



2024-2025

BRUIN VILLAGE STUDENT HOUSING HANDBOOK

We are pleased you have considered Bellevue University Student Housing and look forward to getting to know you! This handbook is designed to help you understand your role and responsibilities as a member of our housing community. You'll find information about housing policies and procedures, important dates and phone numbers, agreement stipulations, pricing and payments, meal plans, disclosures, and much more!

The Office of Residence and Student Life strives to create a fun, exciting, and safe learning and living environment for students. To that end, there are certain policies and procedures which all residents must abide by in order to maintain the safety and wellbeing of everyone living in Student Housing.

As a member of Student Housing, you are responsible for the following policies and procedures; as well as the consequences for those policies you choose to violate.

The Office of Residence and Student Life has the right to change your room assignment or cancel your agreement if you fail to comply with the established policies and procedures of Bellevue University.

You may also be held responsible for failure to comply with the Student Code of Conduct while living in Student Housing. If you have questions or need clarification on any policies or procedures listed below, please contact residencelife@bellevue.edu.

Bellevue University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

Again, welcome to Student Housing!

COVID-19 and Public Health-Informed Policies

Bellevue University and Bellevue University Student Housing strive to deliver its mission while protecting the health and safety of students and staff and minimizing the potential spread of disease within our campus community. As the 2019 Novel Coronavirus (COVID-19) pandemic continues to impact our community, nation, and world, Bellevue University is making adjustments on a daily basis toward this goal. As always, we will endeavor to provide students with timely information about specific health and safety guidance as the situation evolves.

The below policies and guidelines are incorporated into the Student Housing Handbook and are applicable to all residents.

The COVID vaccine is recommended for students living in University housing but is not required by Bellevue University.

- 1. Health and Safety.** We expect that all members of the campus community – including residents, staff and guests – act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all campus community members. Residents are prohibited from creating a health or safety hazard in student housing and the University may request or require a resident to leave student housing if their continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the University as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon arrival to campus), contact tracing, disinfection protocols, limitations on guests into student housing, and quarantine / isolation / separation requirements (including before or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff and guests and extends to all aspects of residential life, including individual units, common spaces, the dining hall, and all areas of campus.
- 2. Quarantine / Isolation / Separation.** At any time, the University may request or require a resident to leave student housing when that resident's continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with requests from the University to leave their unit due to COVID or other public health emergency and failure to do so is a violation of the Student Housing Handbook and may subject a student to emergency removal from student housing. Not all housing situations are appropriate for self-quarantine or self-isolation, for example, and in those situations where a student is recommended to self-quarantine or self-isolate, students may not be permitted to continue residing in their unit. When feasible based on availability and health and safety needs, the University will attempt to provide alternative housing arrangements as needed. Removal from student housing to isolate or quarantine does not constitute a termination of a resident's Housing Agreement.
- 3. De-Densifying Efforts.** Residents are required to comply with any de-densifying efforts needed on campus due to COVID-19 or another public health emergency, including, but not limited to, the relocation of all or some residents to alternative housing. Relocation does not constitute a termination of a resident's Housing Agreement. In the event the University must relocate students as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available, the University will offer impacted students fair and reasonable reimbursement as appropriate and based on information available at that time.

4. **Dining Services.** Dining services, including where and how they will be offered to students, is subject to the discretion of the University and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the University, BU may limit the occupancy of the dining hall, limit the amount of time students may dwell in the dining hall or make other operational adjustments needed to address health and safety concerns.
5. **Cleaning.** The University will continue to implement and modify its cleaning protocols to address COVID-19 or other public health emergencies in the interest of minimizing the spread of disease. The Office of Residence and Student Life will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within student housing.
6. **Termination.** Upon reasonable notice, Bellevue University reserves the right to terminate Housing Agreements due to public health emergency needs, including COVID-19. In the event the University terminates housing agreements due to public health concerns, Bellevue University will evaluate housing charges for impacted students as appropriate and based on information available at that time.
7. **Legal Information.**
 - a. **Conflicts.** In the event of a conflict between this Section COVID-19 and Public Health Crisis Housing Policies and the remaining sections of the Student Housing Handbook, this Section will apply.
 - b. **Student Responsibility.** Maintaining health and safety on campus and minimizing the spread of disease is the responsibility of all members of the campus community, including students, residents, staff, and guests. You are responsible for ensuring you play your part in maintaining a safe and healthy environment by following all applicable health and safety laws, orders, ordinances, regulations and health and safety guidance. You are responsible for complying with the rules, policies and regulations contained herein, including the COVID-19 and Public-Health Informed Housing Policies Section.
 - c. **Hold Harmless.** By signing your Housing Agreement, you agree to release the University and its officers, agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively, "Claims") resulting from or arising out of your use of space within University Housing, including those related to the potential exposure to contagious viruses like the coronavirus, and to indemnify and hold harmless the University and its officers, agents, and employees from any Claims resulting from or arising out of your breach of the terms and conditions of your housing agreement. You understand that by residing in Bellevue University student housing, you are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to contagious viruses, including the coronavirus.

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IMPORTANT CONTACTS

Campus Security	402.557.5000	
Housing On Call Phone	531.205.0002	
Maintenance Emergency	RA on Duty or Housing On Call Phone	
Maintenance Non-Emergency	RA on Duty or residencelife@bellevue.edu	
Wi-Fi Issues	support@easyanswersomaha.com (report immediately with details and location)	
Bellevue Police Department	911 (Emergency)	402.293.3100 (Non-Emergency)
Bellevue Fire Department	911 (Emergency)	402.293.3153 (Non-Emergency)
Bellevue Medical Center	911 (Emergency)	402.763.3000 (Non-Emergency)
Metropolitan Utility District	402.554.7777	(Water/sewer)
Black Hills Energy	911 (Gas Emergency)	1.888.890.5554 (Gas)
Omaha Public Power District	1.800.554.6773	(Power Outage)
Bruin Support Services	1.800.756.7920, option 0	
National Suicide Hotline	988 – Text or Call	

RESIDENCE AND STUDENT LIFE STAFF

Resident Assistants have been assigned to each building. Please use these student-staff members as your first point of contact for apartment questions. Their contact information is provided in your unit, as well as in the hallways of your building designating who is on duty. Please contact us at residencelife@bellevue.edu for any of your housing questions or visit us in the Durham Building, located on the southeast corner of campus with the bell tower.

MISSION

The mission of Bellevue University Student Housing is to help students achieve their educational goals so they can positively transform their lives. Residence and Student Life fosters individual growth and community membership by providing a supportive, meaningful, and enriching college experience that engages students with their peers and the greater University community.

Because housing is limited, BU Student Housing is designed specifically for the purpose of providing safe and reasonable accommodations for students living away from home, particularly those with limited experience living independently, in order to promote an environment conducive to growth, learning, and successful transition to independent adult students. For these reasons, BU is committed to providing available housing on a priority basis as further outlined in this Handbook.

ELIGIBILITY FOR OCCUPANCY

Student Housing at Bellevue University is intended to facilitate an engaged and supportive community of peers for undergraduate, degree-seeking students. Students who are eligible to be enrolled as a full-time undergraduate student, under the age of 24, and enrolled in a traditional calendar program (as opposed to cohort programs) will receive priority placement. Subject to availability, accommodations may be provided for Graduate students. At this time, married or family housing is not available.

To be eligible to move into or live in Student Housing, you must:

1. Be enrolled full-time as a degree-seeking student as determined by the Academic Catalog during each academic term of occupancy, with the exception of Summer term for continuing students;
2. Be in good academic and financial standing;
3. Not have any holds on your account that prevents enrollment;
4. Not be employed by the University, except in a student employee or Resident Assistant position.

Limited exceptions based on compelling personal circumstances may be considered for students determined ineligible for Student Housing, if space is available and if allowing the exception is in alignment with Student Housing's mission as stated in this Handbook. Requests must be submitted via email to the Director of Residence Life. University decisions regarding exceptions are final and not subject to appeal.

