

CONCORDIA UNIVERSITY, NEBRASKA
2024-2025 Academic Year
STUDENT HANDBOOK
Student Handbook Resource Guide



But by the grace of God I am what I am, and his grace toward me was not in vain. On the contrary, I worked harder than any of them, though it was not I, but the grace of God that is with me.

1 CORINTHIANS 15:10

Table of Contents

Student Handbook Resource Guide	1
GENERAL RESIDENCE LIFE INFORMATION	1
Access – Card and Key – Residence Halls.....	1
Access – General.....	1
Alcohol and Substance Abuse Prevention Programs.....	2
Alcohol and Drug Counseling and Treatment Programs.....	2
Barbecue Grills.....	3
Bicycles.....	3
Cable.....	3
Cooking.....	3
Appliances.....	4
Residence Hall Property	4
Furnishings.....	4
Damage and Repairs.....	4
Fundraising.....	4
Guests.....	5
Hospital.....	5
Housing: Assignments, Policies.....	5
Housing Contracts.....	6
Housing: Check In/Out.....	6
Laundry Facilities.....	7
PayRange Mobile Application (additional information).....	7
Locked Out.....	7
Lofts.....	7
Lounges.....	7
Maintenance Problems—Repairs.....	7
Missing Student.....	8
Posting.....	9
Pranks.....	9
Privacy & Inspections.....	9
Residence: Jonathan Hall Cleaning.....	9
General.....	9
Health & Safety Inspections.....	10
Room Alteration.....	10
Room Change.....	10
Room Decorating.....	10
Roommates—Getting Off to a Good Start.....	11
Storage Rooms.....	11
Telephone Service.....	11
Trash.....	11
Vacation-Residence Halls Close.....	11
Student Group Travel.....	12
Student Individual Travel.....	13
Vehicles on Campus.....	13
Areas Covered by Regulations.....	13
General Regulations: Visitors.....	13
General Regulations: Students.....	13
Temporary Handicap Permits.....	13
Permit Replacement.....	14
No Parking Areas.....	14
Auto Insurance.....	14
Inoperable Vehicles.....	14
Guest Parking Permits.....	14
Loading and Unloading.....	14
Repeat Ticketing.....	14
Speed Limit, Stop Signs and Crosswalks.....	14
Police Patrols.....	14
Parking Direction.....	14
Marked Parking Spaces.....	14
Vacation Periods.....	14
Heavy Snowfall.....	14
Double Fines.....	15
General Regulations.....	15
Security and Safety	15
Security Awareness Programs.....	15
Security of Personal Property.....	15
Security in the Residence Halls.....	16
Campus Security.....	16
Authority and Jurisdiction.....	16
Confidential Crime Reporting.....	17
SAFETY	17
Crime Prevention Programs.....	17
Crime Statistics Disclosure.....	17
CUNE Alert.....	17
Daily Crime Log.....	18
General Evacuation Procedures.....	18
Evacuation of Individuals with Physical Disabilities.....	18
Technology	18
Technology and Privacy of Information: Acceptable Use Policy.....	18
Computer Technology (Residence Halls).....	19
Blackboard Transact eAccounts.....	20
Digital Millennium Copyright Act (DMCA).....	20
State and Federal Government Regulations	20
Equity in Athletics Disclosure Act (EADA).....	20
Disability Support Services (DSS) (<i>see also Academic Resource Center pg. 26</i>).....	21
Family Educational Rights & Privacy Act (FERPA).....	21
Annual Notification.....	21
Disclosure of Education Records without prior Consent of the Student.....	21
Declaration of University Officials with a legitimate educational interest.....	23
Disciplinary Hearing Results.....	25
Record of Disclosures.....	26
Video Licensing Information.....	26
Sex Offender Registry.....	26
Resources and Services for Students	26
Academic Resource Center (ARC).....	26
Advising.....	27
Bulldog Bucks.....	27
Campus Pastor.....	27
Computer Technology (Campus).....	28
Academic Resource Center (ARC).....	29
Disability Support Services (DSS).....	29
Food Service.....	30
Instructional Technology Center (ITC).....	33
ITC Helpdesk.....	33
Library.....	33
Lost and Found Locations.....	35
Outdoor Chapel.....	35
Post Office.....	35
Printing/Copying on Campus.....	36
Student Life Staff.....	36
Student Organizations and Activities.....	37
On-Campus Events.....	38
Worship and Faith Growth.....	38

CONCORDIA UNIVERSITY, NEBRASKA

Student Life Resource Guide

The Student Life Resource Guide (SLRG) contains a variety of information related to student life in general, living in the residence halls, safety and security matters, campus resources, and more. Certain university policies and others are elaborated upon more in this document. Most University policies related to students, the Student Code of Conduct and other safety information is located in the Student Handbook which may be accessed at the following link: cune.edu/studenthandbook

GENERAL RESIDENCE LIFE INFORMATION

Access – Card and Key – Residence Halls

The University has installed an electronic security system on the entrance/exit doors of all residence halls. These doors will remain locked at all times. Residents can open the door by swiping their Concordia I.D. card in the card-reading device mounted by the door. You will continue to need your entry key to unlock the door leading directly to your floor.

- Residence halls are card accessible to all CU students: 10:00 a.m. - 12:00 midnight (1 a.m. on weekends)
- Card access is restricted to ONLY that hall's residents: 12:00 midnight (1 a.m. on weekends) – 10 a.m.
- Card access is limited to main entrances 10:30 p.m. – 12:00 noon.

*If you lose your Concordia I.D. card, a new card can be issued in the Student Life Office (Janzow 204). There is a \$10.00 charge for this service.

The system has been programmed to allow access to Concordia Students, as well as Student Life, Maintenance, and Security personnel.

Residence hall room and entrance keys may be obtained in the Student Life Office. Keys must be returned in their original condition to the Student Life Office at the end of the school year or when making a housing change by placing them into the envelope given to you by your RA. If you should lose your keys, notify the Student Life Office immediately.

In the event residence hall keys are lost or not returned, it may be necessary to replace the core in which case the student will be charged \$90. The intent of this procedure is to maintain the security of the room more effectively. Students may be charged \$12.00 per key for lost keys.

Residence halls are secured 24 hours a day. When security is necessary, the floors of all halls will be secured around the clock and will be locked separately from the regular card entry issued to resident students. Additionally, outside of posted visiting hours, students may be required to escort students within their resident hall. (See also Lounges)

Failure by a resident/student to give access to a residence hall room when requested to do so by a University official is a violation of policy. (See Privacy & Inspections)

Room inspections will be made periodically for fire, health, safety, and security purposes. The Resident Coordinator, Resident Assistant, or University administrator may enter a student's room without prior notification.

Access – General

During business hours, the University (excluding housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key, card, admittance via Campus Security or Student Life Staff. In the case of periods of extended closing, the University will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Walz Human Performance Center (Gym), the Link Library, and the Janzow Campus Center. Building managers are responsible for posting access hours for each building. Emergencies may necessitate

changes or alterations to any posted schedules.

Building managers are:

Building	Manager	Phone
Brommer Art Center	Don Robson	402-643-7498
Buildings & Grounds	Patrick Bennett/Dale Novak	402-643-7421/7416
Dunklau Center for Science, Math and Business	Rob Hermann	402-643-7447
Founders Hall	Bryan Moore	402-643-7440
Walz Human Performance Center	Angela Muller	402-643-7268
Janzow Campus Center	Gene Brooks	402-643-7411
Janzow Campus Center Dining Hall	Patrick O'Brien	402-643-7213
Jesse Hall	Brent Royuk	402-643-7496
Link Library	Phil Hendrickson	402-643-7358
Music Center	Kurt von Kampen	402-643-7378
Physical Education Center & Hitting Center	Angela Muller	402-643-7268
Residence Halls	Rebekah Freed	402-643-7411
Thom Leadership Education Center	Lorinda Sankey	402-643-7385
Weller Hall	Dave Kumm	402-643-7380
Weller Hall Auditorium	Rev. Ryan Matthias	402-643-7216
Global Opportunities Center (GO!)	Julie Johnston-Hermann	402-643-7354

Alcohol and Substance Abuse Prevention Programs

Concordia has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The programs provide services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and University disciplinary actions.

Concordia's services are the responsibility of various areas of the institution. These include:

- Alcohol and Drug Education: Student Life Education, Health Center, Student Services, Employee Assistance Program, HHP Health Class, Student Wellness Committee.
- Counseling Services: Pastoral Counseling, Counseling Office, Employee Assistance Program.
- Referral Services: Student Life Office, Counseling Office, Employee Assistance Program.
- University Disciplinary Actions: Student Life Office.

(See Student Handbook section "Alcohol and Illegal Drugs" for additional details and policy)

Alcohol and Drug Counseling and Treatment Programs

The Student Life Office, the Health Center and the Counseling Office provide access to alcohol education and other drug education classes, support and problem-solving groups including, but not limited to, Seward County's Alcoholics Anonymous Program. Please call 402-643-7411 for more information.

For individuals and families experiencing difficulties with chemical abuse, assistance is available through the Concordia Counseling Office. Additionally, the following community services are available:

Drug Crisis Line 402-475-5683

In/outpatient care and education programs:

Bryan LGH (The Independence Center Dept.)
1650 Lake Street

Lincoln, NE 68502
402-481-5268 or 800-742-7845

Lincoln Council on Alcoholism and Drugs (LCAD)
914 "L" Street, Suites A & B
Lincoln, NE 68508
402-475-2694

Barbecue Grills

Open flames for the purpose of starting coals in campus-installed barbecue grills are allowed with a *Notification of Flame*. A *Notification of Flame* must be given to the Security Office by calling 402-643-3033 and the Buildings and Grounds Office at 402-643-7415 (8:00 a.m. - 5:00 p.m.) during the day and 402-643-3033 (after 5:00 p.m.) in the evening.

Students shall clean the barbecue grills after each use. This includes disposing of all ashes or debris into metal bin provided near the grills. (*Approved by Student Senate May 1, 2007*)

Campus-installed barbecue grills are located:

- Between Strieter and Schuelke Residence Halls
- Behind Boaz Lounge
- Between Janzow Campus Center and Esther Residence Hall
- Between David and Jonathan Residence Halls
- Between Philip and Timothy Residence Halls

Bicycles

Bicycles brought to campus must be registered with Concordia Security Department. There is no cost to register your bicycle. Registration can be completed at the Buildings and Grounds Office.

Failure to register a bicycle within 30 days of the start of a semester will result in that bicycle being turned over to the City of Seward for disposal as abandoned property.

Bicycles are to be kept in the bicycle racks provided, or in a student's room. Fire and safety codes prohibit storage of bicycles in lobbies, hallways, and stairwells. Bicycles left in these places will be confiscated and disposed of.

Bicycles left on campus over the summer will result in that bicycle being turned over to the City of Seward for disposal as abandoned property.

It is highly recommended that you keep your bicycle locked up when not in use.

Concordia does not carry insurance on the personal property of students, and while we will attempt to help you, should your bike be stolen, the University is not responsible for loss or damage of such property.

Cable

Basic cable is provided to all students.

Cooking

Cooking in residential rooms in Jonathan Hall is allowed in the designated kitchen areas. Except for the use of personal coffee makers and UL-approved hot pots, cooking in residential rooms in David, Dorcas, Esther, Philip, Ruth, Boaz, Obed, Schuelke, Strieter and Timothy Halls is prohibited. Fire regulations prohibit cooking in rooms and the possession or use of appliances such as hot plates, toaster ovens, George Foreman grills, space heaters, woks, pizza ovens, slow cookers, crock pots, skillets, hot dog/hamburger cookers, rice cookers, broilers, electric toaster ovens, and fry pans. (See note below regarding microwaves.) The possession or use of unapproved appliances or appliances which pose an electrical or fire hazard is prohibited. Cooking in residence hall rooms other than described here may be subject to a fine and seizure of appliance(s) in violation of this policy.

Utensils, dishes, glasses, and other serving ware should not be left in bathroom areas since maintenance personnel clean these areas daily. There are service sinks located on every residence hall floor for use in cleaning these items. Remember, personal items left in public areas may be picked up by cleaning

personnel or other individuals.

The kitchens in David, Dorcas, Esther, Obed, Philip, and Timothy are available for use by students. Students are responsible for cleaning kitchens after use.

Appliances

Generally, appliances such as hair dryers, irons, mini-fridges, TVs, stereos, personal coffee makers, mini-blenders and hot pots may be used in residence hall rooms. Caution should be taken to avoid overloading electrical circuits and the University reserves the right to prohibit the use of a specific appliance in a residence hall room. Residents who are unsure if a given appliance is permissible should check with a member of the residence hall staff.

In all residence halls, students are permitted to have ONE small (1.4 amps) refrigerator per room.

Microwaves are limited to 1/floor OR university-rented microwave/fridge combination units.

Residence Hall Property

Furnishings

Each residence hall room is equipped by the University to accommodate each resident with a bed, desk, desk chair, desk lamp, drawers, closet space, towel hook or rack, and curtains or blinds. Those furnishings, along with all University property, are to be used with care, as is fitting for a Christian steward and with consideration for those individuals who will live and study at Concordia in the future. Such furnishings are not to be removed from the residence hall room nor are furnishings in the public areas of the residence hall (lounges, etc.) to be moved into personal rooms. Window screens are not to be removed for any reason.

