Welcome to the Residential Life Community!

We are so glad you are part of our family! It would not be the same this year without you! Thank you for choosing to live in the residence halls. We are blessed to have you here and hope this will be your best year yet!

This booklet gives you information regarding residential hall guidelines and the facilities and services provided for you. Every community and family need guidelines to ensure that it continues to function and to be of value to its members. Our Residential Life Community (RLC) is no exception.

Some guidelines exist to preserve and enhance the unique mission and lifestyle of Union College and the Seventh-day Adventist Church. Others are to assist in the smooth operation of the RLC and its constantly changing community. The information and guidelines contained within this book are specific to life within the RLC. For a complete list of campus policies, please refer to the Union College Student Handbook.

If you have prayer requests or dorm suggestions, please stop by and let us know. We are available not only to provide you with boundaries for safe and healthy living but for advising, encouraging and spiritual mentoring. Stop by our offices to let us know how you are doing and how we can help. You are very special to us and we would like to make sure you feel welcome and valued as residents of the Residence Life Community!

-The Residential Life Team
As a Residential Life Team, it is our pleasure to serve you and we will strive to do our best to make your experience here a “home away from home.” If you have residential life questions that are not answered in this booklet, please feel free to contact us at your convenience.

Dean on Duty Phone
402.486.2535
402.486.2533

Campus Safety
402.486.2911

Plant Service Requests
https://ucollege.edu/plant-services
COMMUNICATION
Please make sure to read your community newsletter and other dorm communication pieces to keep up with dorm announcements and information on upcoming events. This includes your community UGroup page.

DOORS
Refrain from using inappropriate posters, pictures and any items that may cause damage to your door. Leave door jams in place. Tampering with or damaging residence hall doors may result in a fine.

DORM SCHEDULE
The residence halls remain open during all vacations EXCEPT Christmas vacation. Residence halls will close at noon on December 20, 2019 and open again at noon on January 9, 2020. The RLC Team is happy to help you make alternate housing arrangements during this time period, if needed.

We recommend that you keep your room door locked at all times while you are away from the room to avoid unwanted guests entering your room. Be sure to take your key with you. There is a $1.00 charge for unlocking a door each time you are locked out. This is payable to an R.A. at the time of the opening and we do not accept IOUs. If you are locked out of your room, contact the front desk and the worker there will try to locate an RA for you.

LOBBIES
Our lobbies are designed for you to visit with friends, study or relax. Please do not move or damage furniture. We ask that you keep your feet on the floor at all times and do not sit on the tables or backs of the furniture. If using a laptop in the lobbies you are required to use headphones if you are viewing/listening to anything with sound. Please refrain from watching secular movies in the lobby during Sabbath hours.

ROOM CHANGES
Room changes are not to be made without permission from a Dean. Proper arrangements must be made BEFORE moving.

ROOM DAMAGE CHARGES
- Room left dirty- $100
- Broken window: Large — $100 Small — $50
- Room damage due to painting by resident — $250
- Misc room damage-TBD
- Damaged screens — $50
- Broken beds, damaged desks, closets — $75
- Personal belongings left that require RLC team to move-including furniture and carpets— $100
- Failure to properly check-out- (loss of $115 deposit)

These charges reflect the cost of repairing/cleaning your room and are not meant to be threatening. YOU are responsible for the condition of your room.
ROOM DECOR
You have the opportunity to use your creative ability in decorating your room. Please use care in hanging things on the walls and utilize picture hangers. **Important: Rooms are not to be painted by residents.** Wallpaper, wallpaper borders and/or painted stencils are not to be used on walls, ceilings or furniture at any time. Please refrain from using contact paper on desks and chairs. Usage of any of the above will result in a substantial fine (see Room Damage Charges).

**Carpets (Rees Hall)**— Many students prefer to bring carpets to accommodate those rooms that don’t have carpet. A 10’x13’ carpet fits the room nicely unless you want wall-to-wall carpeting. In that case, you may wish to purchase carpet after your arrival in Lincoln. Carpets or tile blocks/linoleum are NOT to be tacked or glued to the floor.

**Mini-Blinds** — All rooms are equipped with mini-blinds. You may wish to bring some other type of window covering for accent, but the installed mini-blinds must remain. If you plan to use drapery rods you will need to supply them.

