

WESTERN NEBRASKA COMMUNITY COLLEGE

RESIDENCE HALL MANUAL 2018-2019



**Western Nebraska
Community College**



Dear Student,

We would like to take this opportunity to welcome you to Western Nebraska Community College and to the Residence Life Family. The Residence Life Staff at Pioneer, Conestoga, and Sidney Housing are here to help you in any way possible!

A residential experience can positively affect the lives and personal development of students during their educational journey. To do this, it is essential that as a “community,” we each work together to make your community a place conducive to learning, not just academically, but socially and emotionally as well. As part of this community you need to consider that, your fellow residents have the right to privacy as well as the right to a safe and quiet learning environment.

Our housing staff and other campus organizations work to provide programs that serve as a complement to your education in the classroom. We hope that you are willing to get involved and work at making this experience in residence hall living a successful one. By doing this, you will be opening yourself up to a wonderful educational experience.

This handbook is provided as a guide to your residence life experience. Please read it carefully. Your cooperation and participation is necessary for the success of this program and for making your stay at Western Nebraska Community College the experience of a lifetime.

WESTERN NEBRASKA COMMUNITY COLLEGE RESERVES THE RIGHT TO MAKE AMENDMENTS TO THIS MANUAL AS NECESSARY.



**Western Nebraska
Community College**

OFFICE OF RESIDENCE LIFE

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This Handbook is a handy reference for services, opportunities and policies, which govern College Housing in Scottsbluff and Sidney. The information (policies and procedures) contained within is subject to change. Western Nebraska Community College, (hereinafter, “College”) agrees to provide the contracted individual, (hereinafter “Student”) with housing accommodations under the following terms and conditions. The College Catalog, the Student Handbook, the Residential Contract for Housing and the Judicial Code should be consulted as additional official references. Please contact the Residence Life Staff if you have questions.

Alcohol (Beverages, Containers, and Powder)

In accordance to Nebraska State Law (§ 53-186) and College policy prohibits the purchase, possession or consumption of alcoholic beverages or its containers on publicly owned property. This includes but not limited to disruptive conduct which directly results from the usage and consumption of alcoholic beverages or alcoholic based substances.

Individual students and groups are responsible for their actions. Because College policy follows Nebraska State law, violations of the alcohol policy or disruptive conduct resulting from the use of alcoholic beverages will be dealt with by College authorities, civil authorities or both.



Alcoholic beverages or containers found in student residences will be confiscated by authorized College personnel. If a resident or visitor is found in possession of an alcoholic beverage or container, a notice of violation concerning the offense will be issued. **Please note: Residents are considered to be in possession of an alcoholic beverage if he/she is in a room where alcoholic beverages or containers are found, regardless of whether the resident is consuming the alcohol.**

1st Offense

A Student/guest in violation of the WNCC Alcohol Policy will face the following sanctions:

- Write -up for violation of College Policy (Alcohol)
- Required to complete an **Alcohol Edu** education/assessment course, which must be completed within seven (7) business days of receipt of receiving the written violation;
- Will be referred as a criminal matter through local law enforcement and would be subject to additional sanctions
- Assessment of \$35 Administration Fee for Alcohol Edu assessment.
- A letter will be sent to the Student’s parent(s) or legal guardian.
- A \$100 fine

2nd Offense

- Write–up for violation of College Policy (Alcohol)
- Student will be referred to Counseling Services to set up an **alcohol dependency session**
- Will be referred to local law enforcement, which could include additional sanctions through the judicial system.
- Referral to the Student Life and Engagement Center to meet with the Director of Student Life or the Dean of Students, which could also include the assessing of community service, fines, and removal from College Housing.
- A second letter will be sent home to the resident’s parent(s) or legal guardian.
- Student could face suspension from College Housing for multiple alcohol violations or failure to comply with sanctions.
- A letter will be sent to the Student’s parent(s) or legal guardian.
- A \$250 fine

Students who are of the legal drinking age will be held accountable for action, which violate the College Alcohol policy and will be subject to disciplinary sanctions.

Any student, resident, or visitor who enters a residential environment under the influence of alcohol will be subject to an assessment utilizing an **alcohol matrix**. The findings could result in the transport to the local hospital by ambulance and/or local law enforcement. The cost for treatment will be at the student, resident, or visitor's expense.

College policy prohibits the consumption, the possession, and distribution of alcoholic beverages on College Owned property. This action is also a violation of Nebraska State Law.

SECTION C Offenses against the Peace

Any student who commits one or more of the following prohibited acts shall be held responsible for an offense against the peace:

- Alcoholic Beverages Use, possession, or sale of alcoholic beverages on campus or at any College sponsored function.
- Drunkenness, acting in a disorderly manner as a result, of drinking a beverage with alcoholic content.

Disturbing the peace of the college, including disorderly conduct, failure to comply with an order to disperse, fighting, or public intoxication.

Accommodations

WNCC recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to use and enjoy College housing.

The Disability Services Office is responsible for evaluating whether to grant or deny requests for reasonable accommodation in College housing. In evaluating the request, Disability Services Officer (DSO) will determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in College housing who believe they need a reasonable accommodation must contact Disability Services.

If a request for accommodation is made fewer than 30 days before the individual intends to move into College housing, WNCC cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.

Authorized Entrance to Student Residence

The right to privacy is of paramount importance. However, the entry into or search of the living quarters of a student may be conducted by the following people for the following purposes and under the procedures detailed below:

- Law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- Authorized College personnel for institutionally vital purposes which are set forth in the Residential Contract for Housing.
- Authorized College personnel to ensure adherence to health, fire and safety regulations are maintained. A minimum of twenty-four (24) hours' notice will be given in writing.
- Authorized College personnel or agents will provide routine maintenance service or repairs.
- Authorized College personnel responding to emergencies to protect the health and welfare of the Student or to make emergency repairs to prevent damage to the property of the student and the College.

- Authorized College personnel where there is probable cause to believe a violation of College or civil regulations is being committed and the delay in entrance would endanger the health and safety of the Student(s) or could result in the probable destruction of the evidence of the violation.
- There may be occasion for the representatives from Facilities and/or Residence Life to enter a series or area of residence hall rooms to survey for replacement of furniture, doors or other College property.