Damage and Repairs

When you move into your residence hall room you will be asked to complete and verify the condition of your room and its furnishings with an inventory checklist provided by your Resident Assistant. Accuracy in completion of this form is essential since it is from this inventory that room damages are evaluated and assessed. Residents are responsible for any damage to the room and its contents beyond normal wear and tear.

Accidents can happen and result in damage to University property. In the event you are responsible for accidental damage that occurs, we ask that you explain the situation to Student Life Office personnel. You will be asked to sign a damage/breakage report which summarizes the incident and assume responsibility for the cost of repair or replacement of the damaged property. Costs will be determined by the Director of the Physical Plant. Do not attempt to repair the damage yourself.

If damage or loss of residence hall property occurs in a public area, efforts will be made to determine the person or persons responsible, and charges will be assessed when the responsible parties are determined. If the responsible person or persons cannot be found, the residents of the entire floor unit, or the entire residence hall if appropriate, will be assessed for the damages. Damage should be reported to the Student Life Office where a damage report will be initiated.

Assessed repair costs will be charged to your student account through the Business Office.

Fundraising

Any fundraising activities by students, including sales and solicitation of funds (including those for mission trips and service projects), must be approved by the Student Life Office and, if approved, by the Office of Institutional Advancement.

Student Groups who wish to carry on promotional sales or solicit funds (including raffles) of students on campus must begin this process by completing the necessary form, available in the Student Life Office. Permission to sell or solicit funds must be obtained in advance of any publicity or arrangements. Once permission is granted by the Student Life Office, the group must obtain final approval from the Office of Institutional Advancement. If the activity may result in requests for tax receipts for donations given because of the activity, approval of the activity from the Office of Institutional Advancement must be obtained. Door-to-door sales in the residence halls are not permitted. Fundraisers that require investment of monies by

individuals to participate (e.g., the sale/purchase of raffle tickets) are not permitted.

Guests

Personal guests may be allowed to stay in the residence hall with approval from the Student Life Office. If approved, guest(s) will not be charged to stay in the residence hall unless they stay longer than the three-day limit. Residents are allowed a maximum of 2 guests at any one time. Guests are charged a fee of \$30.00 per day after the three-day limit. The resident host is responsible for reporting guests to the Student Life Office.

When a student (resident or commuter) brings or invites a non-Concordia person(s) to the campus and/or University sponsored activity, the Concordia student accepts the responsibility for the actions of the non-Concordia person(s). This includes giving access to any campus room (e.g., residence hall), facility or equipment. The University expects the Concordia student to inform the non-Concordia person of ALL the rules and regulations of the University. Therefore, the Concordia student may be subject to ALL disciplinary sanctions, fines, and/or probation for the actions of the non-Concordia person. This policy applies to ALL rules and regulations contained in this handbook or published/announced by a University official.

All guests (non-residents of the room) must be invited into the building and escorted throughout the area, including to and from the individual rooms. The term "guest" applies to any individual who is not an assigned resident of a given room, whether or not a CU student. Staff members should confront people if they know the person is not a resident or if the person seems to be "wandering around".

Violations of the policy occur when an individual has any guest(s) who A) Resides in the room overnight without properly filing an Overnight Guest Form with the RA, B) Resides in the room for more than 3 nights during any one-week period without payment or for more than a total of four nights during any month, or C) Resides in the room without the expressed permission of the roommate(s).

Displacing or ignoring the rights of roommates is not allowed. Roommates should not have to find another place to sleep just because their roommate's guest is spending the night.

NOTE: A person will be considered an overnight guest if he/she uses the hall as a traditionally defined resident would use the hall (i.e., shower, sleep, store personal belongings). The University reserves the right to restrict any non-resident from the residence halls.

If one of your visitors is of the opposite sex, s/he is not permitted to stay in your residence hall.

Contact the Admissions Office for potential guest housing rentals or have a friend in a different hall take them in for the night. (For example, if you are a male and your sister, mother, aunt, girlfriend, etc. plan to spend the night, she cannot stay in any of the men's residence halls. The reverse is true for women and their male visitors.) Residence halls are not an appropriate venue for childcare.

To enhance the security of those living in the residence halls, and to maintain the right of privacy expected and needed by hall residents, residents have the right to demand that any guest who displays behavior that poses a perceived threat to or is disruptive of the normal functioning of the floor leave the residence hall. Residents are required to obtain the assistance of the RA, RC, and/or Campus Security when removal of a disruptive guest is necessary.

Hospital

If a student is hospitalized during the school year, he/she should contact Student Life Office so that professors can be notified. Additionally, it would be helpful if the student would contact the Nurse in order that she can assist the student with medical needs while at the University.

Housing: Assignments, Policies

The Directors of Student Life have oversight of the residence halls. Housing assignments in the residence halls are made and coordinated by the Campus Housing Coordinator. Residence hall contracts for the following academic year are made available at the Campus Center in early spring. **Housing Assignments** are based on several variables: seniority, timeliness of returned contract (i.e. don't miss the deadline) housing capacities, roommate pairings, and more.

You will have an opportunity to request a specific individual to be your roommate. Roommate requests must be mutual. Private room requests may be honored, if space is available and approved by the Campus Housing Coordinator, for the additional private room fee. You will also have an opportunity to identify information about yourself that can be helpful in making a roommate assignment when no specific request is made. Please fill in this information accurately and feel free to add anything that should be considered in making an assignment.

Housing information regarding contract availability and assignment guidelines for returning students will be provided during the Spring Semester. All final assignments are determined by the Student Life Office.

In the event a resident vacates a room, the remaining resident will be assigned a new roommate or re-assigned to another room as determined necessary by the Campus Housing Coordinator. If a resident chooses to move into a single room, refuses to accept a roommate, or does not make provision to accommodate a roommate, the additional private room fee will be charged on a prorated basis. Room or roommate changes must follow the process outlined in this Undergraduate student handbook (See also Room Change).

All housing changes must be approved by the Campus Housing Coordinator before moving.

Housing Contracts

1. The Housing Contract is for both 1st and 2nd semesters unless otherwise indicated on the contract.
2. For returning students, any student-initiated modification of the Housing Contract, resulting in change of room/roommate, may result in a \$100 processing fee. For incoming students (freshmen and transfers), any student-initiated modification of the Housing Contract, resulting in change of room/roommate after October 1st may result in a \$100 processing fee.
3. The dates when the halls open and close for each semester, as well as vacation periods, are published in this handbook.
4. There is a \$200-\$500 minimum* fine for breach of signed Housing Contract by no show/abandonment of resident hall room. (See Housing Contract, Terms and Conditions #12)
5. The signed Housing Contract requires student participation in an on-campus meal plan.
6. It is the responsibility of every student to notify Concordia if he/she plans not to return in the fall (or spring). See Housing Contract, Terms and Conditions #13. Withdrawal from university (attrition) for more information.
7. Unauthorized moves will result in a \$100 minimum fine for the student that has moved.

* Additional charges may be added when a student fails to provide timely notification to the Student Life Office, obtain SLO approval, or follow SLO guidelines, policy, protocol or process.

Housing: Check In/Out

Residents are responsible for completing a check-in to a new room and at the appropriate time(s) a check-out of their room by their Resident Assistant. The resident assistant will indicate any existing damage/problems in the room on a form that the resident will be asked to examine and sign. Existing issues in the room that are noted on the check-in form will not result in charges to a resident upon their check-out. Residents should carefully inspect the room themselves upon check-in.

Residents are responsible for checking out with a Resident Assistant when they vacate their room. Check-out comments about the condition of the room are indicated at that time, and charges based on these comments are assessed by Concordia's Buildings and Grounds. Obviously, normal wear and tear will occur throughout the year. It is the responsibility of the resident to submit requests to attend to normal maintenance issues as they occur throughout the year. If requests are not made on an as needed basis, and maintenance ends up being required upon the check-out of a resident, the resident will be charged. The deadlines set forth in the calendar in this Handbook and as communicated subsequently by the Student Life Office will indicate when a student needs to permanently check out of his/her room.

Lesser inspections of rooms by RAs are mandatory for all rooms before any break for which the school fully closes (i.e., Thanksgiving, Christmas, and Spring Break).

Those who fail to check out before breaks or before permanently vacating their room may be charged a minimum \$50.00 fine. Failure to move out by the deadline subjects the resident to a minimum \$25.00 fine,

and \$20.00 for each hour late after the deadline.

You should familiarize yourself with the Terms and Conditions regarding the Student Housing Agreement printed on the reverse side of the residence hall contract.

Laundry Facilities

Washers and dryers that are Coin-operated or use the PayRange Mobile app are provided in each residence hall. Each machine will accept coins OR can be operated by the mobile app PayRange. PayRange can be downloaded free from the Apple Store (iPhone), or from the Google Store (Android). PayRange can be funded with a credit card or debit card and eliminates the need for quarters. To ensure that you can operate the PayRange app, your Bluetooth must be enabled on your smartphone.

Help to keep the machines in good condition by not overloading them (no more than $\frac{3}{4}$ full), and by cleaning the lint traps in the dryers after each use. Do not use 3-in-1 or Tide® Pods type detergent in the washing machines. Please help keep the laundry room clean by disposing of empty soap and softener containers, used dryer sheets, etc. in the disposal can. While some laundry rooms are equipped with ironing boards, irons are not provided. The University is not responsible for laundry left unattended. If a student discovers a washer or dryer is not functioning properly, please report this to the RA (resident assistant) or email the Student Life Office (emmy.lewis@cune.edu) directly. Please note the machine number when emailing and include a description of the problem. If you are using PayRange, and the machine has an issue, please report it via the app, under "Contact Us" and tap on "Machine".

Also, there is one ADA compliant washer and dryer in each laundry room.

PayRange Mobile Application (additional information)

PayRange is a mobile app available on smart phones that uses your debit/credit card to start the washer and dryer. Residents can use PayRange for operating all the washers and dryers in the residence halls. Residents can download the app from the appropriate store on their smart phones. You will need to "fund" the app with a credit or debit card. Once in the laundry room, enable Bluetooth on your smartphone and open the app. The app will search for and find the machines in the room, by number (it will be a number from 1-84, depending on the room you are in). Once you locate the number of the machine (on the front of the machine), you can "swipe up" to fund the machine. You will still have to hit the start button on the machine to begin the wash or dry cycle. You can then set the machine to send you notifications when your machine has completed the wash/dry cycle. All refunds (while using the app) will be refunded back to your app on the phone.

Locked Out

If you are locked out of your room between 8:00 a.m. and 5:00 p.m. during the week, you can borrow a room key from the Student Life Office. You are expected to return the key within 24 hours. If you are locked out between 5:00 p.m. and 8:00 a.m. during the week and anytime on the weekends, call the Security Officer at 402-643-3033. The Security Officer will respond as available. Be prepared to identify yourself with your I.D.

Lofts

Most residence halls are equipped with loft kits or bunk-able beds. Additional lofts are prohibited in residence hall rooms.

Lounges

Dorcas, Esther, Jonathan, Ruth, Boaz, Obed, Schuelke, and Strieter Halls include lounges that are accessible 24 hours a day. These lounges are in the following areas: between Ruth and Boaz, between Boaz and Obed, basements of Dorcas, Obed, Schuelke, and Strieter. These areas vary from hall to hall and may include services such as TV/activity lounge, visiting lounge, piano practice areas, project/large group study rooms, vending area, personal quiet space, laundry facilities, storage, kitchen facilities and secured and unsecured personal study areas. Video game systems are not to be used on the lounge TVs. Groups wishing to reserve any area for a special event must make arrangements through the RA or RC.

Maintenance Problems—Repairs

Occasionally maintenance problems will arise in your living area. It may be a broken towel rack, a heater that does not heat, or a toilet that will not flush. Inform your RA of the problem, and he or she will notify Buildings

and Grounds via a work order (which informs Maintenance). Ongoing notification to rectify a maintenance issue may prevent you from being assessed charges at the end of the year.

Missing Student

Concordia will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.

If Security or law enforcement personnel have been notified and determine that a student who is the subject of a missing person report has been missing for more than 24 hours and has not been accounted for, Concordia will initiate the emergency contact procedures in accordance with the student's designation or circumstance.

Concordia will follow this notification procedure for a missing student who resides on-campus:

- Once Concordia, through any office or employee, receives a missing student report from any source the following offices will be notified:
 - Security
 - Student Life Office
- An official missing person report relating to the student shall be referred immediately to Security.
- If Security/Student Life, after investigating the official report, determines the student has been missing for at least 24 hours, Concordia will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 19 and not emancipated, and law enforcement if these do not apply. This provision does not prevent Concordia from notifying identified emergency contacts and/or law enforcement earlier than 24 hours after a student has been determined to be missing.

Upon notification from any entity that any student may be missing, Concordia may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Student Life may assist in physically locating the student by entering the student's assigned room and talking with known associates.
- Security/Student Life may search public locations on campus to find the student (library, cafeteria, etc.).
- Security/Student Life may use an ID picture to assist in identifying the missing student.
- Student Life may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Academic departments may be contacted to seek information on last sighting or other contact information.
- Security may check card access logs to determine last use of the card and track the card for future uses.
- Security may access vehicle registration information for vehicle location and distribution to authorities.
- Computing Services may be asked to look up email logs for last login and use of Concordia email system.