**Rees:** Windows are 113” wide and 51” high  
**Prescott:** Windows are 109” wide and 66” high  
**Culver:** Windows are 80” wide and 48” high

**Furniture** — In an effort to prevent Bed Bugs in our residence halls, please do not bring any used furniture into the residence halls unless you are bringing it from home and can ensure it is bug free.

REES ANNEX
The Rees Annex is located on the 3rd floor of Culver Hall. Residents eligible to live in the Rees Annex are female residents who qualify for off-campus housing and are not currently on citizenship probation (CP). Residents who are placed on CP while in active residence are not longer eligible.

Rees Annex residents should check in each night by 4am or have an approved overnight leave (max 3 weeknights per week). Exceptions must be approved by the dean. Residents can check in at the Ortner desk or Rees Annex check-in terminal.

Residents must work together to create an enjoyable and home experience for their community. This includes properly disposing of trash, keeping a tidy room, a respectful noise level and cleanliness in the common areas (kitchens & lobby). Consistent violation in these areas will result in the loss of residency in the Rees Annex.

Mail for Ress Annex will be delivered by your RA on a daily basis.

SABBATH
At Union College, we observe the seventh-day, Saturday as the Sabbath. This begins at sundown on Friday evening and ends on sundown on Saturday evening.
SCREENS AND WINDOWS
Screens are a part of your room inventory and are not to be removed or tampered with for any reason. (Screens which become loose from tampering allow insects to enter the room). A $50 charge will be assessed for removal of screens. Allowing your room to be used as an exit or entrance (for yourself or others) or to eject any object will result in disciplinary action.

STORAGE
Summer storage is not available anywhere in the residence halls. Rees Hall Residents may store carpet rolls and bicycles over the summer. Please contact the deans for further information about off-campus storage facility options.

TRASH/TRASH CHUTES
Please be sure to empty your trash regularly into the appropriate trash receptacles for your dorm community. Do not leave your trash in the laundry rooms, near the chutes (Rees), in the hallway or lounges.

All trash must be contained in a tied bag. Boxes and other large items clog the trash chutes (Rees) and are to be taken to the outside trash room. If the trash cans or chutes are full or clogged make sure to take your trash to the next nearest receptacle. Note: Cardboard boxes are not to be placed in general trash per city or Lincoln ordinance (recycle.lincoln.ne.gov).

VACUUM CLEANERS
The R.A. on your floor will have a vacuum cleaner which you may check out to use in your room.

VEHICLE PARKING
Please do not park in restricted or faculty parking areas. Failure to comply can result in the towing of your car and/or ticketing. All tickets and/or parking issues need to be resolved with Campus Safety.

WHAT TO BRING TO THE RESIDENCE HALLS
- Desk and Floor Lamps (no halogen lamps)
- Towels and washcloths
- Cleaning Supplies
- Cell Phone/Computer
- Bicycle
- Small Refrigerator (up to 4.5 cubic feet)
- Blenders, Juicers, or any small appliance that does not heat
- Linens and Pillow for Twin Size Bed
- Waste Basket
- Flashlight
- Iron with Auto Shut-Off Only
- Electronic Devices/Headphones
- Microwave
WHAT NOT TO BRING TO THE RESIDENCE HALLS

- Fire Arms/ Weapons of Any Type
- Water Pistols/ Paintball Guns
- Inappropriate Room Décor/Posters
- Inappropriate board or card games
- Mini Blinds
- Pets
- Wireless Routers
- Beds

Fire Hazard Items including Flammable- Camping equipment
- All open lamps-Spider/Halogen/Torch
- All Candle Warmers/Oil or lava lamps
- Rice cookers/Deep fryers/Crockpots/hot pots
- Candles/torches/Fireworks or incense
- Combustible chemicals/Gasoline cans
- Hover Boards/Skate Boards

POLICIES & PROCEDURES

It is our goal to create policies that are beneficial to your success. We encourage you to develop mature responses toward the following guidelines. It is our desire to produce an atmosphere in the residence halls that is conducive to your spiritual, emotional and social growth as well as your academic success.

Policies and procedures in this handbook are subject to change. Changes occur only after consultation with administration. Any changes will be announced in the respective newsletters of each community and by posting on bulletin boards for a period of time.

