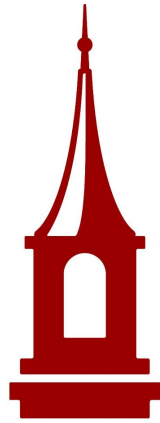


2018-2019



HASTINGS
COLLEGE

Student Handbook

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HASTINGS COLLEGE

Mission Statement

Hard work. Community. Immediate place and distant horizons.

Drawing inspiration from our Great Plains home, our Presbyterian heritage, and our Liberal Arts history, Hastings College will graduate creative, curious and caring students equipped through exceptional teaching and deliberate mentoring to thrive as citizens of their local and global communities.

THE STUDENT HANDBOOK

One of the most important things a student can do is to stay informed about campus information, events, dates and policies. This Student Handbook has been produced to provide you with that basic information. You are asked to be familiar with the information in the front of the handbook and to use it as a reference throughout the year. At times, due to changing federal and/or state regulations, the College may need to update policy information contained in the printed version of the Handbook; if this becomes necessary, an updated copy will be posted on hastings.edu/student-handbook.

For the current campus calendar, go to sites.google.com/hastings.edu/campuscalendar. Requests to put college events on the calendar can be submitted to a calendar manager, to find a complete list of managers, click on sites.google.com/hastings.edu/campuscalendar/calendar-managers. Questions about the campus calendar may be directed to the Office of Student Life at studentlife@hastings.edu. Updates to the materials in the front of the handbook may be e-mailed to Chandra Essex, cessex@hastings.edu.

NOTICE OF NON-DISCRIMINATION

Hastings College is committed to equal opportunity employment and education and will not tolerate discrimination based on an individual's race, sex, religion, color, national origin, disability, marital status, veteran status, age, gender identity or sexual orientation, genetic characteristics or information, or any other basis prohibited by law. The Title IX Coordinator of the College has been designated to handle inquiries regarding the nondiscrimination policies.

The Director of Human Resources is the Title IX Coordinator for Hastings College. Kari Fluckey, Hastings College, 710 N Turner Ave, Hastings, NE 68901; Hurley MacDonald; (402) 461-7300.

In addition, the college has a Diversity Team which works toward a campus that is free from discrimination. More information is available in the Campus Policies section in this handbook/planner under Bias/Discrimination Concerns, Sexual Harassment and Sexual Misconduct.

EMERGENCY PROCEDURES

In a life-threatening emergency: Call 911; then call Campus Safety at 402.984.8064 to inform them of the situation.

In all other security and maintenance emergencies: Call Campus Safety at 402.984.8064. Campus Safety handles campus emergencies and will call the maintenance staff.

It is the duty of students, faculty and staff to report disturbing, abnormal, disruptive or threatening behavior, including threats to self or others. During office hours, this behavior should be reported to the Office of Student Life 402.461.7305. When offices are closed, reports may be given to a Resident Director, the Director of Apartment Living or to Campus Safety 402.984.8064. In a life-threatening emergency, call 911.

Adams County emergency notification system: It is recommended that all those on campus subscribe to the AlertSense emergency notification system. The emergency notification services are free. AlertSense is available via the AlertSense app for Apple or Android locate at ACEMA.ORG, or you can text your zip code (68901) to 37801.

Campus Emergency notification system (RAVE): All students, faculty and staff for whom the college has cell phone numbers are automatically enrolled in the college's emergency text notification system (RAVE).

Emergency notifications are also sent to the Hastings College email addresses of faculty, staff and current students. These are the means by which the College notifies the College community of an emergency or serious weather condition without delay. Therefore, if you have a change of cell phone number or provider, please contact the Office of Student Life 402.461.7305 to update your information the college's records.

Campus wide safety notifications: In an effort to provide timely warning to the College community in the event of a crime which may pose a serious and ongoing threat to members of the College community, a timely warning notice is distributed to all students and employees via a blast email.

- **Timely Warning Obligations regarding Clery Act Crimes:** If the College determines that the alleged responding party(s) poses a serious and immediate threat to the College community, the Office of Student Life or a College administrator will issue a timely warning to the community which is to include information representative of a serious or continuing threat to students or employees. Any such warning will not include any information that identifies the reporting party's name and other identifying information while providing enough information for community members to make safety decisions in light of the potential danger.

Reporting crimes: Students and employees are encouraged to report criminal actions directly to the police by dialing 911. In addition, they should report crimes to college administrative personnel, who will maintain a record of such reports, as follows:

1. Criminal actions in the residence halls or Bronco Village Apartments should be reported directly to the Resident Assistant, Resident Director, Director of Apartment Living, Campus Safety, or Office of Student Life. All staff must report incidents to the Office of Student Life and follow up with a written report.
2. Criminal actions in other campus facilities should be reported to the Office of Student Life 402.461.7305 or Campus Safety 402.984.8064.
3. Voluntary Confidential Reporting: Students may report a crime on a voluntary and confidential basis through the www.hastings.edu/concerns website, Hastings College professional, licensed counselors (including those who act in that role under the supervision of a licensed counselor) or a pastoral counselor. These individuals who provide mental health counseling to members of the school community are not required to report any information about a crime without the consent of the individual reporting and all information reported will be without self-identifying information. The Campus Health nurse is also not required to report any information about a sex or gender based incident if disclosed during a medical exam.

Students are encouraged to be vigilant in protecting their own safety and should report all suspicious persons in campus housing facilities to a Resident Assistant, Resident Director, Campus Safety or Director of Apartment Living, and the police if they believe the situation warrants it.

Crimes reported to the Office of Student Life or Campus Safety will be reported to the Hastings Police Department within 48 hours if requested by the reporting party. Crimes will also be handled internally in accordance with college policies.

Crime Statistics: Hastings College is concerned about the safety and welfare of all campus members and guests and is committed to providing a safe and secure environment. In furtherance of these objectives, and in accordance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) as amended in 1992 and 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which requires Hastings College to collect, publish and distribute certain criminal data, the following information is provided. The office designated to compile and release these campus statistics is the Office of Student Life, 402.461.7305.

Reporting injuries: All injuries occurring on campus or during an off-campus college-sponsored event should be reported as soon as possible to Beth Littrell, Director of Health Services 402.461.7372.

Reporting missing on-campus students immediately: If a member of the Hastings College community has

reason to believe that a student who resides in on-campus housing is missing; a report should be made immediately to the Office of Student Life 402.461.7305 or Campus Safety 402.984.8064. Office of Student Life or Campus Safety will generate a missing person report and initiate an investigation. After investigating the missing person report, if the Office of Student Life/Campus Safety determines that the student is missing and has been missing for 24 hours, Hastings College will notify the Hastings Police department and the student's emergency contacts no later than 24 hours after the student has been determined to be missing. Each student residing in campus housing has the option of identifying person(s) (close friend, etc.) who can be contacted if the student is reported missing. In the case of a missing student who resides in on-campus housing – and is also under 19 years of age and not emancipated – their custodial parent or guardian will also be notified that they are thought to be missing. A student's confidential contact information will be accessible only to authorized campus officials and law enforcement as appropriate.

Campus Safety Office: Campus Safety Office is located in the at 846 Ash Street and is available for all community members of Hastings College. Campus Safety is staffed 24 hours all-year round. Please contact Campus Safety if you have any concerns about safety and security, including if you witness any suspicious activity. Campus Safety number is 402.984.8064. Campus Safety also provides Safe Walks and Safe Rides (please see **Safe Ride and Safe Walk**).

Law Enforcement & Jurisdiction: Hastings College Campus Safety staff does not have the authority to arrest individuals found in violation of state or local city law. Hastings Police Department does have arrest authority for individuals found in violation of state or local city law that are on Hastings College property. The Campus Safety staff work directly with Hastings Police Department to ensure the safety of all visitors, students and employees on campus. Hastings College does not have a memorandum of understanding with the Hastings Police Department at this time.

Notice of tornado and storm related information: The weather can change rapidly in Nebraska and the area is susceptible to tornadoes. Whenever the weather looks threatening, you are encouraged to monitor radio, television and internet broadcasts. The emergency management team in our area (Adams County Emergency Management) will sound the tornado sirens if: a) there are winds of 70+ mph; b) a tornado is spotted or seen on radar, 7-10 miles away, or c) 1 3/4" hail or greater is expected. The sirens are only intended to warn those who are outdoors. Those who are indoors are asked to monitor weather broadcasts during threatening weather. A good TV channel to watch is KSNB-TV (the local NBC affiliate), since it is broadcast from Hastings and the reports cover our area well. KHAS radio is AM 1230 and is also good to monitor, as is the internet site for the National Weather Service (www.nws.noaa.gov). The National Weather Service has two categories to describe conditions related to tornadoes. Tornado Watch: weather conditions are such that a tornado could form. Weather broadcasts should be closely monitored. Tornado Warning: a tornado has been sighted and residents should take action to protect themselves.

Tornado Warning: If indoors: Go to the basement or an inside hallway at the lowest level. Safe areas in Hastings College buildings are listed below. Avoid places with wide span roofs such as auditoriums, cafeterias, large hallways or shopping malls. Get under a piece of sturdy furniture such as a workbench or heavy table or desk and hold on to it. Stay away from windows. Use your arms to protect your head and neck. **If outdoors:** If possible, get inside a building. If shelter is not available or there is no time to get indoors, lie in a ditch or low-lying area or crouch near a strong building. Be aware of the potential for flooding. Use arms to protect head and neck. **If in a car:** Never try to out drive a tornado in a car or truck. Tornadoes can change direction quickly and can lift up a car or truck and toss it through the air. Get out of the car immediately and take shelter in a nearby building. If there is no time to get indoors, get out of the car and lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.

CAMPUS STORM SHELTER LOCATIONS:

- Barrett Alumni Center (Move to an interior windowless room)
- Batchelder Building (Move to an interior windowless room)
- Bronco Village (Move to basement of building, 917 N. 6th Ave, *job access required*)
- Daugherty Center (Move to basement)
- Lynn Farrell Arena/Fleharty Center (Move to hallways on lower level of arena)
- French Memorial Chapel (Move to basement via east and west access)
- Fuhr Hall (Move to basement, across from Perkins Auditorium's south stage exit)
- Gray Center (Move to northeast corner of Studio B)
- Hazelrigg Student Union (Move to basement by way of the stairs near the building's southwest entrance)
- Campus Houses (Move to an interior basement hallway)
- Hurley-McDonald (Move to basement)
- Jackson Dinsdale Art Center (Move to the restrooms)
- Kiewit Gymnasium (Move to locker rooms)
- McCormick Hall (Move to the basement)
- Morrison-Reeves Science (Move to the first or second floor bathrooms)
- Perkins Library (Move to basement by way of the stairs in the northwest corner, near the computers)
- Physical Fitness Facility (Move to the restrooms)
- Residence Halls (Move to an interior basement hallway)
- Sachtleben Observatory (Move to ground level restroom or ditches near entrance)
- Scott Studio Theatre (Move to an interior windowless room)
- Stadium (Move to hallways on lower level of arena or restrooms of stadium)
- Stone Health Center (Move to interior ADA restroom)
- Track (Move to Barrett Alumni Center interior windowless room)
- Wilson Center (Move to basement)

CAMPUS CONTACT INFORMATION

Service/Topic	Contact	Phone	Location
Address/Phone Changes	Office of Student Life	402.461.7305	Hazelrigg Student Union
Bronco Bus	Campus Safety	402.469.1564	846 Ash Street
Career Counseling	Career Services	402.461.7400	Hazelrigg Student Union
Class Scheduling	Registrar's Office	402.461.7306	Hurley-McDonald
Computers	Computer Services	402.461.1333	Wilson Center
	HelpDesk	402.461.1337	Hazelrigg Student Union
	Network	402.461.7482	
	Software	402.461.7479	
	Technical	402.461.7738	
Concerts/Recitals	Music Department	402.461.7448	Fuhr Hall
Diplomas	Registrar's Office	402.461.7306	Hurley-McDonald

Emergencies	Campus Safety	402.984.8064	(call or text)
Fire/Police/Ambulance		911	
Exercise/Fitness	Armstrong/ McDonald Ctr.	402.461.7356	Hazelrigg Student Union
	Lynn Farrell Arena	402.461.7125	Arena
Financial Aid Questions	Financial Aid Office	402.461.7391	Hurley-McDonald
General Campus Info		0	Switchboard
Health Concerns	Beth Littrell	402.461.7372	Stone Health Center
Housing/Residence Life	Chandra Essex	402.461.7704	Hazelrigg Student Union
Illness/Injury	Beth Littrell	402.461.7372	Stone Health Center
Intramural Sports	Kara Siedhoff	402.461.7487	Hazelrigg Student Union
Library Services	Susan Steinkruger	402.461.7330	Perkins Library
Lost and Found	Student Life	402.461.7305	Hazelrigg Student Union
Maintenance Concerns	Physical Plant Services	402.461.7337	Batchelder
<i>Maintenance After Hours: Call Campus Safety at 402.984.8064 who will page maintenance staff, or call 402.984.7061 for maintenance or 402.984.7088 for custodial</i>			
Parking Violations	Campus Safety	402.984.8064	846 Ash Street
Paperwork for New Student Employees	Human Resources.	402.461.7391	Hurley-McDonald
Printing Services	Office Services	402.461.7330	Hurley-McDonald
Poison Info	Beth Littrell	402.461.7372	Stone Health Center
	Hotline (Poison Control)	1-800-222-1222	
Mental Health Counseling	Jon Loetterle	402.461.7424	Stone Health Center
Campus Safety		402.984.8064	846 Ash Street
Posting of Signs	Student Life	402.461.7305	Hazelrigg Student Union
Religious Info	Chaplain's Office	402.461.7414	Chapel
Room Change	See your Resident Director first		
Safe Ride	Campus Safety	402.984.8064	846 Ash Street
Safe Walk	Campus Safety	402.984.8064	846 Ash Street
Service Learning	Jean Heriot	402.461.7770	Daugherty Center

Sex or Gender based Harassment, Discrimination or Sexual Misconduct	Title IX Coordinator	402.461.7300	Human Resources
Spiritual Concerns	Rev. Damen Heitmann	402.461.7769	Chapel
Student Loans	Financial Aid Office	402.461.7391	Hurley-McDonald
Student Organizations	Kara Siedhoff	402.461.7487	Hazelrigg Student Union
Study Skills	Learning Center	402.461.7386	Hurley-McDonald
Testing (Career placement)	Career Services	402.461.7400	Hazelrigg Student Union
Text Books	Bronco Bookstore	402.461.7393	Hazelrigg Student Union
Theatre Tickets	Theatre Box Office	402.461.7380	Scott Studio Theatre
Transcripts	Registrar's Office	402.461.7306	Hurley-McDonald
Tutoring	Studio 200	402.461.7736	Kiewit Physical Education Building

Administrative Offices

Academic Affairs	402.461.7407	Hurley-McDonald 224
Admissions	402.461.7315	Hurley-McDonald 123
Alumni/Foundation	402.461.7363	Barrett Alumni Center
Bookstore	402.461.7393	Hazelrigg Student Union
Business	402.461.7420	Hurley-McDonald 142
Career Services	402.461.7400	Hazelrigg Student Union
Chapel	402.461.7414	French Chapel
Chaplain	402.461.7769	French Chapel
Dining/Food Service (Fresh Ideas)	402.461.7777	Hazelrigg Student Union
Financial Aid	402.461.7391	Hurley-McDonald 104
Health Center	402.461.7372	Stone Health Center
Studio 200	402.461.7736	Kiewit Physical Education Building
Marketing and Communications	402.461.7743	Gray Center
Office Services	402.461.7429	Hurley-McDonald 013
Physical Plant Services	402.461.7337	Batchelder

President	402.461.7326	Hurley-McDonald
Campus Safety Cell	402.984.8064	<i>Call or text</i>
Registrar	402.461.7306	Hurley-McDonald 107
Student Life	402.461.7305	Hazelrigg Student Union
Student Activities	402.461.7487	Hazelrigg Student Union
Telephone Services	402.461.7479	Wilson 108

Academic Department Contacts

Department	Chair	Phone	Office
Biology	Amy Morris	402.461.7345	Morrison-Reeves Science Center
Business & Economics	Jamie Logue	402.461.7322	Fleharty Educational Center
Chemistry and Physics	Neil Heckman	402.461.7452	Morrison-Reeves Science Center
Communication Studies and Political Science	Kittie Grace	402.461.7385	Kiewit Physical Education Building
Languages & Literatures	Ben Waller	402.461.7353	McCormick Hall
History, Philosophy, and Religion	Glenn Avent	402.461.7345	McCormick Hall
Mathematics/Computer Science	John Schneider	402.461.7436	Wilson Center
Music	Byron Jensen	402.461.7389	Fuhr Hall
Perkins Library	Susan Franklin	402.461.7411	Perkins Library
Physical Education and Human Performance	Becky Hamik	402.461.7793	Kiewit Physical Education Building
Psychology and Sociology	Stephanie Furrer	402.461.7737	Morrison-Reeves Science Center
Teacher Education	Kass Rempp	402.461.7426	Hurley-McDonald
Theatre Arts	Annette Vargas	402.461.7349	Scott Studio Theatre
Visual Arts	Tom Kreager	402.461.7329	Jackson Dinsdale Art Center

OFFICE AND BUILDING HOURS

Requests by students for Campus Safety to unlock buildings, classrooms and offices, require approval of the appropriate college staff member. (For a list of building contact persons, see the following section on “Room Reservations”.) The following office and building hours are when classes are in session. Hours may change during holidays.

