

**Important Phone Numbers**

Director of Residence Life – 402.562.1209  
Residence Life Coordinator—402.562.1438

G4S Security (24-Hour) – 402-910-6665

*RA on Call*

South – 402-562-3000

West – 402-562-3010

*RAs on Call can be reached 6PM-8AM.*

## Welcome

Dear Resident,

Welcome to Central Community College – Columbus Campus! We're pleased you've chosen to move into the residence halls and join our campus community.

Our residence halls grow and evolve each year, and you will play a key part in shaping our community this fall and spring. This handbook will help – it serves as a guide and reference for everyone living and studying in the residence halls. If you ever have any questions about the halls, I strongly encourage you to check the handbook first, since you'll probably find the answer in these pages.

The residential community at CCC Columbus is vibrant, and RAs host activities around the halls several times a week. RAs are also available any time you need help – they are returning students who want to make your time with us as great as theirs has been!

Residence Life is here to support you, and together we will make your time at CCC a successful and happy experience. I look forward to meeting you!

Sincerely,

Austin Patzel  
Residence Life Coordinator  
Columbus Campus

---

## Contents

Meet the Staff ..... 5

Residence Halls ..... 6

Sustainability ..... 10

Inclusivity ..... 10

Email Communication ..... 11

Eligibility for Campus Housing and Residence Hall Standards of Progress  
..... 11

Housing Sign-Up ..... 12

Room Transfer ..... 12

Residence Hall Waiting List ..... 13

Room Consolidation ..... 13

Room Clearances & Moving Out of the Residence Halls ..... 14

Financial Info ..... 15

Room & Board Payment ..... 16

Accommodations ..... 17

ID Cards ..... 18

Key Cards ..... 18

Bedbugs ..... 19

Break Procedures ..... 20

Room Searches ..... 21

Personal Property ..... 21

Abandoned Property ..... 21

Hall Meetings ..... 22

Registered Sex Offenders ..... 22

Room & Community Damages ..... 23

---

Rights of the Resident ..... 24

Responsibility of the Resident ..... 24

Guest Visitation Policy ..... 25

Overnight Guest Visitation Policy ..... 25

Tobacco ..... 27

Alcohol & Other Drugs ..... 27

Gambling ..... 27

Hall Sports ..... 27

Fire Safety ..... 28

Appliances ..... 29

Furniture ..... 30

Quiet & Courtesy Hours ..... 31

Lobby Hours ..... 31

Loitering ..... 31

Soliciting ..... 31

Firearms ..... 32

Pets ..... 32

CCC Smartphone App ..... 33

Student Complaint Procedure ..... 34

Infectious Diseases ..... 34

Emergency Procedures ..... 34

Harassment & Bullying ..... 36

Disclaimer ..... 36

Residential Calendar ..... 37

## Residential Community

### *Meet the Staff*

Students living in a residence hall will discover that it's quite different from living at home. Your actions have the ability to affect many other people in your community, as their actions may affect you. If you experience difficulty adjusting to living in the residence halls, we encourage you to reach out to a Residence Life staff member.

### **Resident Assistants**

RAs are returning students with experience living the residence halls. They receive extensive training each semester. Each month, an RA is expected to host one event in their residence; often, an RA may turn to residents for suggestions on upcoming events. You can always find an RA on duty each evening. When they aren't conducting rounds, they will be available at the front desk of their hall. RAs are usually the first responders to hall emergencies. If you ever have questions, comments, or concerns about your residential experience, RAs are a great resource and an excellent first step in seeking answers.

### **Residence Life Coordinator**

RLCs are professional staff who provide evening and weekend late night response in the residence halls. They supervise the RAs and manage residential operations in their buildings. If an RA ever runs into a serious challenge, they will reach out to their RLC for direction and support. RLCs are excellent resources if you're interested in residential leadership or becoming an RA yourself!

### **Administrative Professional**

The AP works in the Student Center, coordinating administrative processes, supervising student assistants, and managing the incoming and outgoing mail in the residence halls.

### **Director of Residence Life**

The DRL works in the Student Center, supervises the department, and is responsible for the residential community at CCC Columbus. If you ever have a concern or question, feel free to stop by and chat.

## Residential Community

### *Residence Halls*

CCC-Columbus boasts two residence halls each with different living options.

#### **Common Amenities**

Both of our halls offer basic cable, WiFi internet, free laundry, vending, a computer lab with printing, and a kitchen.

#### **South Hall**

South Hall is a two-level condominium style structure located on the south side of campus. The 100 bed coed residence hall is adjacent to the campus Student Center and Resource Center. The air-conditioned, carpeted rooms are designed for two people to a room and four people to a suite with one bathroom. Furnishings include built in closets and desk spaces, chairs, three drawer chests and extra-long twin beds that may be bunked if desired. A computer lab, study room, and central lounge area are located on the lower level of the hall. Kitchenette facilities are next to the lounge, as are laundry facilities and vending machines.

#### **West Hall**

West Hall is located west of the Student and provides space for up to 54 students. This motel-style hall has 18 bedrooms for 3 students per room and each room has its own bathroom and vanity area. The carpeted rooms feature individual heating/air-conditioning units and are furnished with wardrobes, desks, chairs, and extra-long beds that may be bunked if desired. The lobby area offers a TV lounge area and a computer lab. Next to the lobby are kitchen facilities, vending machines, a study room, and laundry facilities.

## Residential Community

### *Amenities*

Living on campus provides a number of advantages. Listed here are only some of the amenities and benefits.

### **Student Center**

The Student Center is open 7AM-9PM Monday-Friday and 10AM-7PM Saturday and Sunday. The Student Center houses the dining hall, game room, Academic Success Center, Residence Life/Student Activities, Career & Employment Services, TRIO, Disability Services, Bookstore, and Testing.

### **Chartwells Dining**

Chartwells provides dining services on all three campuses at Central Community College. The dining hall can be use with a meal plan or by paying at the door. While classes are in session, meals are served in the dining hall at the following times:

#### Monday-Friday

Breakfast: 7:30-9:00AM (Continental 9:00-9:30AM)

Lunch: 11:30AM-1:00PM

Dinner: 5:00-7:00PM (Monday-Thursday)  
4:30-5:30PM (Friday)

#### Saturday and Sunday

Brunch: 11:30AM-12:30PM

Dinner: 4:30-5:30PM

#### BREAKS

CLOSED

### **Fitness Center & Gym**

The fitness center is located in the Gym. Students, staff, and faculty may use the fitness center and gym for free. The fitness center offers a variety of exercise equipment, including elliptical, treadmills, and free weights.

