



Scott Court / Scott Village

Scott Residence Hall



Resident Handbook

2011 / 2012

*Proudly serving the students of the
University of Nebraska at Omaha*



Welcome!!!

We are pleased that you have selected the University of Nebraska at Omaha as your school of choice. We are equally pleased that you have chosen to reside on campus at Scott Residence Hall / Scott Village / Scott Court as part of your academic learning experience.

On-campus housing provides students with a unique environment to combine learning with growing both socially and academically. Several benefits may be realized in an on-campus housing environment when all members of the community practice responsible behavior. As members of the community, you have a responsibility to maintain the community policies set forth in this document and in your Resident Lease Contract.

We have designed this handbook to help you become acquainted with life at Scott Hall / Scott Village / Scott Court. Please read the information carefully. If you have any questions, do not hesitate to stop by the Front Office or ask a Resident Assistant or other staff member for help.

As a member of the Scott Campus family, you will be a part of our team working to create an environment conducive to learning while balancing your needs for social, spiritual, emotional and physical growth within the community. We trust you will take this opportunity to make a difference in both the success of your college experience and your living community.

Jonathan J. Orlich
General Manager

Meet the Staff...

RESIDENT ASSISTANT (RA) - One of the first people you will meet is your Resident Assistant. Your RA is the catalyst in developing a building community. During the year, your RA will take on many different roles. For instance, your RA is a resource person for you. Your RA also enforces the rules and regulations. Your RA is a facilitator and advisor for activities in the building. Your RA can also be an educator by leading cultural, educational or social programs on your floor or in the building. Most importantly, your RA is a person. Your RA is also here to learn. He or she is a student first and an RA second. Keep this in mind when you think about your RA. RAs need time for themselves to take care of studying and other personal obligations. Your RA is there for you to call on for any of the above mentioned reasons. Your RA is your best resource at Scott Hall / Scott Village / Scott Court. However, your building cannot be a true community unless you take on some responsibility yourself in making your new home as comfortable to live in as possible.



RESIDENTIAL LIFE DEPARTMENT - The Residential Life Staff is the center for student life at Scott Campus. The Res Life Staff works out of the Front Office at Scott Hall and Scott Village. The Residential Life staff is headed by a Resident Manager and three Resident Directors. They are responsible for the overall leadership of the Res Life Department. The Resident Directors are the immediate supervisors of the RA Staff and work in all aspects of Residential Life. The Resident Directors are full-time students at UNO with whom you can share your suggestions, criticisms, and compliments about life at Scott Campus. These Team Members are also available to handle any problems you might not feel comfortable referring to your RA. These positions play an integral role in building-wide social, educational, and recreational programming. The Resident Manager is an immediate supervisor of the Resident Directors. In addition, the Resident Manager is a full time professional staff position focused on the overall direction and success of the Res Life Department and handles a large portion of the disciplinary cases.

The Res Life Staff is available Monday - Friday from 8:00 AM - 5:00 PM. The staff is occasionally out of the office due to meetings and other situations that arise around the property. As a result, at times they may not be available during normal business hours. The best way to contact someone from the Res Life staff is to either contact the front desk or schedule an appointment. The office is also closed during some holidays and academic breaks.

Resident Manager: Adam Wick
Resident Director: Kelly O'Loughlin
Resident Director: Kyle Carruthers
Resident Director: Cole Gratopp

FRONT OFFICE - The Front Office is located on the first floor at Scott Residence Hall and also at the front desk in the Commons Building at Scott Village. The General Manager and the entire Front Office staff are available to answer any questions you may have about Scott Hall / Scott Village / Scott Court. The main concerns of the Front Office stem from the need and desire to determine the best way of serving our residents. This is also the office to inquire about your lease agreement, payments or other questions regarding housing. Please feel free to stop by the Front Office to acquaint yourself with the office staff. It is open Monday - Friday from 8:00 AM - 5:00 PM.

General Manager: Jonathan Orlich
Leasing Director: Bonnie Crowley
Leasing Assistant / Front Desk: Libby Hiatt
Admin. Assistant / Front Desk: London Yang

FACILITIES / MAINTENANCE - The Maintenance Office is located in Scott Residence Hall and is responsible for the upkeep of the building, facilities, and grounds for Scott Campus. They do all of the preventative maintenance and repairs in student suites.

Facilities Director: Mike Winegar
Facilities Supervisor: Gerry Leffler
Facilities Staff: Scott Novak
Brandon Coker
Michael Cross



SERVICE REQUESTS / WORK ORDERS - Please visit www.scottcampus.com to enter **WORK ORDERS** for any maintenance or network repairs that you may need. You will be e-mailed a user name and password after you move in. If you need to re-set your login or have not received this information please contact one of the offices below. If at any time there is a maintenance emergency or you do not have access to the internet please contact the Scott Hall Front Desk (402.778.6211) or the Scott Village / Scott Court Front Desk (402-778-6541).

HOUSEKEEPING AT SCOTT RESIDENCE HALL – The housekeeping staff at Scott Residence Hall is responsible for cleaning the common areas of each suite as well as floor areas on a weekly basis. Our staff has been instructed not to touch personal property, but to clean around it. Disposal of trash and recycling is your responsibility. As a courtesy, housekeeping will empty one medium (kitchen size) trash bag per suite.

There are recycling and trash bins located on every floor in the “Trash” room at Scott Residence Hall.

HOUSEKEEPING AT SCOTT VILLAGE / SCOTT COURT – The housekeeping staff at Scott Village & Scott Court are responsible for cleaning building interiors and common areas but not individual suites. There are several dumpsters located throughout the property at Scott Village. Balconies and patios are not acceptable storage areas for excess trash at Scott Village. If trash is noticed on your patio, storage closet, or balcony, you will be asked to remove it within a set time. If the trash is not removed within that time, a staff member will remove it and you will be assessed a housekeeping fee for each bag removed. There are recycling bins located in all Scott Village buildings located on the first floor underneath the stairwell. There are recycling and trash bins located on every floor at Scott Court. **Please RECYCLE!!!**

IT DEPARTMENT - Should you need assistance or experience network difficulties or have problems with your IP Phone (Scott Village/ Scott Court), please contact the front desk at Scott Residence Hall or Scott Village / Scott Court. A staff member will contact the appropriate personnel and notify them of the problem.