Building	Days	Times
Administrative Offices	Monday - Friday	8 am - 5 pm
<i>(some summer weeks, hours may be 7:30 am – 4:30 pm, please call in advance)</i>		
Barrett Alumni Center	Monday - Friday	9 am - 5 pm
Bookstore	Monday - Friday	9 am - 5 pm
Business Office	Monday - Friday	8 am - 5 pm
Counseling Services	Monday - Friday	By appointment
Farrell Arena	Monday - Friday	5:30 am - 11 pm
	Saturday/Sunday	8 am - 5 pm
Fuhr Hall	Monday - Thursday	6 am - 2 am
	Friday	6 am - 6 pm
	Saturday	10 am - 4 pm
	Sunday	1 pm - 2 am
Gray Center	Monday - Thursday	7 am-11 pm
	Friday	7 am - 5 pm
	Saturday/Sunday	4 pm-12 midnight
Hazelrigg Student Union	Monday - Sunday	6 am - 10 pm (student Fob access 24/7)
Jackson Dinsdale Art Center	Monday - Friday	9 am - 5 pm
	General student with FOB access	7 am - 10 pm
	Student Art Major with FOB access	24 hours a day / 7 days a week
Kiewit Physical Ed. Building	Monday - Thursday	6 am - 12 midnight
	Saturday/Sunday	8 am - 10 pm
Perkins Library	Monday - Thursday	7:30 am - 11 pm
	Friday	7:30 am - 5 pm
	Saturday	Closed
	Sunday	4:00 pm - 11 pm
Morrison-Reeves Science Center	Monday - Friday	7 am - 5 pm (student Fob access 5 pm – midnight)

Morrison-Reeves Science Center	Saturday - Sunday	Closed (student Fob access 7:15 am - 10 pm)
Studio 200	Monday - Thursday	9 am - 9 pm
	Friday	9 am - 3 pm
	Sunday	3 pm - 7 pm
Wilson Center	Monday - Thursday	8 am - 11 pm
	Friday	8 am - 8 pm
	Saturday	Closed
	Sunday	4 pm - 11 pm

COMPUTER LAB HOURS

Hastings College has more than 150 computers available for student use. Computer labs are available for general use. Hours of operation are listed below and are subject to change.. Wilson, Gray, and Fleharty labs are open for general use during the day except for those times when they are being used for class.

Lab Location	Days	Times
Fleharty Educational Center	Monday-Friday (closed weekends	8 am-5 pm
Gray Center	Monday-Thursday	8 am-11 pm
	Friday	8 am-5 pm
	Saturday	Closed
	Sunday	4 pm-11 pm
Hazelrigg Computer Lab	24 hrs/day, 7 days/week	
Hurley-McDonald Learning Center	Monday-Friday	8 am-5 pm
Perkins Library Labs	Same as library hours	
Wilson Lab	Monday-Thursday	8 am-11 pm
	Friday	8 am-8 pm
	Saturday	Closed
	Sunday	4 pm-11 pm

WIRELESS HOTSPOTS ON CAMPUS

Students with wireless capability on their portable computers can access the campus network at any of the wireless areas on campus. Instructions for connecting to the wireless network are available at the front desk in the Hazelrigg Student Union.

APPROPRIATE USE OF COMPUTERS

The Information Technology department is committed to providing network access to students, faculty, administration and staff for legitimate academic purposes. In order to maintain access for academic purposes, we are working to control the theft or distribution of all copyrighted materials and possession/distribution of illegal

materials. Refer to the College's Appropriate Computer Use Policy that appears later in this handbook.

EXERCISE AND FITNESS FACILITY HOURS

All facilities are available to Hastings College students and employees. You must have a HC ID to use the facilities.

Lynn Farrell Arena/Weight Room:

The Arena Weight Room Open Hours for the 2018-2019 academic year will be as follows:

Monday-Friday, 1 pm-3 pm

Monday-Thursday, 6:30 pm-10 pm

During Open Hours, students must sign-in on the sign-in sheet and be prepared to show Student ID to weight room supervisor. During non-open hours, students must have a head coach or assistant coach present during use. No head coach or assistant coach, no lifting. There will be no open hours during holiday or breaks. All posted weight room rules must be followed while using the facility. Please note that hours are subject to change due to team training schedules. Any changes in the schedule will be posted as soon as possible in advance.

Armstrong McDonald Fitness Center in Hazelrigg Student Union

The Fitness Center is available to Hastings College students and employees.

Students have 24hr FOB access to Hazelrigg Student Union and Armstrong McDonald Fitness Center.

DINING/FOOD SERVICES HOURS AND MEAL PRICES

A: Dining Hall:

Monday thru Friday –

Breakfast (hot): 7:15am - 9:30am

Breakfast (continental): 9:30am-11:15am

Lunch: 11:15 am-1:30 pm

Dinner: 5:30 pm-7:45 pm

Saturday –

Brunch: 11:15 am-1:30 pm

Dinner: 5:15 pm-6:30 pm

Sunday –

Brunch: 11:15 am-1:30 pm

Dinner: 5:15 pm-7:15 pm

B: The Crimson Club:

Monday thru Friday: 11 am-10 om

Saturday & Sunday: Closed

C: Bronco Blend Coffee Shop:

Monday thru Thursday: 8 am-10 pm

Friday: 8 am-5 pm

Saturday and Sunday: Closed

Individual Meal Prices (tax not included):

Individual meal costs are: Breakfast \$4.75, Lunch \$6.35, Brunch \$6.35, Dinner \$8.46, and Special Meals \$8.99.

ROOM RESERVATIONS

Most rooms on campus need to be reserved ahead of time for meetings or other gatherings. Listed are the buildings/rooms and the contact information for reservations:

Building/Room	Contact	Phone
Classrooms during the day (and some evenings)	Jim Boeve	402.461.7303
Barrett Alumni Center	Kendra Bargaen	402.461.7363
Chapel (see “French Memorial Chapel”)		
Lynn Farrell Arena	Matt Buttermore	402.461.7335
Farrell Arena Legacy Room	Jody Schakat	402.461.7395
Fleharty Conference Room	Jody Schakat	402.461.7395
Fleharty Classrooms, 144 - 147 (Non-academic hours)	Jody Schakat	402.461.7395
Fleharty Classroom 142 (During non-academic hours)	Joan Primrose	402.461.7406
Fleharty Computer Lab	Joan Primrose	402.461.7406
French Memorial Chapel	Andrea Engel	402.461.7414
(Reserve at least one week in advance, making note of sound requirements and any special needs. Reservations do not include the Foote Room or Seaton Chapel unless noted.)		
Fuhr Hall	Joy Gerdes	402.461.7448
Gray Center	Mary Lynne Ellis	402.461.7460
Hazelrigg Student Union Meeting Rooms	John Mabus	402.461.7394
Hurley-McDonald classrooms (Evenings and weekends)	Jim Boeve	402.461.7303
Jackson Dinsdale Art Center Classrooms (During non-academic hours)	Kara Kimberly	402.461.7396
Kiewit Gymnasium (During non-academic hours)	Matt Buttermore	402.461.7335
Lloyd Wilson Field	Tony Harper	402.461.7483
McCormick Hall (During non-academic hours)	Jim Boeve	402.461.7303
President’s Dining Room in Hazelrigg Student Union	John Mabus	402.461.7394
Perkins Library (Perkins Room and Library Classroom)	Alanna Armstrong	402.461.7701
Physical Fitness Facility (PFF)	Ryan Mahoney	402.461.7333

Morrison-Reeves Science Center (Non-academic hours)	Lynette Shea	402.461.7383
Wilson Center Auditorium	David Cooke	402.461.7418
Wilson Center Classrooms	David Cooke	402.461.7418

REGISTRAR'S INFORMATION

Adding and Dropping Classes

For more information on adding or dropping a class, please refer to the Hastings College Academic Catalog.

Medical Withdrawal

If a student believes extenuating circumstances merit a departure from the tuition refund schedule because of medical reasons, they may appeal in writing to the Dean of Student Life for special consideration. More information regarding the policy on a medical withdrawal can be found in the Hastings College Academic Catalog.

2018-19 REGISTRAR'S CALENDAR

	Fall 2018	J-term 2019	Spring 2019
Term begins	Wed. Aug 22	Thu. Jan. 3	Mon. Jan. 28
Last day to ADD a course online	Tue. Aug. 28	Thu. Jan. 3	Fri. Feb. 1
Pass-fail deadline	Tue. Aug. 28	Thu. Jan. 3	Fri. Feb. 1
Discrepancy reports due	Fri. Aug. 31	Mon. Jan. 7	Wed. Feb. 6
Last day to ADD a course with form	Tue. Sept. 4	Fri. Jan. 4	Fri. Feb. 8
Last day to DROP a course with no notation	Tue. Sept. 4	Fri. Jan. 4	Fri. Feb. 8
Deadline to make up incompletes	Tue. Oct. 2	NA	Fri. Mar. 8
Deadline to ADD Music Ensemble & Major Sport	Tue. Oct. 2	NA	Fri. Mar. 8
Mid-Term grades due	Wed. Oct. 17	NA	Wed. Mar. 27
Last day to for administrative withdrawals	Fri. Oct. 19	Fri. Jan. 11	Fri. Mar. 29
Last day to DROP a course with a "W"	Fri. Oct. 26	Mon. Jan. 14	Fri. Apr. 5
MAT & Seniors begin registration	Wed. Oct. 31	NA	Wed. Apr. 10
Juniors begin registration	Fri. Nov. 2	NA	Fri. Apr. 12
Sophomores begin registration	Thu. Nov. 8	NA	Thu. Apr. 18
First years begin registration	Thu. Nov. 8	NA	Thu. Apr. 18
Required J-term meeting	Fri. Nov. 30	NA	NA
Senior grades due	NA	NA	Fri. May 17
Grades due	Fri. Dec. 14	Fri. Jan. 25	Wed. May 22

INTERNATIONAL STUDY

HC offers students many international study options both for full semester, year, and short term abroad. Please think about enhancing your education by taking advantage of one of these opportunities. If you are considering a semester or full-year program, please talk with Grant Hunter, Director of International of Programs or your academic adviser. Informational meetings are also held each semester, one in September and the other in February. Interested students should plan to attend one or both. The application process is time-consuming; it must have many stages and involve many steps, so students should begin it well before the deadlines below.

HC deadlines:

Nov. 16, 2018: completed application due for spring semester '19 international study;

April 15, 2019: completed applications due for fall semester '19 international study.

Specific programs may also have other deadlines, often earlier than the above.

For more information check www.hastings.edu/abroad. Always feel free to contact Grant Hunter at ghunter@hastings.edu or 402.984.8825 with questions.

ID CARDS

All students must have a photo ID card picture taken at the beginning of their academic career at Hastings College. ID pictures can be taken free of charge during Bronco Registration Days and during Week of Welcome on Monday through Tuesday at Hazelrigg Student Union during the first week of the fall semester, please contact IT Helpdesk (402) 461-1337 for the exact time schedule. If not taken during these times, there will be a \$10 charge in addition to a \$10 charge to reprint/replace any lost or damaged cards. Student ID cards are used for eating meals at the Dining/Food Service, checking out library materials and entrance to athletic events, theatre and music presentations. Student ID cards are available through the HC app. Physical ID cards will only be printed upon request. For your safety and convenience, be sure you are in possession of your card (digital or physical card) at all times. *Students must carry their digital or physical ID cards at all times and must show them if requested to do so by college staff/faculty.*

STUDENTS WORKING ON CAMPUS

Students who work on campus must visit the Human Resources Office to complete the necessary paperwork before any pay will be issued. Questions about opportunities for on-campus employment may be directed to the Career Services Office.

MAIL AND PACKAGE DELIVERY

U.S. Mail

Hastings College's mailing address is 710 N. Turner Ave., Hastings, NE 68901.

For security purposes, U.S. mail that requires a student's signature needs to be picked up by the student at the Hastings Post Office. For students living in residence halls and the Bronco Village Apartments, U.S. mail is distributed Monday-Friday while classes are in session.

Mail for Students Residing in On-Campus Housing May Be Addressed:

Student Name

Hastings College

Campus Box Number #

710 North Turner Avenue

Hastings, NE 68901

Campus mail is delivered Monday-Friday to the Hazelrigg Student Union for Residence Hall residents and to the Bronco Village Apartments by 5 pm.

Packages

All packages are delivered to Batchelder General Services Building, which is located across from Altman Hall. Batchelder is open 8 am-5 pm, Monday to Friday. Recipients are notified by e-mail if there is a package for them to pick up. It is the recipient's responsibility to pick up packages on a timely basis. A student ID is required to claim a package. The college reserves the right to return packages addressed to persons not registered as students at the college. The college also reserves the right to turn over suspicious packages to law enforcement or the postal authorities. Packages will only be released to the addressee unless other arrangements are made. Those sending packages to the campus are encouraged to purchase "delivery confirmation" which will give the sender a tracking number. For more information, call 402.461.7337.

VEHICLE REGISTRATION

All students must have their vehicle registered and have a parking permit visible and hanging from the rearview mirror of the vehicle. Parking permits are issued at no charge. On-campus students can register a vehicle at their respective Residence Hall or Bronco Village Apartments. Off-campus students can register their vehicles at the Office of Student Life, in Hazelrigg Student Union. Parking tickets will be issued for parking in undesignated areas and for unregistered vehicles.

CAMPUS SERVICES

ATM Machine: ATM machines owned by Five Points Bank in Hastings is located in the Hazelrigg Student Union and Lynn Farrell Arena lobbies.

Bronco Bikes Program: The college has a number of bikes which students can sign-out to use for a year at a time. The cost for the year is \$30. If you are interested, sign-up in the Office of Student Life, Hazelrigg Student Union or contact Damen Heitmann at dheitmann@hastings.edu.

Bronco Bookstore: The bookstore, located in Hazelrigg Student Union, provides students with textbooks needed for most courses. The bookstore also has various school supplies, gifts, HC merchandise, reference books, postal and paper supplies. In addition, the bookstore offers FedEx service.

Bronco Bus: Bronco Bus service provides transportation between the Hastings College campus and downtown locations on Friday and Saturday nights from 10:00 PM to 2:00 AM. Bronco Bus does not pick up or drop students at off-campus residences. Bronco Bus does not operate during college breaks or in inclement weather. Call (402) 469-1564 for this service. Questions about the service can be addressed to Campus Safety at (402) 984-8064.

Business Services: Questions about Hastings College student billing for tuition and fees may be directed to the Business Office, along with any questions regarding payment options and refunds.

Career Services: Career Services provides assistance and guidance to students seeking information about careers, summer jobs, internships, and full-time employment. The office offers talent/interest assessments and career advising; part-time, summer and full-time vacancy listings; career fairs; resume, interview and job search assistance; and employment programs (resume referral, campus interviews and an interviewing consortium). Students begin working with Career Services in their first year and continue to use its services throughout their college years. Make an appointment in Career Services to:

- Identify interests, skills, and personality traits relevant to career satisfaction.
- Explore majors and careers.
- Clarify potential career pathways.

- Seek leads for part-time and summer jobs.
- Obtain information about internships and guidance for applying to and securing internships.
- Develop and write resumes, cover letters, applications, and personal statements.
- Prepare for interviews and practice interviewing skills (mock interviews).
- Gain leads for full-time employment.
- Plan, organize, and begin implementing job search strategies.
- Network to make connections with HC alumni and friends of the College.

For more information visit Career Services in Hazelrigg Student Union or contact Kim Graviette, director, at kgraviette@hastings.edu or 402.461.7387.

Chapel Service (10 am, Wednesdays): Every Wednesday at 10 am throughout the semester, the Hastings College community gathers in French Memorial Chapel for worship. No other campus activities are scheduled during this hour. The ecumenical chapel worship services are rooted in its Presbyterian heritage, but open to all people of faith. Students, faculty, and staff — spanning the theological spectrum from conservative to liberal — find a welcome home in the religious life of Hastings College. Students are invited to join the Chapel Committee, which assists the chaplain in planning and leading worship. For information, contact Rev. Damen Heitmann, chaplain, 402.461.7769 or dheitmann@hastings.edu.

Counseling Services: Counseling Services, located in the Stone Health Center, strives to help students learn to manage the many stressors they may encounter so they may fully enjoy the Hastings College experience. The Counseling Services Office (CSO) offers diverse, confidential assistance to all current students. Services include: Individual counseling by appointment; campus-wide mental health screenings (focused on substance abuse, eating disorders and mood disorders); referrals to on- and off-campus services (psychiatric consults, medication management, nutritional services, specialty clinics, etc.); consultations as needed (with faculty, staff and other service providers); coordination of care with previously established care providers. In addition, Hastings College utilizes www.Ulifeline.org a web resource, sponsored by the JED Foundation, dedicated to providing medical and psychological health information for college students.

Jon Loetterle, MSED, is a licensed independent mental health practitioner and serves as Director of Counseling Services. Stephanie Pershing, MA is a licensed mental health practitioner. Both are available to meet with students, by appointment, Monday through Friday, from 8 am to 4 pm. Students may call 402.461.7424 or email jloetterle@hastings.edu or spershing@hastings.edu for an appointment.

Minority Student Support Services: Minority student support services are available to assist minority students with any issues they may have. Dr. Lisa Smith, Dean of Student Engagement, and Mr. Vernon James, Dean of Student Life, may be reached at (402) 461-7305 or studentlife@hastings.edu. Their offices are in the Hazelrigg Student Union, Room 122 and 123.

Dining/Food Services: Students who live in a Residence Hall (Altman, Babcock, Bronc, Taylor, and Weyer) and any sophomore student living in the Bronco Village Apartments are required to have a meal plan. Students living in Bronco Village Apartments, Campus Houses or off campus have the option of buying a Bronco Bucks, which may be used throughout the academic year. Bronco Bucks are non-refundable. Additional Bronco Bucks may be purchased at the Business Office.

Information about meal hours and prices is listed earlier in this handbook. For more information about student dining services, catering services, dining policies and procedures, or lost meal cards, contact the Fresh Ideas Dining Services Office at 402.461.7777.

Students who require special dietary needs (vegetarian, vegan, gluten-free, etc.) are encouraged to contact the Director of Dining Services, Eron Baker (ebaker@hastings.edu).

Disability Services/Accommodations Office: Students who require special academic accommodations based on

an existing condition or a temporary condition should visit the Director of Studio 200 to create an accommodations plan. Questions regarding special accommodations, disability services, documentation requirements, and what services are available, please contact the Director of Studio 200 at 402.461.7736 or email Margaret Callahan at mcallahan@hastings.edu.