Fitness Center Hours:      Monday-Thursday 6:00AM-10:00PM  
Friday 6:00AM-5:00PM  
Saturday-Sunday 12:00-3:00PM

Open Gym Hours:            Scheduled by Athletic Director

The fitness center and gym are offered as a courtesy to our campus community members. When exercising, please respect your fellow exercisers by listening to music with headphones/earbuds, wiping down equipment after use, and refraining from blue language.

## Residential Community

### Academic Success Center

The Academic Success Center, located in the Student Center, offers free tutoring, writing assistance, and testing accommodation. The ASC is open 8:00AM-8:00PM Monday and Thursday, 8:00AM-5:00PM Tuesday, Wednesday, and Friday while classes are in session. If you're interested in free tutoring or would like to find out what other resources the ASC can offer, please stop by to visit with the ASC Coordinator during business hours.

### Mail

Residence Life provides mail service to residents. Residence Life staff deliver mail to the halls once a day and can be picked up at the desk each evening. If a package is delivered, Residence Life will notify you via your [CCC email](#) that you have received a package that won't fit in the mailbox. When you receive this email, please stop by the Residence Life Office 8:00AM-5:00PM Monday-Friday to collect the package.

Outgoing mail service for letters is provided, but package service is not.

#### Letter/Package Mailing Address

Student Name  
CCC Residence Hall  
4500 63<sup>rd</sup> St.  
Columbus, NE 68601

### Kitchen

Each hall boasts a fully equipped kitchen available for residents to use: oven, stovetop, full fridge, and dish drainer. Cookware is also available for check-out from the RA on duty.

When using the kitchen, please bear in mind that you are sharing the space with every resident in the hall. Countertops, the oven, and stovetop should all be thoroughly wiped down after use. Dishes should be cleaned and, after they are dry, returned to your room. Dirty dishes left in the sink more than 24 hours will be disposed.

If you have suggestions for equipment you would like Residence Life to provide in the kitchen, please contact your Residence Life Coordinator or an RA.

### Laundry

Laundry machines are free to use and are provided in each residence hall. When washing your clothes, please pay attention to the time and make sure to move your



## **Residential Community**

load along in a timeline manner. Please do not leave wet laundry in a washing machine.

If one of the machines breaks, contact Residence Life or notify an RLC or RA.

### **Equipment**

Residence Life offers a number of items that residents can check out for their own use, including board games, cookware, and more. For a full list, please contact the RA on duty. Residents are required to leave their student ID with the RA on duty when checking out any equipment.

If you would like something to be made available for check-out, please speak with your RLC, and Residence Life will try to fulfill your request.

### **Custodial Services**

Custodians maintain the halls and clean the facilities regularly. Common areas, e.g. lobbies, public restrooms, kitchens, and laundry rooms are cleaned by custodians. The residents' bathrooms are private, meaning custodians do not provide bathroom cleaning services in those halls.

### **Internet, Television, and Telephone**

High-speed internet is provided in every building on campus via CCC's wireless network. For instructions on connecting, please check WebCentral or visit the IT Service Center in the Resource Center.

Basic cable is available in the residence halls. Telephone service is not provided in the residence halls.

### **Residential Security**

In addition to Residence Life staff and RAs on duty, campus security maintains a presence in the residence halls while classes are in session. At any time, one of the campus security officers can be found conducting rounds through the residence halls. Campus security officers are trained to respond to emergencies, violations of the conduct code, and provide support as needed. If you need to contact security, they can be reached 24/7 at 402.910.6665.

### **Mattress Pads**

For added protection, every CCC mattress is enclosed in a bedbug resistant cover. Residents are not required to provide their own mattress pad or cover, but some have reported that the bedbug cover can be uncomfortable. If you are concerned about the comfort of your mattress, you are welcome to provide your own cover or pad. Residence Life strongly encourages residents to buy new pads or covers in order to mitigate any risk of bedbugs.

## Residential Community

### *Sustainability*

Sustainable living is one of the core values at Central Community College. Some examples of sustainability in action include tray-less dining and reusable to-go containers in the dining hall. In the residence halls, we enact sustainability with our recycling program. Trash cans for recyclables are located next to every dumpster.

#### Recyclables

Paper – Remove any bindings

Plastics – All sorts (1-7) accepted

Metals

\*Paper, plastic, or metal with food cannot be recycled

For more information on CCC's sustainable practices, please visit

<http://www.cccneb.edu/GreenToday/>. If you have ideas or suggestions for making our residence halls greener, please contact Residence Life.

### *Inclusivity*

Residence Life prides itself on offering a diverse and inclusive experience in the residential community at Central Community College. Our hope is that you find your second home while living with us.

If you have ideas for multicultural, educational events or experiences you would like to bring to our campus, please contact your RLC, and we will work with you to make your suggestion a reality!

If you believe you have been on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, or pregnancy status, or if you believe you have witnessed an incident in which this happened, please contact Residence Life, who will help you contact the Title IX coordinator, and the College will act to end the discrimination, prevent its recurrence, and remedy its effects on the complainant and the college community.

## Administrative Procedures & Guidelines

### *Email Communication*

Email is the official form of communication for Central Community College, as outlined in the Student Handbook. In order to meet our obligations under the Family Educational Rights & Privacy Act (FERPA), Residence Life will communicate using only your @cccneb.edu email account. This ensures we are communicating with you and mitigates the risk of phishing.

Residents are expected to check their email at least once a day. Many of the emails Residence Life sends may be time sensitive. If a student misses a deadline because he or she neglected to check and read their emails, no extensions will be granted. For help adding your @cccneb.edu account to your smart phone and/or setting up Outlook on your computer, please visit the Columbus Service Center in the Resource Center or call them at 308.398.7999.

### *Eligibility for Campus Housing and Residence Hall Standards of Progress*

Students must meet all of the following criteria/standards in order to be eligible for campus housing:

- A completed Housing & Dining Contract must be on file in the Residence Life Office.
- A \$150 housing deposit must be paid to Student Accounts.
- Residents must maintain full time status (12 credit hours per semester).
- Residents must maintain a minimum 2.0 cumulative GPA and complete at least 67% of attempted credits.