BRUIN VILLAGE- BETZ ROAD APARTMENTS

Betz Road Apartments is a complex located on Betz Road one block south from the Student Center. At Betz Road, students reside in 3 buildings. Floor plans consist of four bedroom, two bathroom units. Each apartment includes full-sized kitchen appliances (microwave included, no dishwasher), furnished living room, and furnished bedrooms. All utilities and Wi-Fi are included in room charges. Trash collection, mail service, free parking, and in-unit laundry are additional perks students enjoy.

Student housing also has added security to keep students safe. The buildings include resident-only secured access via ID badges. We also have Resident Assistants in each building to assist with any issues that arise.

BRUIN VILLAGE- LLOYD STREET APARTMENTS

Lloyd Street Apartments is a complex located to the South of main campus across from the Humanities Building. At Lloyd Street, students reside in 4 buildings. Floor plans consist of two and three bedroom units, with one bathroom. Each apartment includes a full kitchen (microwave included, no dishwasher), furnished living room, and furnished bedrooms. All utilities and Wi-Fi are included in room charges. Trash collection, mail service, free parking, and on-site laundry are additional perks students enjoy.

Student housing also has added security to keep students safe. The buildings include resident-only secured access via ID badges. We also have Resident Assistants in each building to assist with any issues that arise.

IMPORTANT DATES

Fall Session 2024

August 16, 2024	Move-in Day
August 17, 2024	Move-in Day
August 26, 2024	Classes Begin
September 1, 2024	Last Day to Add/Drop a Class
September 2, 2024	Labor Day - University Closed
October 16, 2024	Last Day to Withdraw from Class
November 17, 2024	Fall Session Ends

Winter Session 2024-2025

November 25, 2024	Classes Begin
November 28, 2024	Thanksgiving Day - University Closed
November 29, 2024	Day After Thanksgiving - University Closed
December 1, 2024	Last Day to Add/Drop a Class
December 23, 2024	Winter Break Begins at 8am

Campus office hours may vary for holiday closures during break.

January 6, 2025	Classes resume at 8am
January 29, 2025	Last Day to Withdraw from Class
February, 1 2025	Housing Application Opens for next Academic Year
March 2, 2025	Winter Session Ends

Spring Session 2025

March 10, 2025	Classes Begin
March 16, 2025	Last Day to Add/Drop a Class
April 30, 2025	Last Day to Withdraw from Class

May 26, 2025	Memorial Day – University Closed
June 1, 2025	Housing Renewal Due
June 1, 2025	Spring Session Ends
June 1, 2025	Annual Housing Agreement Ends

Summer Session 2025

June 2, 2025	Classes Begin
June 8, 2025	Last Day to Add/Drop a Class
July 4, 2025	Independence Day – University Closed
July 15, 2025	Last Day to Withdraw from Class
August 10, 2025	Summer Session Ends (10 week)
August 17, 2025	Summer Session Ends (11 week)

Student Housing does not close during term breaks, residents are allowed to remain in their units if they are within their agreement dates and housing eligibility.

INSURANCE

BU recommends all students purchase renter’s insurance for personal property and liability coverage, but it is not required to live in Student Housing. Some homeowner policies may cover a second location, parents can inquire with their insurance company to see if those benefits are available or students may purchase renter’s insurance individually. BU has a partnership with student housing coverage as an option.

Students are responsible for the safety and security of their personal possessions. Bellevue University does not assume responsibility for damage or loss of student property due to theft, vandalism, fire, water, or any other causes while on campus, including in student housing facilities and parking lots. Bellevue University does not provide personal property insurance. Student renter’s insurance and/or family homeowner’s insurance may provide some coverage. BU is not responsible for this coverage.

Responsible living requires students to take reasonable action to secure and protect their possessions. Students can help protect their property by keeping their doors and vehicles locked at all times, not leaving items in public areas, and making lists of property and serial numbers in case of loss.

MEAL PLANS

All residents will be registered and charged for the University standard 8 meal plan + \$100 Bruin Bucks, as required to live in Student Housing. Meal plans are required each term throughout the year. Food Service is available during the academic term as published on the dining webpage and does not include holidays or breaks, see academic calendar for dates. Dining service is located in the Margre H. Durham Student Center on

campus. Your student ID card is required to dine. *If you have any dietary restrictions, please make it known to the Food Service Director upon move-in so accommodations can be arranged.*

Bruin Bucks are non-refundable once purchased. Bruin Bucks included in a meal plan can rollover from term-to-term, but expire annually at the end of the fiscal year on June 30. Bruin Bucks purchased directly through the Bruin Dining Portal are non-refundable, but do not expire. *See the Termination section at the end of this Handbook for specifics on meal plan Bruin Bucks.*

For more information on dining service policies, meal times, and menus, visit <http://www.bellevue.edu/student-support/dining-services/>

HOUSING FEE

You are responsible for paying a *non-refundable* housing fee of \$300.00 USD annually, assessed typically during Fall term. This fee covers administrative processing, regular cleaning, and incidentals for unit turnover. Any damages beyond normal wear and tear will be charged to the responsible resident(s).

MOVE FEE

Requests to move units during the year must be approved in advance by the Office of Residence and Student Life, and will be considered based upon needs and availability. If you move units at your request during the year, you will be charged a \$125 move fee to cover the additional cleaning and unit turnover costs. If the University requires you to move mid-year, you will not be charged this fee.

APARTMENT RULES

Abandoned Property

Any personal property remaining in the room/apartment after the student vacates the premises shall be considered abandoned. Staff will remove items immediately and dispose after seven days of non-response from the resident. Bellevue University shall not be responsible for damage or theft of the property.

Advertising

All communications and advertising at housing must be University-related. Students must get approval from the Director of Residence Life if they wish to post any University-related signs or fliers on any of the Student Housing bulletin boards, apartment doors, etc. Examples of postings that would generally be not considered University-related include but are not limited to: ads or postings to sell merchandise, advertise personal services, promote political candidates or causes, advertise non-University events, or request financial contributions for individuals or non-University groups.

Bed Bugs

Students or RA's who suspect bedbugs must immediately contact the Housing Cell Phone at 531-205-0002. Housing staff will immediately contact the University's pest control company, Orkin. If 100% disproved, Housing staff will work with the resident to resolve the concern. Orkin will report to the apartment to inspect and provide instructions to the resident for the removal and laundering of their personal items during pesticide application. All personal laundering/dry cleaning is the responsibility of the resident(s), Bellevue University may provide assistance in facility cleanup. Orkin will administer the appropriate pesticide application to the affected unit(s). **Bellevue University will pay for the initial treatment, any subsequent treatments needed**

will be charged to the resident(s) responsible for recurring issues. Housing staff will notify all residents in the applicable building with an update on the incident, what to look for, how to prevent, and how to report- as needed. Interim housing arrangements may be made, pending the situation, in conjunction with BU leadership and community resources. **Failure to comply with instructions related to pest control will be considered a conduct violation and may result in termination of a resident's housing agreement and removal from student housing.**

Bicycles

If you choose to bring a bicycle, you will be responsible for providing a bike lock. We recommend the "U" shaped lock to discourage theft. The apartment community does not have bike racks, but bicycles can be stored in an individual apartment as long as it doesn't cause damage to the unit (such as scuffs or holes in walls, water or sand on the flooring, etc.). Bikes may not be stored in apartment hallways. Improperly stored bikes are subject to removal. Mopeds, motorcycles, electric or gasoline-powered scooters, and hover boards may not be stored in apartments.

Billing and Charges

All charges appear by academic term on your student account. All term charges are due two weeks prior to the start of classes unless you make arrangements and have an alternate payment plan approved.

Bruin Student ID

Please carry your Bruin Student ID card at all times. This card will be used to access your Student Housing building or apartment, redeem meal plan in the dining hall, check out library materials, and more. Never loan your Student ID to another person, as this is a violation of housing policies. Your Student ID card will only provide access to your building's exterior doors.

If you misplace your Student ID, contact your Resident Assistant immediately. The Resident Assistant will coordinate with the Office of Residence and Student Life and Campus Security in getting a new Student ID. The first replacement Student ID card will be no charge. Additional replacements will cost \$15.00 USD.