When it is necessary for College officials or their agents to enter a Student's room with the occupant(s) not present, there should be two persons present, if at all possible. The Student(s) will be notified of the entry and its reason upon return.

Basic Interpersonal Rights

As a WNCC Student, you have the following basic rights:

- The right to be treated with respect.
- The right to have and express your own feelings and opinions without infringing on the rights of others.
- The right to be listened to and taken seriously.
- The right to set your own priorities.
- The right to say "no" without feeling guilty.
- The right to make a request or ask for what you want (knowing that others have the right to refuse).
- The right to ask for information from professionals or people in authority positions.
- The right to make mistakes.
- The right to choose not to assert yourself.

Basic Roommate Rights

As a Student living in WNCC College-owned Housing, you have the following rights:

- The right to read and study free from undue interference in one's residence.
- The right to sleep without undue disturbance from noise, guests of roommates, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right of free access to one's residence and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate.
- The right to address grievances and concerns. (Residence Hall staff will be available for assistance in settling conflicts.)
- The right to be free from fear of intimidation, physical, and/or emotional harm.
- Roommate Contracts should be filled out with Residence Life Staff.

Building Security

Western Nebraska Community College monitors its facilities from 11 pm to 7:00 A.M. by an on-duty Security Detail. Doors leading to Students living areas are secured twenty-four (24) hours a day. A Student may unlock the hall entrance door by utilizing a key fob. Please be advised the room doors do not lock automatically. It is the Student's responsibility to assure the room door is secured.

Bullying (Discrimination/Hazing)

Western Nebraska Community College policy states: “Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.”



Western Nebraska Community College will not condone or tolerate any actions which could be considered bullying regardless if it is physical in nature or not.

Candles/Incense

Candles and incense provides great aromatherapy, however, due to the potential fire hazard, candles and incense may not be burned in College owned housing. Additionally, any heat producing units (plug-in's, Scentsy's, etc) are not permitted. Unauthorized items will be subject to confiscation, a \$15 fine, and will result in a referral to the student conduct board.

Check-in/Check-out

Before a Student can take possession of their room assignment, a Room Condition Report (RCR) must be completed and returned. Equally, at checkout, the Student's RCR (which was completed at check-in) will be utilized to assess the condition of the Student's space before leaving the residence hall. The College views both student occupants as liable for any damages, which occur to the room and its contents (furniture, and computer equipment, etc.). If the Student fails to leave the residence in satisfactory condition, there will be a service charge assessed to the Student's Damage Deposit. Charges will be assessed based on a damage chart. When checking out of the residence hall, students must use the following procedure:

- Provide notice to the Student Life professional staff or resident assistant to assure a Housing representative is available to inspect the room.
- All personal effects and possessions must be removed from the assigned Student's room.
- The Student is responsible for assuring the room is thoroughly cleaned before returning the room key.
- The Room Condition Report (RCR) must be signed by the Student before leaving the residential environment.
- Return the room key, mailbox key (Pioneer Hall), and fob (failure to return either the key or the fob will result in a charge to the Student's account).
- Any Student who does not adhere to the checkout procedures will be assessed an improper checkout charge in the amount of \$75 per semester.

No refunds will be made unless all the steps of this procedure are followed. See residence contract regarding refund policy.

Damages

When damages are discovered in a Student's allocated space, the damage will be reported to the Student Life Assistant Director. A charge will be levied in accordance with the assessed cost of repairs as outlined in the Room Condition Report (RCR).

Damage to a room will result in a charge to the students occupying that residence and the students

will be held responsible for payment. The Student(s) will be responsible for damages exceeding the damage deposit. The cost of any damage or extra custodial services will be charged against the deposits of the occupants. **Students who do not clean their room during check out or over winter break will be charged a fee of \$25/hr. for room cleaning.** Additionally, damages caused in other areas of the residence hall by the Student will be assessed to the Student's account.

Discrimination

Discriminatory Conduct, including race, color, national origin, sexual orientation, disability, religious, or gender-based harassment or harassment on any other grounds, directed toward another person that has the purpose or effect of creating an intimidating, hostile, or demeaning environment and/or that interferes with his or her (one's) ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

This also includes intimate partner violence (domestic or dating), bullying, and stalking. Other conduct that is extreme and/or outrageous, exceeding bounds usually tolerated by polite society and that has the purpose or the substantial likelihood of interfering with another person's ability to participate in or benefit from the College's educational programs or activities.

Disorderly Conduct

Disorderly conduct is not permitted. Violation of the orderly operation of the College includes, but is not limited to:

- Excessive noise, which interferes with classes, College offices, residence hall neighbors, or other campus and community activities;
- Unauthorized entry into or occupation of a private work area;
- Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
- Failure to maintain clear passage into or out of any College building or passageway;
- Failure to disperse when a building, office, or campus space is closed.

Drones

It is not permissible for individual students, faculty, staff, or outside entities to operate unmanned aircraft/drones on the WNCC campus, interiors or exteriors without the express written consent of WNCC. This is due to both Federal Aviation Administration requirements and risk management/liability issues. Requests to operate such a device will be managed through the office of the Dean of Students. Local, state and federal certified law enforcement agencies and first responders are exempt from this provision.

Drugs and Illegal Chemicals



College policy prohibits the consumption, possession or sale of controlled substances and/or the presence of persons under the influence of controlled substances on College property, whether leased or owned, and on the specific premises of College sponsored or supervised off-campus functions.

Conduct covered by this offense includes but is not limited to:

- Manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana;
- Misuse or abuse of legal drugs or narcotics;
- Possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or

narcotic.

Violations of this policy will be referred to law enforcement and the Students/guest(s) will face disciplinary sanctions or both. Residents are in possession of a drug or illegal chemical if he/she is in a room where the items are discovered, regardless of whether the Student is consuming the chemical.

If drugs or drug paraphernalia are found in any room the Student(s) responsible will be removed from College Housing.

Residents who have guests in violation of this policy may refer to the “visitation” section of this manual for guest liability.

Due Process

A Student who has been written up for a violation of College policy has the right to be heard concerning the violation. The Student may appeal the decision from the College. The purpose of the appeal is to provide the student with the opportunity to bring forward questions regarding substantive or procedural errors that occurred during the process. Note the appeal process is not intended to grant a new hearing at a higher level; additionally, dissatisfaction with a decision is not grounds for an appeal.