### **Residential Probation**

Failure to meet either or both of the academic standards (GPA and attempted credits) may result in a resident being placed on residential probation. If a resident is placed on probation, Residence Life will notify them in writing, and the resident will have one semester to return to good standing, i.e. return to full time status or raise their GPA to at least 2.0. If the resident is still in violation of academic standards after one semester of probation, they may lose eligibility, and Residence Life may require them to move out immediately.

### **Exceptions & Appeals**

Students in exigent circumstances may request an exception. Appeals must be submitted via email to the Director of Residence Life. For more information or help with filing an appeal, please contact a Residence Life staff member.

## Administrative Procedures & Guidelines

### *Housing Sign-Up*

Housing sign-up for residents returning for the fall semester takes place each spring. In order to be eligible for “returner preference” when signing up, please make sure to submit your housing packet by the deadline.

Residence Life will begin posting information about housing sign-up early in spring semester each year – please make sure you’re checking your email and watching out for Residence Life communication if you plan to sign up for fall housing.

Returning students who miss the sign-up deadline may still request housing, but forfeit their “returner preference.”

### **Spring Housing**

Housing assignments roll over from fall to spring, but some students may register for a spring start and need to move into the halls in January. If you find yourself in this position, please work with the Admissions Office and Residence Life to sign up for housing.

### **Active Duty Service Members**

If you are called up for duty, please contact the Office of Residence Life, and we will make arrangements to accommodate your housing needs.

### *Room Transfer*

#### **Roommate Assignments**

Roommates are assigned using the Roommate Questionnaire. Priority is given to roommate requests only if the roommates request each other.

Residents will be mailed roommate contact information during the summer. Due to space limitations, we encourage you to coordinate larger items (e.g. TVs) with your roommates before moving in.

#### **Roommate Agreements**

At the beginning of the semester, Residence Life will work with each room to develop a roommate agreement between the occupants. This agreement is a tool to assist residents as they discuss and agree on standards and expectations for their room.

#### **Roommate Change Requests**

Roommate changes (and room moves) are restricted the first two weeks of class, while Residence Life takes census in the halls. If you and your roommate(s) are experiencing difficulties, we encourage you to reach out to an RA or RLC to try mediating the disagreement. If mediation fails, a room or hall transfer will be an option.

---

### Administrative Procedures & Guidelines

Some of our residents make the decision to move halls or rooms during the year. If you find yourself in this position, please make sure to follow these steps:

1. Inform your roommate of your plans.
2. Contact the RLC for the hall/room you would like to move into. Working with the RLC, schedule a day and time to complete the transfer.
3. Complete the transfer, including all room condition reports, as directed by the RLC.
4. Any time a resident transfers hall or room, a \$25 processing fee will be charged to their account. If the transfer is the result of roommate conflict, participation in the mediation process will waive the processing fee.

*In exigent circumstances, emergency transfers may be authorized by the Residence Life Coordinator, and the fee waived. These transfers may be permanent or temporary, depending on the situation.*

**The College reserves the right to assign/reassign residential space based on housing need, as determined by the Director of Residence Life. This includes the consolidation of rooms that are below occupancy, i.e. a single resident in a double room or two residents in a triple room.**

#### *Residence Hall Waiting List*

If the residence halls fill beyond capacity, Residence Life will establish a waiting list. Your place on the list will be determined by the date you submitted a complete housing application packet. In order to be complete, the housing application must include:

1. Housing & Dining Contract
2. Roommate Questionnaire
3. Health & Contact Information
4. Missing Student Contact Information
5. \$150 Deposit

Residence Life will contact students on the waiting list via CCC email as vacancies become available. If a student does not reply to their waiting list email within 48 hours, Residence Life will offer the vacancy to the next person in line.

#### *Room Consolidation*

The standard housing rate includes a bed and living space for a resident in a room that is full occupied. If one or more rooms drop below their standard occupancy, Residence Life reserves the right to consolidate the rooms' occupants. This provides for a more positive experience for our residents and allows us to make more effective use of the housing facilities.

---

### Administrative Procedures & Guidelines

Residents who would prefer not to be consolidated and who wish to reserve the space for themselves should contact the Director of Residence Life on their campus. Private rooms are billed at a higher rate, and their availability varies by semester.

#### *Room Clearances & Moving Out of the Residence Halls*

Residence Life will provide instructions to residents moving out at the end of the academic year. If a resident chooses to move out before the end of the academic year and contract period, the following steps should be taken:

1. At least 24 hours prior to move out, the resident must contact a Residence Life staff member via email to schedule a check-out time.
2. At the scheduled check-out time, a staff member will meet the resident at the campus Residence Life Office and accompany them to their room.
3. The staff member and resident will complete the clearance paperwork, which includes an assessment of the room or suite condition. ***Clearance paperwork cannot be completed unless the resident has removed all of their belongings from the living area.***
4. The resident may be assessed damage or cleaning fees based on the condition of the room.
5. As outlined in the housing contract, residents who terminate early and move out before the end of the academic year will not receive their housing deposit, nor will their housing fee for the semester be refunded. They will receive a pro-rated refund for their meal plan. ***The pro-rate is determined by the date that the residents completes the check-out process.***

---

**Administrative Procedures & Guidelines**
*Financial Info***Room & Board Rates**

Residents must contract for both room and board before moving into the residence halls. Meal plans are available at 14 or 19 meals per week.

<b>2022-23 Rates</b>	<b>Semester</b>	<b>Year</b>
14-Meal + Room	3,412.00	6,824.00
19-Meal + Room	3,719.00	7,438.00

Residents with a 14-meal plan may eat at breakfast on Monday through lunch on Friday.

Residents with a 19-meal plan may eat breakfast on Monday through dinner on Friday, and brunch and dinner on Saturday and Sunday.

Private rooms (double occupancy with only one resident) may be available at a higher rate. If you're interested in reserving a private room, please contact the Director of Residence Life.

**Deposits & Refunds**

Residents who elect to move out of campus housing prior to the end of the contract period must contact their RLC to schedule a clearance time.

Prior to the second Friday of classes, residents who withdraw academically and clear from the residence halls will receive a full housing and meal plan refund, minus the first 4 weeks. Residents who choose to move off campus but stay enrolled are not eligible for a housing refund.

After the second Friday of classes, residents who withdraw academically or choose to move off campus and clear from the residence halls will receive no housing refund, but their meal plan will be refunded, minus the first 4 weeks.

After the fourth week, residents who clear will receive a pro-rated refund of their meal plan, dated to the end of the current week.

Deposits will be refunded if a student cancels their contract prior to June 1<sup>st</sup> (for fall semester) or December 1<sup>st</sup> (spring semester). Cancellations after the deadline will forfeit the deposit, including residents who clear after moving into their room.

