

RESIDENCE LIFE HANDBOOK

Welcome to Your Home at MPCC Residence Life!

We're thrilled to welcome you to Mid-Plains Community College Residence Life! We believe your time here should be more than just a place to sleep—it's an opportunity to grow, connect, and thrive.

Think of your residence hall as a launchpad for new experiences. You'll be living alongside students from varied backgrounds, each with unique perspectives and stories. This is your chance to expand your horizons, build lasting friendships, and learn from one another.

Your residence hall experience will likely be a significant part of your time at MPCC. We're committed to making it a valuable one, filled with opportunities to:

- **Connect:** Engage with a vibrant community and build meaningful relationships.
- **Grow:** Develop your independence, learn new skills, and expand your understanding of the world.
- **Belong:** Find your place in a supportive and inclusive environment.

We'll have plenty of activities and events to help you settle in and make the most of your time here. Your Resident Assistant (RA) will be a key resource, helping you plan and participate in social and educational programs designed to enhance your college experience. We strongly encourage you to take advantage of these opportunities.

To ensure a positive and respectful living environment for everyone, we've outlined our residence hall procedures, guidelines, and policies in the following pages. These guidelines will help you understand your role as a member of our community.

We're excited to have you join us! Welcome home, and here's to a fantastic year!

Dr. Brian Obert

Dean of Student Life
308-345-8109
obertb@mpcc.edu

Jason Osmotherly

Associate Dean of Student Life
308-535-3635
osmotherlyj@mpcc.edu

Important Emergency Phone Numbers

Ambulance Emergency	911
Fire Emergency	911
Police Emergency	911
Suicide Prevention Hotline	988
Poison Control Center	800-222-1222

McCook Community College

Assistant Director of Residence Life	308-345-8177
Police Non-Emergency	308-345-3450
Community Hospital	308-344-2650
Domestic Abuse/Sexual Assault Services Crisis Line	877-345-5534

North Platte Community College

Assistant Director of Residence Life	308-535-3762
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Police Non-Emergency	308-535-6789
Great Plains Health (Hospital)	308-696-8000
Rape/Domestic Abuse Program	308-534-3495

STAFF

Assistant Director of Residence Life

Assistant Directors are available to assist students with applying to housing and other administrative responsibilities regarding Residence Life. They are available to help all students with their housing concerns and/or additional problems.

MCC - Assistant Director of Residence Life

Genevieve Hopkinson - 308-345-8177

NPCC - Assistant Director of Residence Life

Kade Erickson - 308-535-3762

Coordinator of Residence Life

Coordinators assist with safety training, supervising RAs, and organizing Residence Life activities.

MCC Coordinator of Residence Life – 308-345-8158

NPCC Coordinator of Residence Life - 308-535-3725

Residence Life Assistants

Resident Life Assistants (RLAs) assist with the safety and security of MPCC housing and implementing Residence Life activities.

MCC Residence Life Assistants – 308-345-8158

NPCC Residence Life Assistants - 308-530-3760

Resident Assistants

Resident Assistants (RAs) are students who help provide fellow students in college housing a safe and positive environment. Students interested in becoming RAs may apply for future employment during the Spring semester for the following college year.

HOUSING ASSIGNMENTS

Room Assignments

Room/housing unit assignments are available to all students without regard to race, color, creed, ancestry, religion, gender, age, national origin, military veteran status, disability, marital status, genetic information and testing, family and medical leave, sexual orientation, and gender identity or expression, pregnancy, or as defined by law in employment, admission, scholarship, and financial aid programs, or operation of its educational programs and activities. Students will be assigned a room in housing on a first-received basis. Assignments are made in the order housing applications are received in the Office of Student Life.

MPCC students must be 17 years old or older to be assigned to MPCC housing. Approval for students younger than 17 will require parent/guardian and VP approval.

Single rooms can be requested if available and only on a first-come, first-serve basis. Single rooms will not be assigned until after the second week of class.

The college reserves the right to reassign students based on what is best for the residents and the college.

Check-in

Upon housing check-in, the Residence Life staff may issue each student a room key, a mailbox key, a room inventory sheet, and any incomplete paperwork. Residents will need to sign a form agreeing to read and abide by the policies of the Residence Life handbook.

By completing the inventory sheet, room contents and room conditions are noted. Charges for missing item(s) or damage caused by previous occupants will not be assessed as long as they are noted on the inventory sheet. The inventory sheet must be returned to Residence Life staff on move-in day.