IT Systems Engineer:

Dustin Fanning

Network Administrator:

Ryon Nemec

DINING SERVICES – The Food Service Department is located at Scott Residence Hall and is responsible for all aspects of food service and catering. Scott Café offers a wide variety of choices throughout the day starting with continental breakfast and continuing until dinner. Everyday we also offer specialty bars such as Taco Bar, Stir-Fry, Soup & Bread Bowls and Make Your Own Pizza Bar. In addition to serving meals to residents, Scott Café prepares special dinners once a month. Special dinners are upscale dinners that revolve around a theme. Examples include Valentine’s Day Dinner with a Chocolate Fountain, Steak Dinner, Summer Cookouts, and Fat Tuesday Mardi Gras Dinner that features shrimp, crab legs, and fresh oysters. If dining during the cafeteria times does not fit into your schedule, you can order a sack lunch through our “Meal to Go” program and take it with you to class or work. Just fill out a form at the host station. During finals week, Dining Services prepare several “Study Breaks.” These events are late-night “munchie” breaks to help relieve some of the stress of studying for tests. Scott Café offers a variety of meal plans for residents to purchase. They include an Unlimited Meal Plan, 10 Meals/Week, and 20 / 50 / 100 Pre-Paid Meal Cards. Other Dining Service information is provided later in the handbook.

Food Service Director:

Darrin Dukart

Executive Chef:

Kevin Johnson

Catering / Dietary Manager:

Trina McClelland



Community

Community

A “community” can take on many different meanings. For instance:

Com•mu•ni•ty (*n*) 1. A group of people all living in the same building and on the same floor sharing a common purpose. 2. A group of people who live in close proximity and interact on a regular basis. 3. A group of people who share in defining expectations for all members and assume responsibility for meeting those expectations. 4. A group of people who are respectful and considerate of the individuality of other persons within the community.

Similarly, a floor or building can take on many different personalities. Each building or floor at Scott Hall / Scott Village / Scott Court will develop its own “community”. At the same time, all of the buildings will combine into a collective. To live at Scott Campus is to experience a continuum of change. You can, and will, turn this property into a place where many long lasting friendships and memories will develop. Your room will become your home. Your floor / building will become your haven; a place to find comfort, support and a friendly smile. You will learn things about yourself that may surprise you. You will learn about different ways of life, different ideas and different philosophies. At Scott Campus, it is possible to transform a diverse group of people into a tightly knit community. Being a member of this community, however, involves more than just feeling close to new friends. It means being honest with other floor / building members about your feelings and your perceptions. It means being considerate of your roommates, floor mates and building mates. It means taking responsibility for your actions, on the floor, around the property, and in the classroom. Your Resident Assistant will help you move towards this community. Communities do not happen overnight or without hard work. Without your help and support it will be much more difficult to develop a community on your floor. We hope you will dedicate yourself to this development. We think you’ll enjoy the rewards of a well-established building community.

Community also applies to the relationship that Scott Hall / Scott Village / Scott Court has with the surrounding residential neighborhoods. Please keep in mind that our relationship with these neighbors is equally as important as relationships within the properties on the South Campus. Working with our neighbors will help to develop strong ties in the overall Omaha area and will make your living experience that much more rewarding.



Getting Set Up

CABLE TELEVISION - Every bedroom and living room has COX expanded cable service provided. Residents should contact COX Communications if they wish to upgrade to a premium or digital cable package. If residents should order an upgrade, they will be responsible for meeting the representative in their room and accompanying the representative until they leave. Keep in mind that cable television is also offered in the common areas at no extra charge.

Order forms for COX Communications are available at the Scott Hall Front Desk and Scott Village / Scott Court Office or by calling 402.933.3000

PHONE SERVICE at Scott Residence Hall - Every room is provided with phone accessibility, but phone services are not provided by Scott Residence Hall. Phone service may be purchased directly from COX Communications (402.933.3000) or QWEST (1.800.244.1111)

PHONE SERVICE at Scott Village / Scott Court - Every room is equipped with an IP Phone. These phones provide residents with free local access as well as room-to-room dialing and 911 access. The phones also allow a resident to unlock the front entry door for a guest who calls up to the resident's suite. While on the phone with the guest press and hold 9 to unlock the main entry door. If residents are interested in long distance services they will need to contact an area service provider.

INTERNET- Scott Hall / Scott Village / Scott Court are all equipped with a Local Area Network as well as wireless Internet. Each resident is provided one Ethernet port per bedroom and one port in the living room. Residents are responsible for their own cables. Scott Hall provides wireless Internet throughout the entire building. Scott Village and Scott Court provides wireless Internet access in all of the resident buildings as well as the SV Commons Building. The SSID for all buildings and all common areas is "scottcampus". Note that this is an open network with no encryption. Please review our Network Access Policy in your Resident Lease Contract.

YOUR NEW ADDRESS (Packages and mail may be sent without box number):

SCOTT VILLAGE:

Your Name
Scott Village
1601 South 64th Street
Omaha, NE 68106

SCOTT COURT

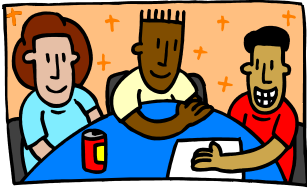
Your Name
Scott Court / Bldg.#
6404 Shirley Street
Omaha, NE 68106

SCOTT HALL:

Your Name
Scott Hall
6510 Pine Street
Omaha, NE 68106



Living Together



Living together involves learning and using valuable skills such as communication, self-assertion and cooperation. It is important that you let your roommate and neighbors know exactly how you feel about any situation that arises in a respectful and courteous manner. Stand up for your rights.

Do not “give in” just to save an argument. In the long run it will just make you upset and lead to bigger disagreements. Remember that your roommates have rights too. They will be asserting their rights. Cooperation is the best way to deal with differences. The “problem” is not over unless all roommates feel better when the difference is settled. If you know the needs and concerns of your roommates and neighbors, and they know yours, tiny irritations can be dealt with before they develop into large problems. You have the right to do and act as you like in your room (within the constraints of the community and the rules and regulations). However, so do your roommates. Because your life-styles will differ in some aspects, it will be helpful to sit down together and discuss any similarities and differences you may have.

The following is a list of questions that you may want to ask your roommates and yourself:

- Do you need absolute quiet when you sleep?
- Do you care if your roommates have overnight guests?
- Do you care if your roommates use your personal belongings?
- Do you want to share food with your roommates?
- How do you want cleaning responsibilities to be completed?



