Midnight
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Meal Block Plans

CSC offers a variety of [meal block plans](#) to accommodate the various student needs. Students may decrease their meal plan within the first two weeks of each semester or increase throughout the semester at a pro-rated cost.

On-Campus Student Meal Plans

280 Meal Block Plan + \$200 Eagle Bucks

200 Meal Block Plan + \$200 Eagle Bucks
150 Meal Block Plan + \$200 Eagle Bucks

Off-Campus Students and On-Campus Students in addition to a larger block plan

40 Meal Block Plan

20 Meal Block Plan

Off-Campus Students Only Meal Plans

80 Meal Block Plan + \$50 Eagle Bucks

Eagle Bucks

Eagle Bucks are cash equivalent funds to utilize at the Eagle Market or Eagle-To-Go in lieu of using a meal or when purchasing a la carte options. Eagle Bucks are non-refundable; they transfer from fall semester to spring semester contingent upon the continuation of a meal plan. Additional Eagle Bucks may be purchased in \$25.00 increments by contacting the Business Office, whereas additional meals may be purchased at a pro-rated cost via students' Housing Portal.

Meals To-Go

If an individual's academic, co-curricular, or work commitments conflict with meal hours, they may arrange for a meal to go in place of a meal(s) the individual cannot attend at the Café. Please contact the Food Service Manager at (308) 432-6734 or cscdiningservices@csc.edu to make arrangements.

If a student is sick and lives on-campus, the student may contact on-duty Housing and Residence Life staff to arrange a To-Go Box delivered to their room. Students should contact their building on-duty staff or the Housing Office at cschousing@csc.edu or (308) 432-6466. For students in quarantine for testing positive or coming in close contact with the virus causing COVID-19, Housing & Residence Life will call and discuss food delivery options at the time the student is placed in quarantine.

Special Diets

The College and Aladdin understand the need for a variety of nutritious food options. The Café offers a full salad and deli bar during lunch and dinner, as well as a vegetarian and vegan option is available. Nutritional information is posted for each item served.

Students prescribed a restricted or special diet by a medical provider are encouraged to contact the Food Service Manager to discuss specific needs. Meal plan exemptions must be requested through CSC Disability Services and require medical documentation.

Conduct In Food Service Areas

Students must present and/or scan their EagleCard to gain access to the Café. All meal plans are non-transferable, a student may not use another student's EagleCard to utilize their meal plan. Students may use up to three meals or meal transfers per designated meal period (designated windows for breakfast, lunch, dinner, and snack). Individuals with a meal plan may utilize Eagle Bucks to purchase a meal, snacks, or drinks for friends and guests.

Acts including, but not limited to, throwing of food or destruction of property are prohibited. Individuals entering food service areas must wear shoes and a shirt. Personal beverage and food containers are prohibited within the Café. Individuals should adhere to designated entrances and exits. Misconduct or theft in any food service areas may be subject to disciplinary actions by the College or may be referred to law enforcement as appropriate. All signage and advertising must be approved by the Student Center Building Manager.

Patrons may leave the Café with pre-arranged to-go meals. Individuals dining within the Café may leave with up to two cookies, one piece of fruit, and one ice cream cone or bowl.

Food Committee

The Food Committee consists of faculty, staff, and students and meets as needed during the academic year. The meetings include discussions of menu preferences, planning special events, as well as general discussion and feedback. Students are encouraged to provide input to an Associate Director of Residence Life for those meetings; the goal is to make the food service the best it can be for the campus community.

Food Service Minimal Hours of Operations and/or Closures

During student breaks and/or campus closures, Food Service may provide condensed hours of operation due to the limited number of students or may close for the break. The College and Food Service will send email notification outlining the change of operational hours and/or closure of Food Service. In addition, information will be posted for students to make any needed alternative plans if they are staying during the academic breaks or campus closings.

Health Services

Crites Hall

Phone: (308) 432-6232

The mission of CSC Health Services is to:

- Empower students to reach their educational goals by promoting the overall health of the students and campus to remove any health-related barriers
- Provide accessible, student-centered, cost-effective avenues for illness treatment that are caring and confidential
- Prepare students to be their own health advocates and inform consumers of appropriate health care services
- Educate students about prevention and risk reduction to promote life-long healthy choices

A Nurse is available on-campus to treat minor illnesses and injuries, dispense over-the-counter medications, and assist with the CSC clinic.

The nurse is available Monday through Friday from 8am to Noon.

The CSC clinic is held at Chadron Community Hospital (825 Centennial Drive in Chadron, NE) weekdays during the fall and spring semesters. Appointments are necessary and can be made through the

Health Services Office at 432-6232 or 432-6022. Office visits and CSC Clinic visits are free of charge; however, students will be responsible for any charges incurred with lab work, x-rays, prescribed medications and/or vaccinations needed. For more information about services offered, please access additional information [here](#).

Other local resources:

- The Chadron Medical Clinic is located at Chadron Community Hospital (825 Centennial Drive, (308) 432- 4441) and is open Monday through Friday 8:30 a.m. to 5:00 p.m. Costs are the responsibility of the student and not covered by CSC Health Services.
- Chadron Community Hospital and Health Services provides 24 hour a day emergency care (825 Centennial Drive, (308) 432-5586). Costs are the responsibility of the student and not covered by CSC Health Services.
- Western Community Health Services (300 Shelton Street, (308) 432-8979) provides reproductive health services (STD testing and pregnancy prevention). WCHR also provides immunization clinics, WIC, HIV testing and counseling, and other public services. Costs are the responsibility of the student and not covered by CSC Health Services.
- On-campus mental health resources please refer to the Counseling Services section.

EagleCard – Identification (ID) Card

IT Help Desk – Library Learning Commons

Phone: (308) 432-6311

The student identification card (EagleCard) is issued to each student upon registration for classes. The EagleCard is intended for use during a student’s entire college career. In the event of a lost, damaged, or stolen EagleCard, a duplicate may be issued for a \$25 replacement fee.

The EagleCard system strives to make life on campus safe and convenient for students. The EagleCard is required to access residence halls, food service, printers, the NPAC, designated campus activities, and library material checkout.

Students may not scan, present, or otherwise use another student’s EagleCard for any reason. For additional information, please refer to: www.csc.edu/technology/eaglecard

International Services Office

Crites Hall

Phone: (308) 432-6000

The International Services Office assists students with initial admissions application to CSC. The services provided through the International Services Office include support for students to acclimate to a new or different culture, interpret SEVIS guidelines, and assist with securing on-campus employment, CPT, and post-completion OPT. The International Services Office provides guidance with scholarship/tuition waiver applications available to international students. Any questions can be directed to international@csc.edu

King Library – Library Learning Commons

Phone: (308) 432-6271

Hours of Service

Monday – Thursday	7:00 am – 10:00 pm
Friday	7:00 am – 7:00 pm
Saturday	12:00 pm-5:00 pm
Sunday	1:00 pm – 9:00 pm

The King Library Learning Commons provides students and faculty with access to a wide variety of information resources. The Library promotes and enhances student learning by providing information in all subject disciplines and providing a place conducive to studying, collaborating, and recreational reading.

The Library Learning Commons print collection supplements CSC’s curricula and general knowledge needs with collections including non-fiction, fiction, periodicals, law, music scores, music CDs, textbooks, juvenile, and curriculum. To support current interests, the library subscribes to a leased collection of adult popular titles. The library also provides access to numerous eBooks and scholarly journals which can be accessed both on and off campus. If the Library does not have the materials students require, it can usually get them through interlibrary loan. Also, extended and personalized reference service with a librarian is always available by appointment. The Library web pages provide access to self-driven library tutorials, Ask-a-Librarian, hours of operation, and other general library information.

On the main and lower levels of the Library Learning Commons there are other services for students that truly make this a one stop shop. On the main level, the IT Help Desk, the Learning Center, Transitional Studies, and Career and Academic Planning Services are available for students. The lower level is home to the TLPEC (Teaching Learning and Professional Education Center), Project Strive/TRIO and the new Inclusive, Diversity, Equity and Access (IDEA) Space. Also, for student use there are 60+ computers, wireless access, printing/scanning, group study rooms (some with technology available) a student lounge (with technology), and a media lab.

Lost and Found

Please see the Human Resources Office, Sparks 122, regarding lost and found items.

NPAC

Nelson Physical Activity Center

The NPAC serves many functions including academic classes, athletics and entertainment, health and fitness, and recreation. The facility amenities include: arena, cardiovascular room, locker rooms, and weight room in which Intramurals and Group Fitness classes are held.

Personal Emergency & Academic Attendance

In the event a personal emergency (such as hospitalization, accident, death of an immediate family member, family crisis) requires an absence from courses and on-campus, students need to contact their instructors as soon as possible.

If the emergency should cause an extended absence (3 or more consecutive class days), students may contact the Dean of Student Affairs at studentaffairs@csc.edu for assistance. In the event of an extended absence, it may be possible for students to work with their instructors to complete coursework at a later date. If the extended absence is near the end of the current term, students are encouraged to talk with their instructors about the Incomplete process. This process is ideal for students who have completed a minimum of 75% of the coursework already. If the instructor agrees, the student and the instructor will agree upon an appropriate timeline for the course to be completed. The instructor will file the appropriate paperwork to be approved by the Dean of Curriculum.

If a student's situation is such they are no longer able to complete the course and an Incomplete is not a viable option, the student may be encouraged to withdraw from their course(s).

If a student's absence pertains to specific academic accommodations, students will be strongly encouraged to request assistance from Disability Services in the Library Learning Commons.

Student athletes who are injured and need accommodations due to their injury/injuries are assessed by CSC Athletic Training staff with any needed assistance from area medical professionals. The Athletic Training staff will communicate the accommodation needs to the Dean of Student Affairs who will communicate this to all instructors and if appropriate, the Disability Services office.

Parking

Parking on campus is a privilege and requires online registration prior to picking up a sticker in the Business Office. Registration can be completed through a student's MyCSC Dashboard, via a link located in "Messages". Cooperation and compliance with the established rules and regulations will help ensure convenience for everyone.

Publications

Old Admin

Phone: (308) 432-6303

[The Eagle Newspaper](#)

The Eagle has been the voice of Chadron State College since 1920. For the latest edition of The Eagle, please access the website listed above.

Records Office

Crites Hall

Phone: (308) 432-6221

Crites Hall

The following services are available online from the Records Office:

- Academic Amnesty
- Course Challenge
- FERPA Requests
- Grade Change
- Graduation Application
- Name Changes
- Permission to Audit Class
- Transcript Requests
- Transfer Credit Questions

For further information reference the Records Office [webpage](#).

Safety and Security

Maintenance Building

Phone: (308) 432-6037

In case of emergencies, dial 9-911 (from on-campus phone) or 911 (from off-campus phone).

CSC Campus Security consists of a full-time Security Supervisor, a Campus Resource Officer (CRO) - provided by the Chadron Police Department, and several campus patrol officers who are responsible for reporting unusual or suspicious on-campus activity and are trained to respond to emergency situations.

CSC Campus Security also provides a 24/7 Safety Escort Program by calling 308-360-1887. Check our website for further information on this service.

The latest edition of the Chadron State College Security and Crime Prevention Policies and Statistics report can be located [here](#).