Building Entry

Entering or exiting through windows and balconies is prohibited. Guests are to enter and exit through designated entrances only. Propping doors open is strictly prohibited. Students who engage in propping doors will be subject to disciplinary action.

Cable TV

The apartment does not have cable television and residents are prohibited from installing cable television. The WiFi supports normal streaming services.

Candles/Incense/Wax burners

Candles, incense, and open flame decorations, such as wax burners are fire hazards. **Burning such items in your apartment is strictly prohibited.** Only candles without a burnt wick for decoration are allowed in any housing facility. **Any kind of wax burner/warmer is NOT allowed** because of its potential damage to furniture and units. Failure to observe this policy will result in disciplinary action. *Plug in fragrance diffusers such as Glade or Febreze are allowed.*

Cleanliness

You must maintain your room and apartment in a clean, orderly, and sanitary condition at all times. Refrigerate perishable food as soon as possible, and dispose of all garbage by placing it in a trash bag and taking it to the appropriate dumpster outside. Empty food cartons and pizza boxes can attract pests and insects; you should take these items to the appropriate dumpster within 24 hours. Trash may never be left in hallways, laundry rooms, or outside units. Students should never dispose of hazardous materials of any nature in any trash receptacles, dumpsters, or similar containers. If you have hazardous material to dispose of, please contact your Resident Assistant. *Trash left in units during breaks or after move out will be charged \$25 by the bag for disposal.*

Unclean conditions may create an unhealthy environment for your roommates and neighbors or cause permanent damage to appliances and fixtures. *Students will be billed for any actual costs incurred if it becomes necessary for staff to have the unit cleaned and restored to safe and sanitary conditions.* If you fail one of the Health and Safety Inspections due to cleanliness or wellbeing concerns, you may be documented for violation of the code of conduct and be subject to violation points as well as a possible charge for outside services to remedy the situation. Health and Safety Inspections will occur at least once a term, however this frequency is subject to change. Residents will be notified prior to a Health and Safety Inspection taking place.

Communication

The Office of Residence and Student Life may contact you by text, phone, or your Bellevue University student email account about a variety of issues such as a maintenance request, plans for holiday breaks, safety issues, etc. Please help us provide you with quality service by checking your voicemail and email daily and responding in a timely manner.

Computer Network

All students will be expected to understand, and abide by, the “Computer and Network Use” policy of Bellevue University. Failure to comply with this policy may result in losing internet privileges provided by Student Housing. Please see the “Computer and Network Use” policy at <http://www.bellevue.edu/student-support/consumer-information/computer-network-policy>.

Internet provided is intended for academic and general social purposes. Bandwidth for the WiFi or ethernet connections is not guaranteed to support enhanced needs for gaming or other non-academic activities.

Electrical Appliances and Extension Cords

You may bring small electric grills (i.e. George Foreman), popcorn poppers, toasters, blenders, coffee pots, etc., for use in the kitchen. Kitchen appliances, other than provided stoves, or any other item with an open flame or coil will not be permitted. Staff will use their discretion if they see a kitchen appliance or other item that might be considered a fire hazard. All small appliances must only be used in the kitchen, on hard surfaces such as the counter top.

Hot plates, camping stoves, halogen lamps, any open coil or open flame appliance, electrical space heaters, and any appliance that could “melt down” if left unattended are prohibited (i.e. Toaster ovens without automatic shut off, portable clothes dryers, etc.). All of the items listed above constitute a fire hazard.

Lighting and appliance wiring should not exceed one extension cord per electrical outlet. Use of multiple socket plug(s), running extension cords under carpeting and direct splicing in the electrical outlet are prohibited. TV cables or electrical wiring may not be moved or altered in any way. If a surge protector or extension cord is being used, it is required to be Underwriters Laboratories (UL) approved. Multiple outlet “octopus” plugs are not

allowed. Power converters, inverters, and similar devices are not allowed. Prohibited items may be removed by University Staff. You should only have one item plugged in per outlet.

If the power goes out, use flashlights or cell phones only- no open flames.

Facility Misuse

You and your roommate(s) are responsible for your room/apartment and its contents, and will be charged for any loss or damage beyond normal wear and tear. The condition of the common areas, hallways, and laundry rooms is also the responsibility of the residents. Students who damage or misuse any housing facility/furniture/appliance will be held responsible for the cost of repairs and may be subject to disciplinary action. Students do not select the vendor(s) to fix damage in their apartment. Vendors are selected by Bellevue University. We will work to obtain various quotes to secure the best price and quality of work. Vendors are selected based on the policies in place for the Bellevue University campus.

Failure to Comply

Failure to comply with a request by any authorized University official, including failure to present a Student ID card when requested, may result in disciplinary action. Disrespectful action toward any authorized official may result in disciplinary action. You may not abuse (verbally or physically) any student or staff member even if you do not agree with their course of action.

Fire Drill

Fire drills are conducted at least twice per academic year for each apartment building. All persons in the building must participate in the fire drill and evacuate the building. Residents who do not comply with this regulation are subject to disciplinary action. Residents and guests should consider any fire alarm real and evacuate the building immediately.

Fire Hazard Warning

You may not open the furnace closet door of your apartment or block air intake vents outside the furnace closet. Failure to comply can result in a fire that endangers not only your life, but the lives of others in the building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages.

Storage of flammable materials (paint thinner, gasoline, kerosene, butane, etc.) in the buildings is strictly prohibited.

Fire Safety Equipment/Evacuation

Student Housing buildings are furnished with safety equipment including smoke detectors in each unit. As a member of a Student Housing community, you are responsible for keeping the fire safety equipment in good working order. Therefore, you may not tamper with or remove the batteries from any fire safety equipment (or anywhere in Student Housing or on Bellevue University property). You should report any malfunctions or inoperable smoke detectors or carbon monoxide detectors to the Office of Residence and Student Life as soon as possible. Any person who misuses fire safety equipment will be referred to the Dean of Students office, be subject to severe disciplinary action, fines, and/or arrest.

Students who violate this policy are responsible for any damage done to apartments or apartment building and the personal property of any other students/guests and may also be subject to disciplinary action. Please notify the Resident Assistant on duty if you set off a building fire alarm for any reason.

Furniture

No furniture, including mattresses, may be removed from any unit. Waterbeds are not permitted in Student Housing facilities. All furniture (clothing, cushion, bedding, and belongings) must be bug free upon move-in to student housing. Students are not permitted to put stickers on any furniture. Bellevue University-provided furniture cannot be placed outside units at any time. Mistreatment or damage of furniture may incur charges to the resident(s) at fault.

Grills

Grills designed for outdoor use, including gas/propane, charcoal, and electric, are not permitted within or outside of the apartment. Lighter fluid should not be stored inside or outside any apartment.

Guests/Host Responsibilities

You are responsible for informing your guests of housing policies and for their behavior and actions, up to and including, being charged for any damage they may cause to University or others' personal property. Students will be held responsible for their guests, including disciplinary action for policy/handbook violations. Guests are defined as family members, friends, or other persons in your apartment or at the complex affiliated in any way with you, your roommates, or friends/other guests.

Resident hosts are responsible for escorting the guest from the building entrance to the apartment unit, as well as any other areas in the building at all times. Staff reserves the right to ask a guest to leave if University policies are violated or if complaints are received from the members of the apartment, floor, or building.

Any guest who violates any Student Housing policies may be "Banned and Barred" from being on Student Housing property. Students are not permitted to host guests who have active "Ban and Bar" orders or other trespass restrictions in effect by University officials or policies.

Each unit is welcome to have up to 6 guests over at one time, large gatherings are prohibited for safety and security. Each resident can have no more than 2 overnight guests at a time. Guests must be at least 18 years of age, but no older than 28 years of age, unless special permission granted by the Office of Residence and Student Life. All guests must be registered via a guest registration form in the eRezLife housing portal 24 hours prior to visiting, including approval of all roommates. Overnight guest(s) may not exceed two nights in a row or four nights in one calendar month. Overnight guests must carry photo I.D. at all times and are subject to all housing policies. Guests cannot take possession of key cards or keys, and must be accompanied by a resident at all times.