This is not an exhaustive list. Use it as a springboard for a more personal discussion with your roommates. One of the primary things to remember about living together in Scott Hall / Scott Village / Scott Court is that the floor / building is the home to every resident and that every resident has the primary right to peace and quiet so they can rest or study at any time.

Roommate Bill of Rights

- The Right to read and study free from undue interference in one’s room.**
- The Right to sleep without undue disturbance from noise, guests of the roommate(s), etc.**
 - The Right to expect respect of each other’s personal belongings.**
 - The Right to a clean environment in which to live.**
- The Right to free access of one’s room and facilities without pressure from a roommate.**
 - The Right to privacy.**
- The Right to host guests with the expectations that guests are to respect the rights of the host’s roommate.**
 - The Right for redress of grievances.**
- The Right to be free from the fear of intimidation, physical and/or emotional harm.**
 - The Right to expect reasonable cooperation in the use of the telephone.***

Student Responsibilities & Policies

At Scott Campus we believe that every resident has the right to an environment in which he/she can study, socialize, and live comfortably. There are basic principles involved in achieving this:

- *Demonstrate care about yourself*
- *Demonstrate care and consideration for others*
- *Demonstrate care and consideration towards your property*

RESIDENT ACCOUNTABILITY – As a resident, you are responsible for understanding and abiding by all rules and regulations as outlined in the lease agreement and in this resident handbook. The signatures on your resident lease contract mean that you and your guarantor have read and understand the rules. The specific rules and regulations while living at Scott Hall / Scott Village / Scott Court are included here to help familiarize you, as you **and your guests** are responsible for following them. Please clarify any part that you do not understand with your RA or any other member of the Residential Life Staff. It is not our objective to impose upon your right to enjoy yourself in a positive manner, but should you choose to jeopardize the peace and character of your new home, your RA, Res Life Staff and Campus Security will intervene to preserve our community.

If a policy violation occurs in a room or common area by a guest and the residing individuals are not present, we will hold those responsible for the policy violation accountable as well as the residents for whom the guest are visiting.

A person is responsible for being in a specific location at any given time. Therefore, any resident who anticipates and observes a policy violation will also be held responsible.

GUESTS – Guests of residents are welcome at Scott Hall / Scott Village / Scott Court so long as they follow all the rules and regulations. At Scott Hall guests must check in with the front desk attendant and leave a photo I.D. At Scott Hall / Scott Village / Scott Court, no more than 12 persons will be allowed in a suite at one time. Order and tranquility must prevail at all times. The occupancy of the Premises by unauthorized guests shall be considered a breach of the lease and may result in further disciplinary actions.

Overnight guests must have advanced approval from all suitemates. See lease for further information.



ALCOHOL – Scott Hall / Scott Village / Scott Court have a strict policy on alcohol and drinking. If alcohol can be seen, or smelled then the alcohol is considered public and in violation of the University of Nebraska at Omaha Code of Conduct. In addition, possession of an open container whether **empty** or full shall be interpreted as being consumed. Empty alcohol containers should not be used for decoration or keepsakes at Scott Campus. Alcohol related conduct infringes upon the rights of others to a quiet, orderly living environment and is not acceptable under any circumstances. Parties of any sort with alcohol are not permitted at Scott Hall / Scott Village / Scott Court. If a resident is in violation of this clause, the incident will be followed-up and appropriate disciplinary action will be taken. Along with this action, the guarantor and UNO's Judicial Affairs will be notified. Violations may lead to default of your Resident Lease Contract.

If at any time a resident is reported or witnessed by a staff member to be extremely disruptive or incapable of taking care of his or herself as a result of misuse of drugs and/or alcohol, Scott Campus will contact the police, fire department, and/or paramedics depending on the situation, to be followed up later with any appropriate disciplinary action. Along with this action, the guarantor and UNO's Judicial Affairs will be notified. Violations may lead to default of your Resident Lease Contract.

DRUGS - Nebraska State law explicitly states that it is illegal to possess, use, distribute or sell drugs or any other controlled substances in both public and private spaces. This includes Scott Hall / Scott Village / Scott Court. Drug and/or smoking paraphernalia, used or unused, legal or illegal, is not permitted at Scott Campus. Smoking paraphernalia includes but is not limited to pipes, bongs, hookahs, and homemade devices, etc. **Any resident or resident's guest found to be involved in these types of activities will be subject to severe disciplinary actions and/or eviction, as well as criminal proceedings. Local law enforcement will be contacted immediately to handle any drug related situations. Please refer to Section 23 of the Rules & Regulations of our Lease Agreement for more details.**

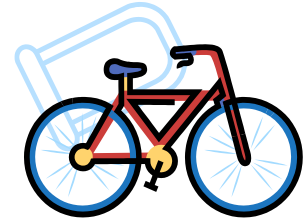
SMOKING - Nebraska State law states that you may not smoke within 10 feet of any enclosed structure. Therefore smoking is not permitted in or near the building, **including all patios and balconies.** If you or your guests are found smoking in your room or on the **balcony or patio**, you will be assessed an administrative fee & may be subject to disciplinary actions. Smoking paraphernalia, used or unused, is not permitted at Scott Campus. Smoking paraphernalia includes but is not limited to pipes, bongs, hookahs, and homemade devices, etc.

WEAPONS / EXPLOSIVES - Firearms, hunting equipment and other weapons including but not limited to sling shots, air powered guns, wrist-rockets, BB guns, paint-ball guns, bow and arrows, knives, ammunition of any type and martial arts equipment are not permitted. Fireworks of any type are also not allowed on property.

Additionally, water guns, water balloons and any other water devices are not allowed anywhere on the property. Any weapons or water accessories found on property will be confiscated and not returned to the owner.

STORAGE at Scott Residence Hall - Assigned storage lockers are made available to all residents upon move-in. Bring your own lock and fit what you can. Scott Residence Hall is not responsible for the loss or damage to any stored item(s).

STORAGE at Scott Village - Assigned storage closets are located outside on your patio/deck for your use. Scott Village is not responsible for the loss or damage to any stored item(s).