Health Center: The Charles L. Stone Health Center, at 843 Turner Ave., provides health services under the direction of Beth Littrell, RN-BC, LIMHP. The Health Center is open Monday-Friday, 8 am-noon and 1-5 pm, with access to services at other times by calling the Health Center, 402.461.7372. Services include assessment and treatment of illnesses and injuries, loan of crutches, humidifiers and other health-related equipment, and over-the-counter medications for common illnesses. The Health Center will assist students with appointments with other health-care professionals off-campus. Blood pressure checks, flu shots, other immunizations, and health information are all available at the Health Center.

A portion of the General Fee assessed by the Business Office covers Health Center costs. The College does not assume any share of the charges made by physicians, dentists, or other specialists; or for treatment or medications other than those available in the College Health Center. The College assumes no share of costs incurred while the student is under treatment in any hospital or facility other than the College Health Center.

Health Insurance: The college does not provide health insurance for students, but does offer a \$5,000 accident policy. Students whose personal health insurance is through an out-of-state plan should contact their provider regarding coverage while at Hastings College. Specific information regarding the College's accident policy (\$5,000 max benefit) is available in the Stone Health Center. All claims need to be reported to Beth Littrell at the College Health Center; the Health Center is open Monday-Friday, 8 am-noon and 1-5 pm, or you can call 402.461.7372. For non-athletic injuries, claims submission is the responsibility of the student.

Jackson Dinsdale Art Center: The Hastings College Art Gallery in the Jackson Dinsdale Art Center hosts 10-12 exhibitions each year. Exhibits are by faculty, visiting artists, invited exhibitors and students. Each year there is a competitive juried student show that is open to submissions from all Hastings College students. The final shows each spring semester are thesis exhibitions by graduating senior art majors.

Studio 200: Studio 200 is an innovation and learning space for everyone from freshmen to faculty. Located in Kiewit 200, the Studio is the dynamic center of learning support on Hastings College's campus. As part of the Student Engagement Office, Studio 200 helps students and faculty as they engage with the Hastings College community. We also hope to help members of our community build bridges between past experiences and new ones as they embark on exciting changes at Hastings College. Services provided include, but are not limited to:

- Peer-to-peer support
- Individualized writing support for any student, staff, or faculty member
- One-on-one feedback on writing, speaking, and multimedia projects
- Course enhancement support for faculty members
- Access to/assistance with integrating technology into learning
- Academic integrity training and resources for students and faculty

Perkins Library: Perkins Library is your place to study, to relax and meet your friends for quiet conversation, to ask questions about almost anything, and to get an education. □ The library contains approximately 100,000 books, subscriptions to more than 500 magazines and journals, and more than 4,000 DVDs and videos. To borrow books and films you need a current Hastings College ID card. Your ID card also permits you to use the Hastings Public Library. Perkins Library is open 90 hours per week, but thousands of books and hundreds of thousands of magazine and journal articles are available 24/7 through Perkins Library's databases.

Rides To and From the Hastings Amtrak Train Station: Rides to and from the Hastings Amtrak Train Station can be provided to students by Campus Safety with some advance notice. Requests can be e-mailed to

campussafety@hastings.edu, or called in to 402.984.8064. For families arriving at the train station, rental car arrangements can be made directly with Kershner's Auto Korner, 402.461.3161 or *kershner@inebraska.com*.

Safe Ride/Safe Walk Program: The Safe Ride/Safe Walk program is provided by Hastings College Campus Safety department at no charge, 24 hours per day when campus is open to students. A Campus Safety Officer will provide walking escort or transportation to any campus community member from one campus location to another whenever that person does not feel safe to walk alone. Safe rides are also provided to or from the Amtrak depot for students departing or arriving by train. Call (402) 984-8064 for any of these services.

Spiritual Concerns: Students with spiritual and faith concerns are invited and encouraged to have a conversation with the Rev. Damen Heitmann, chaplain. Visit the Chaplain's Office on the north wing of the chapel, call 402.461.7769 or *dheitmann@hastings.edu*.

Student Concerns Committee: A committee of representatives from Student Life, Academic Affairs, Counseling Services, Enrollment and Financial Aid meet weekly during the academic year to discuss concerns about students. If you have a confidential student concern to share, please contact Vernon J. James, Dean of Student Life, *vernon.james@hastings.edu* 402.461.7700 or Dr. Lisa Smith, Dean of Student Engagement, *lsmith@hastings.edu* 402.461.7773.

Students Who are Pregnant: For those needing accommodation due to pregnancy, you can visit with the Disability Services/Accommodations Office, Campus Health Services and/or the Title IX Coordinator. The following link provides information for students and faculty regarding pregnancy rights.

www.nwlc.org/resource/pregnant-and-parenting-students-rights-faqs-college-and-graduate-students.

ACTIVITIES and PROGRAMS

The Office of Student Life is charged with the responsibility of chartering most student organizations and groups on campus. Groups wishing to meet on campus and advertise on campus must submit to the Office of Student Life a statement of purpose, constitution or bylaws and the name of a current faculty or staff member who will be the adviser. Religious groups wishing to meet and advertise on campus must have the permission of the Chaplain. Intramural sports teams are organized through the Hastings YMCA. An approved student organization charter does not guarantee funding by the Student Association, but qualifies the organization to request funding from the Student Association and to advertise and meet on campus.

Groups are required to have approval from the Hastings College Foundation, before soliciting funds for any cause or program directly or indirectly connected to the college. This includes, but is not limited to, selling merchandise, soliciting advertising, asking for donations and applying for grants. Please contact Mike Karloff (402) 461-7473 to request approval.

For a complete list of Recognized Student Organizations, the group's contact information for student officers and advisors, please contact Kara Siedhoff, Director of Student Activities at *ksiedhoff@hastings.edu* or 402.461.7394.

Honorary Societies: Hastings College sponsors a number of honorary societies that recognize and encourage excellence in academics and other areas of leadership. The societies give students the opportunity to work closely with faculty advisers on special programs and service activities and connect students with others of similar interests. See full descriptions of each [online](#).

Peer Education Groups: The peer education groups included in the Peer Umbrella Network (Mental Wellness Educators, BACCHUS, CARE, PHIVE-O, and SHAC) are all sponsored by the Health Center. Contact Beth Littrell RN-BC, LIMHP, 402.461.7372 or *blittrell@hastings.edu*.

Religious Programs: The Chaplain's Office and the Spiritual Life Representatives of the Student Association coordinate a variety of religious activities on campus, including organizations such as A.C.T (A Catholic Thing), Chapel Band, Chapel Committee, Fellowship of Christian Athletes, Habitat for Humanity, Being Human Lunch and Discussion, Fall Break Retreat, Alternative Spring Break Service

Trip, Faith for Today and Revive. Campus religious organizations must respect the Presbyterian heritage and religious diversity of Hastings College, seeking always to promote an atmosphere of openness and dialogue on campus in matters of religious faith and practice. For further information, contact the Chaplain's Office, 402.461.7769.

Student Government: All students are members of the Student Association (SA), which is governed by an Executive Council and Student Senate. SA plans most student activities (concerts, dances, entertainment, intramurals, etc.), and allocates funding to student organizations that request and qualify. You can become involved by volunteering to serve.

Traditional Events

Week of Welcome – Is held the first week of classes. This week includes orientation weekend and student programming. The Week of Welcome is intended to help first year students and their parents transitions into the Hastings College Community. This week is full of programing and intended for students to meet their peers and get engaged.

Homecoming/Family Weekend – is the biggest and most colorful event during the fall term. A spirit competition between student organizations kicks off the event. The festivities continue with activities such as bed races, skit night, parade, banquet, tailgating, and the crowning of Homecoming royalty.

Artist Lecture Series Symposium – is organized and planned by a student committee. A topic is selected for the entire year and nationally known speakers are brought to campus to enhance the regular academic curriculum.

Hunger and Homelessness Awareness Week – is planned to raise awareness of these issues on campus. Events include a hunger awareness dinner, fair trade sale and a campus vigil.

World AIDS Day – is remembered with round table discussions, a chapel service and a campus vigil. Pieces of the AIDS quilt are displayed on campus during the week.

Christmas Events – are held in early December, the celebrations include musical events, readings, and a campus lighting ceremony. Students, faculty, and administration join the city of Hastings in kicking off the holiday season, with the downtown "Celebration of Lights."

Boar's Head Dinner – is a formal, sit-down dinner served by faculty and administration. Pre-dinner festivities include Christmas music and the traditional walk through the candle-lit room by a student carrying the boar's head.

Martin Luther King, Jr. Day – J-Term classes are shortened for the day so students may attend the annual MLK lecture and participate in service projects throughout the community of Hastings.

Faith for Today – is held under the auspices of the Chaplain's Office and the Faith for Today Committee. The event is intended to introduce a relevant topic to the college community and to stimulate intellectual and spiritual development through such activities as guest speakers, a special convocation, as well as other activities.

Black History Month – is remembered with special programs such as invited lectures, a student round table and a chapel service planned in coordination with the Multicultural Student Union and the Diversity Team.

Mr. and Ms. Bronco – showcases the talents, knowledge, and humor of representatives from campus organizations. This spoof of the traditional beauty pageant brings the campus together for an evening of fun and concludes with the official crowning of Mr. and Ms. Bronco.

May Fete – is the longest running tradition on campus and is planned by the Student Association. The spring festival traditionally includes outdoor games, evening entertainment, Broscar Awards, and the presentation of the May Fete Court.

Celebration of Excellence (formerly known as Honors Convocation) – is held in the spring semester. During the convocation, students are recognized for outstanding accomplishment in departmental studies, co-curricular activities, and scholastic achievement. The convocation culminates in the naming of graduating seniors to Who's Who at Hastings College and the presentation of the Bronco Award, the

College's highest non-academic honor. The recipient of the Bronco Award, established in 1924, is chosen from Who's Who membership. Both honors are determined by a student-faculty-staff committee, which makes its selections based on outstanding contributions of nominees selected by the campus community through a voting process.

Commencement Ceremonies – include the Baccalaureate service, a senior reception, and Commencement. Baccalaureate is held at First Presbyterian Church in Hastings the Friday evening after final examinations; followed by the senior reception for graduating seniors and their families. Commencement exercises are held in Lynn Farrell Arena at the Osborne Family Sports Complex the following Saturday morning.

INFORMATION AND POLICIES FOR STUDENTS RESIDING ON-CAMPUS

Hastings College believes traditional-aged, college first-year students, sophomores and juniors benefit from living in an on-campus, residential environment. The college firmly believes that as much growth and development takes place through a campus residential community experience as in the classroom.

In order to insure a healthy and comfortable living environment, the college has basic regulations which are applicable to all campus residential facilities. Additional regulations may be added by the particular residence hall councils, the campus Campus Houses and the Bronco Village Apartment board to address specific situations in their facilities.

Residency Requirement

All first-year, sophomore and junior students, including Hastings area students, are required to live on campus (total of three years or six semesters) unless they:

1. Reside with their parent or legal guardian in their primary residence within Adams County, Nebraska (the county encompassing the college) for the entire academic year;
2. Have lived on campus six semesters;
3. Will be a part-time student;
4. Are married or a single, custodial parent;
5. Are 23 or older by the first day of classes in the academic year under consideration; or are in the 22-Plus Program;
6. Have their Associate's degree.

Any students requesting to commute due to any of the exceptions above must submit a Residency Exemption/Commuter Form to the Office of Student Life. The college's Residency Exemption Committee will review the request. The Residency Exemption/Commuter Form for residing with a parent or legal guardian must be notarized and signed by a parent or legal guardian if the student is requesting to live with a parent or legal guardian in the parent's/guardian's primary residence. Students who violate the college residency requirement and live off campus without authorization from the Office of Student Life can be charged for full board and room. Any student living on campus who later, due to special circumstances, receives authorization from the Office of Student Life to move off campus may be assessed a penalty of \$200 for residence halls and houses, and \$400 for Bronco Village Apartments. The college does not provide housing facilities for married students. The college will review housing requests for students who are custodial parents on a case-by-case and space-available basis. The college does not ordinarily provide housing for non-traditional students and those enrolled in the 22-Plus Program, however, requests for housing from those in the program are reviewed on a case-by-case and space-available basis.

The Office of Student Life makes assignments to campus housing and reserves the right to fill all residential spaces. When demand for campus housing exceeds available space, priority will be given to those students with the earliest date of matriculation at the college.

Incoming transfer students must have junior status and/or two years of previous campus residency to be considered for placement in the Bronco Village Apartments. Any existing sophomore openings at the apartment are reserved for returning Hastings College students who meet eligibility requirements. Sophomore student

openings in Bronco Village Apartments are based on availability and are not guaranteed annually.

Basic Residential Policies

1. Assignment of a room is valid only for the period during which the occupant is a student in good standing at Hastings College.
2. A \$250 damage deposit is required of all students who reside in a residence hall, campus house or apartment. This deposit is billed through the Business Office and is refundable at the close of each academic year provided there are no damages to the room assigned or any fines still due on campus.
3. All students who reside on campus must complete and sign a housing contract. A housing contract can be voided only with the approval of the Office of Student Life.
4. No person is eligible to occupy a room in campus housing other than the students to whom such rooms have been assigned. Occasional overnight guests will be accommodated according to the college guest policy. See below the section on “Guests and Visitors.”
5. No change may be made in the structure, or addition, or attachment to the structure of any room. Great care should be exercised in attaching any objects to the walls. Wallpaper and any attachments to walls or ceilings resulting in holes are not permitted. All residents should make every effort to leave their rooms in the same condition as they found them.
6. Any student who graduates, withdraws, or is suspended must be checked out of the residence hall, apartment or house 24 hours after graduation, withdrawal, or suspension unless there has been prior approval by the Office of Student Life. Students who are withdrawing must complete the appropriate paperwork with the Registrar’s Office before they check out of campus housing.
 - a. Once a student graduates, withdraws or is suspended from the college, personal belongings must be removed from hall/house/Bronco Village Apartment. Students have 24 hours from the time of exit to contact the Housing Director to make arrangements to remove belongings. A \$25 per day fee may be assessed for items not cleared after 48 hours from the graduation, withdrawal or suspension date. All items remaining after two weeks (14 days) will be disposed of by the college. Any disposal fees incurred (including labor) plus the incurred storage fee will be assessed to the individual student’s account.
7. Any student arriving early or staying over breaks for college-related purposes who violates college policies will be subject to possible immediate removal from residency until normal college activities resume (e.g., break ends, classes begin or resume).
8. Any student who falls below full-time enrollment status, may be removed from campus housing.

Air Conditioners: The residence halls and Bronco Village Apartments are air-conditioned. No window air conditioners are allowed.

Alcohol: Alcoholic beverages, containers and paraphernalia are prohibited in all buildings on the main campus of the college including residence halls. Alcoholic beverages are allowed in individual Hastings College Apartments if all residents of that particular apartment are of legal drinking age and display an approved alcohol permit. Alcohol is allowed in the campus Campus Houses if all the residents are of legal drinking age and an approved alcohol permit is displayed. Students in the Bronco Village Apartments and Campus Houses who are eligible to have alcohol must first complete the process to become alcohol-tolerant before the college will allow alcohol in their area. In locations where alcohol is allowed, students are expected to observe all laws and exercise mature judgment and social responsibility when making decisions regarding its use. (For further information, see the Hastings College policy on the **Possession and Use of Alcohol and Other Drugs.**)

Bedding and Linens: Students are expected to provide a fitted mattress cover for their mattress. Students are expected to provide their own bedding and linens. All beds in campus housing are extra-long twins, 36 inches by 80 inches.

Bicycles: Bicycles may not be stored in individual rooms within the residence halls, Campus Houses or Bronco Village Apartments. Gas-powered scooters may not be parked or stored inside campus buildings. The college does not provide summer or winter storage. If you are coming to Hastings from a very long distance and would like to discuss storage options for your bike, contact the Office of Student Life. The college is not responsible for stolen bicycles or scooters. All students with bicycles on campus are required to register them with the Office of Student Life.

Candles—Burned or Unburned—are not permitted: Students may not have burned or unburned candles in their rooms. Candle warmers are not permitted. The burning of incense and any other material is not allowed.

Christmas Lights and Decorations: Only artificial Christmas trees may be used. Christmas decorations may only be displayed one week before Thanksgiving break and must be taken down before Christmas break. For lighting placed inside residential areas, only 25 foot light strands designed for indoor use and UL listed may be used. Light strands may not be strung around areas of egress, including doors, windows and hallways. Care should be given to ensure that light strand placement does not hinder the safety and accessibility of the room.

Cleanliness: All residents are responsible for the appearance and cleanliness of their living space. Rooms should be kept in a condition that exhibits self-respect, as well as respect for roommates and the college. The college reserves the right to deny housing to any student whose lack of cleanliness is disruptive to the comfort of other students.

Electrical Equipment: The following are allowed in campus housing: clocks, lamps, razors, small microwave ovens and hair dryers (used in restrooms only). The following are not allowed: toasters, toaster ovens, George Foreman grills, air fryer, hot plates, electric skillets, electric blankets, crockpots, space heaters, halogen lamps, homemade lamps or similar appliances and devices. Electric coil resistance appliances are not permitted. No electrical wiring may be changed or added by students. Use of extension cords is discouraged, but if necessary must be 14 gauge and UL approved. Using multiple power strips to plug into one outlet is discouraged.

Fire Safety: Students are required to be alert to anything that that might jeopardize fire safety in their building. They should turn off and unplug appliances when not in use. No substance should ever be burned in the building. Students are required to leave the building immediately when the fire alarms go off.

Fire Safety Equipment: It is unlawful in the City of Hastings and in any on-campus building to tamper with fire alarms or fire fighting equipment. Any unauthorized use or tampering with the fire alarm system, fire extinguishers, or similar equipment in a residence hall or apartment is a felony and is punishable under state fire regulations. Violators will also be subject to college disciplinary action.