Sexual Assault and Harassment Reporting

If a student believes they or someone else has been subjected to sexual assault, sexual harassment or sex-based discrimination on the Chadron State College campus, they may report the misconduct to Title IX Coordinator at 308-432-7020, 308-430-0980 or by emailing titleixcoordinator@csc.edu. If there is an immediate threat, contact 911 (or dial 9-911 on campus phones). Please refer to [Sexual Assault and Harassment Reporting Board Policy \(3020\)](#) for further details.

START Office (Advising, Enrollment, and Financial Aid Services)

Crites Hall

Phone: (308) 432-6061

The START Office (Student Transition and Retention Team) is open Monday-Friday 7:30 a.m. to 4:30 p.m. and serves as a one-stop shop for students. Located on the first floor of Crites Hall, the START Office is equipped to help students with a number of tasks, including:

- Advisor Changes
- Class Schedules
- Credit Evaluation Requests
- Enrollment Verification
- Financial Aid Information
- FAFSA
- Major/Minor Changes
- Scholarship Information

For policies pertaining to advising, enrollment, and/or financial aid visit the START [webpage](#).

Student Academic Issues and Concerns (SAIC)

Old Admin

Phone: (308) 432-6482

E-mail: studentconcerns@csc.edu

The SAIC Office is staffed by a Graduate Assistant who works in partnership with the Dean of Essential Studies to provide support for students with the following academic issues: credit-hour overload requests, course substitutions, grade appeals, requests for incomplete grades, and any course-related concerns (i.e., perceived inequity in grading, perceived inconsistency in the application course policy).

Student Complaints and Appeals

Chadron State College's ultimate objective is to assist students in achieving their academic goals. In cases where the student might have concerns, complaints or a desire to appeal or file a grievance, procedures have been established to address these concerns, complaints, appeals and grievances.

Please refer to the following [webpage](#) for further information and processes regarding Student Complaints and Appeals.

Student Employment (Human Resources)

Sparks Hall

Phone: (308) 432-6224

Available part-time, hourly, paid positions for both work study and departmentally funded employment opportunities are posted [here](#).

Financial Aid awards work study to undergraduate and graduate students based on financial need and availability of funds. The work study program provides job opportunities for students to earn money to help offset educational expenses for the academic year. A variety of positions are available and include off-campus and community service-based positions. A work study award does not guarantee employment at CSC.

Student Support Services (Project Strive/TRIO)

King Library

Phone: (308) 432-6069

Project Strive/TRIO is a federally funded TRIO-Student Support Services (SSS) program which is funded by the U.S. Department of Education. Chadron State College was awarded a renewable grant to fund this program and assist its population of eligible students. Project Strive offers free services designed to motivate and support qualified college students. Those eligible for support services include first-generation, low income, and disabled students. This academic enrichment program is committed to helping college students persist to graduation through encouragement, support, and a wide range of activities.

Project Strive/TRIO Counselor

King Library

Phone: (308) 432-6242

- Individual Counseling
- Individual Group Counseling
- Individual Alcohol and Drug Evaluations

Veteran Services

Crites Hall

Veteran Services is available to veterans/service members to meet a variety of needs. Staff is on hand to answer questions and help those wishing to enroll for their education benefits or tuition assistance. Relationships are in place with the VA, the County Veteran Services Office, and counselors to meet with local veterans and answer questions regarding veteran benefits. Information about veteran education benefits and military tuition assistance can be obtained through Veteran Services. Please e-mail to set up an appointment with the Coordinator of Veteran Services at veteranservices@csc.edu.

Academic Policies/Guidelines

For a full list of CSC academic policies, please reference the current [Undergraduate or Graduate Catalog](#).

For a full list of Nebraska State College System (NSCS) Board of Trustees policies visit the [Policy Section](#) of the NSCS website.

Academic Policies (Selected)

The office of Student Academic Issues and Concerns (SAIC) is available to provide support for students with questions about academic issues and policies. Students must contact the SAIC Office as a first step.

- Academic Good Standing, Probation & Suspension Policy
Please refer to the [Academic Good Standing, Probation & Suspension Policy](#) for further details Satisfactory Academic Progress Policy
- Satisfactory Academic Progress Policy

- Students who receive federal financial aid are required to maintain “satisfactory academic progress.”
- Please refer to the [Satisfactory Academic Progress Policy](#) for further details.
- Academic Honesty Policy
 - Please refer to the [Academic Honesty Policy](#) for further details.
- Electronic and Recording Devices in Class Policy
 - Please refer to the [Electronic and Recording Devices in Class Policy](#) for further details.
- First Year Inquiry (FYI) Academic Reprieve Policy
 - For further questions and the form, please contact the Dean of Essential Studies and the School of Liberal Arts. Please refer to the [First Year Inquiry \(FYI\) Academic Reprieve Policy](#) for further details.
- Grade Appeals Policy
 - Please refer to the [Grade Appeals Policy](#) for further details.

General Policies/Guidelines

For a full list of Nebraska State College System (NSCS) Board of Trustees policies visit the [Policy Section](#) of the NSCS website.

General Policies/Guidelines (Selected)

The Dean of Student Affairs is available to provide support and guidance for students with questions about the following policies.

- NSCS Anti-Harassment/Discrimination (Board Policy 5007)
 - Please refer to the [Anti-Harassment/Discrimination Policy \(5007\)](#) for further details.
- CSC Campus Clean Air Policy
 - Please refer to the [Campus Clean Air Policy](#) for further details.
- CSC Changes Registration and Withdrawal Policy
 - Please refer to the [Changes of Registration and Withdrawal Policy](#) for further details.
- FERPA (Family Educational Rights and Privacy Act)
 - Please refer to Chadron State College’s [FERPA](#) practices in accordance with the federal policy.
- NSCS Grievance Procedures – Students (3210)
 - Please refer to the [Grievance Procedures – Students \(3210\)](#) for further details.
- CSC Missing Student Notification Policy
 - Please refer to the [Missing Student Notification Policy](#) for further details.
- CSC Open Flame Policy
 - Please refer to the [Open Flame Policy](#) for further details.
- CSC Payment Policy
 - Please refer to the [Payment Policy](#) for further details.
- NSCS Student Records (3650)
 - Please refer to the [Student Records Policy \(3650\)](#) for further details.
- NSCS Residency Classification

- Out-of-state students interested in Nebraska residency status for tuition purposes must first meet minimum requirements as established by the state of Nebraska. beginning of the following semester. Additional information can be found at [Board Policy 3050](#).
- NSCS Rights and Responsibilities, Students Policy (3250)
 - Freedom of Expression
 - Students have the right of expression in the classroom and the responsibility to learn from the course of study according to the standards of performance established by the faculty. Student behavior in a classroom should contribute to the learning process.
 - Instructional and Grading Procedures
 - The faculty determines the character of courses which includes content and instructional and grading procedures. Students have the right to be informed at the beginning of each course of the nature of the course, course expectation, evaluation standards, and the grading system. Within 10 days of earning an assignment grade within a course, a student has the right to receive upon request a clarification of an assignment grade earned from the instructor.
 - Each student has the right to a final course grade based upon an academic evaluation and upon a specified grading procedure. After final course grades have been issued, a student has the right to receive upon request a clarification of the final course grade earned. Prior to pursuing a Grade Appeal the student must communicate and discuss the clarification with the instructor. If concerns remain, the next step is with the Dean. Only after these steps may a Grade Appeal be considered. Please refer to [Grade Appeals Policy](#) for further details.
 - Faculty-Student Consultation
 - Faculty should be available on a regular basis for consultation with students. Students may ask for an evaluation of their performance during the progress of a course. If a student conveys information of a confidential nature to a member of the faculty, this confidence should be respected.
 - Student Evaluation of Instruction
 - Students can contribute significantly to the evaluation of instruction. The faculty has the obligation to solicit students' evaluations of their educational efforts and to make changes in accordance with their best judgment. To assist the faculty in the task of providing the best possible education, students should express their reactions and opinions about quality and relevancy of the instruction to the department or College involved. Each College should establish a standing procedure through which student evaluations can be expressed.
 - Please refer to the [Rights and Responsibilities, Students Policy \(3250\)](#) for further details.
- NSCS Sexual Assault and Harassment Reporting Policy (3020)
 - Title IX is the federal law prohibiting sex discrimination in educational institutions. It is from the Higher Education Act of 1965, amended in 1972 and 1987. Title IX forbids sex discrimination in all College student services and academic programs including, but not limited to admissions, financial aid, academic advising, housing, athletics, recreational

services, college residential life programs, health services, counseling and psychological services, Records Office, classroom assignments, grading and discipline. For Title IX inquiries, please contact the Title IX Coordinator at (308) 432-7020, (308) 430-0980 or TitleIXCoordinator@csc.edu.

- The Board of Trustees of the Nebraska State College System is committed to providing an environment in which all students who participate in College programs and activities can work together in an atmosphere free from unlawful discrimination, harassment, or violence. Sexual violence and sex harassment are prohibited by law and by Board policy and the Colleges will not tolerate sexual violence or sex harassment in any form, including, but not limited to, sexual assault; stalking; dating violence; domestic violence; acquaintance, date or stranger rape; non-consensual sexual intercourse; sexual cyber harassment or sexual bullying. The College will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate Board policies and principles of equal opportunity and access.
- This policy provides guidance for what students should do if they have been victims of sexual violence or sex harassment, and what the Colleges will do if such violence or harassment occurs. A student alleged to have committed sexual violence or sex harassment can be disciplined under the Code of Student Conduct and/or prosecuted under Nebraska criminal statutes. Additional Board Policies, Employee Handbooks and Collective Bargaining Agreements, also apply to employees alleged to have committed sexual violence or sex harassment.
- The College has a responsibility to respond to reports of sexual violence or sex harassment and attend to the needs of the students who are involved. Reports of sexual violence and sex harassment are taken with the utmost seriousness, and the student will be promptly referred to the appropriate persons or resources for assistance. The Colleges are also responsible to ensure that the individual charged with committing such violence or harassment is treated fairly. Individuals are presumed innocent unless proven responsible and will also be referred to appropriate services for assistance.
- Please refer to [Sexual Assault and Harassment Reporting Policy \(3020\)](#) for further details.
- CSC Weapons and Explosives Policy
 - Please refer to the [Weapons and Explosives Policy](#) for further details.
- Nebraska Coordinating Commission for Postsecondary Education Student Complaints Against Postsecondary Institutions
 - CSC encourages students to contact the college to try to resolve issues related to classroom situations or administrative actions. The faculty or staff member(s) with whom the student has a conflict should be contacted first, followed by the department or program chair or division head. It may be possible to resolve the concerns without the need for formal institutional action. If the student's complaint is not resolved through this action, he/she should contact the dean.
 - The following is taken directly from [Nebraska's Coordinating Commission for Postsecondary Education](#).