Upon any indication of foul play, as reasonably determined by Student Life or Security, applicable law enforcement will immediately be contacted.

At the beginning of each academic year, students residing on, and off-campus will be asked to provide the name, address, telephone number and email address of an emergency contact for use by Concordia in the event of an emergency and/or the student is reported missing while enrolled at Concordia.

- If the student is at least 19 years of age or an emancipated individual, the student has the option of identifying an individual to be contacted by Concordia not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Student Life Office.
- If the student is under 19 years of age, and not an emancipated individual, Concordia is required to notify a custodial parent or guardian not later 24 hours after the time that the student is determined to be missing. Concordia will use all sources of custodial parent or guardian information contained in the

University's records to make this notification.

Posting

Only publications and/or dissemination of material on campus (i.e., signs, brochures) which have been previously approved by the advisor of a student organization and/or approved by the Student Senate may be posted. Permission of the building manager is required prior to posting information within a building. Do not tape anything to the walls as the tape will pull off the paint. Remember to remove signs, etc. and clean any tape marks off windows once your event is over. Information about upcoming events may be published in the student announcements publication, by informing the Student Life Office.

Pranks

Concordia strongly discourages pranks and practical jokes, whether they occur on or off-campus, because they are often inconsistent with Christian love and fellowship, unwelcome and even demeaning to victims, and can result in escalated retaliation. Participants who violate this policy are subject to disciplinary action and will be held responsible for any negative consequences through such penalties as paying for damages, being required to clean up affected areas and being subject to discipline. In addition, pranks and practical jokes may be subject to prosecution under Nebraska state law.

Privacy & Inspections

During the course of the academic year, Student Life Office personnel will conduct a health and safety inspection. This is not a mass search for illegal items or code violations; however, if a violation of campus policy is detected, the Student Life personnel are obligated to deal with the infraction.

The Directors of Student Life, Residence Hall Coordinators and Resident Assistants have the authority to enter any residence hall room if there is "reasonable cause" to believe that a University code or policy is being violated. It is desired that the resident be present during such an entry, but not necessary. If possible, an attempt will be made to contact the resident prior to such an entry.

As directed by the State Fire Marshal's Office, residence hall staff will conduct monthly tests of the battery-operated smoke detectors in each residence room to ensure effective operation of these units. The State Fire Marshal has the authority to inspect residence halls at any time and without notice, for the purpose of monitoring room conditions as they relate to fire safety.

Maintenance personnel have the right to enter a room for the purpose of facility repairs. You have the right to request that Maintenance personnel identify themselves as such. If you should question the presence of these individuals in the living areas, please contact the Student Life Office for verification.

Whenever possible, advance notice will be given to residents in the event a maintenance problem arises that requires access to the living areas.

Residence: Jonathan Hall Cleaning

As a resident of Jonathan Hall, you are responsible for cleaning and maintaining your apartment in the condition it was in when you moved in. To do so, you should follow the cleaning guidelines listed below. An RA will come to your room periodically to check that cleanliness is being maintained.

General

- Personal appliances (microwaves, toasters) should be kept clean and in good working order.
- Light bulbs in the wall sconces should be replaced as they go out.
- Any fluorescent lights that go out should be reported via work order to Buildings & Grounds.
- Any spills or stains that you can't clean up should be reported to the Student Life Office right away.
- Any damage from use or misuse should be reported to the Student Life Office right away.
- Those with long hair should be sure to have a drain catcher that they clean out regularly to prevent clogged drains.
- Vacuum cleaner bags should be changed regularly.

If you have questions regarding how or what to clean, please contact your RA and/or the Student Life Office. We understand that many people have not had to do this much cleaning before, so don't be afraid to ask questions about what cleaners work, which cause damage, and the best methods for cleaning. Cleaning schedules and assignment sheets are available in SLO to help you and your roommates coordinate your

cleaning efforts.

Health & Safety Inspections

RAs will check the apartments once a week and record any matters that need attention. The residents will have until their next inspection to remedy the situation. If it is a serious problem, the RA may inform the residents of an extra inspection that will happen within the next few days. If the situation is not improved by the next inspection, weekly or extra, the residents will need to meet with SLO and the following consequences may apply.

1. Room is cleaned by others for a fee – either maintenance personnel or an outside cleaning company will be brought in to clean the apartment and the residents will be responsible for the cost.
2. Fines for damages – if neglect causes damage to the apartment, such as stains, mold, rodents, etc., the residents will be responsible for the cost of repairing the damage.
3. Loss of housing preference – if neglect is a chronic issue, residents may be required to move out of Jonathan Hall and will not receive any refund of their deposit or housing fees for that semester.
4. Essential Cleaning Supplies
 - a. Floor cleaning chemicals
Examples: Pine sol, Mr. Clean, any generic brand of floor cleaner.
 - b. Sanitizers and spray cleaners:
Examples: Mr. Clean, Formula 409, Any generic brand of cleaning spray/ disinfectant/ sanitizer, Windex or generic version for glass
 - c. Non-Abrasive scrubbing cleaners:
Examples: Soft Scrub, Generic versions of Soft Scrub (Must say on the packaging “non-Abrasive”)
 - d. Personal Protective Equipment (PPE)
Gloves: The gloves that you will need to use are disposable, chemical resistant gloves. Standard kitchen gloves (thick rubber) are the best type to get. These gloves will be used in all cleaning processes in potentially infectious areas such as restrooms and kitchens as well as any time that you will come into contact with chemicals used for cleaning.

Room Alteration

Alteration of a residence hall room and/or facility, including but not limited to painting, building partitions, altering electrical/cable boxes and outlets, constructing lofts, etc. without previous written consent from the Director of Student Development is not permitted.

Room Change

Occupying or moving into a residence hall room without official approval to do so is not permitted. (See Housing: Assignments, Contracts) Residents must receive official authorization from the Campus Housing Coordinator or Director of Student Development to occupy or change rooms. Any student who occupies a room without prior written authorization will be considered in violation of this policy and will receive a minimum fine of \$100.

Room Decorating

Your residence hall room is your “home away from home” while at Concordia. We understand and support your desire to make it an attractive and homey place to live. To facilitate this, while simultaneously preventing unnecessary wear and tear in the room, we have set up the following guidelines for room decoration:

Nails, hooks, etc.: These are not permitted anywhere in the woodwork, walls, or ceiling. Residents will be charged for damage to the surfaces in the room, including sticky residue, tape residue, poster putty residue, and holes.

Carpet: While carpeting and carpet squares make for a cozy room, fastening these materials to the floor leaves adhesive on the finish. The cost in time and money makes this practice prohibitive. Therefore, carpeting is not to be attached to the floor in any manner. We suggest weighting the edges with room furnishings (beds, stereo speakers, etc.). Try attaching carpet squares together on the reverse side and then secure in a similar fashion.

Posters and other displays: You are asked to consider whether posters or other items you would display

might be offensive or give a wrong impression. Posters and other visuals depicting obscenities (such as sexual acts, nudity or violence, etc.) are considered inappropriate for display in the residential community.

Roommates—Getting Off to a Good Start

The person you live with will have a significant impact on your University experience. Your roommate relationship will have an influence on your study habits, your social life, and your overall happiness at Concordia. At the beginning of the year, you will work through a roommate contract that will address some areas of potential disagreement in the hopes that setting up some “ground rules” right away that will prevent any major conflict that might arise throughout the school year.

You are expected to live with your roommate all academic year. You are expected to learn how to work through inevitable conflict with that person in a mature manner. Your RA and RC will help you with this as needed. No matter what the situation, your roommate is the first person you should talk to if you are upset with him/her about something. If nothing is resolved, your RA should be the second person. Keep the issue where it belongs and don't make matters worse by involving unnecessary individuals.

Your RA will guide you through conflict mediation if it is necessary. Upon completion of mediation, if it is determined that moving is, in fact, the best option, and there are other housing options available, the resident requesting the move will need to fill out the appropriate housing contract change form from SLO.

Please note:

- The resident requesting the move may need to pay a \$100 processing fee.
- Residents will not automatically move into a private room. If a resident wishes to pay for a private room, then appropriate forms need to be signed, assuming a private room is available.
- The resident will be provided with potential roommate options. Requests may be made, but ultimately the Student Life Office will assign roommates.

Students who are not paying for a private room and end up with one must be willing to accept a roommate or move upon request of the Student Life Office. If unwilling, the resident is subject to the additional fee of a private room.

Storage Rooms

Limited storage space is available to residents in each residence hall. Due to the limited space, students may store a maximum of five boxes (including suitcases and trunks). Items to be stored must adhere to the storage guidelines as made available through your RA and the Student Life Office. In the event you attrition, graduate, or move off-campus, you will need to remove any items in storage within 30 days of your move or your notice of your intent not to return to campus. Thereafter, these items are subject to disposal.

Special concerns should be discussed with the Student Life Office.

Telephone Service

Residence hall rooms are not equipped for land line telephones. For emergencies where normal communications fail, our security department may be reached at 402-643-3033.

From campus phones, off-campus emergency services (fire, ambulance, and police) may be reached by dialing a 9, waiting for dial tone, and then dialing 911. All pay phones will allow you to dial 911 without deposit of a coin. Making 900 number phone calls is strictly prohibited and, in most cases, these numbers are not accessible on the University phone system. 900 numbers (if accessible) will be billed to the party that is determined to be responsible.

To facilitate communication between students and the institution, especially in emergencies, students are required to provide the Student Life Office with their cell phone number.

Trash

Residents are responsible for the disposal of their personal trash in the dumpsters located near residence halls. Residents are not to use public waste containers in restrooms or lounges for personal trash.

Vacation-Residence Halls Close

All residents are required to leave campus during these periods. **Residence halls are closed** and food service is not available.

- **Thanksgiving Break:**
Halls will close Saturday, November 23, at 10:00 a.m.
and reopen Sunday, December 1, at 10:00 a.m.
- **Christmas Break:**
Halls will close Friday, December 20, at 10:00 a.m.
and reopen Sunday, January 12, at 10:00 a.m.
- **Spring Break:**
Halls will close Saturday, March 8, at 10:00 a.m.
and reopen Sunday, March 16, at 10:00 a.m.
- **Friday, May 9, 2025 - End-of-Year:**
Halls will close at 10:00 a.m.

Checkout procedures will be posted in your hall prior to Thanksgiving, Christmas, and Spring Breaks. You will schedule all of your checkouts with your RA. If you expect to fly to your holiday destination, make reservations early to avoid departure delay. **End-of-year checkouts will take at least 30 minutes. Plan accordingly.**

Fines and charges may be assessed if the student does not check out and/or leave. If you expect to fly to your holiday destination, you are advised to make reservations early in the semester to avoid departure delay.

Requests to stay late or return early from breaks must be submitted to the Student Life Office at least 2 weeks prior to the break. Residents with permission may be charged a room rate of at least \$50 per night for staying late or returning early from breaks. Residents with exceptional circumstances should bring their concerns to the Student Life Office promptly.

Vacation checkout procedures will be shared prior to Thanksgiving, Christmas/semester and spring break. Residence halls are closed during these holidays and food service is not available.

Student Group Travel

Concordia supports off-campus travel experiences for student groups – from field trips, day trips, weekend excursions, spring break trips, to domestic and international experiences.

Because there are specific timelines and planning details required for different student travel experiences, trip leaders/student group advisors are responsible for and must follow Concordia's established off-campus travel processes. These planning processes and campus timelines have been established so that Concordia administrators are well informed on anticipated travel plans and trip leaders are well prepared in case of any travel issues or group member emergencies.

All student group advisors/trip leaders should contact **Julie Johnston Hermann, Director of Global Opportunities** at Julie.Hermann@cune.edu for guidance on the process needed for planning and leading their particular trip.

Travel guidelines and details are outlined in the ***Off-Campus Activity and Travel Guide***. This guide, along with additional travel resources for Concordia trip leaders, is available at Concordia's travel management site: wp.cune.edu/travelmanagement/

Students who travel for Concordia related off-campus activities, tours, or trips may be required to complete an application or provide additional personal information. Trip leaders will provide students with details on when and how to complete needed information for specific travel experiences.

Students traveling as part of a Concordia sponsored group travel experience must have medical insurance coverage in order to participate.

Student Individual Travel

Students are encouraged to consider study abroad, intern abroad, faculty led trips, mission trips, international student teaching and other travel experiences that fit their program and passions. Students can find out how to participate in global opportunities by contacting **Director of Global Opportunities**, Julie Johnston Hermann at Julie.Hermann@cune.edu or visiting the **Global Opportunities Center** on campus, or checking this site: wp.cune.edu/global

Concordia also has a travel program site for students! Students can complete a personal travel profile with their program preferences – then “like” favorite trips that match their interests – and also apply to participate in specific study tours, mission trips, or study or intern abroad experiences. Students can use their CUNE email to set up a profile and begin exploring at: VIA-GO-CUNE.via-trm.com

Individual students participating in international experiences such as study abroad, international student teaching, or internships abroad need to meet with the Director of Global Opportunities on when and how to apply for experience and then register their travel details at this site.