BICYCLES - In Scott Village / Scott Court, all bicycles are to be stored in front of the building in the bike racks. At Scott Residence Hall, bicycles must be stored in the bike rack adjacent to the front entrance. In addition, if any bikes are found in rooms, suites, or balconies the resident will be asked to move them. If they are not moved within the stated time, they will be removed by a staff member and the resident may be charged an administrative fee. Residents are asked to please remove their bikes at the end of the lease term. Unclaimed bikes will be donated to a local charity

SKATEBOARDS AND ROLLERBLADES - Skateboards and roller blades are to be used for transportation use only. Any resident partaking in activities other than transportation to and from the property will be subject to an administrative fee. This includes setting up ramps and/or trick poles on the Basketball Court or other areas of the properties.

PUBLIC FURNITURE - Scott Hall / Scott Village / Scott Court have provided furniture for your comfort. There will be a minimum administrative fee of \$25 plus labor charges for the removal of any public furniture. Any furniture moved between Scott Hall / Scott Village / Scott Court will be considered theft and treated as such. Any common area furniture found in resident suites / bedrooms will be considered theft and treated as such. This means that furniture is to remain on property in the appropriate suite and is not allowed to be stored off site or on the balcony or patios. Furniture is designed for indoor use only and may be damaged if left outdoors. Any damage to the furniture will be the responsibility of the resident and/or guarantor. If damages can not be assessed to an individual, the damages will be divided amongst all roommates.

PUBLIC AREAS - Residents are restricted to spaces or areas designed specifically for public use.

GRILLS - No electric, gas, smokers or charcoal grills are allowed at Scott Campus. The Residential Life staff will incorporate grills in their programming events throughout the year. Residents found with grills will be subject to an administrative fee and disciplinary actions.



MUSICAL INSTRUMENTS - Musical instruments are allowed and are treated like stereos. They may be played at reasonable levels and in accordance with quiet hours. At any time if a musical instrument is disturbing other residents we will ask that it be turned down. If problems persist, the instrument will be restricted from use while on property.

PARKING - Parking in the Scott Hall / Scott Village / Scott Court lots requires a UNO parking permit. UNO permits can be purchased in the UNO Parking Services Office located in the Eppley Administration Building Room 107. All vehicles must abide by UNO and the South Campus rules and regulations. Parking permits are nontransferable. Any car in the parking lot without a valid parking sticker will be towed at the owner's expense, without warning. In addition, any vehicle with or without a permit that is parked in a driveway, fire lane, red or yellow-curbed area will be towed at the owner's expense. Please refer to sections 4 & 5 of the Rules and Regulations of our Lease Agreement for further information.

VISITOR PARKING - All visitors must obtain a visitor's parking permit from the UNO Parking Services Office located in the Eppley Administration building or Scott Hall or Scott Village / Scott Court office. Visitors must park in the parking lot across the street from the Scott Village Commons Building (Lot 9).



HANDICAP PARKING - Parking for disabled drivers is available at Scott Hall / Scott Village / Scott Court. Any car that is parked in a handicap spot without a valid handicap permit may be towed at the owner's expense.

All vehicles without valid permits are subject to tow at the owner's expense. Scott Hall / Scott Village / Scott Court are not responsible for any loss, theft or damage to any vehicle entering, exiting or parked in the parking lot (see resident lease contract). This includes but is not limited to any damage caused by any entry or exit gates.



PETS - Pets are not permitted at Scott Campus due to the sanitation and health risks to residents, as well as the potential harm to the animal itself and damage to the property. The only exception is small fish aquariums (10 gallons or less) containing only fish.

POSTING SIGNS - All signs and posters must be approved by the Resident Manager, Resident Directors or General Manager before they can be displayed. You will be notified of acceptable posting locations once your signs have been approved. Signs, flyers, and posters that have been approved may be hung in designated areas (floor lounges and bulletin boards). Any sign that has not been approved and stamped by the previously mentioned staff or that is hung in an inappropriate area including resident doors will be taken down.

QUIET HOURS - Scott Hall / Scott Village / Scott Court have a high commitment to your education. In order to provide an environment where every resident can sleep or study when and where he/she wants, some basic times and guidelines have been established.

At Scott Hall / Scott Village / Scott Court, a 24 Hour Courtesy Policy is always in place. It states that all residents are to take all responsible steps to comply with requests from other residents to lower noise levels at any time of the day or night. Under the 24 Hours Courtesy Policy, residents will be considered to be in violation if a staff member finds the noise level to be excessively loud or if another resident complains. Quiet Hours are a time when no audible noise should be heard in the hallway or lobbies.

NOISE VIOLATIONS - Noise violations consist of making excessive noise on property or any violations of the Quiet or Courtesy Policies. We will not infringe upon your quiet enjoyment and socialization, but we do ask that you extend those around you the courtesy of permitting them to study without undue noise and commotion. This also includes excessively loud music. Please observe quiet hours when enjoying your music.

PHYSICAL, VERBAL, AND NONVERBAL HARASSMENT AND/OR ABUSE - Scott Campus has zero tolerance for any behavior that falls under this category. This includes and is not limited to physical harm or threat of physical harm, sexual assault or threat of sexual assault, sexual harassment, threats, malicious pranks, abusive name-calling, prank phone calls and harassment based on someone's racial, gender or sexual orientation. This also includes any nonverbal communication such as e-mail, the Internet, regular mail, telephone, fax, notes, etc. If at anytime you feel threatened, please contact a staff member or the appropriate authorities.

RESIDENT ROOMS - All rooms are to remain as furnished- with beds on their frames and desk units completely assembled. Self-assembled lofts, waterbeds, beds raised on bricks, etc. are not permitted. Any alterations or modifications that pose a threat to safety or health, create physical room damage, or adversely affect the comfort of others are not allowed. These include: tape, stickers, and decals on the walls, doors and mirrors; decorating the hallways, hanging lights or decals from the porch or balcony, and anything hanging from the drapery hardware. Hanging signs, posters, or items on the outside of your room door is acceptable as long as it is in good taste, is not offensive to others and does not obstruct any hallways, lighting or exits. Street barricades, construction pylons, speed limit and street signs are prohibited in rooms and suites. Any such items found will be removed. Any and all repairs needed within student rooms and other areas must be performed only by authorized - Scott Campus engineering personnel. Residents will be charged for the repair of any damage for which they or their guests are responsible.

SOLICITATION - In order to keep strangers off the floors and out of the buildings and to protect your interests, if at any time you find someone soliciting on your floor or in

your building, contact your RA or the Scott Hall and/or Scott Village / Scott Court front desk immediately. Do not prop open main entrance doors. We also require that you have pizza and other food delivered to the Front Desk at Scott Hall or to the Commons building at Scott Village / Scott Court and that you will meet them there. Please note that residents at Scott Village / Scott Court should not accept pizza deliveries in their buildings.