- The Coordinating Commission for Postsecondary Education is responsible for responding to formal complaints against public, independent non-profit, and most proprietary institutions of higher education that offer degrees in Nebraska. While the Commission has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions. Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions, or discipline/conduct matters.
- If a student has a complaint regarding a private postsecondary career school that is overseen by the Nebraska Department of Education (NDE)-Private Postsecondary Career Schools, they should contact NDE at (402) 471-4825 or through this online [form](#).
- If a student believes that a college or university has violated state or federal law, he/she may wish to contact the Office of the Nebraska Attorney General (www.ago.ne.gov/consumer_protection):
- Office of the Attorney General
 - 2115 State Capitol, Lincoln, NE 68509
 - Phone: (402) 471-2682
 - Fax: (402) 471-3297
 - email: ago.consumer@nebraska.gov
 - Consumer Protection Division (toll-free): (800) 727-6432
 - Consumer Protection Division - En Español: (888) 850-7555
- If the student believes that an institution has acted in a discriminatory manner, he/she may wish to contact the Nebraska Equal Opportunity Commission (NEOC) (www.neoc.ne.gov) at (800) 642-6112 in Lincoln, (800) 382-7820 in Omaha, or (800) 830-8633 in Scottsbluff. The NEOC provides the following advice: Race discrimination in schools falls under Title VI of the Civil Rights Act of 1964. Sex discrimination and harassment falls under Title IX of the Education Amendments of 1972. Disability discrimination falls under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. None of these laws are within the jurisdiction of the Nebraska Equal Opportunity Commission. They are federal laws and are enforced by the U.S. Department of Education (www.ed.gov):
- Office for Civil Rights Kansas City Office
- U.S. Department of Education 8930 Ward Parkway, Suite 2037 Phone: (816) 268-0550
- Furthermore, after filing a complaint with the Attorney General's Office, NEOC, or the Coordinating Commission for Postsecondary Education, the student may still hire a private attorney and adjudicate the complaint through the court system.
- Within two years of the incident about which the student is complaining, he/she should contact the Coordinating Commission for Postsecondary Education using our complaint form. Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions, or discipline/conduct matters. Please follow the steps outlined below to submit a complaint:
 - STEP 1

- If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. If the student's complaint is not resolved through this action, he/she should contact the department or program chair or division head or dean. If the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty/ staff member(s) or chair/dean, the student should proceed to STEP 2.
 - STEP 2
 - The student should file a complaint through his/her institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook, or website. This might also be called a grievance process. If the student is unable to resolve the complaint in this manner, he/she should proceed to STEP 3.
 - STEP 3
 - The student must complete the Commission's Student Complaint Form. After receiving a complaint through our complaint form, Commission staff will review the submitted materials and contact the submitter for any required additional information or clarifications. The Commission will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, Commission staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Commission will inform both parties involved in the complaint.
- If the student has additional questions about the complaint process, or wants to clarify that the individual complaint is reviewable by the Commission, please feel free to contact the office at (402) 471-2847.
- [CCPE Complaint Form](#)

Code of Conduct Policies/Guidelines

For a full list of Nebraska State College System (NSCS) Board of Trustees policies visit the [Policy Section](#) of the NSCS website.

Code of Conduct Policies/Guidelines (Selected)

The Dean of Student Affairs is available to provide support and guidance for students with questions about the following policies.

- Conduct and Discipline; Students (3100)
 - The Nebraska State College System Board of Trustees grants authority to the Presidents of the State Colleges to designate appropriate officers, establish representative college committees, render initial decisions and provide appeal procedures regarding allegations of academic dishonesty, grade appeals, failure to pay a financial obligation, or academic performance, achievement, probation and suspension. All disciplinary sanctions imposed for misconduct identified in Board Policy 3100 are to be governed by terms of the policy and the due process requirements set forth in Policy 3200. Acceptance of this policy by the students is implied as a condition of his/her enrollment.
 - Please refer to the [Conduct and Discipline; Students Policy \(3100\)](#) for further details.
- Due Process – Students (3200)
 - Definition: Due Process: An established course for judicial proceedings or other governmental activities designed to safeguard the legal rights of the individual. - American Heritage Dictionary
 - Affording persons or organizations “due process” basically means to conduct legal proceedings with fairness in both content and procedure.
 - Due process is a key component to what a student’s rights are when dealing with the judicial affairs function of a higher education institution whether it be related to an academic or student conduct failure. These standards of due process layout what rights a student has when they are being processed through the campus judicial system.
 - Please refer to the [Due Process – Students Policy \(3200\)](#) for further details.
- Right to Due Process
 - It is the policy of the Nebraska State College System Board of Trustees to grant procedural due process to students accused of misconduct under the terms of Board Policy 3100. Regarding allegations of academic dishonesty, grade appeals, failure to pay a financial obligation, or academic performance, achievement, probation and suspension, each College will devise its own adjudication procedures. However, for allegations of misconduct identified in Policy 3100 that may result in disciplinary sanctions, due process procedures outlined in Board Policy 3200 will be followed.
- Student Organizations; Conduct and Discipline (3300)
 - Please refer to the [Student Organizations; Conduct and Discipline Policy \(3300\)](#) for further details.

Student Activities and Organizations

Athletics

Chicoine Center

Phone: (308) 432-6344

Chadron State College offers a well-rounded athletic program for the benefit of both the student body and the general public. Women have the opportunity to participate in competitive volleyball, basketball, indoor and outdoor track and field, golf, wrestling, and softball. Men have the opportunity to participate in competitive football, cross country, basketball, wrestling and indoor and outdoor track and field. The CSC Eagles belong to the Rocky Mountain Athletic Conference and NCAA Division II.

Chadron State College also offers intercollegiate competition and/or representation for rodeo and cheerleading student athletes.

CSC athletics [website](#) provides additional information and a list of athletic teams, coaches, rosters, and schedules.

Campus Activities Board

Student Center

Phone: (308) 432-6057

CAB is the Student Senate's activity programming board on campus. The students in this group promote involvement of CSC students by planning and providing cultural, educational, social activities and entertainment for CSC students. Some examples of the entertainment brought to campus by CAB include hypnotists, magicians, comedians, dances, movies, and novelty acts. The board is made up of representatives from many of the clubs on campus as well as non-club members. CAB meets weekly in the Student Center. Additional CAB information is located [here](#).

Fundraising – Student Organizations

Student Center

Phone: (308) 432-6057

Student Organizations need to begin with filling out the appropriate Student Organization Fundraising Form at least two weeks before the anticipated date to be approved by the Student Activities Coordinator and Development Officer.

Intramural Sports

Nelson Physical Activity Center

Phone: (308) 432-6392

The Intramural Program provides students the opportunity to participate in various sporting activities in a fun but competitive atmosphere. It also gives students the opportunity to get more involved with their fellow students and friends! League sports include activities like football, basketball, racquetball, dodge ball, softball, volleyball and more. Learn more [here](#).

Student Clubs and Organizations

Student Center

Phone: (308) 432-6057

Want to have fun, learn new things and meet new people? There are more than 40 [student clubs and organizations](#) at Chadron State College. Learn about all the existing clubs by attending the annual Club Fair during the fall semester. If students are interested in forming a new club or organization, please contact the Student Activities Coordinator for additional information.

Student Senate

Student Center

Phone: (308) 432-6386

Student Senate is a representative organization of the student body at Chadron State College. Student Senate aims to provide a forum for the expression of student views and interests; to be the “voice” of the student body; to improve student cultural and social welfare; to ensure the continued existence of student’s rights, both in principle and in practice. Student Senate meets weekly in the Student Center. More information about Student Senate is located [here](#).

The Pit

Student Center

The Pit is an area where students can utilize recreational equipment in their free time. The Pit offers pool tables, ping pong tables, video games, board games/cards, and more! Its purpose is to provide a fun and laid-back atmosphere for students to enjoy!

The Pit is open daily from 10:00 a.m. – 10:00 p.m. during the academic year. Hours of operation are subject to change during college events, academic breaks, holidays, and other circumstances at the discretion of the Student Activities Coordinator. Events are advertised on their social media accounts and on the CSC Eagle Rewards App!

Chadron State College Residence Life Handbook



**CHADRON
STATE COLLEGE**

2022-2023

Welcome to Housing and Residence Life

On behalf of CSC Housing and Residence Life staff, welcome to our campus community!

Chadron State College takes great pride in the spacious living arrangements available throughout campus.

Our residence halls offer living spaces in a variety of configurations to meet student needs. Rooms are located in close proximity to classrooms, food service, and campus activities.

Students will find that on-campus living quickly makes them part of the campus community. In the residence halls, students will find more than a comfortable place to sleep and study. There are several opportunities to develop skills and friendships by participating in Residence Life Association and other campus activities. Experiences in the residence halls will become lasting memories.

Similar to life outside of college, campus life can present both opportunities and challenges. The goal of Housing and Residence Life is to help students overcome these challenges and make college living meaningful and rewarding. This is possible through the efforts of specially selected and trained Residence Life staff who work directly with students.

Students are invited to visit with any of these individuals regarding questions about the campus or residence halls.

While living on campus, staff will encourage students to interact with other students, participate in a variety of activities, and enjoy the safety and convenience of on-campus living.

Sincerely,

Austen Stephens
Director | Housing & Residence Life

Residence Life Association (RLA)

As members of CSC's residential community, on-campus students are automatically a member of the Residence Life Association (RLA). This organization is the "official voice" of on-campus residents and works closely with department leaders to promote a great residential experience. In addition to advising members on issues of policy and budget, RLA is a programming group. RLA annually sponsors/co-sponsors major events such as Week of Welcome, Homecoming, and more! Additionally, it provides financial support to residence hall students for social and educational programs and for a variety of community amenities. RLA also provides many leadership opportunities for residents such as becoming a Resident Advisor, RLA representative, or judicial representative. Whether students want to participate or really want to make a difference, plenty of opportunities are available.

Residence Life Association (RLA) Mission

To create and promote a community that students love to call home.

CSC Housing and Residence Life Webpage

Students and their family and friends are encouraged to visit the CSC Housing and Residence Life webpage: <https://www.csc.edu/housing/>. This webpage features information for all things housing, including room and meal plan rates, specific building details, and staff contact information.

CSC Housing Portal

Students will access the Housing Portal through their MyCSC account. The Housing Portal is a one-stop-shop where students may reserve housing for specific academic terms, submit room change requests, and cancel housing.

CSC Housing and Residence Life Staff Descriptions

Front Desk Workers – Biweekly student employees are stationed at the entrance of each residence hall (except Eagle Ridge). Desk workers serve as a liaison between students, as well as guests, and the on-duty Residence Life staff. Desk workers must uphold all Residence Life Handbook policies and procedures, primarily visitation. Front desk positions are a great opportunity to become involved with the Housing and Residence Life Department.

Resident Advisor (RA) - The heart of the residence life program. RAs are student-staff who reside on each floor and/or wing in the residence halls. They help acquaint new students to campus and are a resource for returning students. RAs develop programs and events designed for students. RAs also serve as a liaison between students on their floor/wing and the Senior Resident Advisor (SRA), professional Residence Life Staff, and/or Graduate Assistants. A student can expect to have considerable contact with their RA and may consult them regarding policies, rules, and procedures. Answering questions and solving problems are some of the many duties performed by an RA.

Senior Resident Advisor (SRA) – An RA that exhibits exceptional experience and leadership skills. SRAs are a direct liaison between RAs and residents to the professional Residence Life Staff and/or Graduate Assistants. SRAs provide additional support and oversight of their residence hall, assisting their professional Residence Life Staff and/or Graduate Assistant with duties and building coverage on a regular basis.