---

**Administrative Procedures & Guidelines***Room & Board Payment*

Payment arrangements for Room/Board are due on the first day of class. If the resident has not contacted Student Accounts and worked with them to develop a payment plan within 2 weeks of moving into the residence halls, the College may terminate the contract and require the resident to clear out of the halls within 48 hours. For questions on payment plans, Veterans benefits, or other payment issues, please contact the Student Accounts Office located on your campus.



---

**Administrative Procedures & Guidelines***Accommodations*

Residence Life strives to meet all of our students' needs. If you have a need for an accommodation that has not been met, please contact the Director of Disability Student Services in the Student Center. Residence Life will collaborate with you and DDSS to provide effective residential accommodations and meet your needs. (Disability Student Services can also help arrange academic accommodations.) If you would like to request an accommodation that does not fall under ADA or FHA regulations, please contact Residence Life, and we will work with you to find a suitable solution or compromise. Requests for exceptions to specific conduct policies may be considered for spiritual or religious reasons, but these exceptions must be arranged beforehand.

Disability Student Services

Location: Student Center

Hours: Monday-Friday, 8:00AM-5:00PM

Email: [colynnpaprocki@cccneb.edu](mailto:colynnpaprocki@cccneb.edu)

Phone: 402.562.1240

---

**Administrative Procedures & Guidelines***ID Cards*

All College personnel have the authority to ask students to show their current campus ID. Students should be prepared to present their ID upon request. Your ID card is not transferable at any time for any reason. ID cards are required in order to use campus printers.

If a student loses their ID card, they must notify Student Accounts immediately.

*Key Cards*

Your student ID is also your key card to access your hall and room. **College policy prohibits duplication of student IDs or loaning of student IDs to other persons.**

Residents must keep their student ID on them at all times. If you lock yourself out, an RA, RLC, or campus security can let you into your room. Although lockouts are free, repeated lockouts may result in a service fee. College staff will only key room occupants into their room – if you have locked yourself out, please be ready to provide photo ID when you are keyed into your room.

Lost student IDs must be reported to the Residence Life Office immediately. A temporary key card will be assigned, and you will have 48 hours to replace your student ID at the IT Service Center in the Resource Center and return the temporary card to Residence Life. Temporary key cards that are lost or not returned to Residence Life will result in a \$10 replacement fee.

---

**Administrative Procedures & Guidelines***Bedbugs*

Residence Life takes preventative steps to prevent/mitigate bedbugs in the residence halls, but our efforts are only as strong as the efforts reciprocated by our residents. If you believe that your room has bedbugs, please contact the Director of Residence Life immediately.

Central Community College will incur the cost of the initial treatment. Please follow the directions given by the College; doing so will help to ensure a successful treatment. If a resident chooses not to follow the directions, and bedbugs recur, the resident may be billed for continued treatment.

**Preventative Measures**

Please help us prevent bedbugs by taking the following steps:

1. Keep your floor and bed clear of clutter. Although bedbugs aren't attracted to mess, clutter offers valuable hiding spaces for them, giving them the opportunity to inhabit a room for longer periods of time before noticed.
2. Keep the bedbug covers on the mattresses.
3. When staying at a hotel, pull up the sheets and inspect the mattresses along the seams.
4. Leave stuffed furniture at home. Futons and loveseats can transport bedbugs into the halls. If a clean piece of furniture becomes inhabited by bedbugs in the hall, they will likely need to be disposed. Leaving stuffed furniture at home lowers the risk of bedbugs and saves you the potential cost of losing the furniture. We also encourage residents to inspect their new furniture before unboxing it as a preventative measure.

For more information about bedbugs, please visit the UNL Extension Office site at <http://lancaster.unl.edu/pest/resources/bedbug263.shtml>.

---

**Administrative Procedures & Guidelines**
*Break Procedures***Break Closures**

During the school year, the residence halls shut down for various breaks. Residents may register to remain in the halls for fall break, Thanksgiving break, winter break (February), and spring break. Between fall and spring semesters, campus shuts down, and the residents may not remain in the halls.

Break Dates 2020-2021

<b>Break</b>	<b>Halls Close at 5:00PM</b>	<b>Halls Open at 4:00PM</b>
Fall Break	Friday, 7 Oct 2022	Tuesday, 11 Oct 2022
Thanksgiving	Tuesday, 22 Nov 2022	Sunday, 27 Nov 2022
Semester Break	5pm Friday, 9 Dec 2022	Sunday, 8 Jan 2023
Winter Break	Thursday, 9 Feb 2023	Sunday, 12 Feb 2023
Spring Break	Friday, 3 March 2023	Sunday, 12 Mar 2023

**Break Check-Out**

Residents are required to ensure their room is clean and to check out of the residence halls each break. Please watch for emails from Residence Life and postings before each break, which will outline check-out and cleanliness requirements. Failure to follow check out guidelines may result in fees charged to the responsible individual's student account.

**Break Extensions**

Except for semester break, residents may register to remain in the residence halls during break. The deadline to register for a break extension is one week before the last day of classes.

In order to register, please watch for instructions emailed by Residence Life before each break. Students with conduct history or who otherwise aren't in good standing with the residential community may not be eligible for break extensions.

---

## Administrative Procedures & Guidelines

### *Room Searches*

Our residents' right to privacy is observed in the residence hall, but a room may be entered for the following reasons:

1. By law enforcement officers in performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
2. By authorized Central Community College personnel (Residence Life staff, campus security, Facilities staff, College administration) in the event there is reason to believe there is a violation. The College reserves the right to confiscate alcoholic beverages, illegal drugs, and drug paraphernalia found in a student's room and to suspend the student from the residence hall if the administration believes immediate action is necessary.
3. By authorized Central Community College personnel in emergency situations and/or to protect the health and welfare of the students.
4. By authorized Central Community College personnel and the State Fire Marshal to ensure the health, fire, and safety regulations are being maintained.
5. By authorized Central Community College personnel or agents to make improvements and repairs.

### *Personal Property*

The College does not assume responsibility for theft, damage, loss of money, valuables, or personal items of any resident or guest. Residents are encouraged to mark all personal items with permanent identification and to record the serial numbers of any personal electronics. Room doors should always be locked during any absence. All losses and/or theft should be reported to campus security immediately at 402.910.6665.

Residence Life strongly encourages residents to acquire renter's insurance or determine if their family's homeowner's insurance will cover their personal property.