Violation of this policy may lead to the limitation of guests visiting the resident(s) involved, a barring of the guest(s) from visiting Student Housing, guest(s) being charged with trespassing or other violation, and resident(s) having their housing status reviewed.

Hall Sports

Students are not permitted to play sports or games (including but not limited to those which involve balls, rackets, bats, rolling chairs, fire extinguishers, etc.) in the apartment buildings. This policy exists to reduce the possibility of injuries to individuals and damage to the buildings. There are appropriate spaces outside for students to engage in athletic activities.

Health and Safety Inspections

All students are expected to keep their living space conditions clean, orderly, and sanitary at all times in accordance with the Student Housing Policies and Procedures. Staff will conduct periodic Health and Safety inspections at least once a term, up to once a month, with the purpose of determining whether the requirements of the Student Housing Agreement are being complied with, for maintenance, making repairs, to ascertain the well-being of any resident, in the event of an emergency, or for any other reasonable purpose. Students will be given at least 24 hour notice in advance of inspections. If student(s) are absent from the residence when a check takes place, staff will leave notification of entry. All residents must comply with staff requests to enter as well as respond to any questions about the state of the unit.

If a room fails one of the Health and Safety Inspections due to cleanliness or wellbeing concerns, you may be documented for violation of the code of conduct and be subject to violation points as well as a possible charge for outside services to remedy the situation, and/or be put on "cleaning probation" which will require additional inspections. Health and Safety Inspections will occur once a term, however this frequency is subject to change. Residents will be notified prior to a Health and Safety Inspection taking place.

Holiday Decorations

Combustible decorations present a fire hazard, and are prohibited from use. Cut greenery, trees, or branches are **NOT** permitted in Student Housing (artificial trees are allowed). All items placed on interior front doors cannot cover the unit number. Decorations are not allowed on exterior front doors or windows. Nothing may be hung from the ceiling or on the ceiling lights/fan. No banners or decorations can be hanging across hallways or entrances and exit points in the building. All decorations in the common area must be agreed upon by all roommates. Holiday decorations should be removed one week after the end of the holiday.

Keys

Each student in Lloyd Street will be issued a key to their assigned apartment. Residents are strictly forbidden from duplicating keys, and may face disciplinary action for doing so. If you lose your apartment key, you are required to report this loss immediately to your Resident Assistant. You will be expected to pay for the replacement of all locks to which that key was assigned. You are responsible for any key replacement regardless of the circumstance, such as, theft, lost key, dropped down a drain, etc. If you lock yourself out of your room, please contact your Resident Assistant on duty.

Betz Road residents will use their student ID to access their apartment.

All units will have one mail key to share among the residents.

Laundry Facilities

- Betz Road:
In-unit washer/dryer combinations are provided for each apartment.
- Lloyd Street:
Laundry facilities are located in the basement of the building.

Laundry facilities in Student Housing are for the use of Bellevue University students only. Courtesy should be exercised by all residents since many people share these machines.

Residents are solely responsible for unattended laundry. Bellevue University is not responsible for any lost, stolen, or damaged items left unattended in the laundry facilities. Please report any laundry issues directly to your Resident Assistant. Please follow all best-use instructions on the machines (soap amounts, cleaning lint filters, etc.) to avoid damage or fire hazards.

Locking Doors

Residents are required to lock their apartment door when they are not present in the unit. This is for the safety of all residents and their property. Please consider all residents in your unit and the building when locking doors. Never leave doors unlocked while unattended.

Mail

Tampering or opening mail that does not belong to you is a federal offense. Your apartment will be given a mailbox key for your whole unit. Please work together to make sure your mailbox is checked regularly. If you lose your mailbox key, please contact the Residence and Student Life Office, and they will assist. The U.S. Postal Service manages the mailbox, so the charge for a key change or replacement may vary. *If you receive mail which is not yours, please bring it to the Office of Residence and Student Life, do not throw it away or keep it.*

Packages may be left by delivery carriers at the building or apartment exterior door, please exercise caution in your delivery of packages.

Bellevue University is not liable for lost or stolen packages/mail. In some instances, packages may be delivered to the campus mailroom. In this case, an email will be sent to your BU email account notifying you with instructions to pick the package up in the mailroom located on the top floor of the ESB building on campus.

If you are ordering anything large or valuable, you can use the University address to have it sent straight to the mailroom for safe keeping. You will then have to pick up your package during normal business hours 8am-5pm Monday through Friday.

Make sure your full name is listed as recipient along with the address:

1000 Galvin Road South
Bellevue, NE 68005

Move-In / Move-Out

Residents must follow move-in and move-out procedures. To properly move-out, schedule an appointment with a staff member, remove your belongings, clean the space, attend the move-out appointment, and turn in your key(s). Failure to follow these procedures may result in additional charges. A minimum of one business day notice is required for proper move out procedures.

Musical Instruments

Any and all musical instruments, and playing of music through speakers, are subject to Courtesy and Quiet Hour policies described in this handbook.

Parking

- **Betz Road:**
Residents of Betz Road have limited parking spaces. Contact the office of Residence and Student Life to obtain a parking pass, which is required to park in the housing lots or campus lots. Parking is free, however, a parking pass is required. Once a lot is full, remaining residents must park in the campus lots B or A nearby. There is limited street parking on Betz Road. Visitors are not allowed to park in housing lots. Any violations of these parking rules are at the risk of the vehicle owner. Unauthorized vehicles in housing parking lots may be towed at the owner's expense. Bellevue University is not liable for any towed vehicles. Unauthorized parking is subject to violation points and possible fines.
- **Lloyd Street:**
Residents of Lloyd Street have limited parking spaces. Contact the office of Residence and Student Life to obtain a parking pass, which is required to park in the housing lots or campus lots. Parking is free, however, a parking pass is required. Once the lot is full, remaining residents must park in the campus lots B or A nearby. There is no street parking. Visitors are not allowed to park in housing lots, but should park on campus lots B or A nearby. Any violations of these parking rules are at the risk of the vehicle owner. Unauthorized vehicles in housing parking lots may be towed at the owner's expense. Bellevue University is not liable for any towed vehicles. Unauthorized parking is subject to violation points and possible fines.

Pets

Only non-meat-eating and non-venomous fish, which also live completely underwater, are allowed in a tank up to a maximum of 10 gallons. Only one tank is allowed per unit. If a fish tank causes issues such as odors, aggravates allergies, or otherwise disrupts healthy and sanitary conditions, the resident will be asked to remove the fish tank from Student Housing. During vacation periods, fish must be cared for in an appropriate manner, which could include taking the fish home. No other pets are allowed- including, but not limited to, cats, dogs, gerbils, frogs, snakes, birds, crabs, lobsters, turtles, spiders, ferrets, etc.

If an unauthorized pet is found in your apartment, you may be referred to the Dean of Students Office and asked to remove the pet in a timely manner. If you refuse to remove the pet in a timely manner, the Nebraska Humane Society will be called for pet removal and any charges associated will be passed to the student.

Bellevue University Student Housing does allow service or assistance animals in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Fair Housing Act, or other applicable laws or ordinances. **Before bringing a service or assistance animal into Bellevue University housing, a request must be approved by Bellevue University Accommodation Resource Center.** *Students requiring a service or assistance animal should contact Bellevue University Accommodation Resource Center prior to move-in.*

Plumbing

Toilets, sinks, faucets, bathtubs, showers, garbage disposals, and all plumbing equipment shall be used only for the purpose which they were constructed. Debris, garbage, kitchen grease, meat bones, rags, ashes, or other foreign substances shall not be thrown into any plumbing apparatus. **Do not put feminine products,**

paper towels, cleaning wipes, advertised ‘flushable’ wipes, facial tissues, etc. down the toilet. Any damage and the cost of repairing plumbing resulting from misuse shall be billed to the resident(s) of that apartment.

To prevent drain clogs from long hair, and avoid charges, purchase a drain screen/cover/strainer.