Graduate Assistant (GA) – A live-in graduate student staff member that assists with various operations throughout the residence halls. GAs also help coordinate programs and events on campus.

Assistant Director - Residence Life (ADRL or AD) – A live-in Professional Staff member responsible for the day-to-day operation of one or more residence halls. An AD assists students in navigating residential living. The AD assists with training and supervision of SRAs, RAs, and desk workers.

Associate Director of Residence Life - Responsible for the overall development of programs, events, and activities for students throughout campus. The Residence Life office is located in the Hub, the main lounge of the High Rise/Kent Hall/Andrews Hall housing complex.

Associate Director of Housing and Residence Life- Responsible for the supervision, hiring and training of the ADs, GAs, SRAs, RAs, and student Desk Workers. The Associate Director of Housing and Residence Life office is located in the Hub, the main lounge of the Kent Hall/ High Rise/Andrews Hall housing complex.

Director of Housing and Residence Life - The Director of Housing and Residence Life is responsible for the coordination and delivery of a high-quality housing program for on-campus resident students. The Housing office is located in Crites Hall.

Housing Office Staff – The Housing Office is located in Crites Hall. Staff can assist with a number of things including planning for future semesters, room/roommate situations or requests, and general inquiries.

CSC Residence Hall Descriptions

Andrews Hall is located on the east side of the main residence hall complex. Andrews Hall is a three-story residence hall arranged in suites. Two rooms are joined by a shared bathroom. Andrews Hall has close proximity to the Math Science Center of Innovative Learning (COIL) the Burkhiser Complex, and the Chadron Aquatics Center.

Eagle Ridge is located on the east edge of campus. It is CSC's most modern housing facility, offering apartment style housing for upper-division students. Each apartment includes an open-concept two sink vanity, with private rooms for shower and lavatory, four private bedrooms, and a living area with kitchenette. Eagle Ridge also features a balcony, a community space, and a laundry facility. Eagle Ridge has close proximity to the Burkhiser Complex, the Rangeland Complex, and Math Science Center of Innovative Learning (COIL).

Edna Work Hall is located on the west edge of campus. Edna Work Hall provides suite style housing for predominately upper-division students. Each suite is spacious and includes a full living room/common with kitchenette between two bedrooms. Each individual bedroom within the suite has its own bathroom. Laundry facilities, lounges, and designated study spaces are available on each level. Edna Work Hall and Wing are joined buildings sharing two lobby areas. Edna Work Wing and Hall also feature a computer lab with printing, a spacious community kitchen and conference room, as well as a

fitness area. Edna Work Hall has close proximity to the campus mail room, Memorial Hall, and Old Admin.

Edna Work Wing is located on the west edge of campus and is comprised primarily of freshmen students. It is a three-story residence hall with two separate community restrooms per floor and a sink within each individual room. Laundry facilities are available on each level. Edna Work Wing and Hall are joined buildings sharing two lobby areas. Edna Work Wing and Hall also feature a computer lab with printing, a spacious community kitchen and conference room, as well as a fitness area. Edna Work Wing has close proximity to the campus mail room, Memorial Hall, and Old Admin.

High Rise is an eleven-story building located in the center of the main residence hall complex. High Rise features some of the most scenic views in western Nebraska. The suite arrangement is configured with a shower and toilet connecting two rooms, with sinks in each individual room. High Rise features laundry and fitness facilities at the basement level. High Rise has close proximity to the Math Science Center of Innovative Learning (COIL) the Student Center, and the Chadron Aquatics Center.

Kent Hall is a three-story building on the west side of the main residence hall complex comprised primarily of freshmen students. Kent Hall boasts a strong sense of community. A community restroom and shower facility is located at the center of each wing. Kent Hall has close proximity to the Math Science Center of Innovative Learning (COIL), the Student Center, and the Chadron Aquatics Center.

Room Furnishings

Each residence hall offers a unique configuration of drawer and closet space. Please view the [Residence Life webpage](#) for specific configurations in each hall.

A majority of rooms feature twin extra-long (XL) beds with mattress dimensions of eighty (80) inches in length and thirty-six (36) inches in width. Some rooms in Andrews Hall have traditional twin beds with mattress dimensions of seventy-five (75) inches in length and thirty-six (36) inches in width. Twin XL beds are available upon request.

Each student is provided one bed, one study chair, and one desk. In an effort to reduce wear and tear on College furniture and facilities, students are encouraged to retain room furniture where possible when a room changes from double occupancy to single occupancy. College furniture must remain in a student's assigned room unless otherwise permitted by Residence Life staff. Common area or lobby furniture and equipment must remain in its designated location and may not be taken into student rooms/suites or off campus.

Air Conditioning

System constraints require a distinct switch from air conditioning to heat, usually during the fall, and heat to air conditioning, usually during the spring. Therefore, only heat or air conditioning are available at a single point in time. The switch is based on weather forecasts and collaboration between Housing and Residence Life and Maintenance staff to maximize student comfort. Heating is prioritized over air conditioning. Eagle Ridge is independent of this system with climate control year-round.

Independent Living Policy

An independent living student is a student who meets at least one of the following criteria:

1. Student has met the 1-year (2 semester) residency requirement (At CSC or other institution).
2. Student is living locally with parent(s) or permanent legal guardian(s) at a permanent residence within sixty (60) driving miles of the Chadron State College campus. This requires that the parent(s) or legal guardian(s) live at the residence; ownership of property or living with another family member does not qualify for exemption.
3. Student is married (documentation may be requested).
4. Student has dependent minor(s) (documentation may be requested).
5. Student is enrolled in exclusively online courses in the current semester.
6. Student is 21 years of age or older as of the first-class day of the semester.
7. Student is enrolled in less than 12 credit hours in the current semester.

Independent Living Request Process

Students meeting one or more of the above criteria prior by the first day of classes for fall or spring may complete an Independent Living Application form. All requests must be submitted through the designated form process by August 15 (Fall Semester) or December 15 (Spring Semester). The decision will be communicated to the student's EagleMail account. Students found in violation of this policy will be charged room and board and may be issued sanctions.

Late Independent Living Requests

The CSC Housing Office may approve a request after the deadline based on supported conditions. Any approval will be subject to appropriate College related fees.

Special Notes

New students who have applied for admittance to CSC after August 15 or December 15 (when applicable) must submit an Independent Living Application form by the first day of classes or will be subject to cancellation fees as listed in the Residence Hall Terms and Conditions.

Students not meeting the above criteria are required to live on campus and have a meal plan. Additionally, if a student's residency situation changes, the student must notify the Housing Office or they may be subject to meet the on-campus residency requirement and pay all associated charges.

Independent living eligibility will be reviewed each semester by the Housing Office. Please contact the CSC Housing Office at (308) 432-6466 or email cschousing@csc.edu with questions.

Residence Hall Reservations

A student must be at least seventeen (17) years of age to reside in College residence halls or housing per NSCS Board Policy 3500. The Housing Office will work with students under age 17 at the time of application to assist with housing plans based on eligibility.

Once a prospective student is ready to register, the housing reservation will appear on the “To-Do” list within the MyCSC Dashboard. Rooms are assigned by Housing Office Staff. Each student’s preference for roommate, residence hall, and room type are considered in the assignment but is not guaranteed. If students are not assigned their first choice, they will be given the opportunity to change when space becomes available.

Student room reservations will be held until 12:00 noon (MST) on the first day of classes. At that time, rooms reserved for students who have not checked in will be re-assigned. The room will be held if the student has notified the Housing Office that he/she will be arriving late. Chadron State College reserves the right to make all housing assignments according to what appears to be in the best interest of the student and the College. Returning students will select their room placement for future academic terms during the designated “Day to Claim” re-contracting period, which takes place during the spring semester. Specific information regarding “Day to Claim” will be communicated in advance.

Room Reservation Processing Fee

A one-time, nonrefundable **\$50.00 processing fee** must accompany the Residence Hall Room Reservation form. A room may not be assigned until the processing fee is received. Students who move off campus and return to campus housing will be responsible for this fee again.

Terms and Conditions

In compliance with the [Terms and Conditions](#) for on-campus housing, students agree to live on campus for the full academic year. Those residents who check in following the first day of fall classes or during the spring semester agree to live on campus through the remainder of the academic year. Summer sessions are considered a separate period. CSC Housing Terms and Conditions are legally binding. In addition, students are responsible for understanding the information regarding the residence halls, food service, and campus which is included in the CSC Residence Life and Student Handbook. If a student is under age 18 by the first day of the semester, a parent or guardian must co-sign Terms and Conditions during the room reservation process within the housing Portal. If a student is under age 19 by the first day of the semester, a parent or guardian must co-sign the Assumption of Risk and Release for Campus Sponsored Activities during the room reservation process within the Housing Portal.

College Room Cancellation

CSC may cancel any agreement and take possession of any room for violation of the Terms and Conditions, non-payment policy, violation of the 2022-2023 CSC Student Handbook, 2022- 2023 CSC Residence Life Handbook or Nebraska State College Board of Trustees policies. CSC reserves the right to immediately terminate this contract by written notice if in the judgement of Student Affairs staff, continued residence would have a seriously negative effect on the student and/or fellow residents, or if a student does not show active academic participation within the CSC community.

Refund and Cancellation Fee Schedule

A Residence Hall Contract, reservation, or paid application may be cancelled via a student's housing Portal or email to cshousing@csc.edu. A \$300.00 late cancellation fee is assessed for cancelling a paid reservation after the deadline of June 1 for Fall Semester students. A \$300.00 late cancellation fee is assessed for cancelling a paid application, reservation, or Residence Hall Contract after the deadline of December 1 for incoming Spring Semester resident students. If a written cancellation is mailed, it must be postmarked prior to June 1 for Fall semester and December 1 for Spring semester. Once classes begin, refunds will be calculated according to the following schedule:

- **Fall Week One:**
 - 100% refund of Fall Semester room charges and \$300.00 cancellation fee.
 - Prorated refund of unused Fall Semester meals excluding Eagle Bucks.

- **Fall Week Two:**
 - No refund of Fall Semester room charges. \$300.00 cancellation fee per contracted semester.
 - Prorated refund of unused Fall Semester meals excluding Eagle Bucks.

- No meal plan refund for a contract cancellation initiated during the **final four weeks** of a semester.

- **Spring Week One:**
 - 100% refund of Spring Semester room charges and \$300.00 cancellation fee.
 - Prorated refund of unused Spring Semester meals excluding Eagle Bucks.

- **Spring Week Two:**
 - No refund of Spring Semester room charges. \$300.00 cancellation fee.
 - Prorated refund of unused Spring Semester meals excluding Eagle Bucks.

- No meal plan refund for a contract cancellation initiated during the **final four weeks** of a semester.

- The cancellation fee may be waived if:
 - A student cancels for a college related reason, including but not limited to: graduation, student teaching, internship, or study abroad.
 - Military service.
 - A student has been suspended for academic or disciplinary measures, with the approval of the Dean of Student Affairs.
 - The contract is terminated with the approval of the Director of Housing or the Dean of Student Affairs.
 - A student is only enrolled in exclusively eight-week classes, and those classes complete their program of study.
 - A student withdraws from CSC with the approval of the Dean of Student Affairs.