### *Abandoned Property*

Any belongings that a resident leaves behind after vacating their room will be considered abandoned property. Residence Life will give notice of the abandoned property to the former resident by phone and CCC email. It is the responsibility of the resident to schedule a time with Residence Life staff to collect their belongings. If the occupant does not respond to the email or phone call within 48 hours, Residence Life will dispose of the abandoned property.

Depending on the amount of property left behind, as well as the staff needed to collect and store the property, a storage fee of \$25 or greater may be assessed, payable to Student Accounts.

### **Administrative Procedures & Guidelines**

#### *Hall Meetings*

Residence Life holds regular meetings in each hall and schedules additional ones as needed. These meetings are not mandatory, but valuable information is shared and we strongly encourage you to attend.

Residents who miss a hall meeting can follow up with their Residence Life Coordinator or RA to find out what information they missed.

If you have information you would like shared at a meeting, please contact your Residence Life Coordinator. At their discretion, the RLC may add the information to the agenda.

#### *Registered Sex Offenders*

Central Community College is committed to providing an atmosphere that encourages learning, the exchange of ideas, and interacting with one another in a safe environment. In the interest of safety, security, and welfare of CCC residents, any person required by the State of Nebraska to register as a sex offender will not be permitted to reside in any CCC residence hall.

## Administrative Procedures & Guidelines

### *Room & Community Damages*

When checking into a new room, residents are required to complete a room condition report with their RA, detailing any existing damage. If any damage occurs during occupancy, please notify Residence Life staff or submit a work order with Facilities through WebCentral.

When a resident checks out of a room (whether clearing the halls or transferring to a new room), Residence Life staff will assess the room for damages and cleanliness, comparing the current state to the room condition report from check-in. Any unusual cleaning or damage beyond normal wear and tear may be billed to all occupants of a room. Charges for damages and cleaning are based on actual repair, replacement, and labor costs.

Residents may not make repairs to avoid damages. This policy has been established to control the quality of craftsmanship in living areas.

Only if the person(s) responsible contact Residence Life and take full responsibility for the costs will the charge be reallocated.

The cost of damages and/or cleaning will be deducted from the deposit refund. Fees in excess of the deposit amount (\$150) will be assessed to the individual's student account.

In rare instances, damages in a hall common area may be billed to residents assigned to that hall, unless the responsible individual(s) come forward.

### **Residential Living Standards**

Central Community College finds great value in the residential experience. Living in residence halls enhances our students' time in college and provides a diversity of opportunities to meet new people, make new friends, and get involved in the community.

For many of our residents, living in the halls may be the first time they have shared a room or lived in a community as large as a residence hall. CCC Residence Life makes every effort to create a vibrant, healthy community, and we can achieve this only through partnership with our residential students.

These responsibilities and rights broadly outline Residence Life's value and goals for the residential community. For specifics, please refer to the Student Handbook, Code of Conduct, and other sections of Residence Hall Handbook.

#### *Rights of the Resident*

1. The right to live in an academic community free of harassment or intimidation of any kind.
2. The right to privacy and respect for your personal property.
3. The right to live in an academic community free of alcohol, tobacco, and other drugs.
4. The right to live in an academic community free of unreasonable disruption.
5. The right to live in clean, well-maintained residence halls.

#### *Responsibility of the Resident*

1. To treat members of the CCC community with respect.
2. To comply with the directives of Residence Life and Campus Security staff.
3. To familiarize yourself and comply with the policies and guidelines of the Student Code of Conduct, Student Handbook, and Residence Hall Handbook.
4. To accept responsibility for your choices and behavior, and to assume responsibility for the choices and behavior of any guests whom you host.
5. To treat the campus facilities with respect and to refrain from causing any damage or tampering with fire safety equipment.

#### *Conduct Process*

Sometimes, a resident makes poor choices and violates our Student Code of Conduct or College policy. If this behavior takes place in the residence halls, the incident and/or situation will be documented and referred to a conduct officer.



### **Residential Living Standards**

Serious violations, e.g. illegal drugs or harassment, will be heard by a professional staff member. Community violations may be heard by a professional staff member or the Judicial Board, a panel of students who consider alleged conduct violations, determine responsibility, and assess appropriate sanctions. For more information on the Judicial Board, please visit their webpage at [www.cccneb.edu](http://www.cccneb.edu) or refer to the Student Handbook.

Notifications and communication regarding conduct proceedings will be sent via CCC email. Please make sure you are checking your email on a regular basis in order to avoid missing any important deadlines.

### **Residential Living Standards**

#### *Guest Visitation Policy*

The residence halls at Central Community College have a visitation policy for day-time and overnight guests, which establishes the hours of visitation and expectations of guests in any residence hall. Residence Life and Campus Security enforce visitation policy.

1. Residence halls are locked at all times, and access is limited to those entrances with card swipes.
2. A guest is any person who does not reside in the room they are visiting. Guests must be able to provide photo ID on request.
3. Visitation hours for all residence hall rooms are 8:00AM-midnight. Guests who plan to stay in their host's room past midnight must register as an overnight guest as outlined in the next section.
4. Lobby and other common areas close at 2:00AM.

It is the host's responsibility to adhere to visitation policy and ensure their guest is doing the same. Violation of the visitation policy will be documented, and may result in disciplinary action.

Individuals who have been restricted from the residence halls due to behavioral issues or conduct violations forfeit all guest privileges and may not visit the residence halls.

#### *Overnight Guest Visitation Policy*

Residents are permitted overnight guests, but prior permission of all roommates is required and will be enforced. Residents are limited to one guest at a time. "Overnight" is defined as any guest planning to stay in their host's room past visitation hours, which end at midnight.

Residents are permitted to host guests up to 5 nights a month, whether an individual guest stays 5 nights or multiple guests add up to 5 nights. The host resident will be billed \$5 per night. Overnight guests are limited to no more than 5 nights a month, whether hosted by one resident or multiple.

Hosts who do not register their guest, or who host more than 5 nights in a month, will be charged an overnight fee of \$30. Repeat offenders may be referred to the student disciplinary process.

Overnight guests, including ones who live in another residence hall on campus, must register at the front desk of the hall they are visiting if they plan to stay in their host's room past midnight. Guests must present photo ID when they register.