Firearms, Weapons and Fireworks: Firearms, weapons and fireworks of any description are prohibited on the Hastings College campus. For further information, see the appropriate section in this Handbook/Planner under Campus Policies.

Furniture Must Stay in Rooms: The furniture in campus housing, including beds, desks, dressers, closets, sofas, tables, etc., may not be removed from the rooms in which they are placed. Residents are responsible for all furniture and equipment in their area when they move in and will be charged for any damage or loss to rooms or furnishings.

Guests and Visitors:

Occasional overnight guests age 18 and over are welcome and will be accommodated for up to three nights if

space is available. Students must have permission from their roommate(s) in advance if they plan to have an overnight guest and if the guest plans to use the roommate's bed. Siblings or prospective students under the age of 18 may stay as occasional guests with prior approval of your Resident Director or the Office of Student Life. All overnight guests must register with the Resident Director, Director of Apartment Living or the Director of Residence Life.

The following college policies apply to both student and non-student visitors to the residence halls, Campus Houses and Bronco Village Apartments.

1. Non-student visitors to residence halls, campus houses or Bronco Village Apartments are the responsibility of the person or persons who have them as guests. A Hastings College student whose guest violates residence hall, campus house or Bronco Village Apartment policies may be fined or subject to other disciplinary action.
2. The college reserves the right to ban any non-resident from campus housing areas if found in violation of college policies.
3. Any residence hall community has the ability to create additional agreements and expectations regarding guests in their room, on their floor, or in the building.

Inspection and Room Entry by College Staff: The college reserves the right to inspect all rooms in cases of emergencies and/or if reasonable suspicion of a policy violation exists. It is not a prerequisite that residents be present for an inspection, entry or search to be initiated or conducted. College staff may also enter the rooms if they have concern for the health or safety of any person. College staff may also enter rooms for the purpose of inspecting the heating/cooling units, windows, and other maintenance issues and checking for cleanliness, health and/or safety violations. (See also "Room Searches".)

Keys and Access FOBs: Residence hall and apartment residents will have fob access to the main doors of their building. Residents will have a key to their own room. Bronco Village Apartment residents will have a key to the front door of their unit and also to their bedroom. All keys must be returned to the Resident Director or Director of Apartment Living before check-out. Students will be charged if keys are not returned at check-out or are lost or stolen. Keys for a college housing room, apartment units or campus houses that are not returned will be re-tumbled, and all new keys will be issued to ensure access of the space is to current residents. The specific fee for replacement of keys or replacement of a tumbler in a door can be found by contacting your Resident Director. To maintain security, lost fobs and keys should be reported immediately to the Office of Student Life (402) 461-7305, on weekdays and to Campus Campus Safety (402) 984-8064, evenings, weekends and college vacations. Lost keys should be reported immediately to the Resident Director, Director of Apartment Living or Director of Residence Life who will request a replacement from the Campus Safety Office. Students are not permitted to have duplicate keys made off-campus, if the college is made aware of a key that is made off-campus, the student will be held accountable for their actions through a violation of the Student Code of Conduct. Students who are locked out of their room or building will be charged a \$10 unlocking fee.

Lamps—Halogen and Homemade Lamps Prohibited: Because of fire danger, halogen and homemade lamps are prohibited in campus residential facilities.

Laundry: Laundry facilities are provided in each residence facility. All washing machines are high efficiency and require high-efficiency detergent. These laundry facilities are for the residents' use only. Residents are solely responsible for unattended laundry. Laundry machine status can be found using the HC app.

Occupancy Limit: All residential areas have an occupancy limit of two guests per resident at any given time. For example, a room with two occupants could have a total of six people in the room at any given time. (See also the "Guests and Visitors" section.)

Personal Property: The college does not insure residents of college housing facilities for personal property damage or loss. Students should be sure their property is insured on their family's homeowner's or renter's insurance and if not to purchase an insurance policy to cover their personal property. Students are warned not to leave large sums of money, expensive electronic equipment or valuables in their rooms. Students can deposit excess cash in the Business Office. Students should promptly report all cases of loss or theft to the Resident Director, Director of Apartment Living or Campus Safety. The college cannot be responsible for the loss of money or personal belongings. Students are advised to lock their rooms, even when they are just going down the hall for a moment, and to report promptly the presence of any unauthorized persons.

Pets: No pets or animals of any type are permitted in any residential facility. The College recognizes that students and other persons with disabilities might require the assistance of a Service Animal while on campus, or an Emotional Support Animal while living on campus or living in College Housing. These animals are specifically trained for a medically verified disability are allowed by request and proper documentation provided to the Office of Student Life located in the Hazelrigg Student Union. (See also Service Animal/Emotional Support Animal section under Campus Policies.)

Quiet Hours and Noise: Quiet hours are provided to insure the best possible study conditions for all students. During quiet hours, doors are to be kept closed so that all noise will be confined to the rooms. Quiet hours are Sunday through Thursday, 10 pm -10 am and Friday and Saturday, midnight-noon. Perpetual quiet hours (PQH) are observed continuously during the week of final exams, beginning Sunday at 10 am and continuing through Thursday at 3pm.

Refrigerators: The college provides refrigerators in the common kitchen areas of most residence halls. Students desiring an individual refrigerator (not to exceed 5.2 cubic feet and 2 amps) may bring one.

Residence Life Conduct Board: The Residence Life Conduct Board is made up of student representatives from each Residence Hall, a student from Bronco Village Apartments, and a student from the Campus Houses. The Board is a part of the Hastings College judicial system and will hold students accountable for their actions in all of the College's housing facilities.

Room, House and Apartment Searches: When there is reasonable suspicion that the health and safety of residents is in jeopardy or believe that the following are present: drugs, stolen property, weapons, explosives, alcohol (in areas where it is prohibited), or there is other reasonable suspicion that a college policy violation has occurred, the college reserves the right to enter rooms, Campus Houses and Bronco Village Apartments for inspection purposes. If the college administration deems it necessary, the rooms, Campus Houses or Bronco Village Apartments may be searched and the occupants may be required to open their personal baggage and any other personal material that is closed or sealed. (See also "Inspection and Room Entry by College Staff.")

Roommate Problems: The two most important elements in successful roommate relationships are communication and the desire to make it work. Roommates do not have to be best friends, but they must talk regularly and honestly, respect each other and be willing to compromise. It is extremely important that roommates respect each other's belongings and not borrow things unless specifically given permission. When a room is shared, it belongs to both roommates equally.

If you are having problems with your roommate, talk about it directly with each other and try to figure out a solution. If direct communication does not work, talk to your Resident Assistant (RA) or to your Resident Director (RD), or Director of Apartment Living. Director of Counseling Services, Jon Loetterle, (402) 461-7424, is also available for consultations about roommate problems.

Roommate Changes: Roommate changes will not be considered until all attempts at resolution have failed.

Students may request a roommate change by contacting their RA, ARA and Resident Director or Director of Apartment Living and by filling out a “Roommate Change Form” after the beginning of the each semester’s two week room freeze. A completed Roommate Change Form goes to the Director of Residence Life to process the move.

Smoking, E-Cigarettes and Chewing Tobacco: Smoking, e-cigarettes and vaping is prohibited in all on-campus facilities. All policies related to tobacco smoking apply to the use of e-cigarettes. Persons, who choose to smoke outside the residence halls, Bronco Village Apartments or other campus buildings, must stand 50 feet away from the buildings. Each residential facility may have additional policies concerning smoking outside of their building. All cigarette butts should be put in the receptacles provided by the college. Hookahs are not permitted on campus. Chewing tobacco is not permitted in campus housing or academic buildings.

Storage: The College does not provide storage for personal property, beyond what is provided in student rooms. College furniture, including beds, desks, dressers and closets may not be removed from rooms. Students do not have access to any garage that might be connected to or built for an Honors House.

Trash: Residents are responsible for taking the trash from their rooms out to the outside dumpsters. Trash should be emptied on a regular basis for the well-being and comfort of all residents. Residents are not permitted to put personal trash in common areas trash receptacles (e.g., pizza boxes in bathroom trash cans).

Vacation Housing and Early Arrivals to Housing: Room and board charges for the residence halls, Campus Houses and Bronco Village Apartments cover the entire academic year. However during Thanksgiving vacation, Christmas vacation and spring break the dining hall will not be open and food service will not be provided. Resident Directors are on duty during vacations. Students needing to remain on campus for college-related purposes outside of the academic year must have their advisor or coach request permission for them to remain in campus housing by contacting the Office of Student Life, (402) 461-7305. Permission is granted on a case-by-case basis and as residential staffing availability allows; even in these cases, students needing to stay will be encouraged to find other local housing options during the non-academic times of year.

Waterbeds: Waterbeds are not permitted in any residential facility.

HASTINGS COLLEGE HONORABLE LIVING EXPECTATIONS (HONOR CODE FOR ALL RESIDENCE HALLS, CAMPUS HOUSES, AND BRONCO VILLAGE APARTMENTS)

The following Honorable Living Expectations is an Honor Code to remind each resident of their responsibility to the other students with whom they live. Enjoyment of on-campus living depends on the respect and thoughtful consideration students give each other. At Hastings College, every student should strive to live honorably. The principles of honor and integrity are the basis of this Honor Code.

Every student residing in a common space should expect the following:

- A. To read and study free from undue interference. Unreasonable noise and other distractions inhibit the exercise of this.
- B. To sleep without undue disturbance from noise or guests.
- C. To expect that one's personal belongings will be respected.
- D. To live in a clean environment.
- E. To have free access to one's room and facilities without pressure from other residents.
- F. To have respect and privacy.
- G. To host guests with the expectation that guests are to respect the rights of the host's roommate(s) and other residents.
- H. To address grievances civilly.
- I. To be free from fear of intimidation, physical and/or emotional harm.
- J. To expect reasonable cooperation and the use of shared appliances (refrigerator, microwave, etc.) and a commitment to honor agreed upon procedures.
- K. To take responsibility for one's actions.

Campus House and Bronco Village Apartment Policies and Guidelines

Campus Houses and Bronco Village Apartment Check-in and Check-out – See the Hastings College Housing Calendar for specific dates and times for check-in and check-out. If you have questions about this procedure, contact the Babcock Hall Resident Director for Campus House questions at 530.574.9787, the Director of Apartment Living for Bronco Village Apartment questions at 402.303.9363 or the Director of Residence Life at 402.461.7305.

When moving out of the campus houses, you should contact the Babcock Hall Resident Director directly to setup a time to complete the room check-out form and turn in your keys. Moves from a house to another location on college may not be made without the prior approval of the Director of Residence Life.

When moving out of the Bronco Village Apartments, you should contact your Apartment Resident Assistant directly to complete the room check-out form and turn in your keys. Moves from one apartment to another may not be made without the prior approval of the Director of Apartment Living and the Director of Residence Life. When moving to another apartment, students must complete the checkout and check-in procedures with your Apartment Resident Assistant or Director of Apartment Living.

Response to the Director of Apartment Living, the Babcock Resident Director and Other College Staff –

The Director of Residence Life, Babcock Hall Director, Director of Apartment Living, the Bronco Village Residence Life staff or other college staff may contact you or request information about a variety of things such as a maintenance request, safety issues, etc. Your timely response allows us to provide you with quality assistance. It is also your responsibility to cooperate respectfully with all Residence Life, Campus Safety, and other college staff should they speak with you about inappropriate behavior.

Security – It is the responsibility of every students ensure the College has a safe and secure living and learning community. The Campus Houses, apartment buildings and rooms are provided with good safety equipment and the services of Campus Safety. You should promptly report any incident of theft, vandalism, or unsafe conditions

to Campus Safety and/or to a Resident Director, Director of Apartment Living or an Apartment Resident Assistants. Whenever possible, please furnish a detailed description of the situation/offender, date and time of day, make and color of car, license plate number, etc. Please call Campus Safety 402.984.8064 to report any suspicious activity or to report an emergency. Dial 911 to report emergencies and to access Hastings Police/Fire/medical personnel. A report can also be submitted electronically via the following website: www.hastings.edu/concerns.

Access to Bronco Village Apartments by electronic FOB – Your Hastings College electronic fob contains a computer chip with your personal electronic code. Your acceptance and use of the fob is subject to your compliance with the following guidelines:

- A. For the safety of the community and its residents, you should immediately report lost or stolen fob to the Director of Apartment Living or Campus Safety. Your number can then be programmed out of the computer to prevent unauthorized use of the fob.
- B. **Do not let other people use your fob as this compromises the safety of all residents.**
- C. Mere possession of a fob does not necessarily confirm right of entry. Therefore, please do not assist anyone who appears to be having difficulty gaining entry. Please do not let someone whose access privileges have been revoked, or guests of others, enter the property with your card.
- D. All guests and residents are required to enter the building through the main entryway, not through the first floor patio doors. Patio doors must be locked at all times, since unlocked doors on **the first floor compromise the security of the whole building.**

Keys – Keys for both Campus Houses and Bronco Village Apartments belong to Hastings College and must be returned to the Director of Apartment Living or the Babcock Resident Director at the end or termination of your lease. You are not allowed to duplicate any keys. If you are locked out of your apartment, you will need to call your Apartment Resident Assistant, Director of Apartment Living or Campus Safety. If you are locked out of house, you will need to call Campus Safety. There is a \$10 charge for having your door(s) unlocked; the amount will increase for those who constantly need to be let into their apartment or house. **Lost keys may be subject to re-keying of the entire apartment or house for the applicable resident at a minimum cost of \$200.**

Personal Security While inside Your Campus House or Bronco Village Apartment (*this list is not designed to be an all-inclusive list, but is intended to provide some basic suggestions*) –

- A. Lock your doors and windows, even while you are inside.
- B. Use locks on the doors while you're inside your house and when you leave it; this includes individual room doors and windows.
- C. When answering the door, speak through the door and ask who is there. If you don't know the person, first talk with him or her without opening the door. Don't open the door if you have any doubts.
- D. Bronco Village Apartment Residents: If you are concerned because you have lost your fob or because someone you distrust has an fob access, ask the Director of Apartment Living or Campus Safety to re-code the system.
- E. Please call Campus Safety (402) 984-8064 to report any suspicious activity to report an emergency. Dial 911 to access Hastings Police/Fire/medical personnel. Campus House residents please inform the Babcock Resident Director and Bronco Village Apartment residents please inform the Director of Apartment Living in the case of any emergency.
- F. Check your smoke detector monthly for malfunctions.
- G. Check your door locks, window latches, and other security devices regularly to be sure they are working properly.
- H. Immediately report the following to the Babcock Resident Director, Director of Apartment Living (for Bronco Village Apartments) or the Office of Student Life by e-mail or in writing, dated and signed:
 1. Any need for repairs of locks, latches, doors, windows, and smoke detectors.
 2. Any malfunction of other safety devices outside your dwelling, such as, burned-out lights in

stairwells and parking lots, blocked passages, broken railings, etc.

- I. Close curtains, blinds and window shades at night.
- J. Mark or engrave identification on valuable personal property.

Personal Security While outside Your House or Apartment Unit (*this list is not designed to be an all-inclusive list, but is intended to provide some basic suggestions*) –

- A. Lock your doors while you are gone.
- B. Close and latch your windows while you are gone, particularly when you are gone for an extended period.
- C. Tell your roommate where you are going and when you will be back.
- D. Don't walk alone at night.
- E. Don't hide a fob or key under the doormat or outside of house/apartment unit.
- F. Don't lend your fob or key to anyone.
- G. Let a Resident Assistant and/or a Resident Director and your friends know if you will be gone for an extended time. Ask your apartment neighbors to watch your unit when you are gone. Take valuables with you.
- H. Carry your fob or key in your hand, in daylight or dark, when walking to your entry door.

Parties and Large Group Gatherings – Parties and large group gatherings are permitted in the Campus Houses or Bronco Village Apartments with the consent of your roommates.

- Campus Houses: A group is no larger than 2 people per resident in and out of the house.
- Bronco Village Apartments: A group is no larger than 12 people in and out of the apartment.

Parties may not expel onto the lawn, outside of the house or apartment hallway. Remember that the noise and alcohol policies still pertain. **On Sunday through Thursday, no party shall go longer than midnight. On Friday and Saturday, parties shall end by 1:00 am.** The college has the right to ask people to leave any campus or college owned house due to violation of college policies.

Number of Occupants, Guests and Overnight Guests –

- Campus House: The maximum number of people living in a house shall be no more than the number assigned by the Director of Housing. The maximum number of people allowed in a house for a social event (including the residents) is 2 guests per resident. **All overnight guests who are non Hastings College students must be registered with the Babcock Hall Director.**
- Bronco Village Apartment: The maximum number of people living in a unit shall be no more than four people of the same sex in a four-bedroom unit. The maximum number of people allowed in an apartment for a social event (including the residents) is 12. **All overnight guests who are non Hastings College students must be registered with the Director of Apartment Living.**

Residents are responsible for their guests' compliance with all Campus House and Bronco Village Apartment Policies and other Hastings College policies, including parking regulations. The college may disallow any guest if concern arises for the health, safety and comfort of any or all parties or if such visitation interrupts the normal living and learning environment of residents. An adult must supervise visiting children (16 and under) at all times. Occasional overnight guests over the age of 18 are welcome and may be accommodated for up to three nights. **Siblings or prospective students under the age of 18 may stay as occasional guests with the prior approval of the Office of Student Life.** Residents who abuse the privilege of having overnight guests will be subject to disciplinary which may include eviction. The college reserves the right to pursue disciplinary action against couples cohabiting, even if the housemates or apartment-mates have given permission.