All cancellations, regardless of reservation date or whether an actual room assignment has been made, will be subject to these policies.

Financial Standing

Students must remain in good financial standing in order to remain in campus housing. Payments may be made with cash or check at the Business Office in Crites Hall. Credit card payments must be made through a student's MyCSC account. All students are eligible to sign up for a semester payment plan. Students are encouraged to enroll in direct deposit through their MyCSC account in order to receive any refunds promptly.

If student account payments are not satisfactory according to the deadlines communicated by the Business Office, Housing and Residence Life staff may contact a student through a variety of means including in-person visits, calling, emailing, or mailing.

Failure to remain in good financial standing with the College will result in action by the College, which may include the cancellation of class registrations, suspension of meal plan, and/or being asked to vacate the residence halls.

Break Housing

The residence halls serve as a temporary and limited housing option to support students during their academic pursuits and are not considered permanent long-term housing. Accommodations may be made, to the extent possible, to house students over holidays and semester breaks who have no other auxiliary housing available. There may be a housing cost charged for these arrangements. The Student Academic Calendar, located on the CSC website, lists all academic breaks for each term. Housing and Residence Life staff will coordinate with students to schedule housing during these breaks if available.

In an effort to allow Housing and Residence Life staff holiday time away from campus, the CSC residence halls are closed for approximately one week during the winter break between the fall and spring semesters. This closure will be communicated to residents. Students are encouraged to plan off-campus housing arrangements during this week.

Communication To Residents

Students are responsible for checking their EagleMail e-mail account as well as their assigned residence hall mailbox regularly. Housing and Residence Life or other college staff may contact a student by phone, mail, or e-mail with a variety of information. Please help enable staff to provide quality service by responding in a timely manner.

Room Consolidation or Roommate/Suitemate Leaves

Housing and Residence Life staff reserve the right to consolidate students together and reassign students as necessary to optimize the utilization of rooms on campus.

If a vacancy occurs in a room due to a roommate not reporting to on campus housing, a roommate moving out, or the withdrawal of a roommate or suitemate, the remaining resident has the following options:

- 1) Self-identify another student to be a new roommate or suitemate and communicate this request to Housing and Residence Life staff.
- 2) Allow Housing and Residence Life staff to assign a new resident as a roommate or suitemate, or agree to move to another room that has vacancy within the suite.
- 3) Buy-out the current room or suite at the designated rate if available: the additional charge will be prorated for the number of days remaining in the semester based on move date. Furniture will remain in the room/suite and will not be removed with the buy-out option.

The following guidelines are followed when students are reassigned for the purpose of consolidation:

- Housing and Residence Life staff may require students to consolidate even if it requires potentially moving to another floor or building to adhere to the procedure.
- Students will be allowed to change residence halls and/or to move to single occupancy (private) rooms at additional cost, if available, and only when approved by Housing and Residence Life staff.
- Decisions about who will move to adhere to the consolidation procedure will be determined by either mutual agreement between the students involved, or an agreed upon tie-breaker.

Consolidation may occur at any time within the semester with corresponding notification. Prior to consolidation, resident students needing roommates are encouraged to be proactive in finding their own roommates.

Students opting to fill a double occupancy room vacancy will be assisted by Housing and Residence Life staff. In cases where reasonable effort has not been made by the remaining resident to find a roommate, move to another room, or accept an assigned roommate, the remaining resident student may be charged the single occupancy (private) room rate.

If any Residence Life staff member receives information that an attempt is being made on the part of the remaining student to discourage, refuse, or intimidate a potential or newly assigned roommate or suitemate, it may result in being charged for a single occupancy (private) room and/or disciplinary action.

Room Change Requests

Room changes may be considered following the first two weeks of each semester. All room changes require the approval of the Housing Office in conjunction with Residence Life staff. The Room Change Request form is located within the Housing Portal. Other change request forms, such as meal plan, are also located within the housing Portal. Meal plans may be increased or added throughout a semester at the prorated cost difference. Meal plans may only be lowered during the first two (2) weeks of a semester.

Prohibited Items

The following items are not permitted throughout the residence halls:

- Weapons and dangerous chemicals:
 - Any device with a firing mechanism.
 - Archery equipment.
 - Ammunition.
 - Any blade over four (4) inches.
 - Fireworks.
 - Flammable liquids or fuels including gasoline, diesel, propane, and kerosene.
 - Dangerous acids and bases.
 - Large batteries, such as those for motor vehicles.
 - Vehicles with internal combustion engines.
- Non-prescription inhalants.
- Lofts and water beds. Bed risers greater than eight (8) inches.
- Hot plates, liquid deep fryers, or any appliance with an exposed heat source.
- Tattoo equipment.
- Dart boards and darts.
- Adhesives that cannot be removed without wall damage.

Appliances

Students may bring small appliances such as a crockpot, coffee maker, microwave, and/or toaster. Microwaves should be no larger than 1.3 cubic feet. Appliances with automatic shut-off safety features are preferred. Students may bring refrigerators 6 cubic feet or less (mini-fridge). Full size refrigerator units, chest freezers, or any other full-size appliance is prohibited. Students are encouraged to utilize kitchens located throughout the residence halls for large meals.

Board Policy 3100

Board Policy 3100 establishes expectations for student conduct at the Nebraska State Colleges and the possible disciplinary sanctions in the event a student has engaged in misconduct. Board Policy 3100 can be found at: [NSCS Board 3100](#)

Prohibited Behavior

In addition to Board Policy 3100, the following behavior is prohibited throughout the residence halls:

- Unauthorized entry to another student's room or unoccupied room.
- Abuse or misuse of designated entrances, exits, or alarmed doors. Propping exterior doors is prohibited.
- Vandalism in any form.
- Removing window screens is prohibited.
- Abuse of prescription or over-the-counter drugs.
- Ignoring fire or smoke alarms and failing to evacuate a building.
- Failing to comply with CSC Staff directives during an emergency.
- Operating a business within the residence halls.
- Administering or receiving a tattoo within the residence halls.
- Soliciting for any reason throughout the residence halls.

- Posting unauthorized signage (must be approved by building manager or a Housing and Residence Life professional staff member).
- Posting signage outside of designated areas (bulletin boards).
- Riding or operating any vehicle or transportation throughout the residence halls.

Pranks

Pranks and practical jokes can quickly escalate into unwanted behavior, an increase in noise level, and disturb other non-involved residents. Students who engage in practical jokes or pranks will be held responsible for damages and disruptions.

Campus Security

In case of emergency, please dial 911 (from non-campus phone) or 9-911 (from on-campus phone). The CSC Campus Security Office is located in the Physical Facilities building in the southwest corner of campus.

CSC Campus Security consists of one Security Supervisor and student patrol officers who are responsible for reporting unusual or suspicious on-campus activity and are trained to respond to emergencies. Contact Campus Security at 308 432-6037. CSC Security staff provide safety escort services by calling (308) 360-1887.

Students may not prop doors open or otherwise tamper with any locking mechanisms or crash bars without authorization of CSC Staff as this may provide unauthorized access to facilities. In an effort to discourage unauthorized entry, students are encouraged to ensure the door they entered closes behind them to prevent “tailgating”. Residence halls with front desk staff may also request students to present identification upon entry. Visitors of a building are required to sign in and may be asked to present identification.

Visitation and Guests

Visitation hours are the times during which non-residents of that residence hall may visit the residence hall. Visitors to any residence hall must sign in and sign out using the building’s visitor log, generally located at the front desk.

Sundays through Thursday

Residence halls are open to visitors from 9:00 a.m. to 12:00 midnight.

Fridays and Saturdays

Residence halls are open to visitors from 9:00 a.m. until 2:00 a.m.

Visiting outside these hours requires guests to complete a guest card with Residence Life staff. Residents may invite overnight guests if previous arrangements have been made with their roommate, suite mate(s), and on-duty Residence Life staff and provided accommodations are available. The Housing and Residence Life department requires residents to complete a Guest Registration form, within the Housing Portal, which provides guest information. Overnight guests may stay no longer than two nights consecutively, with five consecutive calendar days in between overnight visits.

Only CSC students are permitted to reside in College residence halls. Residents may be subject to disciplinary action due to guest behavior. Residents are responsible for the actions of their guests. Guests are subject to all Housing and Residence Life policies and procedures. Visitors found intoxicated or under the influence of any drug will not be allowed to stay in the Residence Halls and may be asked to leave. Chadron State College reserves the right to require a guest to leave and/or restrict visitation. If possible, visitation restrictions will be posted or otherwise communicated in advance.

Theft

Students are responsible for locking their room door and any suite doors. CSC is not responsible for personal property that is lost, stolen, or damaged. Large sums of money and other valuables should not be kept in the residence hall room. For purposes of insurance claims, it is recommended that a student file a police report for any theft. Students are encouraged to take pictures of, or otherwise document their personal items and corresponding serial numbers. This could assist law enforcement agencies in the event of a theft. Students are encouraged to consider insurance for their property. Personal lockboxes and safes are allowed in residence hall rooms. To provide maximum security for personal property, a room should be locked when unoccupied.

Public signs, including road signs, are property of governmental agencies, and if discovered, will be confiscated and returned to authorities. Possession of a sign may result in disciplinary action by CSC and/or law enforcement.

Room Searches

All property and possessions contained in a student's room/campus housing are subject to college sweeps and inspections for "health and safety" considerations as well as "institutional-purpose sweeps" which include monitoring and enforcement of drug, alcohol and weapons regulations. Each student consents to such room sweeps and inspections and agrees to unlock any safe, lock box, or retaining device. Failure to unlock and provide access to a safe, lock box, or retaining device is grounds for the item to be confiscated and removed from the College premises. The following may constitute probable cause and lead to further investigation, including room entry, by Housing and Residence Life Staff:

- Concealment activities such as, but not limited to, covering room smoke detector or otherwise interfering with the operation of a smoke detector or fire sprinkler; fan in the window blowing air out of the room; open window when temperatures are very cold or very hot; barrier under the room door; attempting to cover the smell of banned substances.
- Statements or writing in any form by students and their guests related to possession or use of illegal drugs, alcohol, weapons, or their concealment.
- Sensing what is believed to be alcohol, marijuana, or illegal drugs. Sensing any type of burning.
- Noise when an occupant is not present to address the noise.

Residence Life staff may contact law enforcement to assist in handling situations involving drugs or other controlled substances. Residents who do not wish to be held accountable for a violation of policy should immediately leave the room/area in which these items are present. Reports of violations may be communicated to any Residence Life staff member.

Marijuana and Tetrahydrocannabinol (THC)

Marijuana and tetrahydrocannabinol (THC) are prohibited on the Chadron State College campus per Board Policy 3100. The possession of a medical marijuana permit or prescription does not allow for the possession or use of tetrahydrocannabinol (THC) on the Chadron State College campus including within the residence halls. Any form of THC, even for medical purposes, cannot be possessed, stored, or used in the residence halls.