The Student has five (5) days to provide in writing the reason for the appeal. The Dean of Students has the final determination regarding sanctions. Determination of sanctions will be provided to the Student electronically utilizing Western Nebraska Community College’s Email.

Electrical Equipment and Appliances

The use of small electrical appliances and equipment in the Student’s room is permitted if the appliance adheres to federally recognized standards. All appliances must be Underwriters Laboratory (UL) approved. The following items are not permitted under any circumstances and will be confiscated and removed from the residential environment if discovered due to the fire hazard:

- Hot plates
- Space heaters
- All other electrical equipment with open coils
- Permission to have any electrical appliance, other than TV, stereo, microwave, small refrigerator and hair appliances must be obtained from the Student Life and Engagement Center (Office of Residence Life).

Eligibility for Room Assignment

Only single college Students or other persons authorized through Student Services may reside in a residence hall. Eligibility to reside in College Housing requires the Student to be seventeen (17) years of age or older. In the event a Student is under the age of 17, written permission must be obtained through Student Services.

WNCC reserves the right to deny or cancel a housing application or contract if WNCC, in its’ reasonable discretion determines a student’s past/current behavior or a student’s criminal conviction indicate a possible risk to the safety, health, or life of any person, or disruption to the WNCC housing community.

Students who enroll full-time (a minimum of twelve (12) credit hours per semester) will have priority in receiving rooms up until the 5th day of classes; however, all residence hall Students must maintain a minimum load of six (6) credit hours per semester to reside in College Housing. The Student must notify Student Services if she/he can only register for six (6) credit hours due to course offerings, completion of program or transferring to another institution.

In the event, the Student fails to meet the minimum credit hour requirement without cause (course offerings, program completion, graduation, transfer, or withdrawal from the College) will result in a breach of contract thus terminating this contract.

Fire Alarms (Fire Alert System and equipment abuse)

The Residence Life Hall Staff will conduct annual inspections (approximately once per month) to test the smoke detectors. A notice will be posted at least 24 hours in advance for your convenience.

State law requires the College to observe every precaution to prevent the threat of fire and to provide adequate protection to detect and fight fires. The fire detector system and fire extinguishers have been installed for the residents' protection in compliance with the law.

In the event of a fire, notification will be made by the fire alarm system. When the fire alarm system is activated (sounds), all persons in the building must find the nearest exit and evacuate the building. Before evacuating try to complete the following if possible: If smoke is present in your room, evacuate immediately.

- Close all windows
- Unplug electrical appliances (if time permits)
- Grab coat and towel
- Turn off overhead light and exit (if your doorknob is not hot!)
- Keep low to avoid smoke inhalation.
- Leave door open
- Remain 150 feet away from the building until clear signal is given (by College or fire official)



Any student and/or guest(s) who does not adhere to the activated fire alarm system or to the instructions of the Residence Life personnel will face disciplinary action, which can include a monetary fine, referral to law enforcement or removal from College.

If you turn on the alarm, please notify your Resident Assistant and/or Residence Life professional staff immediately. Remember to keep low to avoid smoke inhalation.

The College views UNAUTHORIZED USE AND TAMPERING WITH FIRE EQUIPMENT (EXTINGUISHERS AND ALARMS) AS A SERIOUS OFFENSE. Offenders are jeopardizing the lives of other persons. Under state law, violators are subject to a penalty of \$500 fine and up to 6 months in jail. All violators will be reported to the proper authorities.

Broken sprinklers that are tampered with and broken will be a minimum of \$2,000 and a student's homeowner insurance will be contacted to help with cover the damages.

Firearms

Firearms and weapons are not permitted on campus concealed or not concealed, with or without a conceal and carry permit while on property owned or controlled by WNCC.

The possession, concealment, discharge or storage of firearms, archery equipment, fireworks, explosives of any kind, or other materials which endanger health or safety are strictly prohibited on WNCC property. In addition, the possession of replica weapons is prohibited. This includes, but is not limited to replica firearms of any type; BB/pellet guns; paint ball guns; flare guns; stun guns, and cap guns.

Hunting knives and knives (other than kitchen utility knives) with blades longer than 3 inches are prohibited. The Residence Life Staff will confiscate any blade that exceeds the length of 3 inches, which includes and not limited to; switchblades, swords, machetes, brass knuckles or any other

device viewed as a weapon are prohibited and will be confiscated by residence life staff.

Self-defense items, including Tasers, mace, pepper spray, or similar items will be considered weapons when used for any reason other than the items self-defense purpose. A violation of this policy is punishable under this policy.

Foodservice/Dining Services - (Scottsbluff Only)

Students residing in College Housing are required to participate in the food service program as part of their Residential Contract for Housing. Dining Services serving schedule will be posted. Regular food service schedules will be posted.

Students utilizing the Bishop Dining Hall must adhere to the following expectations:

- ***Attire:*** WNCC expects its students to be properly attired while utilizing the Bishop Dining Hall. Appropriate attire consists of apparel and footwear, specifically, pants/skirts/shorts/ and shirt/top. The following items are not appropriate for the Bishop Dining Hall: swim suits/swim wear, sleepwear that includes but not limited to lingerie, boxers, thongs or other clothing, which could be viewed as inappropriate for public or common area attire. Students who do not adhere to the attire expectation will not be permitted into the Bishop Dining Hall.
- ***Dishes and Utensils:*** Dishes, glasses and utensils are provided with each meal served in the Bishop Dining Hall; additionally, no dishes or flatware shall be taken from the Bishop Dining Hall. Students in violation of this expectation will be subject to disciplinary action, which could include fines, community services or exclusion from the Bishop Dining Hall.
- ***Guests:*** Guests are welcome during any meal, but they must pay for their meal. Sharing a meal from a student with a meal plan is not acceptable and violation of this expectation will result in a referral to the Student Life and Engagement Center.
- ***Food Service Policies:*** Compliance with these policies while in the cafeteria is expected.
- No food may be brought into or taken out of the cafeteria without the permission of the WNCC Dining Services Personnel.
- No containers are to be brought into the cafeteria.
- Students must wear appropriate clothing.
- Only ice cream cones are allowed to be taken from the cafeteria during meal times.
- At the conclusion of each meal, residents need to take their trays to the designated area and clear them as indicated.
- Sick trays are available with verification from the Office of Residence Life.
- Special diets or requests need to be referred to the Dining Services Director.
- Arrangements for sack lunches or hot meals may be made if employment or education obligations interfere with meal times. These arrangements must be made ahead of time with the Dining Services Director. Please bring class or work schedule for verification of schedule conflict.