### **Residential Living Standards**

Residents who are hosting a guest may not leave their guest unattended in the residence halls. Guests cannot have in their possession any residence hall keys or key cards and must be accompanied by their host when entering the building. Residents and guests must adhere to the regulations of the hall and posted visitation hours. Regulations include the Student Handbook, Residence Hall Handbook, and Student Code of Conduct.<sup>0</sup>

**Residents and guests must maintain behavior that takes into account the personal rights of roommates and other residents and does not violate college policy or civil law. Residents and/or guests are responsible for any damages incurred.**

Every resident has the right to safety and comfort in their residence hall room and suite. Guests are a privilege and not a right. If a resident has concerns about their roommate's guest(s), we encourage them to discuss the matter with their roommate or to contact Residence Life staff member for assistance and guidance. Any exceptions to the overnight guest policy are at the discretion of the Director of Residence Life.

---

*Tobacco*

CCC is committed to providing a safe and healthy environment for its employees, students, and visitors.

No smoking or tobacco products are allowed on campus. Central Community College prohibits the use of all smoke and smokeless tobacco products in all buildings, facilities, and vehicles. **This includes e-cigarettes.** This action is in compliance with Nebraska R.S.S. 28-1327 and 28-1328 and rule 58 and 59 of the State Department of Health.

Students, employees, visitors, and guests who choose to use tobacco products are asked to use them off campus.

Use of any tobacco products in the residence halls will be documented and referred for disciplinary action.

### Residential Living Standards

*Alcohol & Other Drugs*

In accordance with Nebraska state statute 53-186, possession of alcoholic beverages on Central Community College property is prohibited, including empty or full alcoholic beverage containers. Likewise, illegal drugs and drug paraphernalia are also prohibited on College property, including illegal use and/or storage of prescription medication.

Alcohol and/or illegal drug use will be documented and referred for disciplinary action. CCC will interpret the presence of alcohol, illegal drugs, and/or alcohol or drug containers as actual possession. Any students or guests determined to be in a location and/or in proximity where an alcohol or drug violation is taking place may be referred for disciplinary action.

Violations of alcohol and/or drug laws may result in significant sanctions, including attendance in an alcohol/drug education class, behavioral requirements, community service, contract cancellation, fines, probation, suspension, expulsion, arrest, and prosecution.

*Gambling*

Gambling in any form that involves an exchange of money is not permitted in any residence hall.

*Hall Sports*

Hall sports are prohibited in the residence halls, including dart boards, snowball fights, skateboards/roller blades, dodgeball, chair races, Nerf projectile launchers,

Nerf projectiles, snowball/shaving cream/water balloon fights, and any other exuberant activity that may result in damage to hall facilities.

Bicycles are allowed on campus, but may not be ridden indoors or stored inside the residence halls. Please secure your bicycle at one of the bicycle stands when not in use.

## **Residential Living Standards**

### *Fire Safety*

#### **Flammable Material**

Fire codes prohibit the use of candles, incense burners, and any open flame in the residence halls. Outlet plug-ins with heating elements, e.g. halogen bulbs, are not allowed. Plug-ins that do not rely on heating elements, e.g. Wallflowers, Glade, or similar products, are allowed, as are essential oil diffusers. Only candles that have never been burnt or that have had their wick removed are permitted in residence hall rooms.

Gasoline, ether, and other highly flammable products including spray paint may not be used or stored in students' rooms or anywhere inside the residence halls.

#### **Fire Safety Equipment**

The State Fire Marshall requires fire safety equipment in the residence halls.

Misuse of or tampering with fire safety equipment is subject to suspension from campus housing, additional disciplinary action, and possible arrest. Students found misusing or tampering with fire safety equipment will be held responsible for all damages resulting from their actions. Covering, disconnecting, or otherwise interfering with smoke detectors in the residence halls will be documented as misuse of fire safety equipment and referred for disciplinary action.

#### **Fire Drills**

Periodic fire drills will be conducted in all residence halls. Participation is mandatory. Refusal and/or failure to comply will be documented, and the resident referred for disciplinary action. Residents are responsible for knowing and following the correct procedure for evacuating their residence hall. For more information on fire emergencies, please see the *Emergency Procedures* section of this handbook.

#### **Fire Hazards**

In order to mitigate the risk of fire, CCC enforces the NFPA Life Safety Code, which prohibits any devices being used to prop/block doors open. This includes, but is not limited to, outside doors, bathroom doors, room doors, and suite/section doors. Tampering that prevents a door from latching shut, including the use of magnets, rocks, and tape, is considered a violation of the Code of Conduct and will be referred for disciplinary action.

While preparing food and/or using a microwave or oven range in the residence halls, residents may not leave the appliance unattended. Failure to do so will be documented and referred for disciplinary action. If the unattended microwave or oven range triggers a fire alarm, any resident found responsible for leaving the appliance unattended may be held liable for any costs associated with the emergency response or damage to physical plant.

If you notice a fire hazard in the residence halls that has not been included here, please contact Residence Life immediately, and a staff member will assess the situation.

## **Residential Living Standards**

### *Appliances*

Appliances with heating elements may not be used in any resident's room, including (but not limited to) irons, coffee makers, hot pots or slow cookers, George Forman Grills, electric fry pans, ovens, and toasters. These items may only be stored in a resident's room when cool to the touch. Cooking and ironing should be done only in the designated areas of each hall.

Some appliances with enclosed heating elements and UL approved power cords are allowed in the residence halls, such as hair dryers. If you are unsure whether your appliance is approved, please contact Residence Life.

Hot plates, portable heaters, clamp lights, halogen lights, and electric blankets are not allowed in the residence halls.

### **Microwaves**

Personal microwaves with a maximum wattage of 900W are allowed only in the common area of sections/suites. Personal microwaves are not allowed in residents' bedrooms. Microwaves must be plugged directly into a wall socket; they may not be connected using a power strip or extension cord.

### **Refrigerators**

Rented or personally owned refrigerators are allowed in the residence halls, but must be UL approved and may not exceed the following specifications:

- Power – 115 volts, 60 cycle AC
- Watts – 50
- Amps – 6.0
- Size – 5.2 cubic feet

Refrigerators must be plugged directly into a wall socket; they may not be connected using a power strip or extension cord.

---

The College is not responsible for damage to the refrigerator or spoilage of the contents caused by electrical power failure or equipment malfunction.

## **Residential Living Standards**

### **Grills**

Propane and natural gas grills may not be used in or around the residence halls, except when authorized by the Director of Residence Life.

Charcoal grills may be used no closer than 20 feet away from the building. When not in use, charcoal grills, charcoal, and any light fluid must be stored in the owner's vehicle or off campus. Storage of these items in the residence halls is not allowed, and may result in disciplinary action.