Board Policy 3200

Board Policy 3200 establishes the procedural due process available to students accused of misconduct under Board Policy 3100. Board Policies 3100 and 3200 can be found at: [NSCS Board Policy 3100 & 3200](#)

Conduct Violation Procedures

If a student receives a notice for violation of policy or misconduct, the following procedures will be followed:

- When possible, Housing and Residence Life staff will issue a physical Violation Report carbon copy slip for alleged policy violations.
- The student will receive an email from the designee for the Dean of Student Affairs outlining specific policies violated as well as the process to address the violation(s).
- The student shall contact the appropriate staff member within two class days to schedule an intake session to discuss the incident, complete additional paperwork, and discuss sanctioning.
- During the intake session, the student may select one of the following three options:
 - a. Admit the alleged violation and request, in writing, that the appropriate College official take whatever action seems appropriate.
 - b. Admit the alleged violation in writing and request a hearing before the appropriate hearing panel designated by the College. The hearing panel will determine the appropriate sanctions.
 - c. Deny the alleged violation, in which case, the appropriate College official shall refer him/her to the appropriate hearing panel designated by the College. The hearing panel will determine responsibility and the appropriate sanctions.
- The student may request an informal residence hall appeal to dispute the violation by selecting option “b” or “c”. Certain alleged violations of policy or misconduct may circumvent the informal residence hall appeals and require a hearing panel designated by the College as outlined in Board Policy 3200.
- The informal residence hall appeal will consist of the student alleged of policy violation(s), a Resident Advisor, one to three student judicial representatives, and an Assistant Director of Residence Life. An Associate Director may also be present as needed.
- The student will be notified at the end of the informal residence hall appeal hearing if they are found fully responsible, partially responsible, or not held responsible as well as respective sanctioning.
- If the student waives their right to further due process, they will be required to complete the assigned sanction at the discretion of College staff, generally within two weeks.

- A student may request further review of an incident by requesting a formal appeal with a hearing panel designated by the College as outlined in Board Policy 3200, located at www.nscs.edu/policy-manual.
- If a student in the Rural Health Opportunity Program, Rural Law Opportunity Program, Education Program, or part of an athletic team or club is involved with a violation of policy or misconduct, notification of the incident may be communicated to the corresponding program supervisor or coach.
- If a student is employed by the College, notification of violations may be communicated with the Associate Vice President for Human Resources or designee.
- Parent(s)/legal guardian(s) of students may be notified of alcohol/drug violations in accordance with FERPA guidelines.
- All violations are cumulative for the entire time a student is enrolled at CSC.

Standard Sanctions

Violation	Minimum Response	Discretionary (Maximum) Response
First Alcohol	<ul style="list-style-type: none"> ➤ \$50 fine ➤ Complete Substance Abuse Subtle Screening Inventory (SASSI) assessment ➤ Substance education as determined by the Dean of Student Affairs or designee 	<ul style="list-style-type: none"> ➤ Notification of emergency contact ➤ Community service hours ranging from 0 to 50 ➤ Removal from on-campus housing ➤ Expulsion from CSC ➤ Other sanctions at the discretion of the President, Dean of Student Affairs, or designee
Second Alcohol	<ul style="list-style-type: none"> ➤ \$75 fine ➤ Complete Substance Abuse Subtle Screening Inventory (SASSI) assessment ➤ Substance education as determined by the Dean of Student Affairs or designee ➤ Behavioral probation for one calendar year 	<ul style="list-style-type: none"> ➤ Notification of emergency contact ➤ Community service hours ranging from 0 to 50 ➤ Removal from on-campus housing ➤ Suspension from CSC ➤ Expulsion from CSC ➤ Other sanctions at the discretion of the President, Dean of Student Affairs, or designee
Third Alcohol	<ul style="list-style-type: none"> ➤ \$100 fine ➤ Removal from on-campus housing 	<ul style="list-style-type: none"> ➤ Notification of emergency contact ➤ Community service hours ranging from 0 to 50 ➤ Suspension from CSC

	<ul style="list-style-type: none"> ➤ Substance education as determined by the Dean of Student Affairs or designee ➤ Behavioral probation for one calendar year 	<ul style="list-style-type: none"> ➤ Expulsion from CSC ➤ Other sanctions at the discretion of the President, Dean of Student Affairs, or designee
First Marijuana/THC	<ul style="list-style-type: none"> ➤ \$100 fine ➤ Complete Substance Abuse Subtle Screening Inventory (SASSI) assessment ➤ Substance education as determined by the Dean of Student Affairs or designee ➤ Behavioral probation for one calendar year 	<ul style="list-style-type: none"> ➤ Notification of emergency contact ➤ Community service hours ranging from 0 to 50 ➤ Removal from on-campus housing ➤ Suspension from CSC ➤ Expulsion from CSC ➤ Other sanctions at the discretion of the President, Dean of Student Affairs, or designee
Second Marijuana/THC	<ul style="list-style-type: none"> ➤ \$150 fine ➤ Removal from on-campus housing ➤ Substance education as determined by the Dean of Student Affairs or designee ➤ Behavioral probation for one calendar year 	<ul style="list-style-type: none"> ➤ Notification of emergency contact ➤ Community service hours ranging from 0 to 50 ➤ Removal from on-campus housing ➤ Suspension from CSC ➤ Expulsion from CSC ➤ Other sanctions at the discretion of the President, Dean of Student Affairs, or designee
Third Marijuana/THC	<ul style="list-style-type: none"> ➤ Suspension from CSC 	Expulsion from CSC

Situations involving law enforcement or emergency response, or transportation to a hospital are subject to escalated sanctioning. All fines collected for sanctions will be used to support the purchase of educational materials, programming, and staff training related to alcohol and drugs.

Disciplinary sanctions may include written or verbal warnings, written or verbal no-contact orders, fines, restitution or reimbursement, a period of probation, remedial behavioral requirements, remedial educational requirements, as well as suspension or expulsion from the residence halls or Chadron State College.

In the event that a concurrent civil or criminal action for the same behavior which forms the basis of misconduct allegations under the provisions of policy 3100 and/or the Residence Life Handbook is in progress, a student may request in writing to the Dean of Students Affairs, or equivalent administrator, that the College delay the continuance of the due process procedures. By requesting to delay until the

external civil or criminal proceeding has concluded, the student agrees that they shall not attend any college classes or college-sponsored events or activities or shall not enter or use college property without specific written authorization from the Dean of Students Affairs.

Attempted & Threatened Suicide Policy

ATTEMPTED SUICIDE PROTOCOL

Attempted Suicide – If a student is discovered with a self-inflicted wound, drug overdose, or ingestion of a potentially lethal substance.

Off-campus Incident

Immediate Response:

- Call 911.
- One person contacts emergency services and stays on the phone with them until emergency personnel arrives and/or emergency services ends the call.
- One person remains with the student to provide updates to the person in contact with emergency services.
- Individuals may administer First Aid, CPR, etc. if they choose to do so or are asked to do so from emergency services.

Point of Contact: Emergency Personnel

On-campus Incident

Immediate Response:

- Call 911 or 9-911 (from a campus phone).
- One person contacts emergency services and stays on the phone with them until emergency personnel arrives and/or emergency services ends the call.
- One person remains with the student to provide updates to the person in contact with emergency services.
- Individuals may administer First Aid, CPR, etc. if they choose to do so or are asked to do so from emergency services.

Point of Contact: Housing Professional Staff or Dean of Student Affairs or Campus Security

Secondary Response:

- If the attempt takes place in a residence hall, contact the nearest on-duty Housing and Residence Life professional staff member. On-duty phone numbers are posted at each main entrance of the building, as well as the front desk of each residence hall. If calling from a cell phone, call the number directly. If calling from a campus phone dial “9” followed by the phone number.
- If the attempt takes place outside a residence hall, contact Campus Security by dialing “9” extension (6037) from a campus phone or 1-308-432-6037 from a cell phone. Campus Security can also be contacted by dialing the CSC Safety Escort number at 1-308-360-1887. If calling from a campus phone dial “9” followed by the phone number.

Follow Up Measures to Off-campus or On-campus Incidents:

- Appropriate CSC personnel (Campus Security, Dean of Student Affairs, or Housing and Residence Life professional staff member) will contact the on-call Licensed Counselor who will work with emergency personnel as appropriate to assess the student situation utilizing the Columbia-Suicide Severity Rating Scale (C-SSRS) and their professional judgement. The

Licensed Student Counselor will inform the Dean of Student Affairs and/or their supervisor the course of action with the student.

- College staff may be present at the hospital to support the student and keep the College informed of developments as appropriate. The Dean of Student Affairs or designee may contact the student's emergency contact. The student will remain in the hospital until hospital staff or Chadron Police Department determine an appropriate release time and treatment plan.
- If the attempt takes place on campus or in the residence halls, Campus Security Staff and/or Housing and Residence Life staff will complete an incident report.
- Internal Coordination Meeting: A coordinating meeting may be scheduled as needed. This meeting may include a Licensed Student Counselor, Dean of Student Affairs, Housing Professional Staff, and/or members of the CARE team. The objective of the meeting is to review information from the incident and establish a plan of action/response for the student and the campus community.

Follow-Up Responsibilities – Students and CSC Staff

- A Safety Plan will be completed and signed with copies distributed to the student, Licensed Student Counselors, and any community health professional directly involved.
- The student seeks counseling/therapy if advised by the Licensed Student Counselor.
- The student signs Release of Information (ROI) allowing communication and/or records between individuals listed on the ROI.

Please note: In the event of a suicide, refer to Chadron State College's Emergency Action Plan.

Medical Emergencies

Should a situation occur in which medical attention appears necessary, Housing and Residence Life staff should be notified and may contact the local emergency services. Any costs incurred for emergency transport, hospital services, and any other assistance will be the responsibility of the student and/or their family.

Needles/Syringes

Residents using medications, which require injections, should not dispose of the needles/syringes in the trash cans or trash chute in any building. Sharps containers are available in certain residence hall lobby restrooms. A resident can contact Health Services to obtain the proper disposal containers. Possession of tattoo equipment including but not limited to: tattoo guns, needles, and ink is strictly prohibited and could be subject to penalty through the State of Nebraska Licensure Boards.

Missing Student Policy and Procedure

- A student shall be deemed missing when he or she is absent from CSC for more than 24 hours without any known reason.
- All reports of missing students shall be directed to the Dean of Students Affairs, the Director of Housing and Residence Life, and Campus Security who shall investigate each report and decide whether the student is missing in accordance with this policy.
- Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by CSC no more than 24 hours after the time that the student is determined to be missing. Unless otherwise specified by the student in their MyCSC

account, the College will consider the parent/guardian or other primary emergency contact provided to the College by the student to be the person to be contacted in the event the student is determined to be missing. The student should notify the Emergency Contact that he or she has been designated as an Emergency Contact. A designation will remain in effect until changed or revoked by the student.