Meal Plans: During the first week of classes each semester, a student may change their meal plan. However, after the first week, the only meal plan change eligible is from the 14-meal plan to the 19-meal plan, not the reverse. The Dining Service Staff will record the number of used meals. This process of recording used meals is final. If a discrepancy should occur with the number of meals used please bring this to the attention of the Dining Services Personnel.

The Dining Services Team recognize the appetites of patrons varies and for this reason, additional portions are available on certain food items. Please do not abuse this privilege by wasting food.

Sack lunches are available upon request to all contract holders who are unable to attend scheduled meals (lunch and dinner) due to class or employment conflicts. Students must sign up for their sack lunch the day before it is needed.

The Residence Life staff and Dining Hall staff reserve the right to deny admittance to the cafeteria due to behavioral issues. In such an instance, a boxed dinner will be provided to you.

WNCC Dining Services is available to work with students, faculty, staff and guests individually regarding one's dietary needs. Please feel empowered to complete the Request for Accommodation form www.wncc.edu/webform/disability-request-for-accommodations. Students requiring "Special meal arrangements" will be made when feasible for those who have irresolvable class conflicts during meal serving hours.

Gambling

Gambling of any form for money is prohibited in any public area on College-owned property. Punishment is subject to decision of Western Nebraska Community College or Judicial Council



General Adjustment to Residential Living

Residence Life offers the student a valuable campus life experience, which includes close involvement with individuals of various backgrounds and life experiences. It is important for the Student to build a relationship within the residential community setting. The resident, to maintain their individual freedom, must be involved with the decision-making of the group and participate in self-government.

Each student is obligated to respect the rights of their neighbors and the residents as a whole. Students living in college housing for the first time may expect many new experiences and may have to make some adjustments. They may find it quite different from the life to which they are accustomed and will find it necessary to assume additional responsibilities in respecting the rights and property of others. Questions or concerns about any aspect of this living arrangement are to be addressed to the Office of Residence Life.

Hall Closing

All College Owned residential environments will be closed when there are four or more consecutive days without classes. Students are **NOT** permitted to stay in the residence hall during those times with the exception of the students who are here for college-sponsored activities and have special permission from the Student Life and Engagement Center (Office of Residence Life). No visitors are allowed over vacation periods and those students who remain will be required to sign a vacation contract that details specific guidelines governing behavior for the duration of the vacation.

The only time that students are permitted to remain on campus for four or more consecutive days while classes are not in session is during Spring Break. If you are planning to remain on campus during this time, a designated Spring Break Contract will have to be signed with either the Residence Assistants or a staff member from the Office of Residence Life.

Health and Safety Checks

Throughout the semesters, Health and Safety Checks (HSC) will take place within the individual rooms and living quarters to ensure that proper cleanliness guidelines are being met. When a HSC will take place, a notice will be placed in the halls with 24 hour notice of the check. The Resident Assistants (RA), Residence Life Specialist, Residence Hall Director, or the Student Services Coordinator are eligible to perform the check. The check can take place any time throughout the day and the resident(s) does not need to be present.

If the resident(s) fail the initial HSC, a list of what needs to be fixed will be provided and the resident(s) will have 24 hours to meet the requirements. The RA, Residence Life Specialists, Resident Hall Director, or the Student Services Coordinator will then recheck the room in question. If the resident(s) fail once again, a charge of \$25 will take place. Each day afterwards that the sanctions are not met, an additional charge of \$25 per day will take place.

For Sidney:

All students residing in the halls are responsible for their respective commons area. This area will be included in the HSC scheduled to take place. If this area fails the initial HSC, all residents in that respective hall will be charged a fee of \$25 per day until cleaning takes place.

Housekeeping (Building Services)

Residents are responsible for the cleanliness of their room. They are expected to cooperate in the upkeep of public rooms/areas and are responsible for the proper disposal of garbage. Residents shall not remove equipment or furnishings from their assigned residences or public areas.

Fines/written warnings or closure of certain areas may be enforced if housekeeping policies are violated.

Key/Fob Key Policy

The key policy is designed to assure the security of all College Owned housing and students belongings as the primary safety concern. Students are encouraged to take good care in securing their belongings and in the use of their key. Students are issued a key to their respective spaces upon checking into the residence hall. Duplication of College issued keys is prohibited.

If a resident loses or misplace a key the door may be re-cored or a replacement key will be provided. A charge of fifty-five dollars (\$55) will be assessed for the re-coring of the room door. If a student wishes to just have the key replace a signed affidavit is required, which indicates the Student takes responsibility and acknowledges this act.

A twenty-five (\$25) fee will then be assessed for the first key replacement. Each subsequent key replacement will result in a \$50 fee. This is effective on each campus containing Residence Halls. Each resident of the Scottsbluff Campus Residence Halls are issued a fob to allow access to the residential portion of Pioneer, Pioneer Addition and/or Conestoga Hall. There is a \$20.00 fee for replacing a lost or broken key fob. There is a \$25.00 fine if a resident allows a non-resident to use his or her fob.



Kitchenette

There is a small kitchenette located in each Hall. Residents are able to use the facility 24 hours a day, as well as on holidays. Residents will have access to a microwave, refrigerator, and stove. To use the kitchenette students must check it out with their ID Card. Between the hours of 6pm and midnight, students may check out pots and pans. Residents are responsible for cleaning up their own messes within the kitchen and the equipment they use. Failure to clean the kitchen may result in loss of privileges.

Law Enforcement

WNCC cooperates fully with local, state and federal law enforcement officials subject to applicable state and federal laws

Room Lock-out

Students are encouraged to retain their room key and fob with them at all time. Residents will be

assessed an administrative fee of \$10 which will be charged to the Student's account.