ALCOHOL AND DRUG PREVENTION POLICY

Union College is committed to providing an educational environment which is conducive to the development of every student. Because Union College believes a lifestyle that is drug and alcohol free is essential for achieving this goal, it has established a policy that seeks to maintain a campus environment free of these substances.

In compliance with the Drug-Free Workplace Act of 1988, the College prohibits the unlawful use, possession, distribution, dispensing, or manufacture of controlled substance by its students and employees. Further the College requires any individual who receives federal funding to certify that they will not engage in the unlawful use, possession, distribution, dispensing, or manufacture of controlled substances while associated with the College.
Union College reserves the right to investigate violations of policy by students, employees or faculty where reasonable suspicion exists. This includes the right to search an office, locker, vehicle, residence hall room, briefcase, book bag, or handbag, and the right to require an appropriate test, and/or confirmation by re-test.

No search will be made without the prior authorization of the Director of Campus Safety or Residence Hall Dean, Vice President or President of the College. Any search or required testing will be treated with high confidentiality.

**Sanctions**

Unlawful possession, use or distribution of alcohol or illicit drugs by students, staff or faculty on College property or as part of any College activity may lead to sanctions within the College, the severity of which shall increase as the seriousness of the violation increases. Sanctions may include but are not limited to the following:

- A verbal or written reprimand;
- Completion of an appropriate educational or rehabilitation program;
- A disciplinary warning, with notice that repletion of the offense or continuation of the offence may result in a more serious sanction;
- Suspension from the College (student) or from employment (employee) or from a specified College activity or facility for a fixed period of time or until completion of an appropriate rehabilitation program;
- Expulsion from the College (student) or termination of employment (faculty or staff); and/or other appropriate sanctions

Union College does not allow smoking of any kind on campus-including residential halls and campus housing. This includes the use of electronic cigarettes/vapor pens.

**BEHAVIOURAL INTERVENTION TEAM**

Residence hall discipline will be administered as outlined in the residence hall and student handbooks. Students are responsible for the choices they make. Part of the residence halls’ commitment to running an effective residential program is to hold the student accountable. The deans challenge each resident to base his or her behavior on Christian standards.
**Unusual Leaves**

Any leaves that are outside of the norm, i.e. camping, concerts, hotels, etc. require an email confirmation that your parent/guardians are aware of your travel and unusual leave. House-Sitting and babysitting jobs overnight require preapproval of the deans.

**Late Leaves**

- Late leaves are reserved for special occasions and emergent situations.
- Residents must communicate with the dean on duty regarding the late leave **BEFORE** the special occasion event.
- If possible, residents must communicate with the dean-on-duty, using the dean-on-duty phone line, regarding emergent late leaves as soon as possible, letting them know you are safe—but running late.
- Residents should have verbal approval from the deans before filling out the late leave request form on portal. Filling out the late leave request without prior permission may result in your late leave request **not** being approved.

**Vacations**

As with overnight and weekend leaves, we ask that you complete a vacation leave on portal at least 24 hours in advance of leaving campus. If there are changes to you leave, please notify the dean-on-duty immediately.
CLEANLINESS
Rooms are to be kept clean and orderly. Residents will receive a letter of concern from the dean when a room is regularly disorderly, overwhelmed with trash or noted to need immediate attention. A conference with a dean will be necessary if the problem persists.

CURFEW
It is your responsibility to get checked in each night by your RA or by scanning your card in at the desk. If you do not see an RA you will need to go to the front desk or see the Dean on Duty and get on check right away. Residential hall curfew times are as follows:

**Freshmen (0-23 credit hours)**
- 11:00 p.m. Sunday through Friday
- 1:00 a.m. Saturday night

**Sophomores (24 -55 credit hours)**
- 11:30 p.m. Sunday through Thursday
- 11:00 p.m. Friday night
- 1:00 a.m. Saturday night

**Juniors (56-91 credit hours)**
- 12:00 midnight Sunday through Thursday
- 11:00 p.m. Friday night
- 2:00 a.m. Saturday night

*Students 21 years of age who are Freshmen or Sophomores will have same curfew hours as Juniors.

**Senior Dorm Incentive (92 + credit hours) or 22 +**
4:00 a.m. Sunday-Saturday night
Maximum of 3 local leaves per week to an approved location. Exceptions to this must be approved by the dean.