All About Roommates

Roommate Bill of Rights

- The right to read and study free from unreasonable noise and distractions.
- The right to sleep without disturbance from unreasonable noise, guest of roommate, etc.
- The right to expect roommate's respect for personal belongings.
- The right to freely access the room without pressure from a roommate.
- The right to personal privacy, proportionate use of the shared living space, and freedom from unwanted guests in your room..
- The right to address grievances (staff members are available for assistance in resolving conflicts).
- The right to be free from fear of intimidations, physical and/or sexual harassment.
- The right to a clean environment.
- The right to reasonable quiet space in which to live, sleep, and study.

Room Assignment Change Request

Under normal circumstances, room changes are not made during the first two weeks of classes. Following that period, requests for room changes may be made to the Residence Life staff.

The room-change procedure is for room residents to discuss possibilities and options for compromise within your residential space first, RA second, and then Residence Life Professional Staff. In the event that no compromise can be met and the roommates are unable to resolve the issues, a room change form may be completed. The form may require all roommates' signatures and must be turned into the Assistant Director of Residence Life for processing. Students moving from one room to another without the permission of the Residence Life staff will incur a \$125.00 improper room change fee.

Room Consolidation

Room consolidation occurs when one student is left in a double-occupancy room by themselves. The college reserves the right to fill beds and to require students to consolidate for optimum space utilization, to resolve roommate conflicts or situations that are not suitable for the assigned roommates.

Termination of Housing Contract

In the event your housing contract is terminated for any reason prior to the scheduled termination date specified in the contract, current and

remaining charges will follow the established refund policy as published on the website (<http://www.mpcc.edu/cost-and-aid/housing/>).

Door Access

Each student is provided access to his/her room. Rooms should be locked when unoccupied. Assigned keys are to remain in your possession and are not to be given to anyone.

Keys may NOT be duplicated. If a key is lost or misplaced, contact Residence Life staff immediately. They will issue a replacement key.

**Fines will be charged for replacement of a broken, bent, or lost ID Card.
Replacement Key Charges: \$25.00**

Semester Breaks and Summer Housing

College housing will close any time there are no classes for five (5) consecutive days. Housing accommodations during college break periods may be arranged with the Director/Assistant Director of Residence Life in advance. Housing during breaks may be provided during Thanksgiving Break and Spring Break. No additional charge for staying over Thanksgiving or Spring Break but no meals will be served. The student must have a contract to stay.

If students attended MPCC during the Spring semester and are registered for the Fall semester, they are not required to be enrolled in Summer classes to be allowed to stay in summer housing. However, please keep in mind that if an extraordinarily large number of students request summer housing which causes room availability to be tight, assignment priority will be given to those students who are enrolled for the Summer sessions.

Room Entry and Room Search

College officials may enter a student's room when they have reason to believe the health or safety of a resident is in jeopardy, a College rule is being violated, and to inspect the property for damages. College officials may also enter your room if they have reason to believe violations of civil law are occurring. Local law enforcement officers may also enter your residence hall room in the performance of statutory duties and in accordance with legally defined procedures, search, and seizure. Mid-Plains Community College custodial or other authorized personnel may enter your room/apartment to perform custodial services, to make improvements and repairs, and provide routine maintenance services and insure that health, fire, and safety regulations are maintained. Permission of the resident to enter a room is preferred but is NOT required. After entry, no search of the room may be conducted except as outlined herein. The Assistant Director of Residence Life is primarily responsible for action in an emergency, such as a threat of physical damage to persons or property. All residence hall rooms will be entered and inspected by the Residence Hall staff (Assistant Director of Residence Life, Resident Life Assistant, RAs, and/or other college officials) for safety and security concerns the day/evening of hall closing breaks (i.e., Fall Break, Thanksgiving, Winter Break, and Spring Break). Health and Safety Checks of residence hall rooms will also be conducted monthly. This policy does not affect regular maintenance procedures.

Except under extreme conditions, premises occupied by students and the personal possessions of students will not be searched unless authorization has been obtained. However, given "reasonable cause" of a housing rule violation, cursory searches such as opening a refrigerator, opening a closet door, or looking under a bed are allowed. In these cases,

when possible and reasonable, the resident will be asked to perform these tasks.