Noise – You and your guests are responsible for respecting the rights of others at all times (24 hrs.) and for behaving in a manner that is conducive to sleeping and studying. Noise should be kept to a minimum Sunday through Thursday, 10 pm-10 am and Friday and Saturday, midnight-noon. High volume sounds from home and car stereos, televisions, electrical instruments, and other equipment are not permitted. You are expected to show

consideration and courtesy to other residents **24 hours a day, seven days a week**. Noise should not be heard from more than one door away outside your apartment. In some cases police may be called, however please call the following and not the police. If you have a concern about noise, please contact college staff in this order until you are able to get help:

	Campus House Residents:	Bronco Village Apartment Residents:
1st contact:	Babcock Resident Director	Apartment Resident Assistant on duty
	(530) 574-9787	(402) 469-2392
2nd contact:	RD on Call	Director of Apartment Living
	(402) 461-1313	(402) 303-9363
3rd contact:	Campus Safety	Campus Safety
	(402) 984-8064	(402) 984-8064

Parking at Campus Houses or Bronco Village Apartments – All vehicles that you operate on the property must be registered at the Office of Student Life. You may not store commercial vehicles, boats, campers, trailers, or large recreational vehicles on the property, NOT even temporarily. You also may not store inoperable vehicles on the property. All vehicles that have not been properly registered may be towed at the owner’s expense. You may not maintain, repair or wash vehicles on the property. No valuables should be left in cars. Cars should be locked at all times. Motorcycles and all other motorized two or three-wheeled vehicles must be licensed for operation on public roadways and must be registered at the Office of Students Life. All motorcycles must be parked in a regular parking space and not on the grass or walkways.

Speed Limit at Bronco Village Apartments – The speed limit in the Bronco Village parking lot is 10 miles per hour.

Bicycles at the Campus House or Bronco Village Apartments: If you keep a bicycle on the property, you do so at your sole risk of loss or damage. Do not chain bicycles to trees, buildings or fences.

- Campus House – You must register your bike with the Office of Student Life.
- Bronco Village Apartments – Bicycle racks are supplied around each unit for your convenience. You must register your bike with your Apartment Resident Assistant.

Barbecue Grills at Campus Houses or Bronco Village Apartments –

- Campus House – The use of a personal gas grill is allowed outside of the Campus House if it is located away from house/buildings. Residents wishing to use a personal gas grill must meet with the Babcock Resident Director to designate a specific location outside of the house that is safe for grilling. Community grills are not provided for Campus Houses.
- Bronco Village Apartments – The use of personal grills anywhere on apartment property, including balconies is strictly prohibited because they are a fire hazard. Residents with personal grills on their patios or balconies will be requested to remove them. Community grills are provided for Bronco Village residents. After using the community grills, please leave the equipment, grills, and area clean for the next person.

Trash at Campus Houses and Bronco Village Apartments – Residents are responsible for disposal of their own trash. Please place all trash in tightly closed plastic bags and immediately deposit them inside the college owned dumpsters. Trash should not be left on the porch/lawn/balcony/patio outside your house or apartment for any period of time. If this occurs, residents of the house may receive a violation fine.

Common Areas at the Campus Houses and Bronco Village Apartments – You are expected to use common sense and consideration for others when using the house or apartment grounds, laundry facilities, hallways and other common space areas. Your use of the common areas is a privilege. Do not make loud noise or play loud music on the grounds or in the common areas.

Laundry Facilities – Laundry facilities are for the residents of each Campus House or Bronco Village Apartment only. Residents are solely responsible for unattended laundry. If you have problems with the machines please contact the vendor directly; their number can be found on each machine.

Bronco Village Apartment Patios and Balconies – We ask your assistance in maintaining a clean and attractive appearance throughout the property including patios and balconies. Please keep patios and balconies free of clutter and swept clean. We ask that you use only outdoor patio furnishings. In addition, please do not dry clothing/linens or store heavy or unsightly materials on your patio or balcony. No alcohol boxes or alcohol paraphernalia may be stored on the balcony. Christmas or decorative lights may only be used on the patios and balconies. Christmas lights may only be displayed one week before Thanksgiving break and must be taken down before Christmas break. For the safety of others, do not throw any items, including cigarette or cigar butts, from your balcony. Please make sure that all patio doors are locked at all times due to unlawful entry to the building. **Anyone climbing on balconies will receive a referral, and will be sent to the Residence Life Conduct Board for a judicial hearing and sanctioning.**

Smoking Prohibited – In accordance with Hastings College Smoking Policy, smoking, including cigarettes, e-cigarettes and vaping is prohibited inside a Campus House or the Bronco Village buildings and within 50 feet of the house or building entrances.

Bronco Village Apartment residents may smoke on the balcony/patio outside your unit. If you choose to do so, please dispose of all smoking materials in a container provided by you for your balcony. It is your responsibility to clean and maintain the container. We ask your assistance in keeping the grounds outside your unit clean and attractive. Please do not throw cigarette or cigar butts off the balcony or on the ground outside of your unit.

Alcohol in a Campus House or Bronco Village Apartment – The possession or consumption of alcoholic beverages is allowed in all Campus Houses and Bronco Village Apartments provided all residents of that house are of legal age to consume alcoholic beverages (21 years of age), and have applied for, been approved and display an alcohol tolerance permit. All policies and sanctions also apply to guests.

- A. No kegs of any size or large amounts of alcohol are allowed.
- B. No glass containers of alcohol are allowed.
- C. No open containers of alcohol. No alcoholic beverages will be allowed on the apartment balconies, in the hallways or public areas, including parking lots, hallways, grass areas, and common areas.
- D. The display of containers that held or were intended to hold alcohol or alcohol signs of any type are not permitted in windows, on patios or balconies or public areas.
- E. No “home brewing” of alcohol.
- F. Alcohol Tolerance Permit – Alcohol tolerance is a privilege and Hastings College reserves the right to terminate these privileges at any time. To obtain an alcohol tolerance permit, residents of a Campus House or Bronco Village Apartment must request (in writing) an application from the Director of Apartment Living. An alcohol tolerance permit can be applied for when:
 - 1. All residents of a house are of legal drinking age.
 - 2. Have no outstanding alcohol related infractions against them (publicly or with Hastings College).
 - 3. All residents have successfully completed the alcohol awareness educational requirement.
 - 4. If an alcohol tolerance permit is issued, it must be placed and remain in a highly visible area

inside the house or apartment (on the side of a refrigerator) and easily accessed. Any application will be carefully reviewed by members of the Student Life team.

Illegal Drugs and Controlled Substances – See the Hastings College policy on the **Possession and Use of Alcohol and Other Drugs**.

Satellite Television Dishes – You may not install a satellite television dish at any Campus House or Bronco Village Apartment.

Identification – All Hastings College students, guests and visitors must carry a photo ID with date of birth; HC students must carry their HC ID (via the HC app or a physical college ID). Failure to carry one and produce it when requested by college staff in a Campus House or Bronco Village Apartment will result in a fine or removal from the College owned property.

Conflicts Among Residents in a Campus House or Bronco Village Apartment – Residents with concerns about a housemate, apartment mate or neighbors should follow these guidelines:

- **Campus House Residents process** –
 - A. The complaining resident discusses the problem with the Babcock Resident Director. This person is trained and will offer tips on how to talk with housemate. The complaining resident will then addresses the concern directly with housemate. However, if needed the Babcock Resident Director will be a mediator or find another official to mediate any conflict resolution.
 - B. College staff will follow up with the complaining resident. If the problem remains, a resolution meeting is held among housemates and staff. A housemate/neighbor contract may be formulated to help negotiate a compromise.
 - C. Only after the Babcock Resident Director feels that the house mate resolution process has been given a chance will changes in housing assignments be considered. Failure to get along with housemates/neighbors is not grounds for housing contract termination.
- **Bronco Village Resident process** –
 - A. The complaining resident discusses the problem with the Apartment Resident Assistant assigned to their building and/or the Director of Apartment Living. These people are trained and will offer tips on how to talk with apartment mate/neighbor. The complaining resident will then addresses the concern directly with apartment mate/neighbor. However, if needed the Director of Apartment Living will be a mediator or find another official to mediate any conflict resolution.
 - B. College staff will follow up with the complaining resident. If the problem remains, a resolution meeting is held among apartment mate neighbors and staff. An apartment mate/neighbor contract may be formulated to help negotiate a compromise.
 - C. Only after the Director of Apartment Living feels that the apartment mate/neighbor resolution process has been given a chance will changes in unit assignments be considered. Failure to get along with apartment mates/neighbors is not grounds for housing contract termination.
 - D. Apartment-mates/neighbors electing not to work through this prescribed resolution process may face disciplinary action or eviction.

Maintenance Concerns and Emergencies – Except during emergencies, all maintenance concerns need to be submitted in writing via the Physical Plant ticket system at login.myschoolbuilding.com. Maintenance concerns can also be directed in writing to the Babcock Hall Director for all Campus House residents and the Director of Apartment Living for all Bronco Village residents. Verbal requests are not permitted due to the lack of written record. For serious maintenance concerns or emergencies, including water leaks and equipment malfunction contact Physical Plant Services, (402) 461-7337 or Campus Safety, (402) 984-8064. Security issues, power failures, fires, losses of heat (if the outside temperature is below 40 degrees F), losses of air conditioning (if the outside temperature is above 90 degrees F), and rising water are considered emergencies.

Carpet Care – To reduce damage and preserve the appearance of your carpet, you should vacuum at least once a week. If a food/beverage spill occurs, immediately wipe it up with cold, wet cloth. Campus House residents need to be sure to contact the Babcock Hall Director and Bronco Village Apartment residents need to be sure to contact the Director of Apartment Living right away if you have difficulty removing the stain. A rug shampooer is available upon request.

Fire Safety Equipment/Evacuation – As a resident of a Campus House or the Bronco Village Apartment community, you are relied upon and held responsible for keeping fire safety equipment in good working order. Therefore, you may not render the smoke detector(s) in your house or apartment unit inoperable. Report any malfunctioning or inoperable smoke detector(s) to Physical Plant Service (402) 461-7337 or after-hours to Campus Safety (402) 984-8064. Hanging items on or near the sprinklers located in your house or apartment unit is prohibited.

For your protection and safety, in case of fire, you and your guests are required to evacuate your house and pull the fire alarm on your way out of the building. You and your guests are required to evacuate your house or apartment unit and building any time the fire alarm sounds. *Residents who do not evacuate will be subject to Hastings College disciplinary action and referral to state/local law enforcement agencies.*

Weather Evacuation – In the event of a severe weather alert from the National Weather Service (via emergency siren, radio, television or other means):

- Campus House residents present should proceed immediately to the storm shelter located in each house and remain there until given an all clear signal.
- Bronco Village Apartment residents present should proceed immediately to the storm shelter located in the basement of apartment building 917 and remain there until the weather threat has passed or given an all clear signal to return to their apartment(s). All resident electronic fobs are programmed to open the storm shelter in the basement of 917.

Campus Houses Policy

If the Babcock Resident Director, the Office of Student Life or other college official have a concern about your actions or those of your guest(s), they will request that the behavior/activity stop. They may then request that you and your guests provide identification. Guests may be asked to leave a Campus House. If a violation of the Campus House policy or college policy has occurred, the Babcock Resident Director, the Director of Residence Life or other college staff will complete a violation form. The person involved will receive a copy of the violation form, Babcock Resident Director and the Office of Student Life. **Please note that a lack of cooperation with any college staff will be taken into consideration when the Residence Life Conduct Board reviews the incident and makes any related decisions.**

Bronco Village Apartments Policy

If the Director of Apartment Living, an Apartment Resident Assistant(s) or other college official have a concern about your actions or those of your guest(s), they will request that the behavior/activity stop. They may then request that you and your guests provide identification. Guests may be asked to leave Bronco Village. If a violation of Bronco Village policy or college policy has occurred, the Director of Apartment Living, Apartment Resident Assistants or other college staff will complete a violation form. The person involved will receive a copy of the form, as will the Director of Apartment Living, Apartment Resident Assistant and the Office of Student Life. **Please note that a lack of cooperation with the Director of Apartment Living or the Apartment Residence Life Staff or other college staff will be taken into consideration when the Residence Life Conduct Board reviews the incident and makes any related decisions.**

Hastings College Residence Hall, Campus House and Bronco Village Judicial Expectations

The college expects students to exercise common sense, respect and basic courtesy when living in the residence halls, a Campus House or a Bronco Village Apartment. Students whose behavior violates college policy will be given a referral to the Residence Life Conduct Board or Office of Student Life for disciplinary action. The Residence Life Council Board is part of the Hastings College student judicial system. Please see the “Student Code of Conduct” section in the Student Handbook for further information about the student judicial system.

HASTINGS COLLEGE HOUSING CALENDAR 2018-2019

New Students Check-In	August 19, 1:00 pm–4:00 pm
Returning Students Check-In	August 21, 1 – 4 pm
Fall Break – Open	October 15 – 16 (Dining Hall hours shortened)
Thanksgiving Break	November 21 – 23 (No meal service)
Christmas Break	December 12 – January 2 (No meal service)
J-Term Res Halls Move-in for New Students	January 2, 1 pm – 4 pm
J-Term Begins	January 3
J-Term Break	January 23 – 25 (Dining Hall hours will be limited)
Spring Semester New Residents Check-In	January 27, 1 – 4 pm
Spring Semester Begins	January 28
Spring Break	March 18 – 22 (No meal service)
Easter Break – Open	April 20 – 22 (No meal service)
Final Closing for Summer	May 17, 12 noon*

*After spring semester finals, students must check-out of their residence hall 24 hours after their last exam. This is to give other students who still have exams the opportunity to study in a quiet environment.

The Bronco Village Apartments & Campus Houses

Residents May Begin Check-in	August 21, 9 – 11 am
Fall Break – Open	October 15 – 16 (Dining Hall hours shortened)
Thanksgiving Break	November 21 – 23 (No meal service)
Christmas Break	December 12 – January 2 (No meal service)
J-Term Res Halls Move-in for New Students	January 2, 1 pm – 4 pm
J-Term Begins	January 3
J-Term Break	January 23 – 25 (Dining Hall hours will be limited)
Spring Semester New Residents Check-In	January 27, 1 – 4 pm

Spring Semester Begins	January 28
Spring Break	March 18 – 22 (No meal service)
Easter Break – Open	April 20 – 22 (No meal service)
Final Closing for Summer	Sunday, May 20, noon*

*After spring semester finals, those who are not participating in commencement ceremonies must check-out 24 hours after their last exam and no later than noon on Friday.

Questions on the Campus Housing Calendar dates may be directed to Chandra Essex, Director of Residence Life, 402.461.7704.

CAMPUS POLICIES

Hastings College is an educational institution in which a positive atmosphere of learning and a shared sense of community are highly valued. The College prides itself upon the principles of academic and personal integrity, mutual and self-respect, and individual responsibility.

Hastings College strives to provide a community environment that will reflect the finest traditions of our Western-Christian Heritage. It seeks to do this through the example of its administration, faculty, and staff; the philosophy and quality of its educational program; in applying Christian ideals to everyday life; and in holding high expectations for all its students.

Bullying and Harassment

Bullying and harassment include any inappropriate conduct, comments, or deliberately hurtful behavior towards a Hastings College community member that the person knew or reasonably ought to have known would cause that community member to be humiliated or intimidated. Bullying and harassment can be a single incident or can happen over a period of time. It can be either physical, verbal or indirect or a combination of any of these forms. Often it includes one or more of the following: intimidation, exclusion, rumor-spreading, name-calling, anonymous messages, damage to or theft of personal property. Examples of bullying can include cyberbullying, sexual and sexist bullying, racist and religious bullying, homophobic bullying and disability bullying. Students are encouraged to report all incidents of bullying to the Title IX Coordinator at 402.461.7300, by email at hccares@hastings.edu, or reported to www.hastings.edu/concerns. Appropriate action will be taken according to the guidelines of the Student Code of Conduct or HC Cares Policy.

Chapel Hour Policy

Hastings College was established in 1882 by Presbyterians who firmly believed that the life of the mind and the life of the spirit go hand in hand. Every Wednesday throughout the semester, the Hastings College community gathers in French Memorial Chapel for worship at 10:00 am. No other campus activities are scheduled during this hour, so that students, faculty and staff may attend worship.

Class Attendance

While class attendance policies of individual faculty members may vary in matters of detail, regular class attendance is expected and required of all Hastings College students in all classes. Faculty members have the authority to request students with excessive absences to withdraw from their classes. It is essential that each student consult directly with the course instructor regarding each and every absence for class, including those that may be related to college-related activities. Students are responsible for contacting professors directly to discuss missed classes, missed assignments and to inquire about an excused absence. No student is ever excused from being responsible for material covered in class during an absence. Please refer to the Hastings College Catalog for information about class attendance. Questions on class attendance may be addressed to the Office of the Academic Affairs, 402.461.7326.

Diversity Team

Hastings College has made a commitment to work toward a campus that is free from all discrimination and that celebrates the diversity of its various community members. To maintain this commitment, Hastings College has established a Diversity Team (DT). This is an open group comprised of students, faculty and staff and is chaired by the Dean of Student Life on campus; to provide support to students who are affected by discrimination; and to support and cooperate with diversity related organizations on campus. More information can be found at www.hastings.edu/diversity.

Reports of discrimination incidents should be made to the Title IX Coordinator, the Dean of Student Engagement, or Dean of Student Life. Reports can also be emailed to hccares@hastings.edu or to www.hastings.edu/concerns. See the sections below on Sexual Harassment and Sexual Misconduct for information about making reports of incidents of these types.

BroncoWeekly

Students, faculty, and staff wishing to make campus-wide announcements may submit them to [BroncoWeekly](http://www.hastings.edu/broncoweekly) announcements at www.hastings.edu/broncoweekly/bronco-weekly-submission-form. Deadline for submission is weekly by 11 am on Friday. Students violating the policy and sending emails to all or a significant portion of students or to all or a significant portion of faculty and staff will be subject to the college disciplinary system. Contact the Office of Marketing and Communications if you have questions.

Limitations on BroncoWeekly:

1. No attachments although links to important information may be included.
2. No announcements for for-profit, commercial entities.
3. Make sure that the sponsoring group for an event/program is identified.
4. No announcements for student events held at bars and/or taverns.
5. No announcements for events where alcohol is involved.
6. Announcements for non-profit organizations will be considered on a case-by-case basis.
7. No opinion pieces, only information.
8. "Book selling/Buying" and "Looking for a Roommate" announcements will be considered on a case by case basis.
9. Bronco Village Apartments or houses to be sold or rented will be advertised only when owned by a current student or employee of the college.