Quiet Hours

Quiet hours are in effect Sunday – Thursday 10:00 p.m. – 8:00 a.m., and Friday – Saturday 12:00 a.m. – 8:00 a.m. Students are expected to use discretion with noise concerns, both in and around the apartment, building, and complex. Excessive noise is prohibited at all times. **Courtesy hours are always in effect, and students are asked to be considerate of others’ ability to study and sleep.** You and your guests are responsible for respecting the rights of others at all times. High volume sounds from televisions, radios, sound systems, video games, guitars, drums, amplifiers and sub-woofers are not permitted. If sound systems are played out of windows and are a problem in any area around the building, students risk removal of the equipment from the complex and may be held accountable for the expense of having it boxed and shipped off campus. A general guideline: If noise can be heard outside your unit, it is probably too loud.

If a resident has a problem with noise, the first step is to calmly speak with the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, contact the Resident Assistant on duty. *Noise complaints are easiest to deal with while they are occurring, it is difficult to address concerns with noise afterwards.* **During the last week of each term, 24/7 quiet hours will be enforced.**

Room Assignments

Residents are expected to reside in the room which they were assigned. You may not “trade” rooms with another student or move into an empty space without the prior approval of Bellevue University Residence and Student Life. **The Office of Residence and Student Life has the right to change your room assignment or cancel your agreement if you fail to comply with the established policies and procedures of Bellevue University.**

Housing unit and roommate assignments are based upon requests and availability. When feasible, Bellevue University will seek to accommodate student requests for roommate/unit pairings, but cannot guarantee all requests will be met. Bellevue University reserves the right to make roommate assignments and consolidate units in its sole discretion based upon needs and availability.

Room Inventories

All residents are required to examine a Room Condition Report with a member of the Residence and Student Life staff upon move in to ensure accuracy. Room Condition Reports are designed to help identify damage or issues in the room so they can be resolved and ensure the new resident not be found responsible for existing damages. All Room Condition Reports will be kept in the Office of Residence and Student Life. If damages are found in the apartment or to University-provided furniture at the time of checkout, residents will be assessed a damage fee.

Running a Business

Residents in Student Housing may not run a business, public or private, out of their apartment.

Sales/Solicitation

Canvassing or solicitation of funds, sales, votes, memberships, literature, signatures, or subscriptions is not permitted in Student Housing. Please report any solicitors to your Resident Assistant.

Satellite Television Dishes

Satellite television dishes are not permitted.

Tattooing and Piercing

Students are prohibited from tattooing or piercing themselves or others in University Housing. Such conduct may also violate state law, which generally requires tattooing and piercing to be performed by licensed individuals in licensed facilities. Tattoo and piercing equipment is also prohibited and will be subject to confiscation.

Temperature of Apartment

Roommates should make an attempt to agree on the temperature of the apartment that is reasonable and as comfortable as possible for all residents in the unit. The temperature for all units should be kept between 65-72 Fall through Spring and 72-80 in the Summer. Some thermostats have limited ranges allowed in the settings. **Keep your thermostat set to “auto” to avoid breaking it from overuse.** Windows and doors must be closed when the heat or air is on.

Tornado Drills

Tornado drills are conducted at least once per academic year for each apartment building. During a tornado drill, residents must move to the Safe Area in the Lloyd basement, the most interior room at Betz Road. Residents who do not comply with this regulation are subject to disciplinary action.

Trash

Dispose of all garbage by placing it in a trash bag and taking it to the appropriate trash receptacle/dumpster. Empty food cartons and pizza boxes can attract pests and insects, you should take these items to the appropriate trash receptacle/dumpster within 24 hours. Trash may never be left in hallways, laundry rooms, or outside entryways. Students should never dispose of hazardous materials of any nature in any trash receptacles, dumpsters, or similar containers. If you have hazardous material to dispose of, please contact your Resident Assistant. *Trash left in units during breaks or after move out will be charged \$25 by the bag for disposal.*

Unit Condition, Repairs, and Alterations

Residents are expected to maintain their room and apartment in a good, clean, safe, and sanitary condition; apart from reasonable wear and tear. Except in the event of an emergency, requests for repairs or services should be submitted to your Resident Assistant. In case of malfunction of utilities or damage by water, fire, or similar cause, notify your Resident Assistant immediately. Emergency phone numbers can also be found at the beginning of this Housing Handbook and on the back of your unit front door. Notify your Resident Assistant promptly of water leaks, electrical problems, broken glass, broken locks or latches, malfunctions in heating, air conditioning or other equipment, and any condition which poses a material hazard to health or safety. Once the notice is received, staff will act with reasonable diligence in coordinating repairs and reconnections.

Apartment maintenance staff will facilitate normal maintenance and repairs within the apartment without additional charge to students. The cost of significant repairs made necessary by abuse or misuse of the unit and equipment by resident(s) or their guest(s) will be assumed by the resident(s). Students are not permitted to make any alterations or improvements to the apartment, room, or environment.

Unit Lighting

Contact your Resident Assistant if you have lighting or fans that are not working. Use of colored light bulbs in any interior or exterior fixture is prohibited. You may not place extra lighting (such as holiday lights) outside of your unit. Interior outlets cannot be used to support this type of lighting, since opening and closing of doors can cause cords to become frayed.

University Staff and Room Entry

Bellevue University and maintenance staff reserves the right to enter a residence at any reasonable time, and will give reasonable notice when possible before entering a residence for health and safety checks or maintenance.

We may not notify students in advance when immediate maintenance issues arise, emergency access is needed, policy/handbook violations are suspected, or to clean apartments during transition weeks between terms due to quick turn-around and time sensitivity. In case of suspected policy/handbook violations, your apartment, room, and property may be subject to search and confiscation.

The right to privacy guaranteed by federal and state laws applies to your Bellevue University Student Housing apartment and room. Entry to students' rooms is limited to emergency, policy/handbook violations, cleaning, or repair circumstances as deemed necessary by Bellevue University staff or as may be legally required. In order to maintain a safe environment for students, staff reserves the right to have authorized personnel with identification enter and inspect apartments/rooms at reasonable times as deemed necessary. Staff may enter an apartment/room after first knocking on the apartment/room door and announcing a request to enter. Reasonable time will be given for occupants to respond before entry into the apartment/room occurs. If students are not in the apartment/room, a room entry report will be left or communication sent to notify students of such entrance.

Staff may enter an apartment/room for reasons including, but not limited to, the following:

- When there is strong reason to believe that any term or condition of the agreement is being violated;
- At invitation or agreement by the student;
- To respond to a complaint of a disturbance, which includes hearing unreasonably loud or continuing sound from an apartment/room with the occupants failing to respond;
- To complete repairs to previously reported damaged items;
- Whenever someone moves out of a room for checkout purposes;
- To respond to health and safety issues (wellbeing check), and for any emergency reasons (e.g. spray for insects, fire, broken pipes, etc.);
- Deliver correspondence to the student;
- Health and Safety inspections;
- During evacuation and emergency drill protocols.

Unlawful Use

Students may not use BU Student Housing for any criminal purpose or any purpose or use that violates local, state, or federal laws.

Walls

You are **not** permitted to apply paint or wallpaper to any surface in the apartment. You are not permitted to nail or drill anywhere in your apartment. Anything that damages the wall should not be used and may face damage

charges. *You are only allowed to use small thumbnail tacks and blue painters tape. Do not use anything with sticky adhesive on it- no matter what the packaging claims.*

Windows and Doors

For safety reasons, windows and doorways may not be obstructed. Screens may not be removed by residents. Window coverings are provided in each unit for shade and privacy and are not to be removed. No reflective film or other materials are to be applied to windows or doors. Nothing can be hung on or displayed in exterior windows or doors such as posters, signs, or decorations other than approved University communications. Items posted without University approval will be removed.

For the safety of all, no sitting on, hanging from, throwing items from, or jumping out of the windows is allowed. Please do not leave windows/doors open during inclement weather and when the heat/air conditioning is on.

HEALTH AND SAFETY

Accidents/Losses

Students are required to immediately report any fires, accidents, injuries, and/or property damage occurring on the premises. This enables staff to promptly assist you, and in some cases, minimize the extent of the damages. If an emergency, please contact 911 or Campus Security to make any reports. If not an emergency, please contact your Resident Assistant.