- At any point during a student's enrollment, he or she may choose to register or change Emergency Contact information with CSC by logging into their MyCSC account. Students should also update their emergency white medical card with Residence Life staff. This information is confidential but may be released to CSC Campus Security and the Chadron Police Department staff as necessary to carry out the purposes of this process.
- If a missing student is under the age of 18 and not emancipated, the Dean of Students Affairs is required to notify the custodial parent(s) or guardian(s) of the missing student no later than 24 hours after the determination by the Dean of Students Affairs and Campus Security that the student is missing.
- No later than 24 hours after a student is reported missing, the Dean of Students Affairs, or his designee, will be responsible for contacting the appropriate Emergency Contacts as established above.
- The Dean of Students Affairs and Campus Security will also notify the Chadron Police Department no later than 24 hours after it is determined that the student is missing.
- The Dean of Students Affairs, or designee, shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.
- The Dean of Students Affairs, or designee, will be responsible for filing all related missing person reports with other agencies as may be required and investigate.
- The Dean of Students Affairs, or designee, will organize support personnel when a student is determined missing and make appropriate contacts within the university (Counseling Center, Academic Dean of student's school, and Campus Security).

Fire Procedure

Every fire should be reported. Smoldering, smoke, and burning smells should also be reported. In case of fire, call 911 from a cell phone or 9-911 from any campus phone and inform dispatch of the location of the fire and the apartment/room number. Notify a Residence Life staff member and all neighbors in the adjoining rooms if safe to do so. Call the CSC Boiler House at (308) 432-6226 and CSC Campus Security at (308) 432-6037.

Everyone must evacuate the building immediately upon notification of the fire alarm and assemble at the designated area. All persons must remain outside the building as long as the alarm continues to ring. No one may return until CSC Staff or on-scene fire personnel determines the facility is safe to re-enter.

Any fire or smoke must be immediately reported to Housing and Residence Life staff. Fire regulations and procedures are posted in each room. It is the student's responsibility to become familiar with the correct fire procedures.

Tampering with the fire alarm, smoke detectors, fire equipment, as well as the setting of a fire may result in disciplinary action and may be reported to State and/or Federal authorities.

Smoking and Vaping

The CSC Residence Halls are designated as “smoke free”, therefore, smoking in the residence halls is not allowed. This includes, but is not limited to the use of cigarettes, hookahs, pipes, cigars, e-cigarettes, vaping devices, mod and pod systems, or any other electronic nicotine delivery systems (ENDS). Hookah coals are considered a fire hazard; therefore, hookah pipes are not allowed in the residence halls and will be confiscated.

Students who smoke outside a residence hall must do so far enough away from the building to avoid smoke or vapor drifting into the residence hall or interfering with those entering and exiting facilities. Cigarette butts, packaging, and other debris must be disposed of properly.

Open Flame and Fire Hazards

Burning candles, incense, coals, or smoking in a residence hall room is considered a fire hazard and is forbidden. Any type of open flame is considered a fire hazard.

Halogen lights and any form of lamp designed to emit heat are not permitted throughout the residence halls. Housing and Residence Life has the authority to restrict the presence of any item or equipment deemed unsafe. Notice regarding newly prohibited items will be posted and/or otherwise communicated.

Smudging or Ritual Burning

Chadron State College (CSC) recognizes time-honored indigenous traditions and rituals referred to as “smudging”. Smudging involves the burning of sage, sweet grass, and/or cedar for the purification and cleansing of a space. The smoke associated with smudge is minimal and lasts a short time.

CSC also recognizes that the support of diversity is a shared responsibility at all levels of the college and will oversee the implementation of smudging rituals. CSC will work within the college community to ensure that the principles of creating a respectful living-learning environment and workplace are maintained.

A student must request approval at least 48 hours prior to activity from the Director of Housing & Residence Life or designee. Any student wishing to smudge within the residence halls may be granted permission to do so one time per room occupied per academic year. A student requesting to perform such ceremonies must be the contracted occupant of the living space in which ceremonies will take place. Smudging will not be permitted in community spaces including but not limited to entrances, lobbies, stairwells, computer labs, exercise facilities, kitchens, restrooms, and laundry rooms.

The Offices of Housing & Residence Life will supervise the implementation of smudging ceremonies, including scheduling the ceremonies, temporarily posting signage at the place of ceremony, and notifying other occupants of the room or suite as well as neighboring units in advance. Arrangements

will be made with the CSC Maintenance Department to temporarily adjust smoke and fire alarm systems as needed.

Receptacles must be approved prior to burning. Sage smudge produces a strong and distinct temporary aroma. Sweet grass has a mild aroma and generally produces less smoke than sage. Cedar generally produces a mild aroma and also generally produces less smoke than sage. CSC Housing & Residence Life prefers windows remain open during the burning portion of the ceremony. Housing & Residence Life staff and other CSC staff, including student staff, may be notified of scheduled ceremonies as necessary.

Fire Sprinkler System

To ensure proper functioning of residence hall sprinkler systems, please observe the following:

- Items should not be hung or attached to the sprinkler head or piping.
- Sprinkler heads should never be obstructed or tampered with in any way.
- Frisbees, balls, and other items that can damage the sprinkler heads shall not be thrown, kicked, or otherwise launched in rooms, hallways, or common areas.

Residents who tamper with the fire sprinkler system and cause damage will be held responsible. This may include being held responsible for all damages to student and College property, removal from the residence halls, and/or possible legal action.

Room Decorations

A room is more enjoyable if decorated with posters, rugs, plants or other items. Students should not use decorations that create a health or safety hazard or cause damage to the room or residence hall. Empty can and bottle collections in the rooms are not permitted as they present a health and pest hazard.

- All decorations must be noncombustible or flame retardant.
- Rooms may not be painted by students.
- Black lights or any other type of bulb may not be placed in existing college light fixtures.
- Electrical equipment and lights may only be used if approved by Underwriter's Lab (UL).
- No natural trees permitted within residence halls.
- Using nails, screws, or other fasteners that damage walls in the residence halls is prohibited.
- If holes are made in the walls, the use of fillers, such as toothpaste, to fill those holes in is prohibited.
- Nothing may be mounted or permanently fixed to a wall, including televisions.
- Adhesive strips are allowed, but must be designed to be removed; the proper removal procedures must be followed to avoid peeled paint. Command strips or masking tape are preferred. Charges may be assessed for peeling paint. It is encouraged to leave command strips for CSC Maintenance staff to properly remove. If CSC Maintenance is unable to remove strips without damage, charges may still be assessed.

Tornado Alert Procedure

A **tornado watch** is when conditions are favorable for a tornado, and one may be possible. A **tornado warning** means that a tornado or cloud rotation has been observed or detected by weather radar.

Warning information is given by the radio and local. The warning to seek shelter is also given by the continuous undulation (rising and falling) tone of the local emergency sirens.

In the event of a tornado warning take shelter in the basement or lowest level in the building. Residents are encouraged to bring a flashlight, blankets, and a battery powered radio in case of emergencies. For more information on tornado safety contact the Region 23 Emergency Management Agency at (308) 432-2251. In the event of a tornado siren, tune radios to 610 AM or 97.5 FM or turn on lobby televisions to any channel for emergency information.

Room Condition and Property

Students are required to keep their rooms clean and tidy. Residents may be asked to address unsanitary conditions within their room. Any student who suspects any type of infestation of pests, contamination, or unsanitary material within their room should report concerns to Housing and Residence Life Staff or Physical Facilities Staff immediately or as appropriate.

Gambling

Gambling with or for money, in any form, is not permitted in the residence halls. Gambling on state property is a violation of Nebraska State Law.

Solicitation and Posting of Information

Campus housing units are not to be used for any commercial purposes. Soliciting for business, charity, political, or religious purposes on campus grounds or in campus buildings by anyone is prohibited. All unauthorized signage may be removed immediately.

A professional Housing and Residence Life staff member must approve the posting of information within residence halls. Posters and other advertisements may be posted on designated public bulletin boards only. Residence Life staff will post information or items of interest by their room door in the hallway. Individuals or clubs may not post materials on fire exit doors, windows, and in stairwells. Information posted in these areas or postings not approved by a professional Housing and Residence Life staff member may be removed without notice. All signage is subject to evaluation at any time, those with outdated information or completed events may be removed at the discretion of Housing and Residence Life staff.

Check-In and Check-Out Procedure

Early check-in and late check-out are discouraged. Dates and times will be communicated to students. Students must submit a written request to cschousing@csc.edu or complete a request form within the Housing Portal at least two weeks prior to the requested date. Charges for early check-in or late check-out will be billed at summer weekly rates, this may include storing property in a room/suite where prohibited or otherwise preventing CSC Staff from utilizing or cleaning the room.

Each student is given a room inventory card to note the condition of the room upon check-in. Then, upon check-out, a Housing and Residence Life staff member will use the same room inventory card to determine any damage that was sustained, normal wear and tear will be considered. Each student is individually responsible for furniture, equipment, and the general condition of their room. Basic room cleaning is the responsibility of the resident prior to checking out of any room. Failure to leave the room in the same general condition as when it was first occupied will result in the assessment of a damage or cleaning charge. When checking out of the residence hall, students should adhere to the following procedure:

- Give sufficient notice to Housing and Residence Life staff so they may be present when checking out.
- Remove all possessions.
- Clean the room thoroughly (Sweeping, wiping of surfaces, etc.).
- Be present upon inspection by Residence Life staff.
- Turn in room key to the Residence Life staff member.
- Sign the inventory card and update forwarding address for mail and packages.
- Complete a housing cancellation form within the Housing Portal or email cschousing@csc.edu if not intending to return to on-campus housing the following semester (including graduates).

Damages

Residents of each room and shared suite will be responsible for damages due to student negligence. Dart boards and darts are not allowed throughout the residence halls or student rooms. Substances including but not limited to wax, grease, and food can clog plumbing and should never be disposed of down any sink, toilet, shower, or any other drain. Common area damages may be charged evenly to all students residing in that area if deemed necessary. Students may agree to share financial responsibility for partial or full damage amounts.

The College strictly prohibits any room furnishings from being removed from residence hall rooms without permission from Housing and Residence Life staff. Removing college property from designated areas or being in possession of college property in unauthorized areas is prohibited and students may be issued a conduct violation and/or billed accordingly. Common area or lobby furniture and equipment must remain in its designated location and may not be taken into student rooms/suites or off campus.

Academic Participation and Class Withdrawal

The primary purpose of Residence Life is to support the academic mission of Chadron State College and to facilitate a healthy living and learning environment. Students are encouraged to seek assistance with class-related problems and may expect Housing and Residence Life staff to approach them about academic progress or concerns. CSC Housing and Residence Life staff care about student success and hope to assist students throughout their academic career. Students are expected to be actively engaged and attending classes. Should students demonstrate little or no active participation in the majority of their classes, the student may be asked to vacate the residence hall.

Withdrawal from CSC classes does not automatically violate the [Terms and Conditions](#), but the student must be taking classes in order to live in campus housing. Once a student files withdrawal forms, they are encouraged to meet with Housing and Residence Life staff to review check-out policies and procedures. Housing charges may continue to accumulate until the student has followed the cancellation process by either emailing cschousing@csc.edu or completing a cancellation form within the housing Portal, removed all belongings from the residence hall room/suite, returned the room key, and completed the check-out process with the Housing and Residence Life Staff.

Attending Floor Meetings

Students are responsible for all information published in the Residence Life Handbook and Student Handbook. If unable to attend a scheduled floor meeting, students should contact their Resident Advisor (RA). Attendance at all scheduled meetings is required, students may be given a violation for noncompliance for failure to attend.