For further information on computer use, see the complete Appropriate Computer Use Policy on the following pages or on MyHC.

Endangering Self or Others/Self-Care

Being a positive member of the Hastings College community requires the ability to assure one's own welfare and meet traditional, basic obligations. This means, in part, that students must be willing and able to care for themselves and behave in ways that will not cause problems for themselves or those around them, nor negatively impact the welfare, safety and success of other community members. Examples would include, but are not limited to, caring adequately for one's physical and emotional health, dealing appropriately with life challenges, getting along with others successfully, making adequate academic progress and not causing or threatening to cause harm to one's self.

The College offers a number of resources to assist with academic, emotional, and physical stress. It is the expectation that students will seek out and/or accept services (on-campus or off) when in need. If the college believes that a student's health or behaviors may endanger themselves or other members of the campus community, the college reserves the right to require that the student vacate campus housing and/or withdraw from the college. In addition, the college reserves the right to contact a student's parent or legal guardian if a student may be a

danger to self or others.

Firearms, Weapons and Fireworks

Firearms, weapons and fireworks of any description are prohibited on Hastings College property. This prohibition includes, but is not limited to, all handguns and rifles, airsoft guns (and similar guns which fire projectiles), BB guns, potato guns, paintball guns, explosives, fireworks, firecrackers or dangerous chemicals, shells, blow darts, bows and arrows, and hunting and fishing knives. The college reserves the right to decide what is prohibited under this policy. **Note: The carrying of concealed weapons is prohibited on the Hastings College campus under college policy and by Nebraska State Law.** Secure off-campus storage for hunting equipment and guns can be arranged at the Four Rivers Gun Club. Contact Ron Hergott, Lifetime Sports Director, for more information on storage at 402.461.7316.

Fundraising/Sponsorship/Advertising/Underwriting

Faculty, staff and students are required to have approval from the Hastings College Foundation, prior to soliciting funds for any group or individual cause or program directly or indirectly connected to the college. This includes, but is not limited to, selling merchandise, soliciting advertising, asking for donations (cash or non-cash donations) and applying for grants. Please contact Mike Karloff, 402.461.7473 or mkarloff@hastings.edu to request approval.

Parent/Guardian Notification

Notification: Parents and guardians of Hastings College students are always encouraged to contact appropriate offices with questions or concerns about their student's progress. Hastings College adheres to the protection of student privacy rights through FERPA (Family Education Rights and Privacy Act). Generally, college officials notify parents or guardians (e.g by phone or by mail) in consultation with the appropriate office(s) and/or the Student Concerns Committee in at least the following cases:

Behavioral/Health

1. Violation of the college's drug/alcohol policies.
2. Suspension from campus residency or the college.
3. Serious health concern (as determined by the health and/or counseling center and on a case by case basis).

Academic

1. Mid-semester grade report with two grades of D or one grade of F.
2. Drop below full-time enrollment
3. Multiple faculty notices of non-attendance (in consultation with the faculty and on a case by case basis).

Recordings

Students may not make audio and/or video recordings of meetings with college officials unless all parties are aware and approve of the recording. When requested, both parties should have equal access to any approved recording.

Scooters and Hoverboards

Scooters and other wheeled transportation (except for equipment needed due to a current disability) may not be ridden in campus buildings. Hoverboards may not be used, charged or stored on campus grounds or in any building at any time. Gas-powered scooters may not be parked or stored inside campus buildings.

Smoking and Chewing Tobacco

Smoking is prohibited in all campus facilities. Persons, who choose to smoke outside the residence halls or other campus buildings, must stand 50 feet away from the buildings. Each residence hall may have individual policies

concerning smoking outside of that building. All cigarette butts should be put in the receptacles provided by the college. Hookahs are not permitted on campus.

Chewing tobacco and vaping is not allowed in academic buildings or in campus housing. Those who use chewing tobacco or vaping in non-academic and non-residential buildings are required to use safe and proper disposal methods.

Texting and Emergency Text Alerts

Texting during class or events such as music and theater events, speeches, and other campus performances is discouraged. Students may be asked to leave these venues if texting during them. Students may leave phones on and in silent mode during these events in order to receive any emergency alerts sent by the college. All emergency alerts from the college will be sent both by e-mail and text message.

FERPA: Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. See full policy in the Hastings College Academic Catalog.

Posting of Signs, Campus Displays and Chalking, Community Advertising

Any campus entity, group or organization wishing to advertise outside the college must first have the approval of the Office of Marketing and Communications, 402.461.7743 or mhowie@hastings.edu.

All signs posted on campus must have the stamp and approval of the Office of Student Life. Stamps are available in the Office of Student Life. All signs not bearing this stamp of approval will be removed. Forgery of this stamp is a violation of the Student Code of Conduct. Signs having been approved for longer than six weeks may be removed.

Posters are generally approved for official student organizations, faculty, and staff. Posters for nonprofit organizations may be approved. The Office of Student Life reserves the right to refuse any posters, especially those of a controversial nature or for events not sponsored by a Hastings College entity. No posters will be accepted for events held at bars or taverns. Events held at such alcohol-tolerant locations as The Lark and Winestyles may be approved if the events are related to academic activities. Posters for businesses and for-profit entities will not be approved and such entities are referred to The Collegian which accepts advertising for publication.

Poster sign sizes: the smallest poster size 8 ½" x 5 ½", (half sheets), and the largest, standard poster board size, (approx. 22" x 28"). Posters should be tacked to cork bulletin boards wherever possible. When bulletin boards are not available, posters may be taped up for display only on approved surfaces e.g. surfaces which will not chip and peel when the posters are removed. (A good example of this type of surface is the ceramic tile walls in Hurley-McDonald) Do not put posters on painted walls. Windows should be avoided wherever possible.

In deference to guests at the college, posters may not be placed in the restrooms of the Library, Hazelrigg Student Union, the Arena, the Stadium, Hurley-McDonald, Fuhr Hall and the Chapel.

In addition to posters, the Office of Student Life reserves the right to refuse and/or to alter any displays on campus including signs, banners and the chalking of walk-ways. In deference to campus visitors, chalking may not be done on the sidewalk entries to the chapel, Hurley-McDonald and the Daugherty Center.

HC CARES POLICY

(Sex or Gender Based Harassment, Discrimination or Sexual Misconduct)

Hastings College (HC) is committed to fairness and equity in all aspects of the educational experience and, therefore, prohibits sex/gender based harassment, discrimination, and sexual misconduct. The full updated and current policy can be found at www.hastings.edu/hccares. This policy applies to allegations of sex/gender based harassment, discrimination and sexual misconduct that takes place in any College program or activity that happens either on or off-campus including overseas programs. All members of the College's community are subject to this policy including, but not limited to students, faculty, administrators, trustees, staff, coaches, and

independent contractors, as well as others who participate in College programs and activities, regardless of sexual orientation or gender identity.

- **Sexual Harassment** is unwelcome, sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct.
- **Sex/Gender Based Discrimination:** the College is committed to equal employment opportunity and prohibits discrimination on the basis of sex, sexual orientation, gender identity, pregnancy or other characteristic protected by Title IX. Additionally, all work areas should be free of any behavior, conduct, actions, or materials that could result in sex/gender based discriminatory insults, intimidation, or harassment.
- **Sexual Misconduct: Non-consensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force.
- **Sexual Misconduct: Non-consensual sexual intercourse** is any sexual intercourse or penetration, however slight, with any object, by a person upon another person that is without consent and/or by force.
- **Intimate partner violence** is violence or emotional and/or psychological abuse between those in an intimate relationship toward each other, includes Dating and Domestic Violence.
- **Stalking** is a course of conduct that involves any behaviors or activities occurring on more than one occasion that collectively instill fear in the victim and/or threaten their safety, mental health, and/or physical health. Examples include: non-consensual communications (in person, text, phone, social media, email), surveillance, or showing up at the targeted person's classroom or workplace.
- **Retaliation** is any adverse action, against another person for reporting an incident, filing a complaint or participating in an investigation pertaining to an alleged violation of HC Cares Policy, which includes any act of sex/gender based harassment, discrimination or sexual misconduct.
- **Acts of Sex or Gender based Hazing and Bullying** are also included under this policy.

Rights of the Reporting and Responding Party

Hastings College strives to provide the entire campus community with fair and equitable resolution process that include both informal and formal options.

Reporting Rights:

- Reporting parties have the right to notify the Hastings Police Department (HPD) of incidents and to receive assistance from campus personnel in doing so.
- Reporting parties may decline to report to HPD if they so wish.
- Reporting parties have the right to have their allegations investigated and resolved by Hastings College.

Fairness Rights:

- All members of the campus community have the right to have reported incidents addressed according to the published HC Cares policy and procedures.
- All parties have equal opportunities to have an advisor/support person of their choosing present throughout all resolution proceedings (including intake, interviews, sanctioning, etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.
- Reporting parties and witnesses will receive amnesty for minor infractions (i.e., alcohol and drug violations) that are secondary to the reporting incidents of sexual misconduct.
- Reporting parties, their supporters, and witnesses have a right to be free from retaliation.

Support Rights:

- Students have a right to be notified of their ability to access campus counseling and health services.
- Students and employees have a right to be notified of on and off campus support resources.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting and Responding parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal, civil, or tribal courts, and may seek the help of Hastings College in requesting and/or enforcing.

HC Cares Policy – Confidentiality

To make informed choices, all parties should be aware of confidentiality & privacy issues, as well as institutional mandatory reporting requirements.

CONFIDENTIAL REPORTING: If reporting students wish that details of an incident be kept confidential, they should speak with a campus mental health counselor, the chaplain and/or a member of our health service staff. All of these College services are free of charge and they can maintain confidentiality. There are also local resources in the Hastings community which include private mental health counselors or the SASA Crisis Center. These resources are confidential and have no duty to report your information to Hastings College.

MANDATED REPORTING: Many Hastings College employees who are not designated above as confidential, are considered responsible to report all the details of which they are aware about in regards to a sexual misconduct incident (see specific list in the HC Cares Policy). They share this information with the Title IX Coordinator. You may request confidentiality to the Title IX Coordinator or Deputy Title IX Coordinator. They will weigh your request against the HC Cares policy, and the need to address and remedy discrimination under Title IX. Generally, Hastings College will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

INCIDENTS INVOLVING MINORS: Hastings College's institutional duties with respect to minors (those under the age of 19), may require reporting of sexual misconduct incidents to local law enforcement. As a result, confidentiality cannot always be guaranteed in sexual misconduct incidents involving minors.

HC procedures are detailed in full in the HC Cares policy at www.hastings.edu/hccares.

The resolution process is confidential & includes these steps:

- Intake Assessment & Preliminary Inquiry
- Investigation
- Disciplinary Findings/Sanction Meeting
- Final Determination
- Appeal Procedure

HC uses a preponderance of evidence standard, which means it is more likely than not that a violation occurred. Sanctions for violations of the HC Cares Policy range from warning and loss of privileges to suspension or expulsion/ termination.

If you experience an act of Sexual Misconduct, here are immediate steps to follow:

- Go to a safe location as soon as you are able.
- Call someone you trust. A friend, family member, or victim advocates are good resources. You do not have to go through this alone.
- Preserve evidence. After sexual violence, do not shower until you have considered whether to have a no-cost forensic sexual assault examination at Mary Lanning Healthcare. After sexual violence, relationship violence, and/or stalking, save the clothes you were wearing (unwashed) in a paper or cloth bag. Take photos of any damage or injury, and keep communication records. Evidence collection should be completed within 72 hours of incident, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained.
- After unwanted physical contact, get medical attention. A medical provider can check for and treat physical injury, sexually transmitted infections or diseases, and pregnancy. You do not need to make a formal report or press charges to receive medical care.

How to report an incident of Sexual Misconduct or HC Cares Policy violation:

- **Contact any of the following for assistance:**
 - a. Submit a report at www.hastings.edu/hccares/making-report
 - b. Email hccares@hastings.edu

- c. Title IX Coordinator at 402.461.7300
- d. Campus Safety at 402.984.8064
- e. Office of Counseling Services at 402.461.7424*
- f. Office of the Chaplain at 402.461.7769*
- g. Office of Student Life at 402.461.7305
- h. Office of Health Services at 402.461.7372
- i. Spouse Abuse Sexual Assault (SASA) Crisis Center (402) 462-5810; Confidential 24-hour Hotline, 402.463.4677*

**Denotes that this resource is privileged. They will talk with you confidentially about your options for additional support services and reporting.*

- **Consider making a formal report and choose how to proceed.** You have options, and are encouraged to contact the Office of Counseling Services to discuss your options: 1) Do nothing until you are ready; 2) Pursue resolution by Hastings College; and/or 3) Initiate criminal proceedings; and/or 4) Initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved by Hastings College, students and employees should contact the Title IX Coordinator in Office of Human Resources or employees can also contact the Title IX Deputy Coordinator in the Office of Student Life. Hastings College procedures will be explained. Those who wish incidents to be handled criminally should contact the Hastings Police Department. A campus official is available to accompany students in making such reports, if desired. Contact the Title IX Coordinator for more information.
- **Amnesty for individuals reporting a potential HC Cares violation:** Hastings College encourages the reporting of harassment, discrimination, sexual misconduct and crimes by all members of our community (i.e. 3rd party reporter and reporting party). At times individuals are hesitant to report to College officials or participate in resolution processes because they fear that they may be accused of policy violations that occurred at the time of the incident, such as underage drinking. It is in the best interest of this community that as many individuals as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College has a Good Samaritan Policy (Hastings College Student Handbook) which offers individuals who are the reporting party, 3rd party reporter, and witnesses of misconduct amnesty from minor policy violations related to the incident. The College pursues a policy of amnesty for students who offer help to others in need. [While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.]

APPROPRIATE COMPUTER USE POLICY

The Hastings College IT Team provides information technology resources and services to students, faculty, administration and staff to further legitimate institutional purposes and programs. All persons associated with and utilizing Hastings College information technology resources are responsible for reading and adhering to the contents of the College's Appropriate Computer Use Policy (see below). The College's information technology resources should be employed appropriately and responsibly. It is important to use these resources in a manner that does not infringe on another individual's academic freedom, does not impede another individual's intellectual inquiry, and does not interfere with another individual's use of these resources.

Appropriate Use

Computer resources are made available to Hastings College students, faculty, and staff for academic, research, and administrative purposes. All individuals who use the College information technology have the responsibility to use them in an effective, ethical, and legal manner.

Inappropriate Use

Any activity involving Hastings College's information technology resources that knowingly interferes with another person's academic freedom, the institution's goals or policies, or violates state or federal law is not acceptable. Some examples of inappropriate use include, but are not limited to:

- Attempting to gain access to personal information, computer accounts, or computing resources for which you are not authorized;
- Allowing others to use one's account to access campus computer resources;
- Not logging off from public terminals, thereby providing others access to computing resources for which they may not be authorized;
- Damaging, altering, or tampering with others' data contained appropriately within or transported by Hastings College computing facilities;
- Violating the confidentiality of information associated with an individual or their research, or information associated with the college;
- Any form of electronic eavesdropping, e.g., examining the contents of data packets transmitted on the campus network;
- Any form of disrespectful, harassing, or threatening activity;
- Violating copyright protection and authorizations, license agreements, and contracts and the circumvention or disabling of controls intended to reduce theft or distribution of materials;
- Any commercial use, or use for profit;
- Transfer and/or unauthorized use of College computer names and addresses;
- Activity on any non-campus network, such as internet, that violates their usage guidelines (see usage guidelines from these various networks).
- Violate copyright laws and their fair use provisions through inappropriate reproduction and/or distribution of music (including MP3 files), movies, computer software, copyrighted text, images, etc.

Many of these examples involve violations of law. For example, unauthorized access to another person's information stored on a computer system is a violation of that individual's right to privacy and is a crime.

The Hastings College IT Team is authorized to investigate and report to College administration when inappropriate usage of information technology resources is detected or suspected. Actions taken may include, but not limited to examining the contents of data files, reports, and system activity logs maintained on College information technology resources. Electronic files and data created, sent, received, or stored on computers and other information resources owned, leased, administered, or otherwise under the custody and control of the college are the sole property of Hastings College.

Results of Misuse

Misuse of computing resources may result in suspension of access to technology resources, referral to an appropriate authority on campus, and/or referral to a law enforcement agency. Disciplinary action by the College may include suspension, expulsion, and requirement to make financial restitution.

Accessing E-Mail

Hastings College provides an e-mail account to every student. Professors, administration and staff regularly send information to these accounts. Students are expected to consistently and frequently check on-campus e-mail accounts for time-sensitive messages. Hastings College e-mail accounts will not be configured to automatically forward to external email services (eg, Yahoo, MSN, etc.).

Mass E-Mail Policy

It is a violation of Hastings College policy for students to send an e-mail to all or a significant number of students, faculty and/or staff without permission from the College. Announcements to the campus should be submitted through Bronco Weekly.

E-Mail Account Termination

Students withdrawing from Hastings College without definitive plans to return the following semester will be provided 60 days to archive messages from a College email account prior to automatic deletion of the account. Graduates from the College will be afforded the opportunity to retain College email accounts on a year to year basis provided the account remains in active use. The College reserves the right to immediately deactivate email accounts for students who have been suspended or expelled.

Passwords

The use of strong passwords to manage access to the college's information resources is encouraged. A strong password generally uses a combination of upper and lower case alpha characters associated with numeric

characters of at least eight total positions in length (e.g. 'eJh048bZ'). As a reminder, passwords should not be shared and should be changed on a regular basis.

Guests Using Campus Wireless Network

Guests wishing to use the campus wireless network may obtain assistance from the IT Helpdesk located in the Hazelrigg Student Union.