Vehicles on Campus

Personal vehicle use off-campus: If a student utilizes a personal automobile for an official University-sponsored activity and an accident should occur, the primary course of recovery, for both physical damages and liability, will be through the student’s personal automobile policy. The University cannot provide coverage for a vehicle in which it does not have an ownership interest.

If a student and/or passengers are injured because of any vehicle accident while utilizing the student’s personal vehicle, those injuries would be covered under the student’s personal automobile policy and/or health insurance policy.

Areas Covered by Regulations

Parking lots. Parking lots within the area bounded by Hillcrest Avenue (north), Lincoln Avenue (south), Plum Creek (east), Columbia Avenue (west), and David Hall parking lot.

Streets. On-street and off-street parking on University Lane, Locust Avenue (between Moffitt Street and University Lane), Brommer Drive, Faculty Lane, Weller Drive and Lincoln Street (east of Grand Ave.) are covered by these regulations.

General Regulations: Visitors

One-day visitors. One-day visitors should park in the visitor spaces in front of Weller Hall or on the east side of the Janzow Campus Center or in any space marked "visitor."

Multi-day visitors. If a visitor will be spending more than one day on campus, the visitor must obtain a *guest parking permit* from the Marketing Communication Services Office (Weller 208) or the Buildings and Grounds Office during normal working hours (8 a.m. to 5 p.m., Monday through Friday). Visitors with a *guest-parking permit* may park in any open space on campus, except spaces marked for handicapped or maintenance parking. Event sponsors are highly encouraged to send out *guest parking permits* to event attendees prior to the scheduled event.

General Regulations: Students

Temporary parking permits. Temporary parking permits are available from the Buildings and Grounds Office for a period not to exceed fourteen (14) days. Vehicles with temporary parking permits must be removed from the campus or permanently registered upon expiration of a temporary permit.

Temporary Handicap Permits

Temporary handicap parking permits for parking in Concordia handicap parking spaces only are available in the Buildings and Grounds Office. Documentation must be provided to support disability. Duration of these permits will be documented.

All temporary parking hanging tag permits must be hung on the rearview mirror displaying the printed side toward the windshield. They are not valid if laid on the dashboard, seat, etc. They are valid on the Seward campus only and are non-transferable.

Permit Replacement

Lost or stolen permits must be reported to the Buildings and Grounds Office or Business Office. At that time, you will be issued a free 14-day temporary permit. If the permit is not located within that 14-day period, you may purchase a new permit for \$10. Replacement permits will be issued free of charge upon return of the old permit. If the original permit is not available, you must purchase a new permit for \$10.

No Parking Areas

No vehicle shall park on a red line, in any space marked 'No Parking' or 'Handicapped,' in a fire lane, in a crosswalk, in space marked as 'Reserved' or for special vehicles. Please do not park in 'Visitor Parking', 'Faculty/Staff', or spaces marked 'Reserved for Concordia University Vehicles.' Failure to observe "no parking" in these areas will result in a ticket being issued and/or the vehicle being towed.

Auto Insurance

All vehicle operators must comply with State of Nebraska liability insurance requirements.

Inoperable Vehicles

Vehicles which have been wrecked, damaged, or are not in running condition must adhere to parking regulations and must be removed from the campus within six (6) days, or as instructed in writing by the Student Life Office. Report inoperable vehicles immediately to Security.

Guest Parking Permits

Friends and relatives who visit you on campus for longer than one (1) day must obtain a guest parking permit from the Buildings and Grounds Office during normal working hours. Failure to obtain and display this permit may result in parking tickets being issued in your name.

Loading and Unloading

Parking for loading and unloading shall not exceed fifteen (15) minutes. Loading and unloading operations must be plainly visible and in progress.

Repeat Ticketing

Vehicles ticketed for any violation are subject to one (1) ticket per day per location. If the vehicle is moved and returned to the original location or another location where it should not be, the vehicle is again subject to ticketing.

Speed Limit, Stop Signs and Crosswalks

Please observe the speed limit on campus (15 mph) and respect stop signs and crosswalks.

Police Patrols

The Seward City Police and Campus Security patrol campus streets.

Parking Direction

Vehicles are not permitted to back into a parking position in any parking lot and must park in the direction of traffic on all side streets or be subject to ticketing.

Marked Parking Spaces

Vehicles must be parked between marked lines at all times.

Vacation Periods

Vehicles that remain on campus during vacation periods must be parked in the parking lot east of the Janzow Campus Center. This is necessary to facilitate snow removal and parking lot repairs and service.

Heavy Snowfall

In the event of heavy snowfall students may be asked to restrict their parking to certain locations. This will facilitate snow removal efforts and everyone's cooperation is appreciated.

Warning Ticket

A first ticket received will count as a warning ticket (except for double fines violations, parking in a red zone and unauthorized handicap parking violations). Any ticket issued after a warning will stand.

Double Fines

Traffic fines will be doubled for the following violations: a) driving or parking on the grass; b) moving barricades to facilitate parking; and c) parking in handicap designated spaces without an authorized handicap permit.

General Regulations

- Parking Violation Fines/Consequences \$50
- Fourth violation-vehicle may be towed, in addition to the \$50 fine
- Unauthorized parking in visitor parking--\$50
- Unauthorized parking in handicap designated areas--\$75
- Parking in Red Fire Zone areas--\$75
- Unregistered vehicle-\$20 per day

(Parking fines and regulations may be changed by administration without prior notice.)

Where to pay fines. All violation fines are to be paid at the Student Financial Services office (Janzow 204) within 10 working days of the date on the ticket. Repeat violators will be subject to Seward Police Department citation and towing in accordance with City of Seward Ordinance No. 5-430 and 5-431. Contact the Seward Police Department at 402-643-3002 for information on towed vehicles. The towing company will assess towing fees to be paid by the vehicle owner. The towing company may also assess impound fees if the vehicle is not picked up promptly. Vehicles will not be released until all fees are paid to the towing company.

Loss/damage. Concordia shall not be responsible for any loss or damage that may occur to vehicles or their contents while on university property, nor towed vehicles in impound.

City streets. Seward Police enforce city regulations on city streets, including Locust Street in front of David Hall. Dormitory residents should park in the provided parking lots, since parking is not permitted on Locust Street after 1 a.m. Residents electing to park on city streets should be aware that vehicles should not remain parked for more than 24 hours or they will be towed by the city. To facilitate snow removal, you are requested to move your car from a city street when snowfall is heavy. Vehicles blocking alley entrances or driveways may be towed or ticketed by the Seward City Police.

Security and Safety

Security Awareness Programs

During student orientation in August, students are informed of services offered by Concordia. Presentations outline ways to maintain personal safety and residence hall security. Similar information is presented to new employees.

Periodically during the academic year, crime and sexual assault prevention information and education may be provided through presentations, guest speakers, residence hall meetings, seminars, displays, security alert posters, articles and advertisements in University and student publications.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. (See also Crime Prevention Programs)

Security of Personal Property

You need to be aware that theft, loss, or vandalism of personal property is a possibility in a setting where there are large numbers of people. The University cannot be responsible for such misfortune.

It is a good policy for you to insure personal property through an extension of your parents' homeowner's insurance or carry some form of personal property insurance yourself. Steps you can take to reduce the risk of theft or loss are:

- Lock your room whenever you are absent, even for brief time periods.
- Keep your vehicle locked and remove valuables.
- Do not keep CDs and expensive audio systems in your automobile.
- Lock your bike with a sturdy chain and lock. Register your bike with the Concordia Security Department through Buildings & Grounds.
- Identify your property with your name - especially TVs, musical equipment, cameras, textbooks (write your name in several places using permanent ink).
- Keep a written record of the model and serial numbers of valuables. Taking a photograph of items can also prove helpful.
- Do not leave personal property unattended. Laundry left in washers and dryers and property left in public areas has a way of disappearing.
- Do not keep large amounts of cash in your room. Opening a checking account with a local bank is the best way to prevent theft of cash.
- If you are a victim of theft, loss, or vandalism, you should notify Campus Security, Student Life Office, your parents and/or insurance agent, and the Seward Police Department.

Security in the Residence Halls

The external entrance doors of the residence halls are locked 24 hours a day and are accessible with a student I.D. card. The security/fire doors leading to the residence hall floors are locked when visitation hours are not in effect. Only students living in a specific residence hall are issued keys for the internal security doors of that residence hall. Campus security routinely checks the security of these internal and external security doors during the night-time hours. However, a security system is only as effective as the most careless person using it. Carrying your residence hall keys and Concordia I.D. card with you will help to maintain both the personal and property security of all residents of the hall. NOTE: Students finding University keys should immediately turn the key over to a university official (e.g. RA, RC, Director of Student Development, or Security).

Violation of residence hall security includes propping open the security/fire doors at any time, yanking open locked security doors, using another student's assigned residence hall keys or I.D. card, making a duplicate housing key, violation of visitation hours, and the like. Persons violating the security of the residence halls are subject to disciplinary action, including disciplinary probation, restriction and fine.

The electronic access control system, security cameras and other means of surveillance are in use to help provide a safe campus. Anyone disabling, damaging, or otherwise attempting to defeat security systems will be subject to disciplinary action and fines. The cost of replacement or repairs to damaged equipment will be the responsibility of the person or persons involved.

The ultimate responsibility for personal security rests with each resident. (See Access, page 1)

Campus Security

Campus Security is on duty 24 hours a day, 7 days a week. They are available for after-hours assistance with non-emergency situations, maintenance problems, and building security. Campus Security may request any individual to show identification at any time. Persons refusing to show I.D. when requested to do so by Campus Security will be subject to disciplinary action. Campus Security has the right to require violators of the visitation hours to leave the area.

If you should require the assistance of Campus Security:

Dial 402-643-3033. You will be speaking to Campus Security.

Please give: your name, your location, the nature of the problem, and the phone number if you want a return call.

Authority and Jurisdiction

Campus Security has complete authority to detain and hold anyone involved in illegal acts on-campus and

areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a student, the campus security may also refer the individual to the Student Life Office for disciplinary action.

Campus Security does not possess arrest power. Criminal offenses, including major offenses such as murder, rape, aggravated assault, robbery, and auto theft, are reported to the local police for investigation and to the Student Life Office for formal information gathering. All crime victims and witnesses are strongly encouraged to immediately report crime to the local police agency and campus security. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus security has the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff.

Concordia does not have campus police.

Confidential Crime Reporting

The Campus Pastor and Counselors in Concordia's Counseling Office, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

SAFETY

Crime Prevention Programs

Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Student Services and Campus Security personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, in addition to RAs providing a variety of educational strategies and tips on how students can protect themselves from sexual assault, theft and other crimes.

Crime Statistics Disclosure

Concordia is required by law to provide a report of annual crime statistics to the public and the U.S. Department of Education. This report must address crimes of aggravated assault, arson, burglary, manslaughter, motor vehicle theft, murder, robbery, and sex offenses. Also, alcohol, drug, and weapons offenses whether reported to local law enforcement or referred for campus disciplinary action through the Student Life Office.

The Student Life Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.cune.edu/rtk and in hard copy in the Student Life Office. You will also be able to connect to our site via the Concordia home page at www.cune.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternative sites, and campus security. Each entity provides updated information on their educational efforts and programs to comply with the Act. Each year an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with their paycheck. All prospective employees may obtain a copy from Human Resources in Weller 102 by contacting the Human Resource Director.

Campus crime, arrest and referral statistics include those reported to campus security authorities, which includes campus security, Directors of Student Life, Director of Student Health Center, Director of Counseling Services and designated campus officials who have significant responsibilities for student and campus activities (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches, resident assistants and resident coordinators), and local law enforcement agencies.

CUNE Alert

CUNEAlert is a service of Connect-ED®. This service allows Concordia's administration and security to

reach students, faculty, and staff with information during unforeseen events or emergencies through voice, email and text messaging. During critical situations, the university can use the system to reach students, faculty and staff with pertinent information and provide details on appropriate responses. Students will be contacted through registered devices and university email.

This emergency notification system is tested monthly. Emergency evacuation procedures are found at <http://www.cune.edu/safetyplan> Chapter 24, section 9.

Students have the opportunity to add other information (phone numbers and/or additional email addresses) online if they wish to participate with more contact points (registering a device which receives texts is strongly recommended). For more information, please visit <http://www.cune.edu/cunealert>.

Daily Crime Log

A daily crime log, as required by the Clery Act through the U.S. department of Education, is available during business hours at the Security Office in Thom. The daily crime log compiles all crimes reported to campus security during the most recent 60-day period. It is available within two business days upon request.

General Evacuation Procedures

Public Safety Officers will decide whether immediate evacuation is necessary. Evacuees will be moved to a staging area where University personnel will conduct a census to establish that the evacuation is complete.

Evacuation of Individuals with Physical Disabilities

Public Safety Officers will assist individuals with physical disabilities in an evacuation, making every attempt to lead them to safety.

If you have a disability that could impair your ability to perform any of the above:

Please inform Security or the ADA & Academic Guidance Coordinator of your circumstances upon arrival to campus and request a meeting to discuss any special emergency response accommodations needed.

If you are a resident student: Please note that a master list of all resident students requiring assistance during a building evacuation is maintained by the Student Life Office. Please contact the Student Life Director and your Resident Assistant to ensure inclusion on that list.