Procedures for an authorized room search are as follows:

1. A request will be made to the MPCC Dean or Associate Dean of Student Life, or their designee, who will decide if a search will be conducted and the proper procedures to be used.
2. Efforts should be made to have the resident(s) at the apartment at the time of the search. If the resident(s) are not present, they must be notified of the search when practical.
3. A total residence hall search will be made only under emergency conditions. If a total residence hall search is to be conducted, it will be approved and supervised by the MPCC Dean or Associate Dean of Student Life, or their designee.

Personal Property

The College is not responsible for the loss of any personal property, whether the loss occurs by theft, fire, or otherwise.

Students are responsible for contacting local law enforcement if a crime has occurred, after contacting the Residence Life Professional Staff. Incidents may include: Accident, hit and run, or theft.

Remember the following guidelines:

- Lock room door and/or suite door when leaving the room, even for a few minutes, and also at night while sleeping.
- Insure your personal belongings. Check with parents about insurance coverage.
- Do not bring valuables, such as expensive jewelry, clothes, electronics, etc. If such items are brought, MPCC will not be liable for them. Guests, including guests of roommates/suitemates, should not be privy to the location of expensive items.
- Do not store or leave large items (such as parts of vehicles, equipment, tools, etc.) in the college-provided parking areas or around the college housing units. Items left unattended will be subject to removal and may possibly be disposed of. If a large item must be left unattended outside, obtain permission from the Director/Assistant Director of Residence Life and/or the Director of Physical Resources prior to bringing it to campus.
- Protecting personal belongings is your responsibility. Residence Life staff at Mid-Plains Community College is prohibited from holding or storing personal property.
- Security camera footage is considered property Mid-Plains Community College and is not available for students to access or request to access.
- In the event that a crime has occurred, Mid-Plains Community College will work with local law enforcement and insurance companies. Please contact Residence Life staff if you have questions.

COMMUNITY LIVING

Established guidelines and the MPCC Code of Conduct must be followed to create and maintain a positive community. Guidelines identify acceptable behavior and hold community members accountable to each other. Responsibility for violations of Code of Conduct is divided equally between the resident(s) of a room unless evidence clearly identifies a specific individual(s) as responsible.

Quiet Hours

Quiet hours are every day from 10:00 p.m. to 8:00 a.m. and during finals week from 5:00 p.m. the Friday prior to the start of finals until the last final commences. Loud noises in residential living areas are prohibited.

Visitation Hours

Roommates must jointly agree upon hours visitors are allowed.

MONDAY – SUNDAY - 8:00 a.m.-1:00 a.m.

In order to promote and maintain a positive, supportive, living and learning environment, Student Residence Life staff will enforce visitation hours. Visitation is not allowed during Thanksgiving Break, final examinations, Winter Break, and Spring Break.

Overnight Visitation

Overnight visitation is not permitted without Residence Life staff approval (See Overnight Guests Policy).

Unauthorized non-residents are prohibited. This includes individuals dismissed from the College and/or Student Housing.

Violation of visitation policies may invoke judiciary action and/or result in dismissal from Student Housing.

Overnight Guests

Overnight guests are permitted by special permission of Residence Life staff. Residents may host one (1) overnight guest at a time, a maximum of four (4) nights during a month. Guests in the building between 1:00 a.m. and 8:00 a.m. are considered overnight guests and must be registered as overnight guests even if they were checked in as non-overnight guests prior to 1:00 a.m.

The Overnight Guest Form must be attained from Residence Life Staff, completed, and returned 24 hours prior to the stay.

- All overnight guests must complete an Overnight Guest Form.
- Consent and written approval of all roommate(s) is necessary for all overnight guests.
- 24-hour notice must be provided to process the request.
- Residents must ensure that their guests observe college rules and regulations.
- Residents will be responsible for the conduct of their guest(s).

Guest Control Procedures

To ensure the safety and security of all residents and their guests, the following guidelines should be adhered to:

- Residents are limited to three (3) guests per visit.
- Guests should be escorted at all times by the host resident.
- Residents will be held fully responsible for the conduct of their guest(s).

Residents found in violation of any visitation guidelines may face judiciary actions which could include losing visitation privileges and/or dismissal from Student Housing.

Group Gatherings in Public Spaces

A social gathering or meeting of five (5) or more people in a residence hall room or apartment is subject to all municipal, state, and federal laws, as well as College policies. Fire code restrictions play an important role in maintaining safety and security of guests and residents.