POLICY ON POSSESSION AND USE OF ALCOHOL AND DRUGS

Definitions

The term "Alcohol," as used in this shall include alcoholic spirits, liquor, wine, beer, and every substance containing alcoholic spirits, liquor, wine or beer.

The term "illegal drug" shall mean any controlled substance included in Nebraska Revised Statutes § 28-405 (which lists controlled substances regulated under Nebraska criminal laws relating to drugs and narcotics), any "controlled substance" as defined under federal law in 21 U.S.C. § 801 *et seq.*, and any otherwise lawfully available drug (such as over the counter or prescription drugs) used for any illegal or unauthorized purpose.

Philosophy

The College cares about its students and employees, their health, and well-being, and it encourages all individuals to care about each other. The College recognizes that there are many academic and social problems associated with the consumption of alcohol and illegal drugs, which have a negative impact on students, employees, and campus life in general. In recognition of the problems associated with the use of drugs and alcohol on college campuses, and in accordance with the Drug Free Schools and Communities Act of 1989, Hastings College has adopted the following policy regarding the possession and use of alcohol and illegal drugs on and off campus:

Standards of conduct for students and employees of Hastings College and their guests:

1. Actual, attempted or promotion of the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Hastings College property or as part of any Hastings College activity is prohibited.
2. All laws pertaining to alcohol and drug 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.
3. No illegal drugs or paraphernalia may be possessed or used on or off campus by any Hastings College employee, student or guest. The possession and/or use on or off campus of any illegal drug by a Hastings College employee, student or guest will subject the student or guest to disciplinary action, up to and including dismissal from the College.
4. No alcoholic beverages may be possessed or consumed on or off campus by any Hastings College employee, student, or guest under the age of 21.
5. Alcoholic beverages are allowed within the confines of individual Hastings College Bronco Village Apartments or campus houses only if all residents of that particular apartment are of legal drinking age and have applied for, been granted, and display alcohol permit. Alcoholic beverages may not be consumed in individual Hastings College Bronco Village Apartment or campus house if minors are present.
6. On rare occasions and by prior written approval of the Hastings College President, an event for alumni and/or community members being hosted on campus in an academic or administrative building can serve alcohol. Alcoholic beverages cannot be consumed by anyone under the age of 21 and must be served by an approved licensed vendor following all campus, state and federal laws.
7. No alcohol cans, bottles, or paraphernalia are allowed in the College residence halls. No advertising for beer or other alcohol may be accepted in any campus publication or for display on campus.
8. In an effort to deter underage drinking on or off-campus, Hastings College expects these guidelines to be followed at events where alcohol will be served and where HC student may or are present:
 - a. No college funds, including campus organization treasury funds processed through the Hastings College Business Office may be used to purchase alcohol for any student event.

- b. Each student event must ensure compliance with the laws of the State of Nebraska and the Hastings College Code of Conduct.
- c. No posters, signs, or e-mail announcements promoting alcohol may be displayed on campus.
- d. No tickets for any student events with alcohol may be sold on campus.

Legal Sanctions

Local, state and federal laws prohibit the unlawful possession or distribution of alcohol and illicit drugs. Violations of such laws are criminal offenses. Sanctions and penalties for such violations may range from probation to substantial monetary fines and/or imprisonment for substantial time periods if prosecuted in the criminal or civil courts. Additionally, convictions for possessing or selling illegal drugs may impact a student's eligibility for federal student aid.

College Disciplinary Sanctions:

- A. Disciplinary sanctions for students violating alcohol and drug provisions of this policy or the Hastings College Student Code of Conduct will be imposed. These may include, but are not limited to, the following series of sanctions or combination thereof:
 - i. First Violation
 - Parental notification
 - Fine or service hours
 - Mandatory completion of alcohol or drug education program
 - ii. Second Violation
 - Parental notification
 - Fine or service hours
 - Probation
 - Mandatory screening with certified drug and alcohol counselor
 - iii. Third Violation and above
 - Parental notification
 - Fine or service hours
 - Probation
 - Suspension from residency or the college
- B. Hastings College Good Samaritan Policy: Student health and safety are primary concerns of the Hastings College community. Students are expected to contact Campus Safety, a member of the residence life staff, or other college official when they believe that medical assistance for an intoxicated/ impaired student is required. In case of medical emergency or in the event that a college official cannot be reached, students should call 911 for assistance from local police, fire, or medical emergency professionals. When such assistance is sought for an intoxicated/ impaired student, the students and/or organizations seeking help, as well as the individual assisted and others involved, will not be subject to college disciplinary action with respect to the alcohol policy. (This policy does not preclude disciplinary action regarding other violations of college standards, such as causing or threatening physical harm, sexual abuse or violence, damage to property, harassment, hazing, etc. Students should also be aware that this college policy does not prevent action by state and local authorities.)

In order for this policy to apply, the intoxicated student(s) must agree to timely (within 30-60 days) completion of recommended alcohol education activities, assessment, and/or treatment depending upon the level of concern for student health and safety. Serious or repeated incidents (more than one time) will prompt a higher degree of medical concern. Failure to complete recommended follow-up will result in sanctioning up to withdrawal from the college.
- C. State of Nebraska Good Samaritan Law (LB 439): provide limited protection for Nebraskans under the age of 21 who seek medical assistance related to alcohol poisoning. LB 439 will grant intoxicated minors a limited legal immunity when they seek help for themselves or another individual who is in need of immediate medical attention. The law will only apply to those who 1) are intoxicated 2) call for medical assistance and 3) cooperate fully with law enforcement when medical attention arrives.

- D. Consistent with Hastings College responsibility to take action against acts of Sexual Harassment, Misconduct and Violence, a person reporting and bystanders involved the report of such an incident will not be held responsible for an alcohol violation disciplinary sanction under the Policy on Possession and use of Alcohol and Drugs. The responding party (person committing the act) can be held responsible for their actions under the Policy on the Possession and use of Alcohol and Drugs, the Sexual Harassment Policy, Sexual and Misconduct and Violence Policy. Additionally the responding party can also be exposed to criminal and civil proceedings outside of Hastings College.

Support and Prevention Services

Hastings College is committed to increasing employee and student awareness of the issues related to alcohol and drug use and abuse. In an effort to curb the negative effects of alcohol and drug use, the College takes the following steps:

- a. Hastings College provides annual educational efforts to increase awareness about the effects of alcohol and drug use, including in-class and extra-curricular lectures and discussions. Information is also provided through films, posters, and pamphlets, and peer educational efforts promoted through the BACCHUS student organization. BACCHUS is trained annually by the Director of Campus Health Services.
- b. Greek organizations are provided additional education on the topic of hazing and chapters sign an Anti-Hazing Policy statement.
- c. Drug and Alcohol Counseling Treatment or Rehabilitation Programs: The Stone Health Center annual coordinates and offers a variety of alcohol and other drug abuse prevention and education services for students, referral services, alcohol and other drug education classes, and peer alcohol educators associated with the campus BACCHUS program. In addition, counselors provide confidential screenings, counseling, and treatment/rehabilitation referral services for those students who are having difficulty with alcohol and drug use/abuse.
- d. Hastings College also provides confidential counseling support through the Counseling Center for those wishing to decrease or prevent their consumption of alcohol or drugs and/or deal with alcohol/drug related problems. This may include individual, small group, and/or large group counseling support, as requested.
- e. The Coordinator of Student Activities and the Office of Student Life at Hastings College are able to provide advice, assistance, and encouragement to student organizations for their development and promotion of guidelines for responsible decision-making about alcohol use by their members.
- f. The Coordinator of Student Activities and the Office of Student Life at Hastings College are available to promote and facilitate any student organization's efforts to provide alcohol free social and recreational options.

Health Risks: Alcohol and other drugs of abuse are a major health problem in the United States. Traditional college-age students are particularly vulnerable to the consequences of alcohol and other drug abuse. The problems associated with alcohol and/or other drug consumption covers a broad range including physical and psychological illnesses (acute alcohol poisoning, mood disorders, self-destructive behavior, and suicide). Accidents, homicides and suicide are the leading causes of mortality in the traditional college-age population. Alcohol is also a contributing factor in poor decision-making that can lead to unsafe behaviors (arguments, fights, driving while intoxicated, sexually transmitted infections.) Consequences of alcohol and other drug abuse include liver damage, gastrointestinal diseases, cancer, and permanent damage to the brain and nervous system.

Alcohol Policy for College Sponsored Off-Campus Excursions

There are special considerations related to the use of alcohol during off-campus excursions when those excursions extend outside of the regular instructional day, and may extend for several days. These considerations stem from the need to balance the rights of students to exercise their personal freedoms with the responsibility of the college to maintain a safe and effective learning and teaching atmosphere during such excursions. Therefore, the

following policies will govern the use of alcohol by students on college-sponsored off-campus excursions, such as field trips and sporting events. Sponsoring departments and trip organizers may establish restrictions in addition to these (e.g., Athletic Department prohibitions on any alcohol consumption by athletes, a faculty member deeming alcohol consumption inappropriate in association with the purposes of the trip.):

1. Students must observe all laws pertaining to alcohol use in the jurisdiction where the excursion takes place. These include, but are not limited to, legal drinking age, prohibitions against providing alcohol to minors, restrictions against operation of a motor vehicle while under the influence of alcohol, and alcohol-restricted zones such as parks, public buildings, and campgrounds.
2. Students must refrain from the consumption of alcohol during periods that College faculty members define as instructional periods. Instructional periods may include any part or all of any given day during the excursion and are not limited to periods used for direct instruction.
3. Students may consume alcohol only during periods defined as personal, non-instructional time. Students who use alcohol during personal, non-instructional, time must do so in a manner that allows them to be prepared to participate fully in subsequent instruction with complete sobriety and without physical or mental impairment.
4. At all times students are responsible for following the Hastings College Code of Conduct.
5. Illegal drugs, as defined by campus policy are prohibited during any off-campus excursion.
6. Students are ultimately responsible for their own behavior and compliance with laws and regulations of the local jurisdiction, Hastings College policies, department restrictions and faculty authority.

Guidelines for Events where Alcohol is Present (not an all-inclusive list, but intended to provide some basic suggestions)

1. An equal number of alternative, non-alcoholic beverages will be provided at each event involving alcoholic beverages.
2. Food will be provided at each event involving alcoholic beverages.
 - a. The amount of food will be reasonable depending on the number of guests expected.
 - b. The variety of food will include some items without salt.
3. Each participant must present a valid State ID when entering any event involving alcoholic beverages or when purchasing alcohol.
 - a. A mark or wristband will be used to designate those of legal age (21 in Nebraska).
 - b. Enforcement will must occur at private parties, as well as at public establishments.
4. Beverage containers, whether alcoholic or non-alcoholic, will be kept inside the host facility.
5. Third-party vendors or trained servers will be used for all registered events.
 - a. Alcoholic beverages will not be served to intoxicated individuals.
 - b. The serving of alcohol will cease one hour before the event is to end.
6. Security measures will be taken to monitor for and prevent underage drinking.
 - a. Empty or abandoned drinks will be discarded.
 - b. Passing drinks under the table is prohibited.
7. Designated Drivers or the Hastings College Bronco Bus must be used at each social event.
 - a. If Designated Drivers are used, there must be an adequate number available dependent on the number attending. Designated Drivers are to be determined prior to the event start time. Designated Drivers' name and contact information will be posted the entirety of the event. Designated Drivers will not consume any alcohol or other drugs prior to or during the event.
 - b. If the Hastings College Bronco Bus is used, they must be notified of the time, place, and hours of the social event two - five days in advance.
 - c. If the Hastings College Bronco Bus is used, the telephone number to call must be posted in a

prominent place at the student event.

- d. All unregistered student events or social gatherings, including pre- and post-parties (“primers” and “posters”) that are in violation of these guidelines are officially prohibited by the College and its campus organizations.

8. Illegal drugs are prohibited at any student event.

Drug Education and Testing Policy for Student Athletes

The Hastings College Athletic Department has an additional policy for educating and deterring the illegal use of drugs and substances. Contact the Athletic Department at (402) 461-7395 for more information about the policy.

Parking Policy

Vehicles on Campus

The operation of a motor vehicle on Hastings College property is considered a privilege and is not an inherent right. However, the college recognizes that an automobile is often necessary and is a convenient form of transportation. The college attempts to provide ample parking space for students, faculty, and staff.

The college is not responsible for fire, theft, or damage to any vehicle parked or operated on the Hastings College campus or any articles left therein. Any damages should be reported immediately to the Hastings Police Department, the Office of Student Life, and/or Campus Safety. Faculty, staff, and students are responsible for knowing the regulations governing the operation, possession, and control of motor vehicles on the college campus.

Campus parking lots, including residence hall and Bronco Village Apartment parking lots are not to be used for extensive vehicle repair or storage for inoperable vehicles.

Vehicle Registration

All students, faculty, and staff who possess motor vehicles of any type for their use, and who wish to park on campus while at Hastings College, must first register their vehicle with the Office of Student Life. Vehicle registration is free and may be completed at the Office of Student Life located in Hazelrigg Student Union. At the beginning of the academic year, vehicles may be registered at other selected locations such as Hazelrigg Student Union or in the residence halls.

Vehicle registration must be accomplished at the start of each school year or immediately upon bringing the vehicle on campus. (Sept. 14-First Semester Deadline; Feb. 15-Second Semester Deadline.) Note: Failure to register a vehicle parked on campus may result in a penalty. Any persons registering a vehicle in their name shall be liable for all violations incurred by that vehicle. Parking decals of registered vehicles must be displayed.

General Regulations

- The speed limit on campus is 10 miles per hour.
- Pedestrians shall at all times have the right of way.
- Operating or parking on sidewalks or lawns is prohibited.
- Parking is limited to authorized areas; persons are not allowed to park in front of trash receptacles or in areas painted yellow.

Penalties

- Driving or parking on lawn or sidewalks \$25
- Parked in 2 spaces \$10
- Unregistered vehicle \$10
- Parking in no parking space area or
fire lane, yellow area, or blocking trash receptacle \$10
- Blocking driveway or sidewalk \$10
- Parking in handicap area without authorization \$25
- Failure to display decal \$10
- All other violations may be subject to a fine imposed by Campus Safety.

- Students have the option to appeal the ticket through either (a) the Office of Student Life or (b) Student Judiciary Council (SJC). All appeals must be submitted in writing within five (5) class days of the date that the ticket was issued for the violation. Notification of the outcome of the appeal from the Office of Student Life or SJC will be made in writing. Faculty and staff utilize option (a) for all ticket appeals.
- All parking tickets must be paid within 30 days from the date of issue or are subject to a \$5 late charge.

Service Animal/Emotional Support Animal Policy

Hastings College recognizes that students and other persons with disabilities might require the assistance of a Service Animal while on campus, or an Emotional Support Animal while living on campus or living in College Housing. See full policy at www.hastings.edu/disability-services.

Service Animals

In general, Hastings College will not ask about the nature or extent of a person's disability, but representatives of the College may make two inquiries to determine whether an animal qualifies as a Service Animal if the person's disability is not readily apparent and/or the Service Animal's task related to that person's disability is not readily apparent: (i) if the animal is required because of a disability; and (ii) what work or task the animal has been specifically trained to perform to assist the disabled person. Hastings College will not require documentation that a Service Animal has been certified, trained, or licensed as a Service Animal.

A Service Animal may accompany a person anywhere on campus. In limited situations, however, a Service Animals may be restricted (i.e. certain lab activities would be compromised by the presence of an animal). In such a case, the Office of Student Life will seek to arrange an accommodation.

Service Animal Etiquette by Students and Staff

Service Animals provide vital assistance to their owners. Hastings College provides the following etiquette expectations when a member of the Hastings Community utilizes the assistance of a Service Animal:

- Allow a service animal to accompany the partner at all times and everywhere on campus except where service animals are specifically prohibited (Emotional Support Animals are only allowed in student residence and outside of all campus buildings).
- Do not pet a Service Animal without permission of the Handler; petting a Service Animal when the animal is working distracts the animal from the task at hand.
- Do not feed a Service Animal. The Service Animal may have dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Do not deliberately startle a Service Animal.
- Do not separate or attempt to separate a Handler from her or his Service Animal.
- Do not inquire about what tasks the Service Animal performs for the Handler.

Emotional Support Animals

Hastings College recognizes that students with disabilities, including certain emotional needs, might require the assistance of an Emotional Support Animal while living on campus in College residence halls and other College housing. A student who desires to bring an Emotional Support Animal on campus must comply with this policy, complete the required form, and submit it to the Office of Student Life at least thirty (30) days prior to bringing the Emotional Support Animal on campus. Upon submission of the form, a letter will be sent back to the student with information on the approval or denial of the request with instructions as appropriate. Emotional Support Animals on campus are allowed in limited situations/locations when required by law and related to a student's disability. All legal requirements must be met before a student is authorized and approved to bring the Emotional Support Animal on campus. The College will decide on a case-by-case basis whether the animal is approved as an "Emotional Support Animal." The animal must be necessary for the student with a disability to have equal access to housing and the accommodation must also be reasonable. An accommodation is unreasonable if it presents an undue financial or administrative burden on the College, poses a substantial and direct threat to personal or Campus Safety or constitutes a fundamental alteration of the nature of the service or program. Emotional Support Animals are only allowed within a student's residence and outside of all campus buildings.

Grievance Procedures

If a Handler of a Service Animal, a student owner of an Emotional Support Animal, or any other person on campus has a complaint due to the presence of a Service Animal or Emotional Support Animal, or due to a decision by the College regarding any such animal, that person may file a complaint or appeal with the Office of Student Life. Said complaint or appeal will be handled per the applicable Student Code of Conduct and Hastings College policies and procedures.

Student Code of Conduct

I. INTRODUCTION

Hastings College is an educational institution in which there is an atmosphere of learning, as well as a sense of community. The College prides itself upon the principles of academic integrity, self-respect, and individual responsibility.

Student generations come and go, colleges continue. Because of this, and since interpretations of responsible Christian living differ from locale to locale, every college community, by tradition or through adopted college policy, has established minimal regulations that must be made clear to all.