Students are responsible for the safety and security of their personal possessions. Bellevue University does not assume responsibility for damage or loss of student property due to theft, vandalism, fire, water, or any other causes while on campus, including in student housing facilities and parking lots. Bellevue University does not provide personal property insurance. Student renter's insurance and/or family homeowner's insurance may provide some coverage. Bellevue University is not responsible for this coverage.

Responsible living requires students to take reasonable action to secure and protect their possessions. Students can help protect their property by keeping their doors and vehicles locked at all times, not leaving items in public areas, and making lists of property and serial numbers in case of loss.

Active Shooter/Campus Lock Down

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur on campus. If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting.

If you are in a building when an event occurs, you should:

Secure Immediate Area:

- Lock and barricade doors.
- Do not stand by doors or windows.
- Turn off lights.
- Close blinds.
- Block windows.
- Turn off radios and computer monitors.

- Silence cell phones.
- Keep occupants calm, quiet, and out of sight.
- Keep yourself out of sight and take adequate cover/ protection (i.e., concrete walls, thick desks, filing cabinets – cover may protect you from the shooter).
- Refer to maps for secure areas for your respective buildings.

Call for help:

- **CALL 911**
- Provide:
 - Your specific location – building name and office/room number.
 - Number of people at you specific location.
 - Injuries – number injured, types of injuries.
 - Assailant(s) – location, number of suspects, race/ gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooter's identity if known, separate explosions from gunfire, etc.

Carbon Monoxide Alarm Sounding:

- **Call 911**
- Every resident is required to leave the apartment.
- Open windows, if you have time, before exiting.
- Return to the apartment only when officials tell you it is safe.

Fire Alarm Sounding:

- Every resident is required to leave the building.
- Stay as low as possible if there is smoke – crawl if necessary.
- Meet in campus parking lot B as a rally point for Betz Road.
- Meet in campus parking lot A as a rally point for Lloyd Street.
- Return to the building only when officials tell you it is safe.

Fire Discovered:

- Activate the nearest fire pull station which alerts building staff and all residents of impending danger.
- **Call 911** and report location and details of fire.
- Extinguish fire if possible or evacuate to the rally point.

Fire Self-Protective Measures:

- If your clothes catch on fire; stop, drop, and roll.
- If you are caught in smoke, drop to your hands and knees and crawl below the smoke level.
- If you are trapped in a room, place cloth and material under the door to prevent smoke from entering.
- Retreat and close as many doors as possible between you and the fire. Signal for help.

Medical Emergencies:

- **Call 911 for severe injuries.** Give emergency personnel your exact location, i.e., building, unit number, parking lot, etc. and telephone number where you can be reached. Have someone meet emergency personnel to enter the building.
 - BU Employees are prohibited from driving a student to the hospital

- **For minor injuries, call 402.557.5000** (Campus Security). Inform your Resident Assistant of any injuries, so they can assist in securing help and completing an Incident Report.

Missing Student Policy

In compliance with the Missing Student Notification Policy and procedures (Section 488(i) of the Higher Education Opportunity Act of 2008), Bellevue University has developed the following policy to guide the efforts of University staff members when they suspect and/or have determined a resident student is missing.

Upon receiving notification that a resident student's whereabouts are unknown, the Bellevue University Campus Security office, Dean of Students Office, and local law enforcement will initiate their investigative procedures, as appropriate.

If the Bellevue University Campus Security office or local law enforcement is unable to locate the resident student who has been reported missing for more than 24 hours:

- A designated University staff person notifies the resident student's emergency contact(s)
- Resident students provide confidential emergency contact information – name(s), phone number(s), email address(es) and address(es) – to the department of Residence and Student Life upon checking into campus housing; this information is requested annually, in the event emergency contact information changes.
- The resident student's confidential contact information shall be accessible only to authorized University and law enforcement officials, as necessary.
- If the resident student is under 19 years of age and not emancipated, the designated University representative notifies the resident student's custodial parent or guardian, if different from the emergency contact(s).

See the full Missing Student Policy Statement and Procedures (PS 432) via Bellevue.edu.

Safety and Security

Access to Bellevue University Student Housing facilities is restricted to residents, authorized staff members, and hosted guests. The security of the living environment is each resident's responsibility. In consideration of residents' privacy and security, all buildings are secured at all times. Residents should report suspicious activity to a Resident Assistant or Campus Security 402.557.5000 immediately.

Your personal safety and the protection of your possessions require a joint effort between you and the University. In order to make living in Student Housing at Bellevue University a safe and pleasant experience, here are some reminders:

- Student Housing is only as safe and secure as residents help keep it. To protect the safety of all residents, jeopardizing complex security (e.g. propping open outside doors, allowing entry to unknown individuals) in any way is prohibited. Any unsafe situations you cannot correct, such as lights out in a stairwell, safety hazards, etc., should be reported to a Resident Assistant as soon as possible.
- Familiarize yourself with the emergency procedures in Bellevue University Student Housing. The tornado/storm shelter is located in the lowest level of each apartment building or the unit's most interior room. Follow posted procedures for evacuation during fire alarms or tornados.
- Help protect yourself by locking your door when you leave your apartment.
- Contact your Resident Assistant or Campus Security 402.557.5000 if you need emergency assistance.
- Security cameras are used solely for recording activity to aid in the prosecution of any crime or violation of Bellevue University policies committed in the facility. Security footage is not monitored in real time.

Tornado:

- During a tornado warning, residents must move to the lowest level and/or center of the building.
- If you are unable to get to the lowest level of your building, go to a bathroom in your apartment, close the door and get in the bathtub. Take a blanket, pillow, or other soft item that can be used to cover your head and body.
- Remain in your safe location until the all clear is given by local authorities, Resident Assistant, or Bellevue University staff.

STUDENT CODE OF CONDUCT

As a member of Bellevue University Student Housing, it is your responsibility to let others know if you think they are violating your rights, just as someone may let you know if you are violating theirs. Staff members will also address inappropriate behavior when necessary. We view student conduct as another part of the educational process.

Residents are responsible for their behavior in violation of Student Housing/Code of Conduct policies and procedures, and may also be held accountable for the violations of their guests and/or roommates. If you are reasonably aware and/or present for violations in Student Housing, you must discourage the behavior and/or report it.

Residents who violate the Student Housing Policies and Procedures or Bellevue University's *Student Code of Conduct* will be referred to the Dean of Students Office for disciplinary action. **Residents found responsible for violations which overlap or co-occur within the Student Housing Handbook and the Student Code of Conduct may be subject to discipline under both.** Possible sanctions include, but are not limited to:

- Warning
- Restitution
- Non-academic reflective activity
- Academic sanctions
- Disciplinary probation
- Fees or fines
- Probation
- Interim suspension
- Suspension
- Expulsion
- Eviction
- Ban and Bar

See the Violations and Sanctions section of this handbook for further details.

Students will have the right to “due process” and have the opportunity to defend any accusations of behavior that violates the Student Housing Policies and Procedures or the *Student Code of Conduct*.

<http://www.bellevue.edu/degrees/academic-catalog/>

The Office of Residence and Student Life has the right to change your room assignment or cancel your agreement if you fail to comply with the established policies and procedures of Bellevue University.

Alcohol

Alcohol is only allowed for *eligible* residents to consume in a responsible and safe manner. For purposes of this policy “eligible” means residents who are over 21 years of age, comply with all of the requirements in this section, and have not been subject to University action restricting alcohol use/possession in Student Housing. Residents who are found to have violated these requirements by the University may, in the University’s discretion, be deemed ineligible under this policy for future alcohol possession/use in Student Housing. **All laws pertaining to alcohol use must be observed at all times**, including but not limited to, legal drinking age, prohibitions against providing alcohol to minors, and restrictions against operation of a motor vehicle while under the influence of alcohol and/or drugs, etc.