Each resident may have only a total of three (3) guests at a time. The maximum capacity of each room (as determined by fire code) is:

Single: Up to four (4) people Double: Up to six (6) people
General Living Area: Up to twelve (12) people

Guest limits apply to the room capacity, not to individual residents. Staff have discretionary rights to decide at any time that there are too many people in a room and to require a number of guests to leave.

During a fire alarm or other emergencies, Residence Life staff, the Police Department, and/or the Fire Department may restrict access of guests.

CUSTODIAL AND MAINTENANCE

Report all maintenance and custodial concerns to Residence Life staff as soon as possible.

All repairs to college housing will be made by MPCC Physical Resources. Requests for repairs may also be emailed to one of the following addresses: <https://sysaid.mpcc.edu>

Disposal of Personal Trash

All residents are expected to take their personal trash to the outside dumpsters provided. Do not leave your trash in public areas.

Personal Vehicles

All resident vehicles must be registered upon check-in or as vehicle changes occur. Upon check-in, the vehicle must have current licensing and insurance. MPCC reserves the right to ask for documentation verifying this information.

During extreme weather and cold winter months, extension cords cannot be run from an outlet (exterior or interior) across a sidewalk or driveway to a vehicle or charging destination. This presents a hazardous obstacle to employees, students, and/or guests of Mid-Plains Community College.

Bicycles and Motorcycles

Bicycles are to be parked in the outside racks, not inside apartments or rooms. Motorcycles are to be parked in designated parking areas only.

Snow Removal

In the event of snow, students living in housing are required to move their vehicles to designated parking areas before leaving for class or as soon as possible. General parking areas will be cleaned prior to 8:00 a.m. Housing parking lots will be cleaned thereafter.

Due to liability issues, MPCC is not responsible for removing snow in between vehicles.

Removal of Furnishings

Furnishings are not to be removed or exchanged without permission from the Assistant Director of Residence Life. Community furniture, such as student lounge area furnishings, are not to be moved from their location.

Windows

Window screens must not be removed. Using windows as entrances and exits is strictly prohibited. Report any window or screen damage.

Room Decorations

No physical alterations are to be made to the housing units. Students are permitted to hang pictures and posters on the walls only. Residents will be fined for damages to walls, ceilings, and wood surfaces if care is not exercised in decorating. Contact Residence Life staff for approved methods for hanging room decorations.

Displays visible to the outside of the room must be approved by Residence Life staff.

Mail

Incoming mail will be placed in the residence hall mailboxes. Students should pick up their own mail. A notice of packages too large to fit in the mailboxes will be placed in your personal mailbox. The packages can then be picked up from Residence Life during the posted pick-up times.

- In the event that a package is not labeled appropriately with identifiable information, it will be returned to sender.
- Please note that delivery times vary with mail and packaging carriers. When packages are ready for pick up, you will receive an email from Residence Life staff with details on when and where to pick it up.

Correspondents should be notified that mail should be addressed as follows:

McCook Community College

Resident's Name Mailbox #
1205 East 3rd Street McCook, NE 69001

North Platte Community College-North

Resident's Name Mailbox #
1101 Halligan Drive North Platte, NE 69101

North Platte Community College- South

Resident's Name Mailbox #
601 West State Farm Road North Platte, NE 69101

Housekeeping

Residents are expected to keep their rooms and apartments neat and clean. Student housing will be inspected regularly for cleanliness and maintenance/repairs. Residents are responsible for the disposal of trash and waste. Containers for waste disposal are available outside each building location. Vacuum cleaners are available through the Residence Life staff.

When moving out, the room must be left in approximately the same condition as it was at check-in. If the room is found to need cleaning or maintenance, charges will be assessed.

Heating and Cooling

Each apartment consists of its own heating and air conditioning unit. It is the resident's responsibility to set the thermostat between 68-72 degrees.

Housing Furnishings

Your housing unit comes furnished. You'll need to bring your own bedding as well as personal items like wastebaskets and kitchen utensils, if

applicable. For your convenience, you are allowed to use items such as hair dryers, razors, televisions, mini-fridges that are 2.5 cubic feet or smaller, and small aquariums of 5 gallons or less. However, for safety reasons, certain appliances are not permitted. These include air fryers, hot plates, coffee makers, candle warmers, large refrigerators over 2.5 cubic feet, and microwaves (please check with a Residence Life staff member for location-specific rules). Additionally, any high-power appliances that could potentially overload circuits are prohibited. Please note that appliance restrictions vary by building to ensure everyone's safety and prevent electrical issues.