Since many aspects of a student's conduct are deliberately not covered by the Student Code of Conduct which follows, the College expects a great deal of its students in exercising common sense and in observing commonly accepted moral and ethical standards. Students violating such standards may be subjected to disciplinary proceedings by one of the Student Judicial System's judicial bodies, (the respective Residence Hall Councils, the Student Judiciary Council, or the Administration of the College). All students are expected to comply with the procedures and decisions of these judicial bodies.

Students who enroll at Hastings College assume an obligation to conduct themselves in a manner compatible with these principles—a manner which will bring credit to themselves and to the College—and to see that their guests observe these same principles at all times.

Hastings College reserves the right to suspend or otherwise administratively withdraw any student whose conduct is deemed to be an affront to the history and traditions of the College or whose behavior brings discredit to the College or who poses by reasonable assumption a threat of danger or harm to self or any member of the College community. Said suspension or withdrawal may be undertaken pending the outcome of criminal proceedings against a student without presumption of guilt. Particularly in the case of felony criminal charges, suspension or withdrawal will be the presumed course of action by the College.

The following Code of Conduct applies to all students and guests.

II. DEFINITIONS

1. When used in this code, the term "institution" means Hastings College.
2. The term "college official" includes any person employed by Hastings College performing assigned administrative or professional responsibilities.
3. The term "Hastings College community" includes any person who is a student, staff member, faculty member, administrator, or Trustee, or any other person employed by Hastings College. The Office of Student Life shall determine a person's status in a particular situation.
4. The term "college premises" includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by Hastings College (including adjacent streets and sidewalks).
5. The term "student" includes all persons who are registered during the current semester/term pursuing at least one course. The term "student" shall include, but is not limited to, all persons present on the campus for the purpose of enrolling for classes, completing classes, or participating in College-sponsored activities (for example: orientation activities, final exam periods, independent study, intercollegiate athletic competitions during recess periods).
6. The term "judicial body" means any person or persons authorized by the Office of Student Life to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
7. The term "judicial adviser" means a Hastings College official authorized on a case-by-case basis by the Office of Student Life to impose sanctions upon students found to have violated the Student Code. The

- Office of Student Life may authorize a judicial adviser to serve on more than one judicial body.
8. The term “appellate board” means any person or persons authorized by the Office of Student Life to consider an appeal from a judicial body’s determination that a student has violated the Student Code or from the sanctions by the Judicial Body.
 9. The term “shall” is used in the imperative sense.
 10. The term “may” is used in the permissive sense.
 11. The Office of Student Life is the office designated by the Hastings College president to be responsible for the administration of the Student Code.
 12. The term “policy” is defined as the written regulations of Hastings College as found but not limited to, the Student Code of Conduct, the Student Handbook Planner, the Bronco Village Handbook and the Hastings College Catalog.
 13. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and/or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Hastings College Faculty or staff.
 14. The term “plagiarism” includes, but is not limited to, the use, by paraphrase of direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

III. JUDICIAL AUTHORITY SUMMARY

The Student Judicial System at Hastings College was developed to provide the College community with a structured process which upholds the Christian ideals, objectives, and goals of the College. While the system is not intended to be a duplicate of proceedings in a court of law, it is designed to be a process in an educational setting that will enhance and protect the rights and property of all members of the Hastings College community. The judicial system of the College is composed of four basic systems:

1. Residence Life Conduct Board: Review violations of the Student Code of Conduct that occur in or affect the residence halls, campus houses and Bronco Village Apartments (see fuller description in Referral Procedures and Jurisdiction below).
2. Student Judiciary Council: To hear and to adjudicate cases involving violations of the Code of Conduct committed outside the jurisdiction of the Residence Life Conduct Board and/or are referred to SJC Chair by the Director of Residence Life or Dean of Student Life. To hear and adjudicate any cases within the jurisdiction of the residence life conduct board, and which the board has formally chosen not to handle (for full description see Referral Procedures and Jurisdiction below).
3. Academic Affairs Committee: Reviews cases involving cheating or plagiarism violations reported by faculty to the Office of the Academic Affairs (see fuller description in the section on Academic Dishonesty below).
4. Administrative Hearing: The College reserves the right at any level of the disciplinary process to adjudicate cases via administrative hearing with one or more representatives of the Office of Student Life; sanctions imposed via administrative hearing carry the same weight as those imposed in any of the above processes. Appeals in the case of administrative hearing will be heard by the next higher level of authority to that conducting the hearing (see fuller description in Referral Procedures and Jurisdiction below).

IV. PROSCRIBED CONDUCT

A. Jurisdiction of Hastings College

Generally, Hastings College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the Hastings College community and/or the pursuit of its objectives.

Hastings College does have jurisdiction to sanction a student for activities that take place off campus when those activities adversely affect the interests and/or reputation of the College or cause injury or harm to any person. The

College is regularly notified of student violations of the law within the City of Hastings. Among those violations open to College sanction are: 1) disturbance of the peace, 2) selling alcohol without a license, 3) procuring alcohol for minors, and 4) any form of criminal violence to person or property.

B. Conduct—Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article V:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty. (See the following section in this Handbook on “Academic Dishonesty.”)
 - b. Furnishing false, fraudulent, misrepresentation of self or information to any Hastings College office, faculty member, staff or administrator.
 - c. Forgery, alterations, or misuse of any Hastings College document, record, or instrument of identification.
 - d. Tampering with the election of any Hastings College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or other authorized non-Hastings College activities, when the act occurs on College premises.
3. Physical abuse; verbal abuse; threats; intimidation; bullying or harassment; any kind of sexual violence including but not limited to sexual assault, dating violence, domestic violence and abuse and sexual harassment; harassment of any kind; stalking; coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or defacement, vandalism, or damage to property of Hastings College or property of a member of the College community or other personal or private property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. It includes any activity that is expected of someone joining or participating in a group that humiliates, degrades, abuses or endangers them regardless of a person’s willingness to participate. Such activities and situations include, but are not limited to, paddling in any form, creating excessive fatigue, forced consumption of any substance (such as food, beverages, tobacco, alcohol), forced road trips, kidnapping, morally degrading games or stunts, or other activities prohibited by law or College policy.
 - a. Hastings College prohibits registered fraternities, sororities, athletic teams, other registered student organizations, persons or groups using College facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations
 - b. Hazing in any form is intolerable. This action will be subject to immediate investigation and the participants or organization involved will be held fully responsible for their misrepresentation of the College values and standards. Investigation will be seriously assessed with potential of review by College officials.
 - c. The act of hazing is not consistent with the mission or philosophy of Hastings College and will not be accepted as appropriate behavior. Students and/or student organizations who commit a hazing incident will be sanctioned accordingly to the Student Code of Conduct and policies; HC Cares policy.
6. Failure to comply with directions of Hastings College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys (including electronic) to any Hastings College facilities or unauthorized entry to or use of any College facility.
8. Illegal use, possession, or distribution of any drug or other controlled substance or use, possession or distribution of any analog drug or other chemical substance, compound or combination when used to:

- induce an altered state; and/or including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use.
9. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
 10. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at College-sponsored or supervised functions.
 11. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by Hastings College.
 12. Attempted or actual theft or other abuse involving computers, cell phones or electronic devices and equipment including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the content or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the Hastings College computing system.
 13. Attempted or actual theft involving the Hastings College telephone system or other abuse including, but not limited to:
 - a. Unauthorized use of another individual's identification, password or calling card.
 - b. Use of the telephone system to send obscene and/or abusive messages.
 14. Abuse of the Hastings College Judicial System, including but not limited to:
 - a. Failure to obey the summons of a judicial or College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of, the judicial proceedings.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.
 15. Violation of published Hastings College policies, rules or regulations including rules adopted from time to time governing campus residential facilities.
 16. Actual, attempted or promotion of violation of federal, state or local law on Hastings College premises or at Hastings College sponsored or supervised activities, or in any other setting.

V. SANCTIONS

Any of the following sanctions may be imposed upon any student found to have violated the Hastings College Student Code (this is not an exhaustive list). A decision as to whether a student has violated college policies and the Code of Conduct are made using the standard of *preponderance of the evidence*, in other words that an act was more likely than not to have occurred.

1. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Referral—to counseling services and/or law enforcement.

3. Loss of Privileges—Denial of specified privileges and/or participation in extracurricular activities for a designated period of time.
4. Fines—Appropriate fines may be imposed.
5. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions—Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Student Life).
7. Administrative or Conduct Probation—probationary status for a specified period of time whereby subsequent infractions would trigger additional consequences, including suspension or expulsion. Conditions for successfully completing probationary status may be specified.
8. Campus Housing Suspension/withdrawal—separation of the student from the living on campus for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
9. Campus Housing Expulsion—Permanent separation of the student from the residential areas.
10. College Suspension or Withdrawal—Separation of the student from Hastings College for a definite period of time, after which the student is eligible to re-turn. Conditions for readmission may be specified.
11. College Expulsion—Permanent separation of the student from Hastings College.

The institution may impose sanctions including revocation of scholarships for grave misconduct demonstrating flagrant disregard for the rights of others. In addition, the institution may withhold awarding a degree otherwise earned until the completion of processes set forth in this Code, including the completion of any sanctions imposed. In addition, deactivation—loss of privileges, including College recognition, for a specified period—may be imposed. The sanctions listed above may also be imposed upon groups or organizations. Other than College expulsion, disciplinary sanctions shall not be made part of the student’s academic transcript, but shall become part of the student’s confidential record. These records are maintained for seven (7) years after final disposition of the case.

Upon written request, the institution can release a student disciplinary proceeding for any violent crime or sexual misconduct offense where the incident results in the student’s death (the victim of the incident), to the student’s next of kin.

VI. INTERPRETATION AND REVISION

- A. Any questions of interpretation regarding the Student Code shall be referred to Student Life and/or the president of Hastings College for final determination.
- B. The Student Code shall be reviewed every five (5) years or earlier if deemed necessary by the Student Life Council under the supervision of Student Life.

All students who enroll at Hastings College are expected to abide by this Student Code of Conduct. The College, in turn, will attempt, during the student’s tenure, to lend advice, support, and counsel as solicited and/or needed. All students, on or off campus, and their guests are expected to show consideration and exhibit respect for the residents of Hastings, especially close neighbors, and behave in a manner compatible with the standards of the larger community. In addition, all HC students are expected to exhibit respect for the social regulations, personnel, and property when visiting other colleges and communities.

VII. REFERRAL, HEARING PROCEDURES AND JURISDICTIONS

The student judicial system comprises systems that include the following: Residence Life Conduct Board and Student Judiciary Council, Administrative Hearing, and Academic Affairs Committee. Reports of violations of Student Code of Conduct are referred to the respective body or office that is responsible for adjudication.

Reports or referrals of violations that occur in campus housing jurisdiction are referred to the Residence Life Conduct Board. Students who are referred to these bodies are informed of hearing procedures. Reports or referrals for violations outside of these jurisdictions are referred to the Dean of Student Life or Director of Residence Life.

The Office of Student Life makes final determination of whether a case will be conducted through the Student

Judiciary Council or through the Administrative Hearing process. If the Office of Student Life determines that the referral will be adjudicated through SJC, the referral is forwarded to the Chair of SJC for further processing. If the Office of Student Life determines that the referral will be adjudicated through the Administrative hearing process, the Office of Student Life promptly summons/contacts the student(s) to make an appointment for a hearing to discuss the report/violation.

Referrals for violations can be made by any student, faculty or staff via an online form at www.hastings.edu/concerns; however, referral for violations that occur in residence halls and Bronco Village Apartments are typically made by the respective residence hall or Bronco Village Apartment staff. Hearings are closed to only the adjudicating body/administrator and the referred student(s). However, in cases involving sexual violence (including sexual misconduct, domestic violence, dating violence, sexual exploitation, stalking, retaliation, intimidation, sexual harassment and hostile environment caused by sexual harassment), students (both the reporting and the responding party) may invite an advisor of their choosing to attend the hearing. In the event that a student chooses to ask an advisor to be present at a hearing with the student, it is important to note that the advisor's presence in a hearing is for support and advice purposes only i.e., advisors are not permitted to speak for/on behalf of the student, or to otherwise engage in the proceedings in any way or to cross examine witnesses. The advisor may be a friend, family member, attorney or other person of the student's choosing. However, if any advisor, including an attorney, is deemed to be disruptive or attempts to speak for or on behalf of the student or who attempts to participate in the proceedings, that advisor may be excluded from the hearing or meeting room. Violations pertaining to academic dishonesty are typically addressed by individual faculty; procedures are delineated below under the section Academic Dishonesty and can also be found in the Hastings College Academic Catalog.

Residence Life Conduct Board

Membership

1. Hall Representative
 - a. Students will be elected at the beginning of the fall semester and serve for the full academic year.
 - b. A student representative will be selected via an electronic vote within the hall's residents to serve on the Board.
 - c. Each residence hall will have one representative.
2. Campus House Representative
 - a. Students will be elected at the beginning of the fall semester and serve for the full academic year.
 - b. A student representative will be selected via an electronic vote with the Campus House residents to serve on the Board.
 - c. The Campus Houses will have one representative.
3. Bronco Village Apartment Representative
 - a. Students will be elected at the beginning of the fall semester and serve for the full academic year.
 - b. A student representative will be selected via an electronic vote with the Bronco Village Apartment residents to serve on the Board.
 - c. The Bronco Village Apartments will have one representative.

Jurisdiction and Responsibilities

1. To hear and to determine a findings for cases involving violations of the Code of Conduct committed inside or on the property of an individual residence hall, campus house, or Bronco Village Apartment.

Powers

1. Determine a findings for a student of either responsible or not responsible for violating the Code of Conduct.

2. Forward to case to an assigned Resident Director to determine a sanction for the violation.

Appeal

If the Residence Life Conduct Board hears a case, offenders have the right to appeal a decision to SJC or the Dean of Student Life or the Director of Residence Life. See Appeals Procedures for details about the appeals process.

Student Judiciary Council

Membership

1. Seven students—elected at large by a vote of the entire student body each spring.
2. Two teaching faculty/staff members—elected by the student membership.
3. One staff advisor – Dean of Student Life

Chairperson—A student elected by the membership.

Jurisdiction and Responsibilities

1. To hear and to adjudicate cases involving violations of the Code of Conduct committed outside the jurisdiction of the individual residence hall councils and/or are referred to SJC Chair by the Director of Residence Life or Dean of Student Life.
2. To hear and adjudicate any cases within the jurisdiction of a Residence Life Conduct Board which that council has formally chosen not to handle.
3. To handle appeals of individuals from the decisions of Residence Life Conduct Board, Inter-Greek Council, or any other campus regulatory body.
4. To rule on any question of constitutional action of a Student Association Cabinet Member, Student Senator, or Executive Council Member will be referred to the Student Judiciary Council at the request of any Student Association member.
5. To rule on any elected Student Government member who is found responsible of violating the Hastings College Code of Conduct, or other all-campus policy, shall be subject to review by the Student Judiciary Council and will determine if the person in question should be removed from their elected position.
6. To inform the referred student of adjudication procedures, including when a hearing is scheduled.

Powers

1. Levy appropriate sanctions
2. Require that fines levied be paid in a timely fashion to the Business Office.
3. Recommend expulsion or suspension from the college to the Dean of Student Life.

Appeal

If SJC hears a case (not an appeal), offenders have the right to appeal a decision to the Executive Vice President for Enrollment and Student Experience. If SJC is hearing an appeal, the SJC decision is binding. In cases of expulsion or suspension, the SJC recommends action to the Office of Student Life. See Appeals Procedures for details about the appeals process.

VIII. APPEALS PROCEDURES

In cases adjudicated by Residence Life Conduct Board, an individual may make an appeal to the Office of Student Life or to chairperson of the Student Judiciary Council. In cases adjudicated by Director of Residence Life, an appeal may be made to the Dean of Student Life. In cases adjudicated by Dean of Student Life, an appeal may be made to the Executive Vice President for Enrollment and Student Experience. The appeal must be within five (5) business days following the receipt of the decision/sanction. Appeal must be in writing and clearly state one of the reasons listed below:

1. Flagrant violation of one of the procedures in the judicial systems document that could change the outcome of the decision; or
2. Discovery of new evidence that was not available at the time of the decision; or

3. The severity of the sanctions.

If the appeals body, Dean of Student Life, or Executive Vice President for Enrollment and Student Experience determines that there is sufficient justification, they may ask the adjudicating body or individual to reconsider the case. Decisions by appeal bodies and individuals are binding. A student may only appeal once during the process of a case adjudication.

ACADEMIC DISHONESTY

Please refer to the Catalog for information about Academic Dishonesty. As stated in the Hastings College Catalog: “matters of ethics concern a liberally educated individual, and institutions dedicated to the education of these people should make clear the concern for ethical behavior. The ethical person assumes responsibility for her or his own behavior while giving credit to others for their ideas and accomplishments.”

Academic plagiarism and cheating will not be tolerated, and violators are subject to disciplinary action. Faculty members are encouraged to discuss plagiarism and cheating with their classes at the start of each term and to emphasize the value of academic integrity and honesty. In the event that academic dishonesty is suspected, the following procedure is recommended.

1. Hold a private conference with the student. It would be desirable that the problem be resolved at this point to the satisfaction of both the faculty member and the student.
2. Some possible consequences a faculty member might exercise:
 - Redo the assignment.
 - Fail the assignment.
 - Fail the course.
3. If penalties are imposed by the faculty member, he/she should file a written report of the incident, with the Vice President for Academic Affairs who will verify the offense by letter to the student.
4. Any repeat offenses will be addressed by the Vice President for Academic Affairs and the Academic Affairs Committee.
5. Some possible consequences the Vice President for Academic Affairs and the Academic Affairs Committee might exercise:
 - A notation made in the student’s personal file.
 - Probation.
 - Suspension.
6. The appeal process for the student is through a hearing with the Academic Affairs Committee.
7. Final appeal may be made through the President of the College.