Floor meetings generally take place twice each semester, with additional floor meetings scheduled as needed. General meetings of all building residents may also be scheduled as necessary. Meeting information will be posted and/or otherwise communicated to residents.

Room Key

A room key will be issued when a student checks into on-campus housing. Students are advised to keep their room locked and their key with them at all times. Eagle Ridge residents will also be issued a mailbox key. If a key is lost, it should be reported immediately to Housing and Residence Life staff. Housing and Residence Life staff will have the student complete a Lost Key Form within the Housing Portal and the student will be responsible for the replacement cost of \$20 per key. Once a new key is available, the student will be issued the new key by Housing and Residence Life staff. Students may not duplicate college keys.

Elevators

In the event that an elevator should malfunction, use the emergency alarm and await assistance. Individuals should not attempt to open the doors by force or use alarm bells for reasons other than an emergency. All problems with the elevators should be reported to Housing and Residence Life or Physical Facilities staff. Students should adhere to the capacity regulations posted for each elevator. Vandalism, including overloading, tampering with doors and control panels, jumping, rocking, etc. will not be tolerated in elevators and may result in a conduct violation and damage charges to the student.

Pets

Pets, except non-dangerous fish, are prohibited in the residence halls. Aquariums may be no larger than 10 gallons and only fish may be kept in an aquarium. Limit one aquarium per student per living space. If an unauthorized animal is discovered throughout the residence halls, the responsible student will be in violation of the code of conduct. Residents may be given an appropriate timeline to remove the animal. If the animal is not removed or another unauthorized animal is discovered, this may result in additional disciplinary action.

Service Animals

Service animals are dogs or miniature horses trained to do work or perform tasks for a student with a disability, and the work is directly related to the individual's disability. Service animals may accompany the student in any and all locations where students are reasonably permitted to be and where it is deemed safe for the animal to be. The College may prohibit the use of service animals in certain locations because of health and safety restrictions.

Students with disabilities who are accompanied by service animals must comply with the same College rules regarding conduct, noise, safety, disruption, and cleanliness as people without disabilities. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the student's disability prevents using these devices. In that case, the student must maintain control of the animal through voice, signal or other effective controls.

The College is not responsible for the care or supervision of service animals. The College is not responsible for the evacuation or care of service animals during fire alarms, fire drills, building or campus emergencies, or natural disasters. Individuals with disabilities who are accompanied by service animals are solely responsible for the cost, care, supervision and well-being of the animal at all times. The College may request proof of compliance with vaccination requirements.

Students with disabilities accompanied by service animals are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

Cleaning up after the animal is the sole responsibility of the student with disabilities that is in possession of the service animal. If the individual is not physically able to clean up after the animal, it is then the responsibility of that individual to hire someone capable of cleaning up after the animal in a timely, hygienic and respectful manner.

Assistance Animals

Assistance animals must be approved by the CSC Disability Services office and the Housing Office prior to being brought into residence hall facilities.

CSC may allow a student to be accompanied by an Assistance Animal that is not a service animal if the animal is necessary because of the student's disability. The College will evaluate whether to permit an Assistance Animal using the same procedure as it uses to evaluate any other request for reasonable accommodation. While the College will evaluate each request on a case-by-case basis, students generally may establish the necessity for an Assistance Animal in student housing if: (1) the student has a documented disability; (2) the student provides verification documentation from a health care professional with whom a student has an established clinical relationship that the Assistance Animal is necessary because of the student's disability to have an equal opportunity to use and enjoy student housing. The presence of the Assistance Animal must also be reasonable. Assistance Animals can pose no direct threat to the health and safety of others; cause substantial damage to the property of others; pose an undue financial or administrative burden; or fundamentally alter the nature of the College's

operation. Students with disabilities who have Assistance Animals must comply with the same College rules regarding conduct, noise, safety, disruption, and cleanliness as people without disabilities.

The College is not responsible for the care or supervision of Assistance Animals. The College is not responsible for the evacuation or care of Assistance Animals during fire alarms, fire drills, building or campus emergencies, or natural disasters. A student with a disability who has an Assistance Animal is solely responsible for the cost, care, supervision and well-being of the animal at all times. The College will require a student to provide evidence that the Assistance Animal's vaccinations are current. Students with disabilities who have an Assistance Animal are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. Animals must be under the proper control of the approved owner, with dogs being leashed per Chadron City Ordinance.

Maintenance and Physical Facilities

Maintenance needs should be written in the maintenance log located at the front desk or lobby of each residence hall. Housing and Residence Life staff will report the request to the Physical Facilities Department. If a major leak or other maintenance emergency is found, students should contact on-duty Residence Life staff or the Physical Facilities Department at (308) 432-6226. If a maintenance request has not been addressed within five class days, please contact the Housing Office directly at cschousing@csc.edu or (308) 432-6466.

Air Units

Furniture and other objects which may obstruct the flow of air must be kept away from vents in order for the air units to function properly. Any malfunction or unsanitary air unit should be reported to Housing and Residence Life or Physical Facilities staff.

Telephone Service

Telephone services are not provided in the residence halls. Front desk phones may be utilized in the event of an emergency. Campus telephones require dialing "9" for off campus numbers, followed by "1" for long-distance calls.

Internet Service

High speed Internet service is provided throughout the residence halls and campus. Wireless service as well as two Ethernet ports are provided in each room. For a more reliable connection, the use of Ethernet ports is recommended and require a CAT5 or 6 cable. Wireless printing is available. Computer labs, are located in High Rise and in Edna Work Hall. Requests for technology assistance can be submitted to helpdesk@csc.edu or by calling the IT Help Desk at (308) 432-6311.

Mail Service

Mail is delivered regularly by the United States Postal Service to each residence and is sorted by Residence Life staff prior to being placed in provided mailboxes. A student's mailbox is numbered and may be opened with a room key combination (depending on the building). To avoid delays in mail handling and delivery, it is important that mail be addressed in the following format:

- Student Name
Andrews Hall #
1051 Chapin
Chadron, NE 69337

- Student Name
Eagle Ridge Building 1
709 E 12th St.
Chadron, NE 69337

- Student Name
Eagle Ridge Building 2
715 E 12th St.
Chadron, NE 69337

- Student Name
Eagle Ridge Building 3
721 E 12th St.
Chadron, NE 69337

- Student Name
Edna Work Hall #
1065 Main
Chadron, NE 69337

- Student Name
High Rise #
501 East 10th
Chadron, NE 69337

- Student Name
Kent Hall #
1050 Shelton
Chadron, NE 69337

Packages

All packages will be delivered to the Mailroom located in the Physical Facilities Building on the southwest side of campus. Packages must be processed by Mailroom once received which may delay the availability of pickup. Once a package is available for pickup, an email notice will be sent to the recipient's EagleMail. Student's receiving a package notice in their EagleMail should plan to pick up their package in a timely manner. Packages that are not picked up will be returned to the sender. Please contact the Mailroom at (308) 432-6063 or asmith@csc.edu with any questions or concerns related to packages.

Laundry

Washing machines and dryers are available for use by the residents within each residence hall. It is expected that residents be considerate of other students and strive to keep laundry facilities orderly. Laundry machine issues should be reported to Housing and Residence Life staff. Residents should avoid overloading laundry units. Residents should be considerate of others by promptly moving laundry out of machines at the completion of a cycle. Using timers and setting reminders is encouraged. Laundry use is solely for use by on-campus students. Students are expected to treat laundry facilities and machines with care. Abuse of these facilities may lead to damage charges and/or code of conduct violations.

Vending Service

Pepsi beverage and snack vending machines are located throughout the residence halls. Students are encouraged to report vending machine issues to Housing and Residence Life staff.

Personal Property Storage

Limited storage space is provided in each residence hall for returning on-campus students over semester and summer breaks. Items placed in hall storage must be properly packaged in boxes, totes, or luggage and must be labeled with the name and contact information of the student. The College assumes no responsibility for items placed in storage. Abandoned property as well as property left in common areas may be moved, confiscated, or disposed of by College Staff as appropriate in compliance with Nebraska State Statutes. Items left in storage after a student moves out may be discarded or sold at the discretion of Housing and Residence Life staff with proceeds to be used for hall programming. Students who are not contracted for the following semester may not utilize residence hall storage spaces.

Loft and Water Beds

Loft or lofting beds are not permitted, unless provided by CSC Housing and Residence Life staff. Loft beds are currently permitted at Eagle Ridge only. A loft is defined as an elevated sleeping area that is fastened into a single unit. Beds with a bladder designed to be filled with water or other liquids are also prohibited. Bed risers are allowed but should not exceed a height of eight (8) inches and should be properly secured without damaging the furniture.

Chadron State College is not liable for the use, construction, or dismantling of a prohibited bed or piece of furniture. Chadron State College reserves the right to direct a resident to remove any hazardous materials, including lofts or water beds from the residence halls.

Study Spaces

The residence halls have designated study lounges available. Study spaces provide residents an alternate quiet place to study away from their room. Computer labs are considered study lounges for the purposes of noise and limiting disruptive behavior. Residents are also encouraged to utilize the library and academic facilities to study.

Common Areas and Lobbies

CSC Staff are responsible for lobby, hallway, stairwell, as well as public and community restroom cleaning; please be considerate. Students should put trash in the appropriate receptacles in each residence hall. Cardboard containers, such as pizza or package boxes, should be taken directly to exterior waste containers.

When trash chutes/trash rooms are locked during move-in, breaks, or check-out weeks, students must take trash directly to exterior waste containers. Placing trash in hallways, kitchens, laundry facilities, or other common areas is prohibited.

Abandoned Personal Property

Any personal property left in a residence room, storage location, or on the premises by students who vacate will be deemed abandoned. Chadron State College may dispose of the property without compensation to the student and may charge the student for labor involved in removing trash or property. Chadron State College may sell or otherwise dispose of such property in any manner without liability in accordance with Nebraska State Statutes.

Parking and Vehicle Regulations

Students may register for parking by accessing their MyCSC account. All licensed and non-licensed (ATV & scooters) vehicles operated by students, faculty, and staff must have a valid parking permit, properly displayed, to park on the Chadron State College campus. The parking sticker must be attached to the outside, lower right (passenger side) corner of the back window while parked on the CSC campus and must be clearly visible. Parking hangtags for ATV, Scooters and motorcycles must be attached to the handlebars. Parking stickers and hangtags are available in the Business Office in Crites Hall. The person to whom the parking permit is issued is responsible for all parking violations.

Residents may request a guest parking permit (no charge) for their visitors from the Parking and Safety Office, Sparks Hall Room 113. Please contact the Parking and Office during business hours at (308) 432-6490.

Chadron State College does not guarantee parking space in a specific area and cannot assume responsibility for the care or protection of any vehicle or its contents while operated or parked on campus. Parking must be in designated parking stalls only. For more information, please contact the Parking Office, Campus Security, or the Chadron Police Department.

Transportation Equipment and Devices

In the interest of safety, the indoor use, riding, or operation of any form of transportation including but not limited to: roller blades, roller skates, skateboards, longboards, scooters, hover boards, and bicycles is prohibited in the residence halls. These items may be appropriately stored within the residence halls but may not be ridden indoors. Students who choose to use transportation equipment indoors may be held liable for any damage or injuries which may result. Vehicles with internal combustion engines may not be stored indoors.