Housing Damages

Report all damages to Residence Life staff. Residents are responsible for damages. All residents will be held jointly responsible for any damage or loss occurring during occupancy, unless the individual(s) responsible for the damage or loss admits responsibility. Items found damaged will be repaired/replaced, and residents will be billed accordingly. Damages assessed must be paid within ten (10) calendar days from the billing date.

The following guidelines have been established:

- Residence Life staff inspect each room, detailing the condition prior to occupancy and noting the overall condition of the room on the inventory form.
- Upon check-in, students review the inventory form for accuracy and signs and indicate if they agree with the condition of the room as listed on the room inventory form.
- As students check out, they review their room inventory form with Residence Life staff. If any damages (beyond normal wear and tear) have occurred or if any furniture is missing, the resident will be charged for any repairs or for the replacement of missing furniture. If roommates fail to agree who is responsible for the damage, the repairs will be split among the roommates.
- Inspections will be conducted with Physical Resources team after student departure. Further damages charges may be assessed.
- Students may appeal any damage charge to the Assistant Director of Residence Life.
- Official transcripts will be delayed until settlement is made.

Common Area Damages

All furnishings, equipment, and premises will be properly cared for by each resident. Damage occurring in any common areas (lounges, bathrooms, study rooms, hallways, etc.) will be investigated. If residents responsible for damage are not identified, repair/replacement costs may be assessed to all wing, floor, or hall residents. If damage or loss of is considered malicious, a fine may be added to the cost of the repair. Students will be notified as soon as possible about area charges.

EMERGENCY INFORMATION AND PROCEDURES

Fire Extinguishers

Fire extinguishers are placed in college housing locations for fire emergencies only. If a fire extinguisher has been discharged, it must be reported to the Assistant Director of Residence Life immediately. If the discharge is not the result of a fire, the resident(s) involved will be charged with the cost of recharging the extinguisher.

Fire Alarms Systems and Equipment

The fire alarm system and fire-fighting equipment in college housing is in place for the protection of all residents. Tampering with fire-fighting equipment or setting off a false alarm not only makes the system ineffective, but also endangers the lives of the residents. Tampering with, removal or misuse of fire extinguishers, fire alarm pull stations, smoke detectors, fire evacuation route instructions, locked exterior doors, exit signs or other life safety equipment is prohibited and a violation of MPCC policy.

Fire Drills

Fire drills (announced and/or unannounced) will be held periodically during the year. All persons physically inside college housing property must evacuate the building immediately. Each resident's cooperation is vital in helping protect all the residents of the building.

Emergency procedures are listed below. It is your responsibility to be familiar with these procedures. Please remember not to use elevators during fire alarms.

In the Event of a Fire:

1. If possible, pull the nearest fire alarm.
2. Close doors behind you to limit the spread of fire/smoke.
3. Assemble in a safe area away from the building by floor by room. DO NOT BLOCK FIRE EQUIPMENT ACCESS to the location of the fire. Stay out of the parking lot entrances and driving lanes for your own safety.
4. Do not re-enter the building until a Residence Life Staff member declares it is safe.

Tornado Information

Tornado watches and warnings are issued by the National Weather Service. Tornado watches are generally for wide areas that are exposed to a rapidly developing threat. During a tornado watch, you should be aware of changing weather conditions and be prepared to move to a place of safety. Should the weather look threatening, please tune to a local radio or TV station to stay abreast of the situation.

The following locations are identified as safe locations depending on where you might be located:

Brooks Residence Hall (McCook): Lower level hallway, lower level bathrooms, south laundry room hall, or bathroom off the laundry room hall.

North Platte North Apartments: The storm shelters connected to 70s, 50s and 25s.

North Platte South Apartments: The interior halls of the 1st floor of any pod.

Safety Precautions

Stay close to the floor and cover your head with a jacket, blanket, pillow, etc., and shield yourself from flying debris. If time permits, take a flashlight and battery-powered radio when you move to a place of shelter for firsthand weather information and a source of light in case the electricity fails. Remain in a place of shelter until you hear the all-clear signal or until you are sure the tornado has passed.