Mail

The only personnel authorized by the College and the United States Postal Service to pick up mail at the College and distribute it are the Residence Life professional staff, Residence Life Assistants, and students working for the Office of Residence Life. Mail is distributed Monday through Friday after 2:00 p.m. The College does not receive or distribute mail on Saturday, Sunday or holidays.

Packages delivered by UPS and FedEx are also received and distributed Monday through Friday. Official College communications or notices of an administrative or academic nature will be distributed in individual student mailboxes, as well. Materials advocating one political position or commercial solicitation may not be placed in the mailboxes unless received through U.S. Mail and addressed by sender to the specific student or room number.

Each resident residing in College-owned housing is assigned a mailbox number and combination when they check in. Residents are expected to use the combination to access one's mail. Correspondents should be notified that mail should be addressed as follows:

Student Residing in Scottsbluff		Student Residing in Sidney	
Name	Name	Name	Name
Pioneer Box #	Conestoga Box #	Unit A	Unit B
1409 E. 27 th Street	1311 E. 27 th Street	2450 College Circle	2450 College Circle
Scottsbluff, NE 69361	Scottsbluff, NE 69361	Sidney, NE 69182	Sidney, NE 69182

Any mail sent by a resident needs to have a complete return address including the resident's first and last name.

Maintenance and Repairs

Fix My Home has been allocated by WNCC for Students with maintenance request. The Student will log into their portal and click on "Fix My Home" provide a detail explanation of what needs to be repaired, then submit. The request is sent to the Maintenance and Residence Life Teams. If there is an emergency the student is encouraged to let the Residence Life Team (Resident Assistant or Student Life Assistant Director) know immediately so steps can be taken to resolve the issue.

Medical Conditions

The Office of Residence Life should be notified of any on-going medical conditions. This information will be kept in confidence to be released only in a medical emergency.

Minimum Credit Hour Policy

Students who enroll full-time (a minimum of twelve (12) credit hours per semester) will have priority in receiving rooms up until the 5th day of classes; however, all residence hall Students must maintain a minimum load of six (6) credit hours per semester to reside in College Housing.

The Student must notify Student Services if she/he can only register for six (6) credit hours due to course offerings, completion of program or transferring to another institution. In the event, the Student fails to meet the minimum credit hour requirement without cause (course offerings, program completion, graduation, transfer, or withdrawal from the College) will result in a breach of contract thus terminating this contract.

Microwave and Fridge Policy

Western Nebraska Community College allows students to possess a microwave in their room as

long as the microwave does not exceed 900 watts. Equally, a student can have a mini refrigerator in the room as long as the refrigerator is a “dorm sized” unit. If either the microwave or refrigerator does not comply with the established standard the item will not be allowed in the residential environment or could be confiscated by the hall staff and returned at the end of the semester. If you live in the Pioneer Tower a MicroFridge unit is provided. Your fridge and microwave will not be allowed in the residential environment and will be confiscated and returned at the end of the year.

Missing Person(s)

In accordance with the Higher Education Opportunity Act of 2008 (34 CFR 668.46(h)), Western Nebraska Community College has implemented a Missing Person Notification Procedure to respond to reports of a missing student.

- **Notification of Missing Person:** If a member of the WNCC community has reason to believe that a student who resides in on-campus housing has been missing from campus for 24 hours, he or she should immediately notify:
 - **Scottsbluff Campus:** Dean of Students (308) 635-6123
 - **Sidney Campus:** Sidney Campus Director (308) 254-7404 or Student Services Coordinator (308) 254-7441.
 - **For all campus locations:** Vice President of Student Services (308) 635-6104 or WNCC Dean of Students (308) 635-6123.

Report: He or she will notify the Vice President of Student Services and initiate an investigation.

Action: The Vice President of Student Services or designate shall **immediately** notify local law enforcement of the missing person report received by the College regardless of how long the student is believed to have been missing:

- **For Scottsbluff campus: Scottsbluff Police Department**
1801 Avenue B
Scottsbluff, NE 69361
(308) 630-6261 during Business Hours M-F 7am-4pm;
and
(308) 632-7176 after Business Hours
- **For Sidney campus: Sidney Police Department**
1715 Illinois Street
Sidney, NE 69162
(308) 254-5515

Contact Procedure: If the missing student is **under the age of 18 and is not an emancipated** individual, WNCC will notify the student's parent or legal guardian immediately after the College has determined that the student has been missing for more than 24 hours, in addition to any additional confidential contact person designated by the student.

Contact Information Form:

In addition to registering an emergency contact, every student who lives in on-campus housing, regardless of age, has the option to identify confidentially, an individual to be contacted by

WNCC in the event the student is determined to be missing for more than 24 hours. The contact person can be anyone chosen by the student. If a student has identified such an individual, WNCC will notify that individual no later than 24 hours after the student is determined to be missing.

Students who wish to identify a confidential contact may do so by contacting the Dean of Students at (308) 635-6123.

Motorcycle and Bicycles

Motorcycles are not permitted inside any residential environment. Motorcycles are to be parked only in the areas designated for vehicles. Bicycles are to be parked either outside in the bicycle rack or stored in the resident's room, but not in any common/public area. For the safety of all residents, staff and visitors, riding bicycles inside College owned housing is strictly prohibited.

Overnight Guests

A resident may register an overnight guest of the same-sex/gender in their room with the permission of the roommate and the permission of the Residence Life professional staff or Resident Assistant. Any overnight guest must register with the Office of Residence Life before 10:00 PM and sign a guest contract.

There is no charge to register. Unregistered guests will be asked to leave and a visitation violation will be issued to the host. A permanent resident must sponsor each guest. It is the sponsor's responsibility to supply the Residence Life professional staff with information about the guest and to arrange the accommodations. The sponsor and guest will be held responsible for any damage caused by the guest and any violations of rules by the guest. In such cases, the guest's visit will be terminated.

No guest may stay **more than three (3) days per semester** without the **prior** approval by the Office of Residence Life. Guest may be denied repeated overnight stays as deemed necessary by the Resident Life professional staff. Guests are to be informed the College is not responsible for any lost, stolen or damaged personal belongings. The College is also unable to assume any responsibility for physical harm to the guest. The guest is expected to abide by all College and hall policies.