SPORTS - Sports activities (including golf, volleyball, Frisbee, football, etc.) are not allowed in the halls, lobbies, or lounges due to the possibilities of personal injury and property damage. Please feel free to use our volleyball and basketball courts. All sport areas are open until 10:00 PM, although if there are noise complaints made, they may be closed earlier and without notice.

VANDALISM - Destroying or defacing private property is a criminal offense and will not be tolerated. Notify your RA if you witness an act of vandalism or if you have any information concerning any committed acts. All acts of vandalism will be dealt with severely. Remember, this is your “home-away-from-home” and we hope you will treat it with the respect any home deserves. Jumping curbs, driving around or through parking lot gates is considered vandalism and will be handled accordingly.



KEY RETURN – Keys must be returned at the end of your stay. A charge of \$100.00 will be assessed for any unreturned keys and changing of the locks.

LOCKOUTS - If you find yourself locked out of your room at Scott Hall / Scott Village / Scott Court at any time, contact the RA on-duty by going to the front desk at Scott Residence Hall or Scott Village / Scott Court. If you are locked out of Scott Village / Scott Court after the Front Office has closed, go to the front desk at Scott Residence Hall and they will contact the Scott Campus RA on-duty. Residents are allowed one lockout per semester and they are not transferable. If you are locked out and it is your second (or more) occurrence, you will be charged \$10.00. You may pay your lock out fee by check or money order at the time of your lock out or within one week of receiving your lockout.

SCREENS AND WINDOWS - In order to protect yourself and others, screens are to remain intact at all times. Fees will be imposed for the labor and parts involved in replacing a screen. Any throwing and/or dropping of an object from a window or deck will be considered malicious and treated as such.

ACCESS CARD REPLACEMENT - Photo Services is located on the 2nd floor of the Milo Bail Student Center and all replacement Access Cards (Mav Cards) should be obtained through Photo Services.

DISCIPLINE - Fortunately, most residents at Scott Campus will never find themselves involved with disciplinary action. When a resident is found to be in violation of policy, the incident will be documented in an incident report, also known as a "write-up." The incident report is then submitted to the Resident Manager. The resident will receive a written notice to meet with either the Resident Manager, Resident Director, Leasing Director or General Manager. Based on the nature of the incident, each resident involved will be placed on a disciplinary status. The following is a list of possible disciplinary statuses in order of severity along with an explanation for each one.

Written Warning: Written documentation that a minor policy violation occurred. The resident may be placed on this status due to initial policy violations.

Notice of Default: When we feel a resident has violated a major policy, or if a resident continually disregards property policies we will institute a Notice of Default. At this point the resident will be responsible for complying with all of the remedies set forth by the Resident Manager, Resident Director, Leasing Director and / or General Manager. Be advised that multiple Notices of Defaults can be issued if needed. See your Resident Lease Contract for more information.

Failure to comply with these statuses may result in community service, counseling sessions or classes, additional administrative fees or possible termination of your Resident Lease Contract.

The above list is only in order of severity and is not a step process. Whenever a resident meets with the Resident Manager, Resident Director, Leasing Director and / or General Manager, the resident's guarantor (which is most often a parent) will be sent a letter and/or given a call, both to explain the circumstances of the incident and to seek the guarantor's help in preventing further problems. In addition, the resident will be responsible for completing any community service projects assigned, attending any counseling sessions or classes assigned and paying any administrative fees within the stated period. Scott Campus' goal is to discourage disruptive behavior from happening, but if it does, it will be dealt with severely. If a resident does not comply with the directions of the Residential Life Staff, they will receive further and more severe disciplinary action for non-compliance.

Scott Hall / Scott Village / Scott Court reserve the right at any time to make changes to the rules and regulations in effort to maintain and/or improve the safety, care, cleanliness and comfort of and for the residents.

Safety and Fire Hazards

One of our main concerns at Scott Campus is to provide residents with a safe living environment. It is important to realize that many of our rules exist for this purpose. Although some rules may seem petty, they are all designed to help prevent accidents/injuries and create an overall safe living environment.

DECORATIONS - Decorations can make your room look great, but small things like posters on doors and hanging items from the ceilings are potential fire hazards. Please, think twice when personalizing your room and choose safe areas to decorate. Christmas trees are strictly prohibited since they are a fire hazard. **All holiday decorations must be removed after the holiday which they occur or you may be charged a minimum administrative fee of \$25.00 to have decorations removed.** When in doubt, ask your RA!

PATIOS / BALCONIES – Scott Village patios and balconies are not to be used for storage of any items including trash bags, boxes, bicycles, extra furniture, etc. Only approved outdoor water resistant patio furniture is acceptable. Couches, recliners, love seats, sofa chairs, and futons are strictly prohibited.

NIGHT PROCEDURES - The Scott Village / Scott Court Commons Building is open 24 hours with full access to vending machines, laundry facilities, study room, and mailboxes. However, the Lounge and Front Desk closes at 10:00pm

LOST AND FOUND - If you find a lost item, bring it to the front desk at Scott Hall / Scott Village / Scott Court where the owner may reclaim it. If you have lost something, and it was turned in, you may claim it at the front desk by properly describing the item to the front desk staff. All items are kept at the front desk for a period of 30 days, after which they are considered, abandoned and may be donated to a local charity.

OPEN FLAMES- Burning candles, fireworks, firecrackers, barbecues, incense or any open flames are not allowed in Scott Hall / Scott Village / Scott Court.



Accidents happen because a combustible item was too close to a flame, or a candle was resting on an unbalanced surface. Please help avoid these potential disasters by not using any of the above items in your room or any other place in the building or on property.

OVERLOADING OUTLETS - Overloading outlets is dangerous. The circuit strains when it feeds the extra plugs that in turn causes conductors, plugs, and receptacles to overheat. This may lead to melting wires and could start a fire.

FIRE EQUIPMENT TAMPERING - We at Scott Campus consider any form of tampering with fire equipment to be a direct threat to the safety of all residents. Residents and guests are advised that anyone who is suspected of or caught tampering with fire equipment (smoke detectors, fire extinguishers, fire hoses, pull stations, etc.) will be actively pursued to the maximum penalties that the law provides.