- No alcohol may be consumed or possessed in an apartment by residents under 21.
- Residents 21 years of age or older may only consume alcohol in their apartment, or the apartment of a resident, where everyone is 21 or older and considered “eligible” under this alcohol policy.
- Residents may not consume alcohol in the presence of minors.
- Residents 21 or older are strictly forbidden from offering, providing, or selling alcohol to minors.
- Residents of legal age may only possess or store a maximum of six (12oz) bottles/cans of beer or one (750ml) bottle of wine. These beverages must not have an alcohol content that exceeds 15 percent.
Hard liquor is NOT allowed at any time.
- Common source containers (kegs, party balls, punch bowls, beverage coolers, etc.) and drinking paraphernalia (beer bong, beer funnels, etc.) are not permitted.
- Empty alcohol containers are not allowed for decoration in any apartment.
- Alcohol is not allowed outside of apartments, including hallways, laundry rooms, balconies, and/or parking lots.
- Alcohol-related conduct (including intoxication) that infringes upon the rights of a quiet, orderly, living environment, or that poses danger to oneself or others, is not acceptable under any circumstance and is considered a violation of the alcohol policy.
- All residents, regardless of age, are responsible for activity in their apartment, such as Secondary Hosting, which is knowledge of a prohibited gathering in one’s own unit and taking no steps to discourage its occurrence.

Assault (Aggravated)

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Assault (Simple)

Lesser assaults, usually committed without instruments/weapons, not likely to produce serious bodily harm or death (i.e.: general fighting).

Burglary

The unlawful entry into a structure to commit a felony or theft; including, but not limited to, unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the above.

Drugs

Nebraska law and University policy statements prohibit unlawful possession, use, or distribution of illicit drugs, drug paraphernalia, and/or controlled substances (including, but not limited to, marijuana/cannabis/Tetrahydrocannabinol (THC)/Cannabidiol (CBD) *or any derivative thereof*, narcotics, or prescription drugs not prescribed to the individual) in any Student Housing building or on any other University property. **Residents in violation of this policy may be removed from housing and/or be subject to other disciplinary action.**

Firearms/Weapons/Explosives

Items such as, but not limited to, firearms, ammunition, martial arts weapons, knives (longer than 3”), explosives, paint ball guns, bows/arrows, tasers, fireworks, and other weapons are not allowed in Bellevue University Student Housing. A firearm is defined as a weapon, capable of firing a projectile and using an explosive charge as a propellant regardless of its firing or decorative function.

Gambling

Gambling involving any exchange of money or anything of value is not permitted.

Harassment (all types)

Harassment, General – Harassing behavior or materials regardless of method or medium of harassment is prohibited. This includes any comment, action, or type of behavior that is threatening, insulting, intimidating, demeaning or discriminatory, or disrupts the community environment, or limits a resident’s or their guest’s ability to participate in their residential community and on campus. This includes acts of coercion, stalking, bullying, pranks and prank phone calls, vandalism or defacement of personal property, and attempts to embarrass or humiliate.

Harassment, Sexual – Bellevue University prohibits sexual harassment and is committed to preventing, correcting, and disciplining incidents of unlawful harassment, including sexual harassment and sexual assault. For more information on Bellevue University’s Anti-Discrimination and Harassment policy (PS 04), including sexual harassment and sexual violence, visit: www.bellevue.edu/student-support/center-for-health-and-safety.

Sexual Assault

Sexual Assault means actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

1. Involvement in any sexual contact when the victim is unable to consent.
2. Intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast).
3. Sexual intercourse without consent, including acts commonly referred to as “rape.”

Stolen Property

Possession or storing of any kind is not permitted in Student Housing. If these items are found, Campus Security and/or the police may be notified. You may also be referred to the Dean of Students office for campus sanctions.

Theft/Property Loss

Bellevue University assumes no responsibility for residents’ and guests’ personal belongings on the premises. Coverage through the required renter’s insurance policy may apply. In case of a loss of personal property, students should contact the renter’s insurance provider using the contact information provided at the beginning

of this Housing Handbook. Keeping your bedroom door closed and apartment door closed and locked at all times is highly encouraged.

Tobacco/Smoking Policy

All Bellevue University Student Housing buildings are tobacco and smoke-free. Tobacco use is prohibited on the *entire property* at all Student Housing complexes. This includes the use of tobacco or any tobacco product, as well as any other item or substance that may be smoked (please reference Bellevue University Policy Statement 80). Please do not litter cigarette butts in the apartment parking lot or grounds.

Please note that Bellevue University's tobacco/smoking policy includes all tobacco products (including, but not limited to, cigarettes, pipes, bidis, hookahs, cigars, e-cigarettes, chew, snuff, snus, and other tobacco products or devices) and applies to all students, visitors, faculty, and staff of Bellevue University. Nothing may be smoked indoors. If you smoke in your apartment you will be held responsible for any costs associated with damages, cleaning, and/or removing allergens from smoke, as well as disciplinary sanctions.

Nebraska law prohibits tobacco possession and/or use among individuals under the age of 21. Any underage student in possession of tobacco products may face conduct sanctions and confiscation of the tobacco products.

Vandalism

Damage, defacement or destruction of property that belongs to another, including University property, Student Housing property, or another residents' or guests' property is prohibited.

VIOLATIONS AND SANCTIONS

Points-Based Sanction System:

BU has established a point system as a means of responding to most violations of the Student Housing Handbook. The point system is intended as a guide to BU officials in making the disciplinary process more consistent and more transparent to students.

Residents should note that this point system and disciplinary process for student housing applies to *housing violations*. In many cases, a student's conduct in violation of housing policies can also constitute a *student conduct violation*. When this occurs, the student may be subject to discipline under both the Student Code of Conduct and this Student Housing Handbook, and separate sanctions may be imposed under each policy for the same incident or conduct. Students should review the Student Code of Conduct, Policy Statement 1901 for a full list of student conduct violations and potential sanctions under that policy.

Residents will accumulate points for each housing violation. The Dean of Students Office is responsible for assessing points and sanctions for housing. Point totals range from 1, for a minor violation, to 10, for a more serious violation. **An accumulation of 10 points may result in removal from housing.** Point totals are permanent and continue to accumulate throughout your entire duration as a student at Bellevue University.

When a resident is cited for multiple violations in one incident, the resident may be assessed the point value of the most serious violation or may be assessed the point values for all violations included in the incident at the

discretion of the Dean of Students Office. In exercising this discretion, the Dean of Students Office should consider the severity of the violations, the student's prior record of housing and student conduct violations, the likelihood of recurrence, and whether or not an ongoing threat to health or safety exists.

The table below gives examples of housing violations and recommended point assessments and other sanctions. **This table is intended as a guide only and all point assessments and additional sanctions are at the discretion of the Dean of Students Office.**

In addition to the sanction recommendations below, any housing violation may be subject to additional educational or community service sanctions. Any violations not specifically listed below will be assessed points and sanctions in the discretion of the Dean of Students Office. In making any determination on assessing points and sanctions, the Dean of Students Office will consider the severity of the violations, the student's prior record of housing and student conduct violations, the likelihood of recurrence, and whether or not an ongoing threat to health or safety exists.

Violation	Recommended Point Assessment	Recommended Fines/Fees	Other Potential Sanctions
Alcohol violations - <i>1st offense</i>	Up to 3 points	\$100 + costs to clean unit	
Alcohol violations - <i>Subsequent offense</i>	3-10 points	\$200-\$300 + costs to clean unit	<ul style="list-style-type: none"> Housing probation Removal from student housing
Building Entry violations	Up to 2 points	Cost of repair or replacement for damages	
Cleanliness violations	Up to 2 points	Costs to clean unit	<ul style="list-style-type: none"> Cleaning probation
Drug violations - <i>1st offense</i>	Up to 10 points	\$100	<ul style="list-style-type: none"> Removal from student housing Criminal violations may be referred to law enforcement
Drug violations - <i>Subsequent offense</i>	Up to 10 points	\$200	<ul style="list-style-type: none"> Removal from student housing Criminal violations may be referred to law enforcement
Firearms/Weapons/Explosives violations (other than fireworks)	Up to 10 points		<ul style="list-style-type: none"> Removal from student housing Criminal violations may be referred to law enforcement
Fire Drill/Tornado Drill violations	Up to 4 points		
Fire Safety violations/tampering - <i>1st offense</i>	Up to 5 points	\$250	
Fire Safety violations/tampering - <i>Subsequent offense</i>	Up to 5 points	\$500	<ul style="list-style-type: none"> Removal from student housing
Fireworks violations - <i>1st offense</i>	Up to 5 points	\$100	<ul style="list-style-type: none"> Criminal violations may be referred to law enforcement
Fireworks violations - <i>Subsequent offense</i>	Up to 10 points	\$200	<ul style="list-style-type: none"> Removal from student housing Criminal violations may be referred to law enforcement
Furniture misuse violations	Up to 2 points	Cost of repair or replacement for damages	<ul style="list-style-type: none">
Guest violations	Up to 4 points per unauthorized guest + points assessed for conduct violations by guests		<ul style="list-style-type: none"> Residents may also be assessed points and additional sanctions for violations committed by their guests
Key misuse violations	Up to 3 points	Cost of key and/or lock replacement	