If you have a guest arriving between the hours of 10:00pm and 6:00am, a roommate consent form needs to be completely filled out and turned before 10:00pm the day before the guest is intended to stay. This form needs to be turned into a Resident Assistant or to the Office of Residence Life. There will be no consideration of allowing a guest to stay if turned in after 10:00pm. If your roommate is gone during the time of overnight stay, prior approval must be sought out.

There will be NO overnight guests the first three (3) weeks of the Fall semester. Guests will be permitted the Tuesday after Labor Day.

Personal Behavior

Students and guests are expected to maintain appropriate standards of conduct.

The following are examples of personal behavior that are considered unacceptable in College residences.

They include but are not limited to:

- Excessive noise or rowdy behavior (It should be quiet enough to study in the students' residences at all times.)
- Disorderly conduct, intoxication or behavior, which is abusive or offensive to other residents or staff, be it verbal or physical.

- The sale, purchase, possession or consumption of alcoholic beverages or containers.
- The sale, purchase, possession or consumption of illegal drugs or paraphernalia.
- Theft of, or damage to, the private property of other occupants.
- Intentional obstruction or disruption of authorized activities.
- Impeding the freedom of movement of students, college officials, employees, and guests within and around the residence
- Respecting the shared space that you and roommate reside in
- Unbecoming behavior of this shared space will not be tolerated
- Physical abuse of any person in or about the residences or conduct which threatens or endangers the health or safety of any such person.
- Prohibiting entry to or use of residence facilities by people authorized to do so.
- Failure to comply with College employees when they are acting in an official capacity.

Individuals will be held personally accountable for any unacceptable personal behavior or violation of the rules and regulations of WNCC.

Personal Property

The College does not assume responsibility for theft, loss or damage of money, valuables or personal property of any student or guest. Students are urged to mark all personal items with permanent identification; avoid leaving valuables and large sums of money in unattended rooms; and lock rooms during any absence. Students should also check the extent of coverage under existing personal family insurance policies. All losses should be reported immediately to the Office of Residence Life. Problems with door locks should also be reported immediately to the Residence Life professional life.

Pets

The only pets permitted in College Housing are non-dangerous fish, which live completely underwater or Service Animals that have been approved by the Disability Services Office. Aquariums must be less than five (5) gallons. No other pets can live in or visit College Owned housing.

If an animal is found, there will be an initial \$50 fine. If the animal is still present with 1 hour, the fine will increase to \$100. If you confiscate a stray animal, it must remain outside the Residence Halls at all times. Animal Control, Animal Services, or the local Police must be contacted in order to come retrieve the animal.

Students who wish to seek an accommodation should contact the Disability Services Office.

Public Areas

In the interest of all residents and other students and community members, lounges and other common areas are to be kept in the best possible condition. Residents should have the same consideration for these furnishings as they would for the furnishing in their room. Furniture and equipment in common areas are not to be moved from the intended area of use. If any of the furniture is removed from the commons areas, a fine of \$25 will be put into place per student per room where furniture is found.

Quiet Hours

Because of the high concentration of people residing in College Housing, it becomes necessary for residents to act with respect for their neighbor's privacy. Quiet hours are from 10:00 PM to 10:00 AM Sunday – Thursday and 12:00 AM (midnight) to 12:00 PM (NOON) Friday and Saturday.

At all other times, 24-HOUR COURTESY HOURS are in effect. During quiet hours, conversations should be kept low and stereos, televisions, and radios kept low or listened to on headphones. Failure to comply with these regulations can result in loss of the privilege to possess equipment or censure of the violator, along with the issuance of a written violation. Noise violations that interfere with someone's ability to sleep or study should be brought to the attention of the Resident Assistant or Student Life Assistant Director or College Personnel.

Residence Entry – (Other than your own)

No student, relative or friend shall be admitted entry into another's residence without direct consent of the occupant of that particular residence. The Residence Life professional staff member or Resident Assistant will give consent only after consultation with the individual assigned to that residence.

Residence Facilities Use

WNCC Residence Hall rooms are reserved for the use of resident students and their approved guests. Unescorted visitors (students or non-students) are not permitted to use any of the facilities without authorization from the Office of Residence Life. Students who use the Residence facilities for illegal purposes will be subject to disciplinary action, which can include removal.

The College is committed to cooperate with civil authorities in investigations of alleged illegal activities. The College reserves the right for authorized officials to enter and inspect housing facilities at any time when necessary to protect the property of the College or the safety of students and whenever necessary, to aid in the basic responsibility of the College regarding discipline and maintenance of an educational atmosphere.

Residence Furnishings

Double rooms are furnished with two single beds and mattresses, two study desks, two dressers, two desk chairs, blinds, and a closet. Triple rooms are furnished with three complete loft bed systems, 3 chairs, 3 desks, 3 dressers and one armoire. Students are to provide their own pillows, linens, blankets, wastebaskets, dishes, etc. Window screens are to remain in place at all times. Removal of these screens for any purpose other than a fire will result in a fine assessed against the assigned residents. Furniture may not be removed from any room at any time.

Residence Governance

WNCC functions under a democratic form of governance conducted by the Residence Hall Council. The Residence Hall Council membership is comprised of officers and representatives elected by the students. Resident Assistants are automatically members-at-large. Two representatives are elected from each floor. The Residence Life professional staff member attends meetings and assists in the decision-making processes. Hall Council provides an opportunity for students to participate in Residence government. It is concerned primarily with the improvement of living, with emphasis on the coordination of activities and the development of a residence program.

The Residence Hall Council function is to:

- propose and implement, with the approval of the WNCC administration, policies and procedures for the improvement of living;
- coordinate and promote activities;
- maintain two-way communication between the students and the College;
- evaluate environmental factors, which influence the general welfare of the residents;
- provide a liaison between the residents and Student Government;

- sponsor Living Learning Communities;

Students are encouraged to develop their own system of governance to attend to the affairs of residential life. However, such governance must be consistent with WNCC rules and regulations and civil law. Disregard of or disrespect for the policies listed in the Handbook or other behavior incompatible with the maintenance of order and propriety in housing may result in disciplinary actions.