Any student may:

- Call Security (402-643-3033) or 911 and tell them where you are and what assistance is needed.
- Notify their professor that assistance will be needed if an evacuation is deemed necessary.

Technology

Technology and Privacy of Information: Acceptable Use Policy

Computer and telecommunication technology provide a variety of means for communicating and transferring information. These include, but are not limited to, electronic mail, voice mail, telephone communication, cellular communication, and video communication. Technological developments may incorporate other forms in the future.

Concerning campus labs, all students are advised that:

- The technology to which you have access, the information stored in it and the information transferred through it are the property of Concordia. These facilities and resources are for use in carrying out duties as an employee or as arranged by the University with students. Appropriate personal use is also permitted within these same limitations. Commercial use is prohibited.
- During normal maintenance operations, during checks to ensure security, or at the request of the President, authorized personnel may monitor the use of these facilities and resources, and they may examine information found there. You have no reasonable right of privacy while using these University-owned systems.
- While any information encountered will normally be treated as confidential, any activities or information deemed inappropriate by the University will be reported to the proper University authorities for further action. Inappropriate activities include but are not limited to, viewing or

transmitting obscene materials, harassment of any sort, and interfering with the use of these facilities by others.

- Information deemed by the University to pertain to unlawful or illegal activity will be reported to law enforcement. Concordia will cooperate fully with law enforcement in any investigation of unlawful activities or events.

Theft or other abuse of computing or network resources includes, but is not limited to:

1. Any attempt, successful or not, to read, modify, store or delete any data or software located anywhere in Concordia's computing resources to which you do not have authorized access.
2. Any attempt, successful or not, to read, modify, store or delete any data or software located on any non-Concordia owned computer, including those owned by other students, faculty or staff, for which the owner has not given authorized access.
3. Use of Concordia's computing resources, including our internal network, to send, receive or store any data files or software to which you do not have legal access, including material copyrighted by others where you do not have explicit permission to possess, make or distribute copies.
4. Use of Concordia's computing resources, including our internal network, to send or receive obscene or pornographic materials, drawings, or images, or any other materials that are illegal for you to possess.
5. Any attempt, successful or not, to interfere in any way with the normal operation of Concordia's computing resources, including our internal network, or to interfere with the ability of any other user to access and use Concordia's computing resources.
6. Any attempt, successful or not, to assume the identity of any other person, by use of a username or ID that is not assigned to you, or by attempting to determine a password by any means possible.
7. Any attempt, successful or not, to use any Concordia computing resources to interfere with the operation of any other computing resource outside Concordia's domain.
8. Use of Concordia's computing resources, including our internal network, for commercial use or personal financial gain.
9. Attempts to allow access to Concordia's computing resources to unauthorized persons. This includes, and is not limited to, acts originating on University owned computers in and out of Student labs, and privately owned computers in the resident hall rooms using University networking.

Computer Technology (Residence Halls)

Each Concordia student may access the campus network and the Internet with a personal computer from his or her residence hall room. One wired connection to the network is provided per person and this can be expanded to multiple connections with the purchase of a suitable Ethernet switch. Other types of equipment may not be connected to the campus network without prior written permission from IT Services.

Wireless networking or interfacing equipment, such as a Wi-Fi router, **MAY NOT BE USED** in the residence hall since it interferes with the University's wireless network and with the ability of other users nearby to have acceptable wireless access. (See Computer Technology (Campus) for information on the University's wireless network.)

Most computers today are ready to be connected to Concordia's network when purchased. For information about requirements, configuration and troubleshooting visit helpdesk.cune.edu and view the information under the Networking section. For information about appropriate use of the network, see the Acceptable Use Policy as printed in the Student Handbook.

If you are unable to get your network connection to function after carefully reading related Helpdesk articles and following the steps listed there, you may request assistance with the network connection. To be eligible for assistance, your personal computer should be a newer Macintosh or Windows computer running the current version of the appropriate operating system and running the most recent, updated versions of Internet browsers.

To arrange an appointment to work on your network connection, call the IT Helpdesk at 402-643-7100 or

submit a helpdesk ticket at helpdesk.cune.edu. Laptops must be brought to IT Services in Dunklau 056 for the scheduled appointment. A Helpdesk Support Specialist may visit your dorm room if you have a desktop computer. Your computer must be in working condition (e.g., boot without problems) before assistance will be provided. Assistance is only provided for establishing a network connection. Aside from installing Microsoft Office apps, we are unable to help with software or hardware problems that are not related to the network. If it appears that your computer is not functioning correctly, you may be referred to a service center.

Blackboard Transact eAccounts

The Blackboard Transact eAccounts portal lets you manage campus card accounts. With its online account management, you can add money to your accounts, view your account activity, manage your card and download the Blackboard Transact Mobile eAccount App. Monitor your student meal plan, dining dollars, bulldog bucks and copy/print accounts online! For detailed instructions stop by SLO.

Digital Millennium Copyright Act (DMCA)

The Digital Millennium Copyright Act (DMCA) states that copying and sharing copyrighted materials without a license is illegal. The DMCA can subject the user (and in some cases the university) to criminal and civil penalties for copyright violations. Each criminal offense carries with it a minimum fine of \$30,000 and a potential jail sentence. Besides the criminal penalties, civil penalties are available to copyright owners. The Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA) and other copyright owners do have enforcement activities regarding peer-to-peer file sharing under the DMCA.

If a DMCA notice is received by Concordia for a specific violation, the University is required to terminate all Internet access for that user immediately. Concordia will require that the user delete ALL copyrighted files for which the user does not have permission and ensure that no further violations occur before internet access will be restored. A second violation may result in the removal of all internet access.

It is the position of Concordia that the unauthorized use of copyrighted materials - downloading and file sharing via the Internet - is both illegal and against Concordia policy. Failure to comply with policy is a breach of the University Conduct Code and will subject students to discipline under the appropriate Section 2 Conduct: Rules and Regulations and Sanctions. Besides being illegal, the traffic such sharing generates easily can cause problems for other users at the university as file sharing consumes significant bandwidth. Federal law requires that the University take action when it is notified that someone on its network is distributing copyrighted materials without a license. The University will comply with valid subpoenas it receives in such cases and, when required by law, will comply with directives to cooperate with the legal gathering and protection of evidence against copyright violators.

Most of the music, games or videos downloaded through peer-to-peer file-sharing programs lack permission of the copyright owner. The very programs used by individuals to download material automatically open file-sharing services from their computer. So, without knowing it explicitly, by downloading the program and the files the computer is programmed to share files back out into the international Internet community. Individuals are therefore liable to be in violation of the DMCA, even if all they did initially was download a single song.

What can you do about it? Simple - do not download copyrighted material for which you do not have the owner's permission. Students should consider removing illegally obtained copyrighted material and/or peer-to-peer applications that might illegally share copyrighted material from any computer you manage on the university network. This would put you in compliance with University policy and the law. However, if you choose not to remove these, you should immediately ensure that your system is set to prevent it from acting as a provider of unlicensed materials to other users. There are many legitimate uses for peer-to-peer file sharing software, but make sure that you are not incurring unintended, illegal activity by having this software on your computer.

State and Federal Government Regulations Equity in Athletics Disclosure Act (EADA)

The EADA requires the Secretary of Education to collect information and provide to Congress a report on financial and statistical information on men's and women's collegiate sports. Each coeducational institution of higher education that participates in a Student Financial Aid (SFA) Program and has an intercollegiate athletic program must prepare an EADA report by October 15 each year. The EADA is designed to make prospective students aware of the school commitment to providing equitable athletic opportunities for its men and women students. The Concordia Athletic Department completes the report required by the EADA each year and submits it to the Department of Education Athletic Disclosure Web Site. The report is available upon request to students, potential students and the public through the President's office or the office of the Vice President for Student Affairs.

Disability Support Services (DSS) (see also Academic Resource Center pg. 26) Family Educational Rights & Privacy Act (FERPA)

Annual Notification

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except for "directory information" and to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, collection agent, clinical facility, NRC, Chartwells, IKON, Harris Connect, ARAMARK, Alumni/Development/Recruiting/Marketing electronic web email community management organizations); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-5901

Disclosure of Education Records without prior Consent of the Student

Concordia has adopted a practice concerning access to student files in compliance with The Family Educational Rights and Privacy Act (FERPA). The following information is intended to clarify this practice relative to whom has access to information, the kind of information available, and under what circumstances information is made available.

Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that Concordia, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Concordia may disclose appropriately designated "directory information" without written consent, unless you have advised the University to the contrary in accordance with University procedures. The primary purpose of directory information is to allow Concordia to include this type of information from your education records in certain school publications.

If you do not want Concordia to disclose directory information from your education records without your prior written consent, you must notify the Registrar's office. Concordia has designated the following information as directory information for purposes of FERPA:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment Status
- The most recent educational agency or institution attended

Parents

The University acknowledges the developmental process in which students are engaged during college and affirms and supports the growth of autonomy in the context of responsible community living. The University also recognizes the care and concern of parents for their son or daughter's well-being. Because it is desirable that students assume increasing responsibility for their decision making, the University makes it a general practice to encourage mutual resolution directly with students of problems that arise. In circumstances deemed particularly serious, the University may choose to share relevant information with a student's parents provided that the student is identified as a dependent on the parent's tax documents.

Alcohol and Drug Violations. The University may disclose to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if the student is under the age of 21 at the time of disclosure to the parent, and the University determines that the student is responsible for a disciplinary violation with respect to such use or possession.

Designated University Officials

University officials with legitimate educational interests in the student's education records are allowed access to student education records. "University official with a legitimate educational interest" is a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has a contract or affiliation (such as an attorney, auditor, collection agent, clinical facility, NRC, Chartwells, IKON, Harris Connect, ARAMARK, Alumni/Development/Recruiting/Marketing electronic web email community management organizations); a member of Board of Regents; or a person assisting another University official in performing his or her tasks who needs to review an education record in order to fulfill his or her

professional responsibility.

Declaration of University Officials with a legitimate educational interest

For students in professional church work programs including Lutheran Teacher Diploma, Classical Lutheran Educator, Director of Christian Education, Director of Parish Music, Pre-Seminary, Pre-Deaconess, and all Education programs, it is understood that the act of enrolling in these programs at Concordia allows directors of those programs or their designees, to obtain all educational records, including but not limited to grades and conduct reports, pertaining to the student. This legitimate educational interest is in effect upon enrollment in the first course of the professional Church Work or Education program and continues until the student graduates or withdraws from Concordia.

Concordia University Teacher Education Program

The Concordia University Teacher Education program is required by the Nebraska Department of Education to provide prospective educators (University students who are enrolled in their first Education course) opportunities to develop and demonstrate competencies as reflective practitioners who continually evaluate the effects of their choices and actions on others and understand the professional requirements of ethical and professional performance. This applies to all Teacher Education students. Additional expectations and requirements are in place for Teacher Education students who are earning the Lutheran Teacher Diploma. The by-laws of the Constitution of the LCMS require that the faculty of Concordia University-Nebraska, as an authorized synodical institution, must declare that Lutheran Teacher Diploma candidates are qualified and recommended for the office of ministry for which they aspire. Accordingly, the Concordia University Teacher Education program must be satisfied that all candidates graduating from the program meet all personal and professional requirements of the Nebraska Department of Education and that Lutheran Teacher Diploma candidates meet additional personal, professional, and theological requirements of the LCMS Commissioned Minister-Teacher. In order to comply with the aforementioned responsibilities, it is determined that the Concordia University Teacher Education program has legitimate educational interests in an applicant's educational records. It is understood that by enrolling in teacher education coursework, the student allows the Concordia University Teacher Education program, through its designees, to obtain all educational records, including grades and conduct reports, pertaining to the student.

Processes within the Concordia University Teacher Education program, including admission to field experiences, admission to the program, admission to student teaching, intervention, appeals, etc. are published in the Concordia University Teacher Education Handbook, which is available to students in electronic and hardcopy format.

Director of Christian Education (DCE) Program

Assessment of student characteristics relative to nine "Minister Characteristics" is the goal of the ongoing "admission interview" process carried out by the DCE Program at Concordia. These nine characteristics – intentionality about one's faith, theological competence, commitment to ministry, critical thinking skills, visioning abilities, relational skills, capacity as a church worker role model, goals of a lifelong learner and self-directedness – emerge from the DCE profession's values as defined by the 1999 DCE Summit of the Synod. Since competence in these nine characteristics is expected by professionals and congregations in the field, it represents a legitimate educational interest for Concordia to accurately assess these characteristics within individuals while preparing them for placement as a DCE.

The Minister Characteristics are a focus of the formal admission interview process. Upon the identification of a deficiency within one or more of the Minister Characteristics, the individual is provided with learning goals aimed at diminishing the deficiency. Students are given a written copy of the learning goals. Upon completion of the learning goals, the student completes a second interview. If the learning goals have been adequately completed, the student is fully admitted to the program. If the student chooses not to complete, or is unable to complete the learning goals, they may be denied admittance to the program. An appeals procedure for denial of admission is outlined in the Academic Ethics Conduct Code.