**Honors Curfew**
Honors curfew is designed to provide an incentive for residents who are experiencing academic success. Honors curfew allows residents to be eligible for the next curfew step from their current standing. Eligibility for honors curfew is updated each semester and is based on the previous semesters GPA. Residents must have a minimum of 3.0 and have good citizenship standing. New students must complete one semester at Union before eligible for honors curfew. Residents may only advance one step per school year.

**30-Minutes Sign Out**
The privilege of leaving the residence hall after room check is designed for one (1) trip of 30 minutes or less with sign-out/in at the front desk. After 12:00 midnight, it is recommended that students leave in a group. The misuse of after-hours sign-out privileges may result in disciplinary action.
CURFEW RESTRICTION
Residents who persist in being late may face restriction penalties which include:

Level 1
- Resident will need to be in the dorms at published curfew as specified in the handbook on both weekdays and weekends, with NO grace period
- Resident may not take 30-minute sign out
- Restriction will last 7 days
- Failure to comply with these standards will lead to further disciplinary action

Level 2
- Resident will need to be in the dorms at published curfew as specified in the handbook on both weekdays and weekends, with NO grace period
- Resident may not take 30-minute sign
- Restriction will last 10 days
- Failure to comply with these standards will lead to further disciplinary action

If a resident obtains restriction for a third time, they will meet with the Behavioural Intervention Team to consider the next steps.

Missing Student
If a resident does not return to the dorm by curfew or properly check out overnight and have been missing for more than 24 hours, they will be classified as a missing person and campus safety will be included in locating the resident.

If a member of the college community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of campus safety, the deans and the VP for Student Life. Campus safety department will enlist the aid of the neighboring police agency having jurisdiction. Concurrently college officials will endeavor to locate the student through contact with family, friends, associates, and/or employers and determine whether the student has been attending classes, labs, recitals, and scheduled college meetings/ or appearing for scheduled work shifts.

Union College will file an official missing person report to the law enforcement agency with jurisdiction and the students parent/guardian within 24 hours of a student missing or if suspicious circumstances dictate law enforcement will be contacted immediately. Campus safety will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

If located, the student’s state of health is the utmost concern, and returning to the campus will be evaluated. If appropriate, a referral will be made to the Counseling Center.
CHECK-OUT PROCEDURE
Upon checking out of a residence hall or when changing
rooms, it is necessary that rooms be properly checked out by a
residence hall dean or their designee. This will require a
thorough cleaning of your portion of the room, even if your
roommate is staying. Failure to be checked out may result in
loss of the $115 room deposit, and may include additional rent
charges, as we have no way of taking you out of the computer
system until you provide us with forwarding address
information. Additional charges may be made for room
damage which has occurred during your occupancy or if a
room has not been thoroughly cleaned.

DISTRIBUTION OF INFORMATION
Anyone wishing to distribute or provide information via
pamphlets, newsletters, newspapers, voice, or any other form
of communication, must first receive permission from the VP
for Student Life. To post information in the residence halls you
will also need permission from the RLC Team.

DRESS
At Union College, we expect our residents to practice good
taste and modesty in regards to dress and personal care. This
means consideration is given to how one dresses. See complete
statement on dress in the Union College Student Handbook.

Specifically in the Residence Halls, please be fully dressed at
all times in the lobby. While walking in the hallways, be
adequately dressed due to the fact that members of our
maintenance and custodial team may be in the building from
8am to 5pm Monday-Friday.

ELECTRONICS
Electronic devices may be used in the residence halls. When
deciding whether to bring such a device to college, it is wise to
consider the influence this distraction may have on you and
your roommate’s academics as well as your spiritual journeys.
We encourage you to use appropriate volume levels (See
Noise) so that your neighbors will not be disturbed;
headphones are a dorm-friendly option. Please respect the
Sabbath hours (see Sabbath) when using devices in common
areas.

EVICTION POLICY
When students cease to be registered for classes, they must
vacate campus housing. The student will be notified by a dean
in writing that they will have 48 hours to vacate. This policy
also applies during summer terms if a student does not retain
his or her accepted status. If the student does not vacate
housing within the allotted time, his or her personal
belongings will be placed in storage, and the student will
forfeit all refundable housing deposits and fees. Any exceptions
must be arranged through the deans.