Fire extinguishers are not toys. If the supply of water or extinguisher is exhausted you could be left helpless in the event of a fire. Likewise, tampering with smoke detectors and pull stations is very dangerous. False alarms could cause the unnecessary panic of fellow residents as well as the unneeded attention from the Fire Department. Violators will risk eviction as well as criminal prosecution.



SPRINKLER SYSTEMS – A sprinkler system has been installed for safety reasons. Objects are not to be hung on or six inches within the sprinkler heads. Any tampering with the system will be treated as a criminal offense and the person or persons responsible will be treated accordingly and held responsible for all damages and fees related. Any sprinkler head discharge will lead to the immediate dispatch of the fire department, evacuation of the affected areas and a prompt and thorough investigation.

Please remember that these devices are installed for your safety and anyone tampering with this equipment should be reported immediately to the Front Desk or staff member.

APPLIANCES – Small appliances, such as televisions, coffee makers, and irons are permitted. Space heaters, certain large appliances (freezers, portable range tops, etc...), and other similar items present a fire hazard and are not allowed. Ask your RA or staff member if you are not sure.

CAMPUS SECURITY ESCORT - Campus Security has officers available 24 hours every day to escort individuals who may feel uncomfortable walking or riding alone. If at anytime you are involved in an incident, fill out an incident report with Campus Security as well as the Scott Hall / Scott Village / Scott Court Front Desk.

Escort Services: 554-2648

Campus Security: 554-2911

ELEVATORS - Tampering with Scott Hall or Scott Court elevators, including falsely sounding the alarm bell, removing the elevator permits, forcing the doors or otherwise hindering or threatening elevator operation is extremely dangerous and will be considered a criminal offense. Smoking is not allowed in the elevators. If you are found to have tampered with the elevators or found smoking in the elevators, you will be subject to disciplinary action, including possible lease cancellation and eviction.

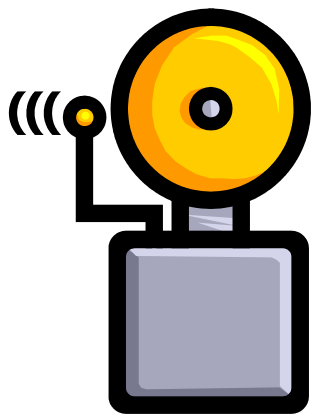
Personal Safety and Emergencies

PERSONAL SAFETY – We strongly advise you to keep your room locked at ALL times. **Do not prop open outside doors** and please report any suspicious looking persons to a staff member or campus security. Scott Campus assumes no responsibility and is not liable for any losses or damages that might occur to your personal property. Propping any access doors open at Scott Campus will result in a minimum administrative fee of \$25.

FIRE EMERGENCY – If a fire alarm sounds, exit from the nearest stairwell. If at Scott Hall or Scott Court **DO NOT** use the elevators. Failure to evacuate is against the law. Please follow all the directions issued by the fire department and the Residential Life or Management Staff. Your RA will cover the designated zone in which you are to proceed during such event.

TORNADO EMERGENCY – If tornado conditions exist, leave your suite, lock your door, and head towards the tornado shelter. At Scott Hall and Scott Court the emergency shelters are located on the first floor. At Scott Village proceed to the basement of the Commons Building. Once there wait for instructions from an RA, staff member, UNO staff member, or city official.

EMERGENCY – If you find yourself in an emergency situation, please dial the emergency number 911 and/or notify the Front Desk. If you are calling from your building at Scott Village or Scott Court, please make sure you let the emergency operator know your physical address. Note that your physical address can be found in the front of your building and it will be different than your mailing address. Please see the map located at the back of the handbook for physical addresses.



Resident Services, etc.

FRONT DESK – The front desk is a key area at Scott Hall / Scott Village / Scott Court. Here you can make rent payments, check out equipment (vacuums, sports equipment, and Pool Table equipment, etc.), ask leasing questions and make maintenance, Internet, and IP phone requests. The front desk at Scott Residence Hall is open 24 hours a day, seven days a week. Business hours are Monday through Friday, 8:00AM – 5:00PM.

Scott Village / Scott Court Front Desk Hours (academic year):

- Monday through Sunday / 8:00AM – 10:00PM
- Business Hours / Monday through Friday, 8:00AM – 5:00PM

STUDY LOUNGE – Scott Hall / Scott Village / Scott Court have a large study room set aside for residents to study in a comfortable atmosphere. These areas are generally open 24 hours a day and are equipped with computers, internet access, white boards, and tables. Please have your UNO Student ID card available in case you are asked to present it.

DINING HALL – Scott Residence Hall contains an all you can eat dining facility called Scott Café available to residents to enjoy great food throughout the day. Hours are from 7:00AM to 8:00PM on the weekdays and from 10:00AM to 7:00PM on weekends. The cafeteria also provides walk-in pricing:

- Breakfast \$6.75
- Lunch \$7.75
- Dinner \$8.75
- Special Dinner \$12.00



We ask that you follow a few rules while in the dining room:

- You must present your resident access card every time you enter.
- Your resident access card is non-transferable.
- Friends and family may eat with you, but all guests must pay for meals at the host station.
- Food and beverages may not be removed from the dining area.
- Shoes and shirts must be worn at all times in the dining area.
- Please remove your tray and debris to the dish return area.

Sick trays are available for residents that have purchased meal plans. If you need more information contact your RA.

Scott Dining Services will be closed during Holidays and academic breaks. You will have advanced notification for all closings of the cafeteria.

LAUNDRY FACILITIES – Laundry facilities are provided for all residents at Scott Campus. They are open 24 hours a day for your convenience. At Scott Residence Hall and Scott Court the laundry rooms are located on the first floor of each building. At Scott Village the Laundry Room is located in the Commons Building. There is a change machine, laundry detergent vending machine, and TV in each Laundry room for your use. It is advised that you stay with your laundry at all times. Scott Hall / Scott Village / Scott Court are not responsible for lost or damaged items.