Pre-Seminary Program

The goal of the Pre-Seminary Program of Concordia is to prepare individuals for further study at a seminary that will lead to entrance into the office of the public ministry (ordained pastoral ministry) of the Synod. The Synod has bound itself to the teachings of the Christian Scriptures, which list and describe specific characteristics and aptitudes appropriate for those serving in the public ministry (1 Timothy 3:1-7; Titus 1:5-9). The seminaries of the LCMS require an applicant who has attended an institution of the Concordia University System, including Concordia, to obtain a letter of recommendation from the president of that undergraduate institution attesting to the student's academic preparation and personal fitness to continue preparation for the office of the public ministry. It is therefore in the legitimate educational interest of Concordia to assess students within the Pre-Seminary Program with respect to their academic performance and their personal characteristics, aptitudes, and conduct to determine if they are congruent with the Christian Scriptures.

Formal admission into the Pre-Seminary Program is granted by the Pre-Seminary Admission Committee working in conjunction with the Pre-Seminary Director. Denial of admission or dismissal from the program may occur for reasons of poor academic performance or for conduct in violation of the Scriptural standards set forth above, following the procedures delineated in the University Catalog.

A student who is denied formal admission into the Pre-Seminary Program or who is dismissed from the Pre-Seminary Program may appeal that decision following the procedure delineated in the University Catalog.

Other Institutions

The University may release a student's education records to officials of other educational institutions in which that student seeks or intends to enroll or is enrolled.

Audit or Evaluation of Federal or State Education Programs

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education and state and local educational authorities may have access to student records in connection with the audit and evaluation of Federal or State supported education programs, or in connection with the enforcement of Federal law which relates to such programs.

Financial Aid

The University may release a student's education records to persons or organizations in connection with that student's application for, or receipt of, financial aid, to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms or conditions of such financial aid.

State and Local Officials Pursuant to Statute Concerning Juvenile Justice

The University may release education records to state and local officials that are authorized by statute to access student education records to efficiently serve the student.

Organizations Conducting Studies

To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in a manner which will not permit the personal identification of students and/or their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purposes for which the study was conducted. The term "organizations" includes, but is not limited to, Federal, State, and local agencies, and independent organizations.

Accrediting Organizations

To accrediting organizations to carry out their accrediting functions.

Judicial Order or Subpoena

Information concerning a student shall be released in response to a judicial order or lawfully issued subpoena. The University will make reasonable efforts to notify the student of an order or subpoena before complying with it, except that the University shall not notify a student of a subpoena if it is from a federal

grand jury or is for law enforcement purposes, and it provides that the University shall not disclose to any person the existence or contents of the subpoena, or any information furnished in response to the subpoena. Education records may be disclosed to the U. S. Attorney General or his or her designee in response to an *ex parte* order concerning an authorized investigation or prosecution of domestic or international terrorism, without prior notice to the student.

Health and Safety

The University may disclose student information to persons in an emergency in order to protect the health and safety of the student or others in the University community.

Disciplinary Hearing Results

Disclosure to Victims: The University may disclose to an alleged victim of any crime of violence (as that term is defined in Chapter 1, Section 16 of Title 18, United States Code), or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such crime or offense with respect to such crime or offense, regardless of whether the alleged perpetrator was found responsible for violating the University's rules or policies with respect to such crime or offense.

Disclosure to Third Parties: The University may disclose the results of any disciplinary proceeding against a student who is an alleged perpetrator of any crime of violence or non-forcible sex offense (as those terms are defined in 34 C.F.R. 99.39), if the student is found responsible on or after October 7, 1998, for violating the University's rules or policies with respect to such crime or offense. Such disclosure shall include only the name of the student, the violation committed, and any sanction imposed by the University on that student. Such disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

Disclosure to the Student: The student has the right, on request to the appropriate University official, to review all materials that are in the student's education records, except:

- Financial information submitted by the student's parents;
- Confidential letters and recommendations associated with admissions, employment or job placement, or honors, to which the student has waived rights of inspection and review (the University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected);
- Education records containing information about more than one student, in which case the University will permit access only to that part of the record that pertains to the inquiring student.

Student education records are maintained at several locations on campus. Student Services has been designated as the official custodian of records. Requests for access to specific student records should be made to the University office or agency concerned with the records. Requests for assistance in locating individual student records should be directed in writing to the custodian of records. The following offices shall make available the personal records of a student within 45 days of receiving the student's request and required fees:

- Academic (including transcripts)
- Student personnel
- Placement
- Student Teaching
- Financial Aid Accounts
- Admission and Status in Academic Program
- Health Records
- Registrar/Advisor
- Student Services
- Coordinator of Student Teaching
- Director of Synodical Placement/Director of Career Services
- Office of Financial Aid
- Business Office
- Program Director

- Director of the Health Center

Official copies of academic records or transcripts will not be released for students who have a delinquent financial obligation or financial "hold" at the University.

Disclosure with Prior Consent of the Student

With the student's prior consent, the University will release personally identifiable student information in education records or allow access to those records. Such consent must be written, signed and dated, and must specify the records to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure.

Record of Disclosures

The University will maintain with the student's education records a record for each disclosure request and each disclosure, except disclosures:

- to the student himself or herself;
- pursuant to the written consent of the student;
- to University officials with legitimate educational interests;
- pursuant to a law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed or the order is concerning an authorized investigation or prosecution of domestic or international terrorism; or of directory information.

Video Licensing Information

The Federal Copyright Act (Title 17, United States Code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition. Additional information for student organizations is listed in the Student Organization Resource Guide. To receive a copy of the guide, please contact the Director of Student Activities.

Sex Offender Registry

Neb. Rev. Stat. § 29-4002 et al. declares that sex offenders present a high risk to commit repeat offenses and that efforts of law enforcement agencies to protect their communities, conduct investigations, and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses and who live in their jurisdiction. Because of that, the legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies as provided by the Sex Offender Registration Act. Information can be found at www.nsp.state.ne.us/sor/.

This information is to be used to provide public notice and information about a registrant so a community can develop constructive plans to prepare themselves and their families. Sex Offenders have "always" been in our communities. The notification process will remove their ability to act secretly.

Sex offender registry information shall not be used to retaliate against the registrants, their families, or their employers in any way. Vandalism, verbal or written threats of harm are illegal and will result in arrest and prosecution. (Also see Sexual Conduct)

Resources and Services for Students

Academic Resource Center (ARC)

At Concordia University Nebraska, we have academic resources to support you as a student here. The Academic Resource Center (ARC), provides on-campus academic assistance for Concordia students. All students are invited to visit the ARC for one-on-one help with study skills, time management, test-taking skills, and organization. The ARC is located at the south end of the Link Library. Visit our [Academic Resource Center webpage](#) for more information.

Concordia has partnered with TutorMe to provide tutoring and writing support to all undergraduate and graduate students. TutorMe provides access to one-on-one, live tutoring and writing support anytime, anywhere, 24/7. TutorMe also provides access to an asynchronous writing lab to receive feedback on draft

written assignments within 12 hours. Information about TutorMe can be found in your courses by clicking the "Tutoring" link in your Blackboard course navigation. We are pleased to provide this service to our students for free and encourage you to use it to help you be successful.

Advising

First Year and Faculty Advisors - First Year Academic Advisors will assist students in registration, major declaration, setting educational goals, degree planning, and understanding other CU procedures. First Year Academic Advisors can also direct students to campus resources such as the Academic Resource Center, Career Development Office, Counseling Office, etc. After fall semester the student will transition to a Faculty Academic Advisor within the student's area of study for the remainder of their degree.

First Year Advisors and Academic Faculty Advisors assist students by:

- Providing support through the incoming student's transition to college life.
- Registering students for first semester coursework before they arrive on campus. This includes contact with students for any necessary adjustments.
- Serving as a resource for information or addressing academic matters.
- Monitoring the progress of advisees during the semester and suggesting sources of assistance as necessary.
- Being a friend on campus, someone to talk to about any concerns, including non-academic problems.
- Providing information about sources of assistance available to students such as career counseling, spiritual counseling, tutors, and credit by exam, etc.
- Being accessible to advisees by phone, email, and personal meetings during the normal working day, as well as at other times as special needs arise.
- Assisting in course registration and approving any changes in registration to assure that coursework will meet graduation requirements.
- Serving as a contact for parents who may want to share concerns or seek information about the progress of an advisee.

Bookstore

Concordia Bookstore is managed by Follett. You will find a multitude of items to meet your personal and professional needs, including everything from health and beauty aids to greeting cards; from school, art and office supplies to Christian gifts; snacks to trade books; as well as Concordia's own exclusive line of clothing and sportswear. As a student you receive many discounts on titles and trade books!

Concordia Bookstore maintains a special-order service for books not regularly stocked. Other services Concordia Bookstore offers are: FedEx shipping, postage, and gift cards. Ask about the textbook price match program! Suggestions to improve the store and services are always welcome.

Concordia Bookstore Hours: Mon.-Thur. 10:00-5:00; Fri 10:00-4:00; Sat. 10:00-2:00

Bulldog Bucks

"Bulldog Bucks" provide students and their friends and family a way to add funds to a student account usable on campus at the *Concordia University Bookstore, Concordia Dining Hall, 10:31 Coffee Shop* and the *Dog House* grill. Bulldog Bucks can also be used to pay for prints and copies made on campus. A student can then utilize these funds by simply swiping their student ID card at these locations.

Campus Pastor

The Campus Pastor is responsible for the campus worship services and chapels, as well as for many of the extra-curricular religious activities on campus. These activities include such things as Bible study, evangelism activities, residence hall and all-campus devotions, student chapels, and mission work projects. Much of this work is accomplished with the assistance of student committees. Please contact the Campus Pastor if you wish to be involved in any of these areas.

Private confession & absolution as well as personal counseling, especially for questions of a spiritual nature and of individual personal concerns, is available. Please visit the Campus Pastor's Office in Janzow 208, or call ext. 7411, or email him at campuspastor@cune.edu to set up an appointment.

Computer Technology (Campus)

Access to the campus network and the internet is available to current students in their residence hall rooms, through our wireless network and from user labs located in the following buildings:

Building:	Type Use:
Brommer Art Center #205	primarily art students
Janzow Business Center	general use
Link Library #132	primarily classes
Link Library Commons	general use
Music Center #101	(renovation to be completed Spring 2023)
Dunklau #002	general use
Thom #002	one general use lab
Thom #004	one classroom lab
Walz	one general use lab

Counseling Services

The Counseling Office, located in Jesse 101 provides short-term personal counseling services on an outpatient basis to enrolled Concordia students. These basic services include:

- Short -term counseling
- Consultations
- Wellness and mental health education
- Assist in personal crisis/emergency intervention
- FREE and confidential services
- *Let's Talk*-Weekly drop-in available

The Counseling Office provides short-term (4-6 sessions per semester) outpatient counseling services. Students who request or require long term, or more intensive or specialized mental health treatment, will be referred by staff therapists to appropriate community-based counseling services located off-campus. Students who require or request medical or psychiatric care will also be referred to community-based services. Some of these providers are in Seward, Nebraska while others -- for psychiatric hospitalization and partial hospitalization -- are in Lincoln, which is 25 miles east of Seward.

Eligibility and Fees

- All enrolled Concordia students can access counseling services regardless of race, gender, color, national origin, religion, disability, or age. All services are provided free of charge.
- Students are responsible for any expenses incurred when they use off-campus mental health, medical or psychiatric services.
- No-Show and Late Cancellation Policy: Students who cannot make their appointments are asked to cancel and/or reschedule their appointments at least 24 hours in advance.

How to Reach Us or To Make an Appointment:

- Email CounselingOffice@cune.edu or access the CUNE Student Portal
- Learn more about our counseling services by visiting our web page at: www.cune.edu/counseling.

Confidentiality

- The Counseling Office recognizes the need for students to have a safe and confidential environment to feel comfortable sharing personal information; therefore, no information is shared or exchanged without written consent by the student. Exceptions to the confidentiality policy include state and license mandated law and ethics: if the student reports risk of danger to self or others, if there is suspicion of child or elder abuse or there is a request made by written subpoena or court order. Counselors may obtain necessary and confidential consultation or supervision with other mental health professionals or CUNE CARE Team to ensure quality of care. If you have any additional questions or want to learn more about confidentiality, please contact the Counseling Center.

- Students and/or others desiring additional information about the Counseling Office privacy practices may contact the Director of Counseling Services, Kathy L'Heureux, by calling 402-643-7398 or by mailing address: Counseling Office-Jesse 101 , 800 N. Columbia Ave., Seward, NE 68434.

Academic Resource Center (ARC)

At Concordia University Nebraska, we have academic resources to support you as a student here. The Academic Resource Center (ARC), provides on-campus academic assistance for Concordia students. All students are invited to visit the ARC for one-on-one help with study skills, time management, test-taking skills, and organization. The ARC is located at the south end of the Link Library. Visit our [Academic Resource Center webpage](#) for more information.

Concordia has partnered with Pear Deck Tutor to provide tutoring and writing support to all undergraduate and graduate students in over 300 subjects. Pear Deck Tutor provides access to one-on-one, live tutoring and writing support anytime, anywhere, 24/7. Pear Deck Tutor also provides access to an asynchronous writing lab to receive feedback on draft written assignments within 12 hours. Information about Pear Deck Tutor can be found in your courses by clicking the "Pear Deck Tutor" link in your Blackboard course navigation. We are pleased to provide this service to our students for free and encourage you to use it to help you be successful.