Residence Utilization Policy

1. The Office of Residence Life is authorized to require students to change residence when appropriate.
2. Students will be allowed to change residences or move to a private accommodation, if available. These changes may occur any time after the first two (2) weeks of each semester when processed through the Office of Residence Life.
3. Decisions as to who will move to conform to the utilization policy will be considered by the Office of Residence Life on the basis of (a) mutual agreement between the students involved and (b) seniority rights.
4. Students left in a private residence when a roommate moves out will not automatically be required to pay the private charge. However, if subsequent housing changes lead to another residence having one occupant not paying for a private room, doubling up may be required or the assessment of the private residence fee may be made.
5. During the last four weeks of any term, no involuntary private residence change will be made except in the event of imposed disciplinary sanctions due to a violation.

Resident Assistants

Resident Assistants are students representing the College, to assist Residence Life professional staff in the overall supervision of the residences and are the persons most readily available to assist the residents. They have the authority to maintain the regulations of WNCC that affect the college and the welfare of the students. They are concerned with the academic, social and cultural development of the students and are available for information, advice and assistance.

Resident Decorations

The use of transparent tape, nails over 1", screws or tacks on or in the walls, furniture, front door or fixtures are prohibited. Masking tape may be used on all surfaces and non-oil plastic may be used on all surfaces except brick walls. Residences cannot be physically altered; however, students are permitted to hang pictures, posters, etc.; if nails are used, they are not to exceed one inch in length. Students will be charged for damage to the walls, ceiling and wood if they do not exercise care while decorating.

Residents' Temporary Leave

Students should inform the Office of Residence Life of any extended temporary leaves.

Roommate Preference

Roommate preference should be indicated on the contract application to increase the possibility that requests will be filled. Requests for residential re-assignment should be made through the Office of Residence Life.

Safety & Security

For your safety and well-being:

- DO NOT prop doors
- DO NOT lend your keys out
- ALWAYS lock your room door
- DO NOT open the door for anyone. If they live here, they will have a key
- If you would like an escort, visit the front desk

Sexual Misconduct

WNCC harassment and sexual misconduct policies apply to all persons involved in the operations of the College and prohibit unlawful harassment by any student or employee of WNCC. Any attempt by a student or guest to physically or verbally harass a resident/student, or other College staff member because of the performance of his/her duty will be viewed seriously and result in disciplinary action, including the possibility of College suspension or expulsion.

WNCC is committed to providing an academic environment free of harassment. Any incidents of harassment should be reported to a Residence Life staff member and the Title IX Coordinator immediately. Depending on the circumstance, incidents of harassment will be handled through the appropriate office.

Any complaints of sexual misconduct, including sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking, should be reported immediately to the Title IX Coordinator.

Smoking (Use of Tobacco Products on College Property)

On July 15, 2015, the Western Board of Governors adopted the Use of Tobacco Products on College Property policy, which states:

“It is the primary goal of the College to promote a safe and healthy environment for students, faculty, staff and visitors on the property of owned and operated by the College. The intent of this policy is to protect the rights of the non-smoking community to breathe smoke-free air and to reduce the health risks associated with tobacco.”



Tobacco is defined as all tobacco and alternative nicotine products, including but not limited to: the use of products which produce smoke and/or vapor emissions, including electronic cigarettes, any lighted cigarettes, cigars, pipes, hookah pipes, or other lighted smoking equipment (This also includes the use of water pipe devices (hookah, sisha, narghile, etc.).

Smoking is prohibited on all property owned or operated by the College, including but not limited to all College buildings and vehicles, except:

1. Areas designated as smoking areas;
2. Private vehicles; and
3. Areas of at least 25 feet from the entrance of any College buildings.

Products used for cessation of tobacco use approved by the United States Drug and Food Administration, including alternative nicotine products, such as nicotine patches or medication, shall be allowed on College property as long as the product does not produce smoke or vapor emissions.

Compliance with this policy shall be the responsibility of all employees, students, and visitors. Violation of this policy will result in a referral to Student Conduct.

Soliciting, Advertising, Petitioning and Selling

Canvassing or solicitation of funds, sales, membership, literature, signatures or subscription is prohibited in College owned buildings without written permission from the Dean of Students or designee. This policy applies to outside agencies, commercial enterprises, student organizations and individual students. If commercial salespersons, agents or solicitors are found, they should be reported to the Student Life and Engagement Center immediately 308.635.6050.

Telephones

Telephone services are available in both residence halls. However, residents must provide their own phone equipment. There is no long-distance service included with these hook-ups, so the residents must purchase their own phone cards. The main desk does have a phone where messages will be taken and posted for the residents. However, it is the students' responsibility to check the message board for messages. Residents are not permitted to utilize the desk phone for personal calls. Additionally, there is a house phone available for student and community use in the lobby of the hall.

Television

Residents may have personal televisions in their residence. Cable TV is available in each residence; however, students must bring their own cable cord.

Tornado Information

Tornado watches and warnings are issued by the National Weather Service. Tornado watches are generally for wide areas exposed to a rapidly developing storm threat. The time period will normally be for several hours. Not every watch results in a severe thunderstorm or tornado, but one may occur in some part of the watch area. During a tornado watch, you should be prepared to move to a place of safety rapidly.

In the event of a tornado warning, grab your pillow/blanket, leave your room and close your door. Move immediately from your room to the interior hallway on first floor in Pioneer (Tower), Laundry room or under stairs (Pioneer Addition) and the interior hallways in the East and West wings of Conestoga, and into the main building (Sidney Housing). Upper stories of buildings are unsafe. It is required you proceed to first floor corridor, sit on the floor with your head between your knees and remain there until the all-clear signal is given by the Residence Life professional staff.

DO:

- Stay close to the floor and cover your head with pillow/blanket and shield yourself from flying debris.
- If immediately available, take a flashlight when you move to the place of shelter for a source of light in case the electricity fails.

AVOID: top floors, cafeteria and activity center areas.

IF YOU ARE OUTSIDE:

- Seek shelter if possible. Parked motor vehicles are unsafe.
- If you can't get indoors, lie flat in a ditch or low spot.
- If you are on flat ground and are caught in the path of a tornado, always move at right



angles to its path.