MAIL SERVICES – For Scott Hall and Scott Village any mail, packages, or magazines that are not small enough to fit into your mailbox will be logged in. A slip will be placed in your box to notify you. Present this slip to the front desk attendant to receive your package. For Scott Court, a slip will be placed in your mailbox along with a key with a corresponding number to a parcel box located near your mailbox. After retrieving your package simply leave the key in the lock. For oversized packages / mail a slip will be placed in your mailbox with the location of your package (typically, the Scott Village / Scott Court Commons Building). Present the slip to the front desk attendant to receive your package. Outgoing mail should be stamped and placed into the outgoing mailbox before noon. Any outgoing packages should be sealed, addressed, and have the proper postage to be mailed. Our staff has been notified by the USPS not to pop open mail boxes or to hand out mail to residents as they are federal offenses. If you need your combination, present the Front Desk staff member with a valid ID, and they will be glad to give your combination to you. Residents are allowed one mailbox lockout per semester and they are not transferable. If you forget your combination and it is your second (or more) occurrence, you will be charged \$10.00 payable via check or money order to Scott Campus.

FAX SERVICES – A fax machine is available to residents at Scott Hall / Scott Village / Scott Court and is located at the front desk of Scott Hall and Scott Village. All residents also have access to color copying and binding. Please note there may be fees assessed for these services.

EDUCATIONAL PROGRAMS - Many times throughout the year you will have the opportunity to attend an educational program either at the floor / building or property level. Educational programs are put on by a variety of groups and people including professors, campus departments and groups, community services or organizations, special interest groups and individuals. Programs are usually chosen on the basis of their relevance to student interests and needs. Topics may include time management, sex roles, intimate relationships, alcohol awareness, rape awareness, nutrition, and many others. If you have a special interest in a certain topic let your RA or Resident Director know so they can organize a program related to that subject. Since these programs are set up for your interest, information and benefit, we strongly encourage you to get the most out of them.

SOCIAL PROGRAMS - Social programs are offered on a regular basis to provide residents with a way to meet new people, take a break from studies and just plain have fun! Individual and group prizes are often times awarded to top participants in many of these events.

RESIDENT EMPLOYMENT OPPORTUNITIES- Part-time employment opportunities occasionally are available within Scott Campus. If you are interested in such opportunities, please stop by the Front Desk at Scott Residence Hall or Scott Village / Scott Court and speak with a Scott Campus Staff Member.

RESIDENT SURVEYS - Several times throughout the year you will be asked to complete surveys regarding the level of service provided to you at Scott Hall / Scott Village / Scott Court. Please take full advantage of this opportunity to give us your input.

Contracts and Room Assignments

ROOM AND BOARD PAYMENTS - All residents are expected to ensure contract payments are made on time and for the correct amount as stipulated in the - Scott Hall / Scott Village / Scott Court Resident Lease Contract. **Bills or reminders are NOT sent out to residents or guarantors.** Late fees will be assessed if payment is not received on time. If you are having difficulty with your payment schedule, please contact the front office before your payment is due so we can work together to accommodate your needs. Please note that only check, bank draft, money orders, or credit cards will be accepted to make any rent payments. Cash will not be accepted for rent payments

ROOM CHANGES - Here at Scott Campus we feel that residents are adults, and they should be able to overcome their own obstacles. Our staff provides support to help residents achieve their goals. If during the year you and your roommates are having difficulties and have attempted to resolve on your own and you feel you have exhausted all means and are not able to resolve the conflict(s), you should meet with your RA. Your RA is able to assist you to resolve conflicts and develop new ways to approach a problem that exists. If no progress is made, your RA will recommend the situation to the one of the Resident Directors. Room changes will only be granted in extreme cases or situations that do not improve or worsen after all means are exhausted. No room changes will be allowed under any circumstances before the second week of each semester or during “dead week” or finals. There is potential disciplinary action for unauthorized room changes.

CONTRACT CANCELLATION - Your lease contract is on an academic or annual basis at Scott Campus as stipulated in the Lease Agreement. To be released from your contract you must meet with the General Manager. You will only be released if you can find a replacement for the remainder of your lease contract or you are paid in full for the total contracted amount. If an emergency or potential emergency requires immediate action, please see the Leasing Director, Resident Manager or General Manager for assistance.

NOTICE TO VACATE – A Notice to Vacate form must be completed, signed, and turned into the Leasing Director at the Scott Hall or Scott Village / Scott Court front desk. You will **NOT** be released from your Resident Lease Contract for any reason including, but not limited to, verifiable graduation, transferring to another school, traveling abroad, roommate conflicts, eviction, or withdrawal from school.

The Notice to Vacate will cause the Landlord to initiate efforts to fill your space for the remainder of your lease term. Landlord does not guarantee that a replacement will be found and contracted. The best way to have your lease covered is for you to find the replacement yourself (must be a UNO student) and have them submit proper application and pay the necessary contracted amounts. Please read and understand the provisions of your Resident Lease Contract.

To clarify, if a suitable replacement is not found then you are still responsible for your Resident Lease Contract and obligated to continue to make rental payments as per the lease contract. If a suitable replacement is found and moves in, you are still responsible for that full month's rental payment (unless the new resident moves in on the first of the month). Scott Hall / Scott Village / Scott Court does not prorate pre-paid rent. Per the Resident Lease Contract your security deposit will be forfeited.

CHECK-OUT PROCEDURES - All check-out procedures will be provided to residents when moving out of Scott Hall / Scott Village / Scott Court. All procedures must be followed exactly. Failure to leave your room in the same condition as move-in will result in charges and potential lease default. Failure to return all issued keys will also result in charges.

MOVE OUT DEADLINE IS NOON ON THE DATE OF YOUR LEASE CONTRACT EXPIRATION:

- **SATURDAY MAY 05, 2012 for SCOTT RESIDENCE HALL**
- **SATURDAY MAY 12, 2012 for SCOTT COURT ACADEMIC YEAR LEASES**
- **TUESDAY JULY 31, 2012 for SCOTT COURT ANNUAL LEASES**
- **TUESDAY JULY 31, 2012 for SCOTT VILLAGE**

Conservation

ENERGY CONSERVATION – We are continually looking for ways to conserve energy at Scott Campus. Please help up by taking the following steps:

- ✓ Turn off all lights when leaving your room
- ✓ Turn off all appliances when not in use (irons, etc.)
- ✓ Turn off your stereo/T.V. when leaving your room
- ✓ Set controls at a normal level on your refrigerator
- ✓ Make sure all water faucets are properly turned off

Please fill out a maintenance request if your suite is too warm or too cold. Also please notify maintenance if you see a leak in the building or property. Keep in mind that all suites and bedrooms are individually metered at Scott Village / Scott Court and that any excessive use will be charged to the residents in the suite.