### *Furniture*

Furniture may not be rearranged to prop doors open, block hallways or entries, or block PTac (HVAC) units.

Windows serve as a second means of egress during an emergency. Furniture may not be rearranged to block windows.

Residents assume responsibility for any damages to furniture or the facilities when moving/rearranging furniture.

### **College Furniture**

This section refers to College-owned furniture. Furniture may not be moved from room to room, nor may it be removed from common areas. At the beginning of the year, Residence Life completes an inventory of residential furniture; any furniture found missing or dismantled when a resident checks out will be billed to the room's occupants, unless the individual responsible is identified.

Beds may not be bunked or unbunked without permission: Residents who would like the beds set differently must submit a work order. Work orders to bunk and unbunk will be processed only during the first three weeks of the semester. The College is not liable for any accidents or injuries that may occur due to improper furniture arrangements.

### **Personal Furniture**

The College does not restrict the type or amount of personal furniture that residents may bring with them; however, because College furniture may not be removed from the room, space is limited. For large items, Residence Life strongly encourages residents to make plans with their roommates before moving the futon or other large item into the room.

In order to mitigate the risk of bedbugs, Residence Life also strongly discourages residents from bringing padded or stuffed furniture into their residence hall.

Residents assume responsibility for any damage to the facilities that results from personal furniture they bring into the residence hall.

---

Waterbeds are not allowed in the residence halls. Personal mattresses will be allowed only as an accommodation. If you plan to bring your personal mattress, please contact the Director of Disability Services to arrange an accommodation.

## **Residential Living Standards**

### *Quiet & Courtesy Hours*

The residence halls observe established quiet hours for the studying and comfort of our residents. Quiet hours begin at 10:00PM each night and end at 8:00AM.

Residence Life expects all residents to let each other know if they are violating quiet hours. If a room or individual continues to violate quiet hours after you have informed them, please contact the RA on Duty. Violations of quiet hours may be documented and referred for disciplinary action.

Courtesy hours are in effect at all times. It is every resident's responsibility to act in a responsible manner and respect the rights of others at all times. If a resident is informed that their noise/volume is bothering others, Residence Life expects the resident to comply and reduce the noise of their activity to a courteous level.

Depending on the severity, violations of courtesy hours may be documented and referred for disciplinary action.

### *Lobby Hours*

Residence hall lobbies and other common areas close at 2:00AM every night.

Residents and guests in the lobbies and common areas are expected to abide by quiet/courtesy hours and other standards of behavior, or they will be asked to leave.

### *Loitering*

Campus Security will investigate anyone loitering or congregating on college grounds after 1:30AM. Security personnel may check identification as necessary and appropriate, and direct individuals to leave the campus or, if a resident, to return to their hall.

### *Soliciting*

Soliciting is defined by CCC as advertising of any kind, including in person, with posters, or leaflets/flyers.

For-profit solicitation by students, CCC employees, non-CCC individuals, groups, businesses, or other entities is prohibited in the residence halls out of respect for our residents' privacy and comfort.

Non-profit solicitation in the residence halls with print by students, CCC employees, non-CCC individuals, groups, businesses, or other entities must be approved by the Associate Dean of Students or Director of Residence Life. Non-

---

profit solicitation in person by students, CCC employees, non-CCC individuals, groups, businesses, or other entities is prohibited in the residence halls.

### **Residential Living Standards**

#### *Firearms*

Possession of firearms, ammunition, fireworks, air rifles, bows, crossbows, sling shots, box cutters, knives with serrated blades and/or longer than 3", stun guns, paintball guns, or other similar devices, materials, explosives, or chemicals which may reasonably be presumed to endanger the health and safety of the campus community and/or facilities or in connection with any College sponsored activity is strictly forbidden.

Any person or persons having possession or control of such devices will be subject to College disciplinary procedures as well as criminal sanctions. Permitted exceptions include the use in conjunction with approved instructional demonstrations or by peace officers, or members of the armed forces under orders.

#### **Concealed Handgun Permit Holders**

In accordance with Nebraska Revised State Statute 69-2441, concealed handguns are prohibited on Central Community College property, including all grounds and facilities.

If a permit holder is driving onto campus, they are required to take the following steps:

69-2441 (3) A permit holder carrying a concealed handgun in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public, used by any location listed in subdivision (1)(a) of this section, does not violate this section if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle. This subsection does not apply to any parking area used by such location when the carrying of a concealed handgun into or onto such parking area is prohibited by federal law.

#### *Pets*

No pets are allowed in the residence halls, with the exception of freshwater fish. Residents may keep fish in an aquarium no larger than 10 gallons, and no more than one aquarium is allowed in each room. Fighting fish, e.g. beta fish, are not allowed to be kept as pets.

If you have need for a service or assistance animal, please see the Accommodations section or contact the Director of Disability Services.



---

## General Information

### *CCC Smartphone App*

The Central Community College smartphone app helps you stay connected to your higher education experience like never before. You'll have access to great features that make your college experience more effective, more efficient, and more fun.

Just some of Central Community College's features include:

- Student Planning/Register – Manage your courses on the go. See your academic future.
- Courses — Manage your courses on the go by accessing your course schedule and links to helpful resources.
- Grades — Check your midterm and final grades on the go.
- Student Financials – Quickly see your balance and past payments.
- My Assignments – See and manage your official course assignments.
- Notifications — Stay informed announcements delivered right to your device from Central Community College.
- RAVE Alerts – See urgent emergency notifications anytime, anywhere on your device.
- Employee Directory – See contact information for CCC employees. (Must be an active CCC student.)
- CCC Maps — Know all of our campuses and centers like the back of your hand.
- Important Numbers — Easily find all the contact information for all our locations.
- CCC Twitter – Stay up to date on current events through our twitter page.
- CCC Facebook – Keep up with us on our Facebook Page.
- CCC Videos on Demand – Watch our pre-recorded classes. (Must be an active CCC Student.)
- CCC YouTube – Watch our latest YouTube videos through your device.
- Finger Print Login – Use the latest security encryption to keep your mobile experience safe.

Android Play Store Link:

<https://play.google.com/store/apps/details?id=edu.cccneb.mobileapp>

iTunes Store Link: <https://itunes.apple.com/us/app/central-community-college/id1177111142?mt=8>

\* Please contact our Service Desk for assistance with login.