Parking violations	Up to 2 points		
Pet policy violations	Up to 4 points	Costs to clean unit and/or costs for pet removal	
Prohibited items	Up to 10 points		• Removal from student housing
Quiet hour violations	1 point		
Tobacco/Smoking violations - <i>1st offense</i>	Up to 3 points	\$100 + costs to clean unit	
Tobacco/Smoking violations - <i>Subsequent offense</i>	3-10 points	\$200-\$300 + costs to clean unit	• Housing probation • Removal from student housing
Trash violations	1 point	\$25 per bag, or costs to clean unit	
Unlawful Use	Up to 10 points		• Removal from student housing • Criminal violations may be referred to law enforcement
Vandalism violations	5-10 points	Up to cost of repair or replacement	• Removal from student housing • Criminal violations may be referred to law enforcement.

Students evicted from Student Housing will become indefinitely “Banned and Barred” from all student housing premises.

ROOMMATES

Resident Bill of Rights:

- The right to live in a mutually clean living quarters.
- The right to expect a roommate will respect one’s personal belongings.
- The right to read and study with undue interference.
- The right to sleep without undue disturbance from noise, roommate’s guests, etc.
- The right to free access to one’s room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to be free from fear or intimidation and physical or emotional harms.
- The right to have guests with the expectation that guests are to respect the rights of the host’s roommate or other residents.
- The right to expect reasonable cooperation in the use of appliances.
- The right to a room free of policy violations.
- The right to appropriately challenge another’s behavior if it infringes on your rights.
- The right to stay true to their own values and beliefs.
- The right to agree and disagree.
- The right to the security of self and all possessions.
- The right to ask staff for assistance when needed.

Roommate Living

- Sit down with your roommate during the first few days and decide how to handle setting and turning off the alarm, discuss anticipated normal bedtime, sleeping habits (darkness, radio to sleep by, etc.), study patterns (music and TV on during study time, etc.), etc..
- Divide all cleaning responsibilities and discuss expectations around the schedule of cleaning.

- Find out how your roommate feels about lending things to other people such as food, clothes, money, cars, etc.
- Discuss how to handle visitors. If you have a roommate with friends who like to stay up late or socialize, you may be in a situation where a compromise will need to be negotiated.
- Respect your roommate as an individual. Don't depend on them to satisfy all of your emotional and social needs. Make other friends too.

Always discuss issues and concerns with your roommate directly. The best advice we can offer is to be courteous, thoughtful, and considerate to your roommate. Do not let your irritations go on without discussing them, communication is the most important part of living with others.

Roommate Success Plan

Roommate Success Plans are the first step in mediating roommate issues. Your RA or professional staff will assist in completing the plan with all roommates in the unit. It will serve as a contract between you and your roommate(s), to hold each other to standards and set out clear expectations. The Roommate Success Plan can be updated at any time, just ask your Resident Assistant.

Changing Roommates

If problems arise, we recommend roommates try the following steps to improve communication and resolve the issues before you consider requesting a room change.

- *Follow your Roommate Success Plan for at least two-three weeks.* This gives you enough time to get used to the arrangement and work through any challenges.
- *Talk to your Roommate.* It can be hard to confront someone you're living with, but your roommate can't read your mind. If you don't tell them what's bothering you, the issues can't be resolved. Here are some tips to get that conversation started:
 - *Have a plan.* Be ready to state the specific behaviors that are bothering you, come with questions, have a potential resolution in mind.
 - *Be self-aware.* Recognize that you may also have behaviors and habits that bother your roommate. Be prepared to talk about these, once you bring up your concerns. It's likely your roommate will want to talk about theirs. It's a two-way street.
 - *Practice active listening:*
 - State your issue but allow your roommate to respond without interruptions
 - Check for understanding
 - Try to think from your roommate's perspective
 - Be aware of body language
 - *Avoid accusatory language.* Try using "I" statements instead of "you" statements ("I feel uncomfortable when you have six friends over on a weeknight" instead of "You always have friends in here and it bothers me.") "I" statements allow you to explain why you feel the way you do, whereas "you" statements often lead to defensiveness and arguments.
 - *Be prepared to compromise.* Try to end the conversation with a plan that works for both of you. You may not get exactly what you want, but resolving the problem in a way that makes all of you comfortable should be your main priority.

Speak with your Resident Assistant if talking to your roommate didn't resolve the problem, they can help mediate a conversation between everyone involved. Repeat as necessary. On-going communication is essential.

A room change request will not be considered unless you have followed the steps above. Following these steps does not necessarily mean your request will be approved, but it will show that you've done your best to resolve the issues. Your satisfaction with your living arrangement is a priority, but you can also learn important life skills from living and communicating with people who are different from you.

If you feel unsafe in your living situation, please tell a Residence and Student Life staff member immediately. Your safety is our number one concern and a room change can happen without following the steps above in extenuating circumstances.

CANCELLING YOUR HOUSING AGREEMENT

Termination by Student

Student must submit written notice of termination to residencelife@bellevue.edu and complete the University Housing Move-out Process in order to be eligible for applicable refund/credit. A minimum of one business day notice is required for proper move out procedures to avoid additional charges.

If eligible for a refund/credit, the amount will be applied as a credit to the student account and may not be disbursed to the student if other charges are outstanding or if the funding source which paid for housing is non-refundable (i.e. some scholarships and grants).

Termination prior to the academic withdrawal date for the current term:

- Assessment of a \$300 termination fee for the current term and for each future term of the agreement. The termination fee is assessed in full as one lump-sum fee at the time of termination.
- Prorated refund of paid housing and meal plan charges for remainder of the current term based on date of move out.
 - The included \$100 Bruin Bucks with the meal plan for the current term is not refundable. If you have a remaining balance of Bruin Bucks, you can use them after moving out of housing until they expire at the end of the fiscal year on June 30.
- Forfeit the non-refundable housing fee.
- Refund of any future term payments.

Termination after the academic withdrawal date for the current term:

- Assessment of a \$300 termination fee for each future term of the agreement. The termination fee is assessed in full as one lump-sum fee at the time of termination.
- No refund of paid housing and meal plan charges for remainder of the current term.
- Forfeit the non-refundable housing fee.
- Refund of any future term payments.
 - Bruin Bucks for future terms which have not been allocated to the Bruin Bucks account will be refunded.

Students who have satisfied the requirements for academic medical or compassionate withdrawal (see course catalog for details) may terminate without penalty.

Students participating in partner institution programs may not be eligible for termination provisions outlined in this agreement.

Termination by University

Upon written notice, the University reserves the right to terminate this agreement for cause at any time.

Examples of cause include, but are not limited to:

- Student's failure to pay required charges by announced deadlines.
- Student's academic status makes them ineligible for University housing.
- Student's violation of housing policies or student code of conduct.
- Student's failure to comply with local, state, or federal laws or policies and procedures adopted by the University.

If the University terminates this agreement, student shall remain responsible for all applicable housing fees through the end of the student's housing agreement (i.e., all housing charges for the entire agreement will still be owed by the student). The University may waive or reduce this amount owed if/when the University secures another resident for the unit vacated by student. Student shall vacate assigned room within 48 hours of final notice, unless immediate removal is necessary because it is determined student would pose a threat to health and/or welfare of the University housing community.

Students evicted from Student Housing will become indefinitely "Banned and Barred" from all student housing premises.