GUESTS
Residents are welcome to have guests of the same gender stay
in their room for short periods a few times a semester. Guests
may stay the first three nights free and then $10/day after that.
Friday and Saturday nights are complimentary. All guests
must register at the front desk. Minors (guests under the age of
19) may not spend the night in the dorm without a legal
guardian present.
HAZING/BULLYING
Hazing is against the state law. A resident who engages in, conspires to engage in, or commits any act that injures, degrades, bullies, or disgraces, or tends to injure, degrade, or disgrace a fellow student (this includes online as well) will be subject to serious discipline, including dismissal. Confiscated items will be turned over to Campus Safety. Criminal prosecution may occur.

INSUBORDINATION
Failure to follow through with what has been requested of you by a dean, whether this request be made in writing or by voice, will be considered insubordination and may result in Citizenship Probation or further discipline.

INTERNET SAFETY
Please use caution when interacting with others on the internet. When meeting individuals you may have met on the internet for buying/selling or other interactions, take a friend along in person or over the phone.

KEYS
When you arrive, you will be issued a key to your room and a $15.00 deposit is charged to your bill. Take good care of your key. Should you lose it, see the Cashier in the Dick Building to pay for a new one. A receipt is necessary to obtain a new key.

MIXED COMPANY
Our residence halls are not co-ed residence halls. Members of the opposite sex found anywhere in the opposite residence hall (other than the front lobby) without specific permission from a dean will be subject to discipline. The resident visited will also be subject discipline. Members of the opposite sex are welcome to visit the residence hall front lobbies Sunday through Friday from 6am until 11:00 p.m. and Saturday 6am until 1:00 a.m. Special permission from a dean is required to have a member of the opposite sex go to a resident’s room for any reason.

NOISE
Residential community living requires respect for our neighbors. It is essential that each resident’s noise not be heard beyond their room. This includes sound equipment, musical instruments and voices of residents and visitors. Please refrain from using phones in the hallway as it is a distraction to neighboring residents. Because our Residence Life Team is committed to providing an atmosphere conducive to quiet study and mutual respect among residents, repeat noise offenders will be addressed on an individual basis.

PETS
Fish in 10 gallon or less tanks are the ONLY pets allowed in the residence halls. A $50 fine is charged for violation of this policy and Animal Control may be asked to take the animal. Parents and friends who visit are also asked to not bring animals into the dorm. No animals are allowed in the dorm with the exception of those approved per the Fair Housing Act. The college provides reasonable accommodations for Emotional Support Animals (ESA) in college and residential housing (ESA are not considered a Service Animal under the Americans with Disability Act).
PUBLIC DISPLAY OF AFFECTION
Our lobby and front porch (as well as other areas on campus) are public areas to be enjoyed by all in a casual manner. Couples who violate the purpose of these areas through overt and repeated public displays of affection may be banned from their use. **PLEASE: NO sitting on laps or lying down on furniture or floors.** You are responsible for your own behavior as well as that of your guest. Any member of the Residence Life Team may speak with you regarding inappropriate behavior. Failure to comply will result in asking you to leave and/or discipline.

RESIDENT WELLNESS
If you or a friend, neighbor or community member are struggling with a physical or mental illness, please connect with a member of the RLC Team so we can help and support our residents in anyway we can.

**Know the Warning Signs of Suicide**
Hopelessness
Not attending class
Social withdrawal
Fatigue
Unrelenting low mood
Thoughts of death, suicide or wishes to be dead

**What To Do?**
**Ask and listen**—Talk openly about the person’s thoughts. This may include asking if the person has a plan or method in mind

**You Might Think**—Mentioning suicide may give the person the idea. This is highly unlikely. Chances are they have already thought about it.

**Give Hope**—Sometimes the person can’t think of alternative solutions, you can acknowledge the person’s feelings and offer some alternative actions

**Do Not Attempt to Argue**—Let the person know you care and that they are not alone. Remind them suicidal feelings are temporary and depression can be treated. Avoid saying things like, “Your suicide will hurt your family or friends.”

**Be Genuine**—If professional help is indicated, a person is more apt to follow such recommendations if you have genuinely listen to him or her.