Please visit the websites below for additional water and energy conservation tips:

<http://mudomaha.com/water/tips.html>

www.oppd.com

www.conservation.org

www.earth911.org

<http://recyclenebraska.org>



Phone Numbers

Emergencies:

Emergency	911
Fire	911
Medical Emergency	911 and/or 554-2911
Bomb Threat	911 and/or 554-2911
Personal Safety	554-2648
Campus Security	554-2648

UNO Numbers:

Class Closing	554-2255
Student Programming	554-2623
UNO Admissions	554-2393
UNO Athletics	554-2305
UNO Bookstore	554-2336
UNO Financial Aid	554-2327
UNO Library	554-2661
HPER Recreation Building	554-2539
Sports Information Line	554-3387
Music Events	554-2251
UNO Student Accounts	554-2324
MAV CARD Services	554-2220

Scott Campus Numbers:

Scott Residence Hall Front Desk	778-6211
Scott Village / Scott Court Front Desk	778-6541
Computer / Network Help	778-6309
RA on Duty	Please contact either Front Desk

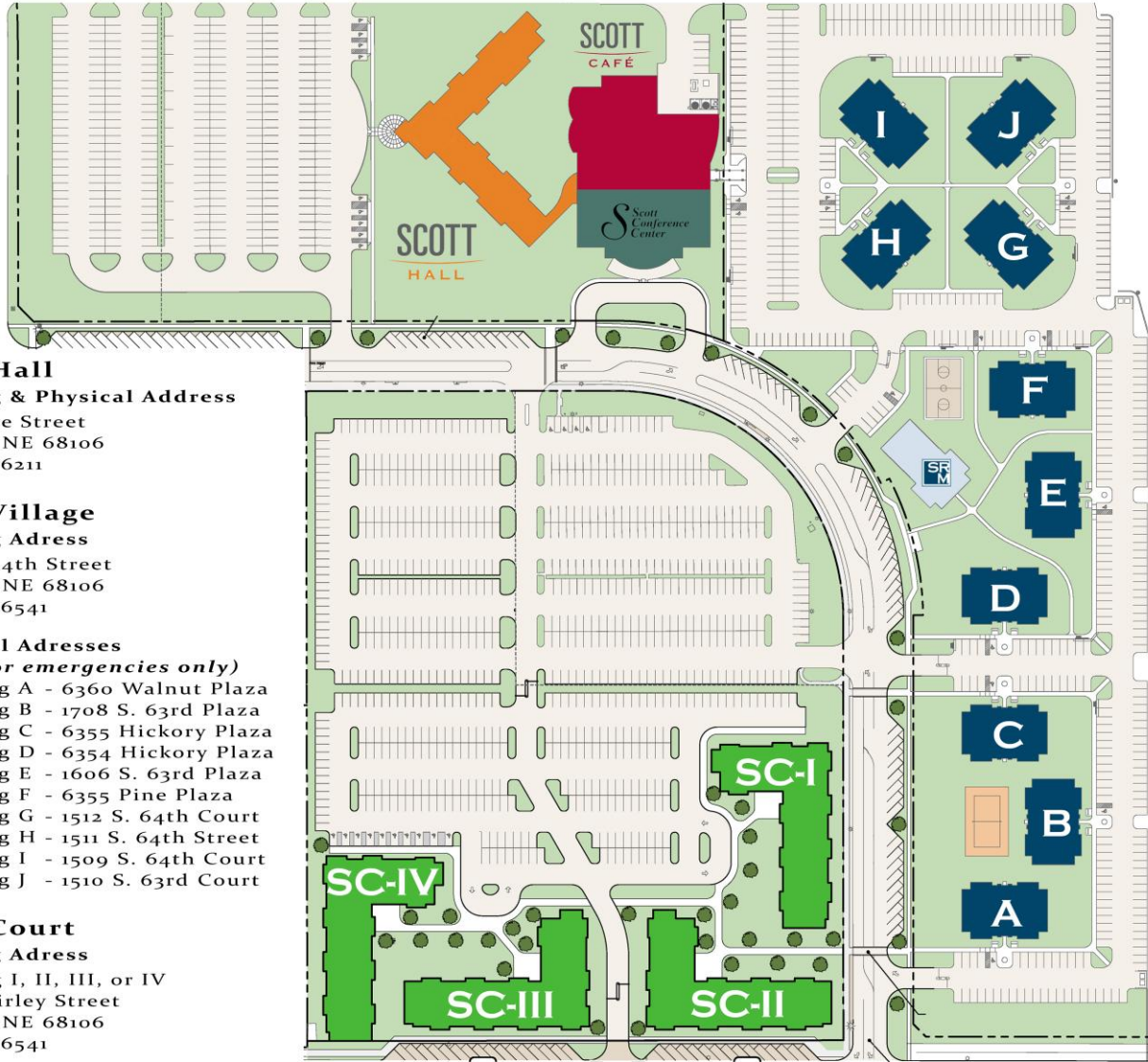
Important Websites:

www.scottcampus.com
www.unomaha.edu

“Final Thoughts”

The staff at Scott Campus want to make your new home as comfortable as possible. Hopefully this handbook has provided you with helpful information concerning some of the more general aspects of life at Scott Hall / Scott Village / Scott Court. If you have questions please don't hesitate to ask. We look forward to sharing a great year with you and hope you make the best of your college experience!





Scott Hall

-Mailing & Physical Address

6510 Pine Street
 Omaha, NE 68106
 402.778.6211

Scott Village

-Mailing Address

1601 S. 64th Street
 Omaha, NE 68106
 402.778.6541

-Physical Addresses

(used for emergencies only)

- Building A - 6360 Walnut Plaza
- Building B - 1708 S. 63rd Plaza
- Building C - 6355 Hickory Plaza
- Building D - 6354 Hickory Plaza
- Building E - 1606 S. 63rd Plaza
- Building F - 6355 Pine Plaza
- Building G - 1512 S. 64th Court
- Building H - 1511 S. 64th Street
- Building I - 1509 S. 64th Court
- Building J - 1510 S. 63rd Court

Scott Court

-Mailing Address

Building I, II, III, or IV
 6404 Shirley Street
 Omaha, NE 68106
 402.778.6541

-Physical Addresses

(used for emergencies only)

- Building I - 6404 Shirley Street
- Building II - 6440 Shirley Street
- Building III - 6464 Shirley Street
- Building IV - 6510 Shirley Street

SCOTT
 VILLAGE

SCOTT
 COURT