Additionally, Concordia is excited to share that ReadSpeaker is available in all your courses on Blackboard! This tool converts written text into natural-sounding speech, making it easier to access and understand your course materials. Perfect for students with reading difficulties, visual impairments, or those who prefer listening to content. Customize the voice, speed, and highlights to suit your needs. Tutorials are available in the "Support" section of your course, and help is available via helpdesk.cune.edu. We are pleased to provide this tool to our students for free and encourage you to use it to help you be successful.

Disability Support Services (DSS)

Concordia University, in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Subpart E), does not discriminate in the recruitment, admission, or treatment of students. Students with documented disabilities are legally entitled to request reasonable modifications, accommodations, and/or auxiliary aids and services that will enable them to access and have opportunity to participate in all postsecondary educational programs and services.

Who Qualifies?

Under Section 504 of the Rehabilitation Act, a person is considered to have a disability if that person:

- *Has a physical or mental impairment that substantially limits one or more of such person's major life activities,*
- *Has a record of such an impairment, or*
- *Is regarded as having such an impairment.*

Accessing Disability Support Services

Concordia University is committed to a climate of mutual respect and full participation. In the event you encounter any barrier(s) to full participation in any of the educational programs, activities, or services offered by Concordia due to the impact of a disability (e.g., physical, mental, cognitive) and may need accommodations to fully participate, you are encouraged to contact our Disability Support Services office (DSS). DSS facilitates this process to establish that (a) a student is a person with a disability; (b) the accommodations requested are logical, reasonable, and necessary to facilitate equal access and remove barriers, and; (c) the requested accommodation is reasonable within the appropriate context. You may request accommodations at any time through the [Student Health Portal](#) or visit our [Disability Support Services webpage](#) for more information. Accommodations are not retroactive, nor do they transfer from institution to institution. To contact the Director of Disability Support Services, please call 402.643.7187 or

800.535.5494 ext. 7187 or email ada@cune.edu.

Student Responsibilities

As a student with a disability, to be otherwise qualified means you have to meet the same academic requirements and standards as non-disabled students. These requirements and standards must be considered necessary to maintain the integrity of a course, program or college policy. It also means you are required to meet instructors' expectations for students in regard to class participation, work standards, attendance and ability to demonstrate acquired knowledge.

Disability & the Code of Conduct

Students who identify themselves as having a disability are *not exempt* from compliance with Concordia's Student Code of Conduct. The protections offered by disability law do not eliminate or negate the University's conduct or behavioral code for students.

Food Service

Chartwells Higher Education is a nationally recognized provider specializing in campus nutrition and food service. Chartwells uses creative programming to instill a lifelong habit of eating right, while engaging students in a memorable campus community environment. You will find several themed stations open daily, offering a variety of entrees, deli selections, dessert items and salads in the Janzow Campus Center Dining Hall. Your housing agreement requires your participation in an on-campus meal plan.



Meal Plans

You are automatically enrolled in the Unlimited Meal plan, ensuring that you have access to breakfast, lunch and dinner daily. This plan not only makes certain you receive the best performance and nutrition throughout the semester, but it also provides the most value per meal. If you wish to choose from one of the other options, you may do so by contacting the Student Life Office for a *Meal Plan Contract* form. Meal plan changes must be made by August 30 for First Semester and January 17 for Second Semester.

You may choose from:

- Unlimited Meal Plan - allows for unlimited meals and includes \$150 Dining Dollars per semester.
- 190 Block Plan - allows you to use 190 meals each semester and includes \$200 Dining Dollars per semester.
- 85 Block Plan allows you to use 85 meals/semester—this option is available only for those students living in Jonathan or Off-Campus and includes \$200 Dining Dollars per semester.

Dining Dollars

Dining Dollars are additional dollars that you may spend at the *Dining Hall*, *10:31 Coffee Shop* or at the *Dog House* grill. Remaining dining dollars at the end of FIRST SEMESTER ONLY will be added to the dining dollars for second semester, provided the student has a meal plan and remains enrolled at CUNE. No refunds will be given for meal plan Dining Dollars not used by the end of the second semester. Dining Dollars may be used for any of the products offered at these locations, including specialty drinks, convenience items, desserts, and meals.

Individual Sack Lunches

Sack Lunches may be pre-ordered for curricular activities that take you away from the campus. In the case

of activities such as student teaching or field trips, you may request a sack lunch to take with you. These must be ordered from a Dining Hall cashier *two business days in advance* and will be made to order. They are then charged to your meal account as replacing the meal for that period.

Meal Replacement O2GO Program

Chartwells has implemented the O2GO program if you wish to take food to-go. To participate, purchase a reusable O2GO container for a one-time fee of \$5. Fill the container with food & take it with you to eat at another location. Return the empty container to the designated location in Janzow Dining. You may then either receive a clean O2GO container for immediate use OR receive a token for redemption later.



- Only one O2GO container at a time is allowed
- You must pick up your O2GO container immediately upon entering Janzow Dining – not after you have already eaten
- You may not take food in an O2GO container for other students using your meal swipe
- If you lose your O2GO container or your token, another one must be purchased
- O2GO containers may be acquired & filled at Janzow Dining or at the Dog House grill

Group Travel Meals

When groups of students are asked to travel as part of their academic experience, such as an athletic competition or choir tour, their instructor or coach may choose to submit a group travel meal order form. These nutritious meals are packaged in bulk for transport and are also then charged to your meal account as replacing the meal for that period. For groups that require frequent travel, coaches or instructors may require you to carry a meal plan to ensure that you are getting affordable and nutritious meals on the road-even if you live off-campus.

Special Diets

Dining services is always available to assist you in managing any special dietary concerns or conditions that you might have. The staff at Chartwells is trained to accommodate most dietary preferences and needs, including Vegan, Vegetarian, and gluten-sensitive diets. Each meal has a designated “Meal Ambassador” to whom you may direct any questions or concerns. Additionally, Chartwells Dining offers a self-serve kiosk in the dining hall at <https://dineoncampus.com/concordia>, which allows students to access complete nutritional information and ingredient lists for all served food in the facility.

In Case of Illness

If you are ill/contagious and unable to come into the dining hall, sick trays are available. Contact the Health Center and the campus nurse will notify the dining hall if a sick tray is needed. Your roommate/RA may then bring your ID and pick up food for you.

The main Dining Hall is located in the lower level of the Janzow Campus Center. Scheduled hours are:

Monday – Friday	Retail Price	
7:00 a.m. - 10:50 a.m.	Breakfast	\$8.10 + tax
10:50 a.m. - 4:30 p.m.	Lunch	\$12.25 + tax
4:30 p.m. - 8:00 p.m.	Dinner	\$13.25 + tax
Saturday & Sunday		
8:00 a.m. - 11:00 a.m.	Breakfast	\$8.10 + tax
11:00 a.m. - 2:00 p.m.	Lunch	\$12.25 + tax
2:00 p.m. - 4:00 p.m.	Closed	
4:00 p.m. - 7:00 p.m.	Dinner	\$13.25 + tax

- You may enter the Janzow Campus Center from any entrance; however, entry to the dining hall is from the north, through the lower level doors nearest to the Holthus Memorial Plaza. In case of inclement weather, lines will be formed in front of the mailboxes. To exit the dining hall, we request that you use the exit doors closest to the Dog House Grill.
- I.D. cards are required for entry to the dining hall. If you lose your card, you will have three days to replace it before you will not be admitted into the dining hall. The cost to replace your card is \$10.00; these are available in the Student Life Office in Janzow Campus Center, Upper Level.
- I.D. Cards are not transferable. No meal plan sharing is allowed. Misuse and/or “loaning” of your I.D. card are grounds for confiscation of your card and are violations of the CUNE Student Code of Conduct.
- The Dining Hall, Dog House Grill and 10:31 Coffee Shop are open to the public-your guests/parents may come in and eat with you. They have the option of paying the retail price listed above (cash, check or major CC,) or you may use your available “Dining Dollars” to purchase a meal for each of them. The student must be present at the time of the transaction to use their dining dollars to purchase a meal for a guest.
- Dining hall dishes, glasses, cups, utensils, are to remain in the dining hall. Please do not “relocate” these items to your dorm room, apartment, classrooms, or other areas of the campus. If you discover dining services’ dishes, glasses, cups or utensils in areas of the campus other than the dining hall, please return them promptly.
- Throwing of ice or food is not permitted or acceptable anywhere in the dining hall. Shoes and shirts must be worn at all times.
- You will be asked to leave large packages and objects (musical instruments, large portfolios, skateboards) at the front cashier stand, to avoid creating trip hazards for others. If you must leave the Dining Hall during your meal period, please leave your I.D. card at the front desk if you plan on re-entry.

Catering is available through dining services. You can request in-service catering information from the cashier or see the catering director for special events. Chartwells has the right of first refusal. Please contact them for catering to see if arrangements can be made.

Health Center Services

<https://www.cune.edu/today/students/health-wellness/health-center>

Concordia provides basic, high-quality health care that is easily accessible and responsive to your health needs. This service is included for enrolled students of Concordia. Appointments are available Monday through Friday while classes are in session. Currently, our staff includes a nurse practitioner and a registered nurse.

Appointments are scheduled through the Pyramed student portal. Students are referred to other providers in the community as the level of care indicates. All health records, discussions, and assessments are confidential. Anything you say to a provider is confidential unless someone is hurting you, you want to hurt someone else, or you want to hurt yourself.

University Health Center
 Janzow Campus Center
 (402) 643-7224
healthcenter@cune.edu

Other Local Health Service Providers:

Seward Family Medical Clinic
 250 N. Columbia, Seward
 (402) 643-4800

Memorial Hospital
 300 N. Columbia, Seward
 (402) 643-2971

Bryan Urgent Care
 510 Bradford St., Seward
 (531) 727-2893

Students are encouraged to report illnesses, as well as emergency care, accidents, or hospitalization to the Health Center. At the beginning of the school year or as your health status changes, you are strongly

encouraged to discuss with the campus nurse any health problems or special health needs you may have. You are also encouraged to share health problems with your roommate, RA and professors so that in case of an emergency or crisis you may receive the care you need as quickly as possible.

RAs have been issued a first aid kit for minor first aid care. Items such as ice packs, crutches, etc. are available to students on a loan basis from the health center. Students are responsible for replacement cost when items are damaged or are not returned to the Health Center. If you need any of the items listed, please call and we will arrange for you to pick them up from the Health Center.

Class excuses will not be given by the Health Center. The Health Center may verify a student's absence from class but does not excuse an absence. Verifications of absence occur when the student is seen by the nurse practitioner (via scheduled appointment) and it is determined that an absence from class is in the best interest of the student, OR through documentation provided by an off-campus provider. Each student is responsible for notifying any/all instructors and making the necessary arrangements to complete coursework. It is ultimately the professor that excuses an absence based on their attendance policy.

Students are responsible for making provisions for the payment of all personal, medical, dental and hospital expenses. Students are also responsible for processing insurance claims when applicable. We will not be held responsible for expenses incurred where cases are referred to the hospital or doctor's office. All students should carry personal health coverage while in attendance at CUNE.

Concordia shall not be held liable for expenses incurred because of an accident when on the premises, on special tours, field trips, or when participating in a student activity except where negligence in maintenance or supervision proves to be a liability on the part of the school or its staff.

Readiness to Return—Medical Release Form

Concordia recognizes that a student's wellbeing is critical for their educational success. When a student is hospitalized or takes a medical leave of absence, that student may be required to complete a Readiness to Return—Medical Release Form. The form must be submitted by a qualified medical professional. Upon return to campus the student will be required to meet with the Vice President for Student Affairs (or designee), university counselor, nurse practitioner or Disabilities Services Director, if appropriate. The purpose of this process is to provide available resources, support and possible accommodations to enable the student's academic success.

Instructional Technology Center (ITC)

The Instructional Technology Center helps in planning, producing, and displaying audiovisual media. Digital cameras, audio recorders, video cameras and video projectors are available at the ITC office to be checked out using your student ID for academic projects and other institutional needs. The computer lab in Link Library 132 also has Adobe Creative Cloud which includes video, audio, and photo editing software. The ITC provides services for audio recording, DVD duplication, and a small lamination machine. Located in the Link Library Commons, the ITC helpdesk assists Concordia students and faculty learn how to use multimedia software and equipment – from Microsoft Office programs (Word, Excel, and PowerPoint) to digital cameras and video projectors. We will help you succeed in putting technology to work.

ITC Helpdesk

Go to helpdesk.cune.edu to request assistance with media technology.

Library

Link Library is a favorite place for studying, doing research, and working on projects. The library has spaces for quiet study as well as group discussions. Numerous PCs are available for your use, as well as snack vending machines to recharge your energy. The library staff is here to help you succeed in finding information and using it. Whether you are looking for books, articles, videos, websites, or other resources, feel free to ask any of us for help. We are your research partners!

Please note:

- Individual and group study rooms are available. Inquire at the circulation desk.
- Link Library has an extensive collection of CDs and DVD videos. These items may be checked out or used with listening and viewing equipment available in the library.
- Link Library has several unusual items to check out, including headphones, extension cords, Frisbees, and more. Ask for details at the circulation desk.
- Covered drinks and snacks are allowed throughout the library, but please keep the library clean. Tobacco use is not permitted in the building.
- Health regulations require all people to wear shoes or sandals while in the building.
- Please respect other library users by not disturbing their research and study. The lower level (basement) is designated for silent study and has many desks for your use.
- Moderate conversation is allowed on the upper floors, but please respect the study atmosphere.
- Children under 9th grade must be supervised by a parent/guardian at all times.