**Refer to Seek Professional Help**—Be actively involved in encouraging the person to seek professional help. Even, offer to go with them to his/her appointment and wait for them.

**In Acute Crisis**—If you are still worried the person may harm him/herself, Dial 911. Do not leave the individual alone.

**Want to learn more about how to help a friend? Visit asklistenrefer.org and click on Union College!**

Written by the University of Missouri Counseling Center, 119 Parker Hall, Columbia, MO 65211. (573) 882-6601
A resident with a mental health or medical condition that requires constant 24/7 monitoring, may not remain in the residence hall until he or she is out of physical danger and is cleared by a physician, the provider in charge of their care. Campus Health may be consulted in such cases prior to the resident’s return to campus to ensure student success. Our mental health/medical services and policies are updated and modified regularly. For a full list of updated information please see the Union College Student Handbook.

RIGHT OF ENTRY
The college reserves the right for a residence hall dean, a dean’s representative, or a college security officer to enter and inspect a student’s room whenever necessary. You accept this authorization when you rent a room.

THEFT
Take precautions to protect your personal belongings. Put your name on your personal property, keep serial numbers in a separate location, and check to see if your parents’ homeowner’s insurance covers your belongings while at school. Consider purchasing a policy of your own. Individuals who take any items they do not own without permission will be disciplined immediately and will be subject to suspension. Possession of lobby or kitchen furniture, vacuums, tools, or any other residence hall property without permission will be treated as theft may involve disciplinary actions as well. Also, anyone in possession of an unauthorized master key will be subject to serious discipline or dismissal.

TRANSPORTATION
Due to liability issues, Deans cannot transport students to medical appointments on a regular or emergent basis. In the case of a medical emergency, an ambulance will be called. Non-emergent appointments can be scheduled with campus transportation, if available.

TRESPASS POLICY
Only those persons having legitimate business with Union College, members of the college community and their invited guests, are permitted on campus. The college reserves the right to exclude all persons not conforming to acceptable behavior from these premises. Those who disregard this warning are considered in violation of the Nebraska criminal trespass code and liable to prosecution.

Campus Safety officers may escort non-members of the college community off the college campus. Disciplinary action may be taken in the event a Union College student is found in a limited access facility with no legitimate purpose.

WORSHIP SERVICES
What a blessing it is that we can worship together! There are a variety of worship options within the residence halls A list of options will be provided to you when you check in at the residence hall. Please see the Union College Student Handbook for information concerning religious service expectations and miscellaneous information.
RESIDENTIAL HALL SERVICES

CAMPUS HEALTH
The Campus Health Office, (2554) next door to the police substation. Hours are as follows:

Monday–Thursday: 9:30 a.m.–3:00 p.m.
Friday: 9:30 a.m.–12:00 p.m.

The campus nurse is located here to advise you and support you when you are ill or have an injury. The front desk can put you in contact with them. To schedule an appointment with the nurse go to www.campushealth.as.me/ The residence halls also have student nurses available for medical advice in the evenings.

The services of a Licensed Professional Counselor are available at Campus Health as well. This is a short-term service and the student will be referred if ongoing sessions are needed. To schedule go to www.campushealth.as.me/ Counselors are available to see students on campus if transportation is an issue. This service fee will be charged through your insurance and may include co-pays or deductibles. Contact your insurance company for information.

CHANGE MACHINE
There is a change machine available in the Rees lobby and Culver Hall that accepts up to $20 bills. If the machine is out of quarters or if you need to get quarters in exchange for pennies, nickels, or dimes, the desk worker has a small amount of quarters available to exchange.

DESK SERVICES
The desk in Rees and Culver operate 24 hours a day. The desk in Prescott operates most of the day and 24 hours /day on weekends. Our desk services include aiding with learning how to open mail boxes, leaving messages for the dean, checking out kitchen equipment and registering overnight guests. Messages, mail, and small /gifts packages for residents are put in mailboxes. Larger packages are to be picked up in the mailroom.