<http://www.cccneb.edu/Home/>

---

## General Information

### *Student Complaint Procedure*

A formal complaint is a request for the resolution of a problem, conflict, concern or issue that negatively impacts a student(s). Student formal complaints may include (but are not limited to) issues regarding classroom instruction, college policies, procedures, services and offices. Students are encouraged to review CCC's formal complaint procedures prior to submitting a complaint:

<http://cccneb.edu/StudentComplaintProcess/>

### *Infectious Diseases*

Students who have or suspect they have an infectious disease are expected to report this information to the Associate Dean of Students.

Please refer to the Student Handbook for more information concerning infectious disease procedures.

### *Emergency Procedures*

#### **CCC Alerts**

CCC Alerts is the college's emergency notification system for students, staff and faculty at our Columbus, Grand Island and Hastings campuses and Holdrege, Kearney and Lexington centers.

The system will give emergency direction and notification upon the college's confirmation of a significant emergency or dangerous situation, and campus or center closings. The system is capable of delivering messages to your college e-mail account and personal e-mail accounts as well as text and voice messages to your cell phone and home phone.

Students are automatically subscribed to emergency text messages and can view/edit their cell phone number at <http://www.getrave.com/login/cccneb>.

Your username and password is the same as your WebCentral login information.

The Website allows you to add additional e-mail address voice lines and mobile phone numbers. (The use of CCC e-mail addresses ensures that only members of the CCC community can sign up for the notifications.) Registration is completely free; the only charge for users would be any cost they incur from their carrier for receiving a text message.

Central Community College will conduct periodic tests of the "CCC Alerts."

---

## General Information

### Fire Emergencies

If the fire alarm sounds, please treat it as a genuine emergency and immediately exit the building. Gathering areas for each residence and academic hall are listed on “Emergency Procedures” posters in each building.

When you have exited the building and reached the gathering area, please make contact with the nearest Building Captain or RA, who will be taking roll to ensure a complete evacuation. Residents will be allowed to return to the residence hall as soon as the fire department has declared the building safe.

Failure to comply with a fire alarm and evacuate will be documented and referred for disciplinary action.

### Severe Weather - Tornado

If the tornado siren sounds, residents are strongly encouraged to head to the nearest severe weather shelter in the building. Shelter areas are identified by a “Severe Weather Shelter” sign. The Building Captain will inform residents and guests when the warning has passed.

### Severe Weather – Blizzard/Snow

While classes are in session, the residence halls will always remain open, including when campus is closed due to severe weather. Residence Life will work with Chartwells to ensure meals continue to be provided.

In the event of severe weather closure, please check your CCC email and watch for posters in the residence halls, which will provide information on meal service and parking lot clearance schedules.

If power is interrupted, please make your way to the hall lobby, and the Building Captain will provide instructions and information.

### Medical Emergencies

During a medical emergency, please respect the privacy of the resident(s) involved and comply with all instructions from Residence Life staff. Failure to comply with staff instruction will be documented and referred for disciplinary action.

#### General Information

If you are unclear whether emergency medical services are required, please contact Residence Life or Campus Security immediately, and staff will assess the situation to determine the need for EMS.

If you or a friend is experiencing a medical emergency, please call 911 immediately (9-911 from a campus phone).

---

## General Information

### *Harassment & Bullying*

Central Community College prohibits harassment of an individual or group of individuals. Bullying, verbal, physical, psychological and sexual harassment will not be tolerated.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal, written, or physical conduct of sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's or participation in class or other College activity, (2) submission to such conduct by a student is used as a basis for decisions affecting the student in the College setting, or (3) such conduct has the purpose or effect of unreasonable interfering with a student's performance or participation in College activities or creates an intimidating, hostile, or offensive environment.

Sexual harassment is a form of illegal discrimination which undermines the integrity of the relationship between students and/or between CCC employees and students.

Any student who believes they have been the subject of any form of harassment or bullying is encouraged to: (1) inform the offender that such behavior is inappropriate and is to stop, (2) keep a written record of dates, times, places, witnesses, and nature of the incident(s), and (3) report the incident to a counselor, Residence Life staff, or designated campus representatives.

For more information on Title IX policy at CCC, please visit <http://www.cccneb.edu/What-is-Title-IX/>.

### *Disclaimer*

Residents are expected to read, understand, and follow the guidelines in the Residence Hall Handbook. Applying for and accepting a housing assignment will be considered acknowledgement and agreement with this handbook, but this publication should not be considered as a contract between Central Community College and any student. CCC reserves the right to make changes to costs, admission regulations, curriculum, and procedures/guidelines without notice or obligation.

---

**General Information**
*Residential Calendar***Fall Session 2022**

<b>Date</b>	<b>Event</b>
<b>Monday, August 15</b>	<b>Classes Begin</b>
<b>Friday, August 26</b>	<b>Last Day Free Drops/Exchange of Credits of Equal Value</b>
<b>Monday, September 5</b>	<b>Labor Day Break</b>
<b>Friday-Tuesday, October 7-11</b>	<b>Student Fall Break</b>
<b>Friday, October 28</b>	<b>Graduation Applications Due (Degree/Diploma/Certificate)</b>
<b>Friday, November 11</b>	<b>Last Day to Withdraw from Classes</b>
<b>Monday, November 14</b>	<b>Registration for Spring 2023 Begins</b>
<b>Wednesday-Friday, November 23-25</b>	<b>Thanksgiving Break</b>
<b>Friday, December 9</b>	<b>Classes End at noon</b>
<b>Friday, December 9</b>	<b>Commencement</b>

**Spring Session 2023**

<b>Date</b>	<b>Event</b>
<b>Monday, January 9</b>	<b>Classes Begin</b>
<b>Monday, January 16</b>	<b>Martin Luther King Day Break</b>
<b>Friday, January 20</b>	<b>Last Day Free Drops/Exchange of Credits of Equal Value</b>
<b>Friday, February 10</b>	<b>Student Winter Break</b>
<b>Monday, February 27</b>	<b>Registration for Summer 2023 Begins</b>
<b>Friday, March 3</b>	<b>Graduation Applications Due (Degree/Diploma/Certificate)</b>
<b>Monday-Friday, March 6-10</b>	<b>Spring Break</b>
<b>Friday, April 7</b>	<b>Last Day to Withdraw from Classes</b>
<b>Monday, April 10</b>	<b>Registration for Fall 2023 Begins</b>
<b>Thursday, May 4</b>	<b>Classes End</b>
<b>Friday, May 5</b>	<b>Commencement</b>