Borrowing Materials

- Your student I.D. is required to check out materials. Items checked out in your name are your responsibility to return on time and in good condition.
- Renewals: You may renew materials if no one else has requested them. Materials may be renewed at the library circulation desk, by telephone, or through the library website. We cannot guarantee renewal of items borrowed by interlibrary loan; we have to ask the original lending library for you.
- Excessive fines or mistreatment of materials may result in the loss of borrowing privileges.

Loan Periods

- General collection, children's collection, and curriculum: four-week loan.
- Most Course Reserve materials may be checked out for two hours, limit of two items at a time. Ninety minutes before closing time, reserve items may be checked out overnight, and are due back ninety minutes after opening the next day.
- Reference books: Two hour or overnight checkout; limit of three items.
- Periodicals: Current issues—two hours or overnight. Back issues—three days.
- Videos: Seven days.
- CDs and music scores: Seven days.

Overdue Fines & Fees

Overdue fines are based upon the type of item. Generally, the shorter the loan period, the higher the late fee. A detailed fine list is available at the circulation desk.

Lost materials are subject to the replacement cost of the item plus a \$15 processing fee. Please report lost materials immediately.

Students with unpaid fines totaling \$5.00 or more may not check out library materials. Students with unpaid fines of \$10.00 or more will not be able to register for classes, graduate, or request transcripts.

All library materials checked out during a semester must be returned before 5:00 p.m. on Wednesday of finals week.

Reciprocal Borrowing Privileges

You may use the libraries of many other Nebraska universities and colleges by showing your Concordia ID. Ask for details at Link Library.

Concordia students also may get a free public library card at Seward Memorial Library, downtown.

Interlibrary Loan

Books and articles not owned by Concordia can usually be obtained by interlibrary loan. Articles typically arrive by email within 2-3 days; books usually reach the library in 3-5 days. The borrower is responsible for any charges from the lending library, though these are rare. Interlibrary loan requests can be placed through the library website.

Copying Services

A photocopier is available in the library for student use. Use your student ID to pay for copies from your annual printing allotment. Scanning documents to your email or USB drive is free. Large copy jobs should be handled at the Copy Center in Janzow.

Library Contacts

To learn more about the library, access e-books and databases, or for tips on doing research, visit our website at www.cune.edu/library or call the Circulation Desk at 402-643-7254.

Lost and Found Locations

Music Building Main Office, Physical Education Building, Office and Equipment Room, WALZ Human Performance Center, Buildings and Grounds Office, Student Life Office, Thom Office. **If you cannot locate a lost item in any of these areas, you may wish to “advertise” for it with a “SLO Stamped” notice on the Campus Center bulletin boards.

Outdoor Chapel

The Outdoor Chapel can be used by Concordia student organizations and residence hall floor groups with permission. To see about reserving this, and learn about the responsibilities involved, please contact the Student Life Office at least a week in advance.

Post Office

All on campus students are assigned boxes in the Campus Post Office. Mailboxes will be assigned to new students during orientation and to all returning students. Off campus students will not receive a mailbox unless they request one. They will need to visit with mailroom staff to get a box assigned to them.

Packages

- USPS/FedEx/UPS and other Shipping Services - You will receive a package notice in your mailbox after mailroom staff is done sorting through all packages. Package pickup times are Monday through Friday 8:00 AM – 5:00 PM, Saturday 9:00 AM – Noon. The mailroom is closed Sundays and holidays. It's important to note that tracking information isn't always accurate – even though an alert may be received, it may not have been delivered to our campus mailroom.

Vacations

During school vacations, all mail is held for you. During summer break all first-class mail and packages are forwarded to the address you have given the school. If that has changed, stop by the campus Post Office to get it corrected. Students need to contact their newspaper and/or magazine companies with a change of address. Also remember during the summer to switch your address for online purchases to your home.

Student Teachers

During your student teaching all first-class mail and packages will be forwarded to you. Please provide the mailroom with that address. All third-class mail and magazines will be held until you return.

Change of Address

If you leave school for any length of time, or attrition, please notify the Post Office so that they can get your mail forwarded right away. Also report any change of address as soon as possible.

Campus Post Office Hours

Monday through Friday	8:00 am – 5:00 pm
Saturday	9:00 am – 12:00 pm
Sundays and holidays	closed

Seward Post Office Hours

(507 Main Street, next to the Rivoli theatre)

Monday through Friday	7:30 am – 4:30 pm
-----------------------	-------------------

Saturday	8:00 am – 11:00 am
Last Outside box pickup	3:00 pm
Last inside pickup	3:00 pm

Printing/Copying on Campus

Students paying a technology fee will have a starting balance each semester that will allow them to print and copy 500 black & white prints (color prints will be charged more). Based on student use and reviewing practices at other colleges and universities this quantity should cover printing requirements for all students. This starting balance is activated each year by simply swiping the student ID card at any Toshiba device in the student labs. There will be a charge to this account when you print from a computer on campus and when you swipe your student ID card to make a copy. Once an account reaches the 500 prints additional funds must be present in the Bulldog Bucks account in order to print and copy on campus. If needed, additional funds can be added to the Bulldog Bucks account through Blackboard Transact eAccounts. Credit is for each specific term, and unused credits do not roll over to the next term.

Where can I print and copy on campus?

Students have 8 locations on campus to print, copy and scan to USB.

Black & White device locations (scans in color):

- Brommer Lab
- Music Lab
- Dunklau Lab
- Thom Lab
- Walz Lab
- David Dorm
- Janzow Campus Center Lab

Color device locations:

- Library Lab
- Student Life Office

Documents can also be sent from your dorm room or other locations by submitting a job at <https://webprint.cune.edu>. Here you will login with your network username and password, select Web Print and Submit a Job. You can then go to any device on campus and release this job by simply swiping your ID card and releasing.

Where can I get help with printing?

There are instructional posters located by each device. Each device has a contact name of a CUNE staff member located in the same building that can help you. Please contact Helpdesk-Printer@cune.edu if you are unable to resolve your issue.

Student Life Staff

The Student Life Office is commonly known as “SLO”. The Student Life Office team members are ready to assist you with the challenges and opportunities of campus life through formal and informal means. Other members of the SLO team, residing in the residence halls, include the Resident Assistants (RAs) and Residence Hall Coordinators (RCs). You will find the SLO team involved in programming for spiritual growth, fellowship and service experiences in the residence halls, and other programs designed to explore issues, concerns and interests of our students.

Above all, SLO is a place and people designed to serve you— to answer questions, provide resources, explore ideas, and air frustrations. They also appreciate getting to know you through plain old conversation. Stop in at SLO and visit. Use the office frequently. That’s the reason the Student Life Office personnel are here— for you.

The Student Life Office is responsible for making housing and roommate assignments, and any changes must be cleared through the Student Life Office. This office also administers the discipline process and

may be involved directly or indirectly in dealing with violations of policies regarding student conduct.

Resident Assistants (RAs)

RAs are students like you who are employed through the Student Life Office as resource persons in the residence halls. There is an RA on each residence hall floor. Your RA has received training and is prepared to assist you in your adjustment to residence hall life. An RA's responsibilities include:

- helping room/floor mates build a community exemplified by Christian love and understanding, mutual consideration and respect, making your floor a great place to live and grow;
- helping to resolve conflicts that arise;
- assisting with maintaining the security of the living areas;
- reporting maintenance concerns on the floor to SLO;
- maintaining acceptable student conduct on campus through confronting students who violate student conduct policies and making appropriate responses;
- providing you with a listening ear, a helping hand, and an encouraging word; and
- encouraging and facilitating residence hall programming (i.e., Bible study opportunities, recreational activities, inter-hall activities, etc.).

Your RA is someone who cares about you, whom you can consider an available resource person, ready to assist you personally, or point you in the direction of someone else who can help.

Residence Hall Coordinators (RCs)

The Residence Hall Coordinator, or RC, is responsible to the Student Life Office and is available to residents in the following capacities:

- to be a resource for personal guidance, informal counseling, and referrals for residents;
- to coordinate the responsibilities of the RAs as related to the general activities of the hall;
- to be involved as a resource person to assist RAs with daily responsibilities; and
- to counsel with residents involved in violations of campus principles, guidelines, codes, and policies.

The RCs live in the residence hall apartments and work with the halls as follows:

Elie Moldenhauer	David Hall
Abby Niemeier	Obed, Schuelke, Philip, Jonathan-women
Joshua Jurchen	Dorcas, Ruth, Boaz
Micah Henschen	Timothy, Esther, Strieter, and Jonathan-men

Student Life Education

Through the Student Life Office, educational opportunities outside the classroom are offered and woven into the fabric of a student's day. These opportunities are to support the classroom experience and to continue individual growth and development while at Concordia and beyond graduation. Topics covered may include but are not limited to: tobacco products and cessation of use, alcohol and other issues, sexuality issues, financial responsibility, STI's (sexually transmitted infections), sexual violence prevention, personal safety, community service, mental health issues, volunteerism, and personal health and wellness. The topics are explored in a variety of ways: workshops, awareness events, campus activities, education material to the residence hall floors, peer education presentations, and positive media campaigning.

Student Organizations and Activities

Student organizations and activities exist to support each student's faith formation, physical well-being, intellectual and innovative goals, satisfactory use of talents, and social competence.

Faith Formation: Extend and intensify his/her meditation on, interaction with and application of God's Word to make a spiritually wholesome community life possible.

Recreation: Provide opportunities for recreation for each student to support their physical wellbeing.

Leadership: Provide opportunities for student participation in leadership that supplement and enhance skills developed through class work, and that support an academically challenging atmosphere on campus.

Innovation: Provide opportunities for students to learn, be exposed to, and initiate innovative ideas that stimulate the creation of a cultured atmosphere.

Talents: Provide opportunities for the student to develop the ability to make satisfactory use of his/her talents.

Social Competence: Provide each student an opportunity to develop social competence.

To establish a new organization or activity, ten or more students must make application to the Student Senate through the Student Life Office. The organization or activity must conform to the University's objectives and purposes, act in accordance with the University's mission and values, and not advocate, act, or encourage action which is contrary to the doctrinal positions of The Lutheran Church—Missouri Synod. To become a Recognized Student Organization, the members must file a constitution and/or charter with the Student Life Office and meet the requirements of the Student Senate. Each organization or activity must also have a faculty or staff member to serve as an advisor. **Religious clubs and organizations may also need approval of the Campus Pastor.** The University has the following basic expectations of all student organization sponsors, directors and coaches:

- *Resource Person:* Serve as a resource and provide continuity from year to year by meeting regularly with the organizational leaders.
- *Share Policy:* Explain institutional policy and procedures as they apply to decisions and/or activities of the organization.
- *Financial Oversight:* Offer financial management advice and oversee budget.
- *Safety and Reporting:* Understand and act in accordance as a Campus Security Authority (CSA) under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Report as required by law. (Forms are available on the Portal and from the Student Life Office.)

On-Campus Events

To reserve space for an event, please contact the advisor of the student organization or the Student Life Office. If you use a room and move the chairs or the tables that are always in that space (in a Thom classroom or JCC lounge, for instance), be sure to return the room to its original set-up. Please do not slide tables or chairs across floors.

Worship and Faith Growth

Because worship is a central activity of a Christian community, Concordia provides many opportunities for corporate worship. Daily morning chapel services are held on campus in Weller Chapel. Evening services of prayer is held on Tuesdays and Thursdays and a time of praise is offered on Wednesday night. Only worship services led or sponsored by an LCMS member(s), congregations or entities, and approved by the Campus Pastor and President may be conducted on campus.

The Attic is a campus-wide Bible study offered on Sunday nights, led by the Campus Pastor and other staff. Student-led small groups and studies are also offered throughout the week. To get connected contact campusministry@cune.edu.

Seward's two LCMS congregations, St. John Lutheran Church and The Rock Lutheran Church, both have weekend worship services. St. John has worship services on Saturday evening and Sunday morning and hosts special services involving Concordia students and faculty throughout the year. The Rock has worship services on Sunday morning. Information about other churches, both Lutheran and Christian, in Seward County and Lincoln are available in the Campus Pastor's office or SLO.

Many students discover that their faith in Jesus Christ is more than just a title or a casual acquaintance while they are at college. The Campus Pastor is eager to assist your spiritual walk with Christ. He can be contacted at campuspastor@cune.edu, by calling ext. 7216, or by stopping by his office in Janzow 208.

* * * * *

CONCORDIA SCHOOL SONGS

The Tower Song

Dear old Tow'r that shines above us, Dear hearts that catch the gleam,

Though miles and years remove us

Of you we'll always dream.

From Plum to Blue and yonder,

We rise Concordia's own

To praise as far as we wander

The good that on us shone

On, Concordia

On, Concordia, On, Concordia, Pep that team of yours.

Fight, Concordia, Fight, Concordia, 'Til we win this game.

(Rah! Rah! Rah!)

On, Concordia, On Concordia, Pep that team of yours.

Fight, fellows, fight And we will win this game