KITCHENETTES
Kitchenettes are available in all residence halls. Never leave food unattended while cooking or baking! Use the exhaust fan above the stove while preparing food. There is a limited supply of utensils and cooking items that can be checked out at the Rees and Culver front desk. They are for your use in the kitchen only. Do not take them to your room or leave them dirty. Please leave the kitchenette area clean when you leave so that other residents may enjoy using it. Food stored in kitchenette refrigerators is placed there at your own risk and must be clearly marked with your name and date. Unmarked or old food left in kitchen refrigerators will be discarded on a weekly basis at the discretion of the custodian.
LAUNDRY FACILITIES
Laundry rooms are located on each floor in Rees and Culver. They are located in the basement in Prescott Hall. Coin-operated washers and dryers are available and require three quarters per load of laundry for each. Do not leave your laundry unattended. Please remove laundry promptly so the machines are ready for the next user. We are not responsible for items lost or damaged in washers and dryers. If a resident experiences a problem with a machine, leave a note at the desk for the Dean, stating the specific problem and the location and number of the machine. In honor of the Sabbath, we ask that you not do laundry during Sabbath hours.

MAIL
Mail is received at the front desk of the residence hall. Your address to be given to your correspondents should be:
Your name
Name of Residence Hall - ROOM #
3800 S. 48th Street
Lincoln, NE 68506

A full address, including your room #, will ensure efficient service. You may place your outgoing correspondence in the mail slot beneath the mailboxes in the lobby. If you experience difficulty with your mailbox or mail service, notify the Dean on duty. Only the person presently working at the desk is allowed in the area behind the front desk. Please do not enter this area to pick up your mail or for any other reason.

PEST CONTROL
Spraying is done on a monthly basis. If you have specific problems with bugs, etc., contact the Dean-on-Duty so that your room can be sprayed in a more thorough manner. Keeping your room clean, taking trash out in a timely manner, and keeping food in sealed containers should prevent your room from being invaded by insects or rodents.

All dorm rooms are check for bed bugs on an annual basis. Additional inspections are done on a case-by-case basis when reported. If a room needs to be heated due to bed bugs, Union College is not responsible for any damage to room contents due to this service.

PRINTERS
• In Rees, there are printers located on 2nd East & 3rd West lobby.
• In Culver, there are printers at the Ortner desk.
• In Prescott, there are printers on the 2nd floor lobby.
Please report lack of printer paper or malfunction to the front desk worker.

REPAIRS
When a repair is needed in your room go to the Union College website and fill out a repair order. DO NOT CALL PLANT SERVICES YOURSELF. They cannot respond to a call until an official work order has been placed. Report to the dean any emergent situation and notify a Dean should your repair not be completed in a timely fashion.
RESIDENCE LIFE COMMUNITY TEAM
A dean or student dean is on duty and available from 9:00 a.m. until midnight. Between midnight and 9:00 a.m. a dean is available for EMERGENCY situations. In case of emergency, please call the dean-on-duty number (posted) or the front desk to reach the dean.

Because our work takes us around the dorm or to various locations on campus, we may not always be in our office or available immediately by phone. Because deans work a 24/7 schedule, there are times we are off-duty to spend time with our family and another dean or a student dean is on duty. Please be sure to call the dean-on-duty number (posted) and you will be able to reach the dean that is on duty at that time.

Resident Assistants (RAs) live on each floor of the residence hall. They are involved in programming to meet the needs of the residents. They work to create a sense of community, such as coordinating worships, hall parties, etc. Get to know your R.A. They are a good resource person. Resident Assistants are carefully selected as leaders to support residents and deserve your respect. Feel free to ask them to explain something you may not understand; they are available to help you in any way they can.

DISABILITY ACCOMMODATIONS
Union College is committed to providing educational opportunities and an inclusive environment for students with disabilities by honoring Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and as amended in 2008, which prohibits discrimination on the basis of handicap against persons in programs or activities benefiting from federal assistance.

If you would like to request accommodations for housing purposes, or for academic purposes please contact the Teaching Learning Center to request an appointment. This also includes requesting an emotional support animal (ESA)/assistive animal. Unlike a service animal, which is protected under the ADA, and ESA is an accommodation support under the Fair Housing Act. An ESA must be contained within the privately assigned student living accommodation (room, suite, apartment, etc.). The TLC director will determine, on a case by case basis, whether an animal is a reasonable accommodation in college and residential housing.