- Remain in a place of shelter until you hear the all-clear signal or until you are sure the tornado has passed.

Telephone use will be restricted during any emergency. Contact Residence Life professional staff for emergency use.

Vaccinations

All on-campus residents must complete and submit to the Student Life Office the Immunization Form for On-Campus Students. This form must be on file on or before a student will be allowed to move into an on-campus housing unit. In 2003, the State Legislature passed a law mandating all entering postsecondary students receive information on the risks associated with the potentially fatal meningococcal disease. Students are strongly encouraged to be properly vaccinated against meningococcal disease prior to beginning college. WNCC will provide students with information documenting the risks of the disease and vaccination information upon check-in. A confirmation shall be signed by the student, parent or guardian that the information regarding this issue has been received and reviewed.

Vehicle Identification/Parking Permit

Students are required to register their vehicles with the Office of Residence Life. Plate numbers will be kept on file so that students may be notified in regards to their vehicle if necessary (i.e. lights left on, accident, etc.). In addition, residence hall students who bring a vehicle to campus will be given a parking permit, which must be visible from the front of the vehicle.

Vehicles and Parking

Students and their guests are reminded to obey all parking laws and signs, especially those governing red zones and spaces reserved specifically for handicapped individuals, loading and unloading, or labeled for various College personnel.

Students living in College housing must have a permit for their vehicle, which allows the student's vehicle to remain in residential parking on campus. Vehicles without a permit will be subject to tow if parked in residential parking.

The speed limit on campus is fifteen (15) miles per hour. Citations for violations may be issued by appropriate authorities. Any vandalism or other damage done to any vehicle should be reported to the Residence Life professional staff immediately so the proper local authorities can be notified. All abandoned, unused vehicles in disrepair or any parts thereof that are parked in the same place for a period of five (5) days will be towed at the owner's expense.

Visitation

The College encourages socialization and a friendly, congenial atmosphere. However, in order to respect the rights of all students and to provide a measure of privacy and security, there is a limitation placed on visitation and open hours. The College believes that the guiding principle in establishing and regulating open hours is rationality.

VISITATION HOURS ARE AS FOLLOWED:
10:00 AM TO MIDNIGHT, Sunday – Thursday
10:00 AM TO 2:00 am, Friday and Saturday

The following regulations are to be observed:

1. During the first two weeks of school there will be no **OFF CAMPUS VISITATION ALLOWED**.
2. ALL RESIDENTS MUST SIGN IN WHEN VISITING THE OTHER RESIDENCE HALL.
3. Family members are requested to check in with the Residence Life professional staff or the Resident Assistant and are to visit within the scheduled hours. Children (under age 18) not escorted by a parent/guardian or resident will not be admitted. All children under the age of 18 must be supervised by their parent(s)/legal guardian at all times while they are in the residence hall. A resident's sibling who is under 18 may visit that resident only with the prior approval of the Residence Life professional staff.
4. ALL VISITORS (family members excluded as indicated above) MUST BE AT LEAST 18 YEARS OLD WITH A GOVERNMENT ISSUED ID WITH DATE OF BIRTH AS VERIFICATION.
5. Resident students must ensure that visitors observe College rules and regulations and that they leave the building prior to the end of visitation hours. Visitors and resident students are responsible for damages.
6. Visitors are permitted only during stated visitation hours and need to sign in upon arrival.
7. ALL VISITORS MUST SIGN-IN WITH THE RESIDENT ASSISTANT ON DUTY OR DESIGNATED DESK WORKER. THE VISITOR IS TO SPECIFY A RESIDENT AND ROOM WHERE HE/SHE WILL BE VISITING AND LEAVE A GOVERNMENT ISSUED ID. THIS IDENTIFICATION WILL BE HELD UNTIL THE VISITOR LEAVES THE PREMISES.
8. Problems resulting from violation of visitation hours may result in disciplinary action.
9. The Residence Life professional staff and/or Resident Assistant reserve the right to ask a visitor to leave based on presumed, intended or expected violation of any College or civil regulations.
10. Unescorted visitors will be asked to leave unless they have business with a resident.
11. Residents are responsible for the behavior of their guests and persons in the company of their guests. If resident's guests violate WNCC policies such as drug, alcohol or any other policies, the resident under which these guests are signed in will be sanctioned for the conduct along with the guest themselves and the persons in the company of the guests.

Waterbeds

Because of potential structural damage to the building, waterbeds are prohibited.

WNCC Contracts/Appeals

Every student in student housing is required to sign an academic year long contract with WNCC. If a student is requesting to leave student housing they must complete the appeal process with Residence Life. To enquire about an appeal, please visit the Residence Life Office.

WNCC Refund Policy for housing /dining

Refund Policy:

The Western Nebraska Board of Governors allows the following refund policy for all room and board fees.

1 – 7 Days:	100% (housing full refund) (dining services minus meals consumed)
8 – 21 Days:	75%
22 – 35 Days:	50%
36 – 49 Days:	25%
Greater than 50 Days:	0% (no refund)

All students residing in campus housing must comply with all regulations outlined in the Residential Contract for Housing, Residence Life Manual, Student Handbook, College Handbook and Student Code of Conduct. All students who choose to live on campus in Scottsbluff must choose a meal plan. Western Nebraska Community College reserves the right to deny residency to any student who may create an unreasonable risk of harm to the health, safety, welfare, or prosperity of the College, members of the College, community, or him/herself.

HEY YOU! YEAH, YOU!!



YOU ARE AWESOME!!

Western Nebraska Community College does not discriminate on the basis of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation, in its policies, practices, and activities related to employment, admissions, educational services/programming, student services/activities, or financial aid; as expressly prescribed by Institutional policy, state and federal laws, regulations, and executive orders. Inquiries concerning the application of these policies, laws, and/or regulations to the College may be directed to the College's Compliance Officer for the Civil Rights Act(s), Title IX of the Education Amendments of 1972, Americans with Disabilities Act(s), and **Section 504 of the Rehabilitation Act of 1973**; Kathy Ault, Human Resources Executive Director, , 1601 East 27th Street, Scottsbluff, NE 69361-1815; aaultk@wncc.edu. ; 308-635-6350 or to the Director, Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO, 64106-2106.

Let's have a great year!