WEIGHT/AEROBICS ROOM
Exercise rooms are located in the basement of Rees Hall. Weight room users are expected to abide by the posted policies. Residents using the weight/aerobic rooms work out at their own risk and Union College is not responsible for any injuries.
EMERGENCY & SAFETY PROCEDURES

ACTIVE SHOOTER
Lockdown Procedures
In the event of a lock down, the school will send out one of two alerts: Yellow Alert Lock Down or Red Alert Lockdown.

Yellow Alert Lock Down
A potentially dangerous event or person is in the area, but police have the situation under control.

- Exterior doors will be locked, but classes can continue normally
- Do not leave the building
- Campus patrols may be increased
- Increased vigilance recommended
- You should be ready to take action as necessary

Red Alert Lock Down
A dangerous person is in the area. RUN, HIDE, FIGHT.

- Exterior doors will be locked, DO NOT continue normal class activities
- Lock doors
- Block line of sight (windows)
- Barricade
- Stay quiet, but prepare to fight if necessary

FIRE AND SAFETY
- Fire regulations require that stairwells and halls be free from obstruction at all times. Belongings left in these areas will be donated.

- Fire regulations do not permit the burning of candles or incense/sage. A $50 cash fine will be assessed for violation of this policy. The policy remains in effect even in the event of a power outage. It is recommended to keep a flashlight or battery operated lamp on hand in case of an emergency.

- We ask that you NOT bring any halogen lamps. Because of numerous fires caused by these lamps in many areas of the country, they have been deemed by national organizations and other college residential halls as not safe. Lamps, other than halogen, are acceptable.

- Note that overloading an electrical outlet could cause the breaker to pop due to the age of the building. Please contact the RA or dean if you need assistance turning it back on.

- PLEASE NOTE: The fire marshal mandates that NO EXTENSION CORDS be used in our residence halls. THE ONLY ACCEPTABLE EXTENSION DEVICE IS A POWER FUSE STRIP. Please purchase this before you arrive- should you need one. These are easy to find, inexpensive and could prevent a fire caused by the overheating of a regular extension cord. Inspections by the City Fire Marshall are done on a regular basis. Please help us keep the residence hall safe!
FIRE/FIRE DRILLS
Fire Drill The residence halls are required to hold periodic fire drills. When the residence hall fire alarm sounds, the law requires that the residence halls be evacuated as promptly as possible. Close all windows and exit immediately. Students should acquaint themselves with the fire exit route chart posted on the back of each room door. Use the route suggested. Please remain out of the building until the “all-clear” has been given.

If the alarm occurs after night check, please check in with your RA or fire assistant at the location listed on the back of your door. Remain at your floor’s designated fire assembly point outside the Residence Hall until official permission has been given to re-enter the building.

Failure to exit the building during a fire/fire drill is against the law and will result in a $100 fine.

Fines may be given for use of, or tampering with, fire protection equipment. Such activity is a violation of campus, city and state fire ordinances and will be handled by city authorities.

Fire exits are to be used only during fire alarms or other emergency warnings. The fire code mandates that stairwell doors are not be propped open for any reason. The purpose is to prevent the spread of fire, should one occur.

PERSONAL SAFETY
Safety of our residence halls is everyone’s responsibility. Room checks and other security measures are for your safety. Cameras are installed in various locations on campus for your safety. Report any suspicious activity and vandalism immediately!

Listed below are a few tips that can assist you in your own personal safety.

At night:
• Go with someone
• Stay away from isolated poorly lit areas
• Respect campus curfew
• Park in well-lit areas and remember where you parked
• If your car breaks down, remain in car with doors locked and open the door only for the police

Protect personal property:
• Lock your door every time you leave
• Keep a lock on your bicycle
• Don’t keep large amounts of money in your room
• Lock electronics and other valuables in the trunk when out

Please note: Residential Halls are not responsible for stolen items.
**TORNADO SAFETY**
In the case of a tornado warning, local sirens will sound. Residents will be alerted and should make their way to the residence hall basement as quickly as possible. An “all-clear” signal will indicate that it is safe to leave the basement. The first Wednesday of the month, the city of Lincoln will set off the siren as a test of the emergency alert system.

**UC ALERT**
To receive emergency alerts via your phone, follow the instructions below:

1) Log on to portal

2) Click on the 'Emergency Alert' button shown below:

![Emergency Alert Button](image)

3) Enter your phone provider and number and follow the instructions listed on the page in the blue box.